



Doncaster Council

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

Agenda

**To all Members of the
COUNCIL**

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

Venue: Council Chamber, Floor 2, Civic Office, Waterdale, Doncaster

Date: Thursday, 24th January, 2019

Time: 2.00 pm

BROADCASTING NOTICE

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**Jo Miller
Chief Executive**

Issued on: Wednesday, 16 January 2019

Governance Officer for this meeting David Taylor
 01302 736712

**Doncaster Metropolitan Borough Council
www.doncaster.gov.uk**

ITEMS

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Council Meeting held on 22nd November, 2018. 1 - 16
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. Proposals for Localised Council Tax Support from 1st April, 2019 (the Local Council Tax Reduction Scheme). 17 - 44
8. Director of Public Health Annual Report 2018. 45 - 74
9. Annual Pay Policy Statement 2019/20. 75 - 98
10. Overview and Scrutiny Update - May to December, 2018. 99 - 118
11. Proposed Diary of Meetings - 2019/21. 119 - 148
12. 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

13. To receive the minutes of the following Joint Authorities. 149 - 196
 - A. Sheffield City Region Combined Authority held on 29th October and 17th December, 2018.

- B. Sheffield City Region Local Enterprise Partnership Board held on 5th November, 2018.
- C. South Yorkshire Fire and Rescue Authority held on 15th October and 26th November, 2018.
- D. South Yorkshire Pensions Authority held on 22nd November, 2018.
- E. Team Doncaster Strategic Partnership held on 16th October, 2018.

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Public Document Pack Agenda Item 4

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

THURSDAY, 22ND NOVEMBER, 2018

A MEETING of the COUNCIL was held in the COUNCIL CHAMBER, CIVIC OFFICE on THURSDAY, 22ND NOVEMBER, 2018, at 2.00 pm.

PRESENT:

Chair - Councillor Majid Khan
Vice-Chair - Councillor Linda Curran
Mayor - Ros Jones
Deputy Mayor - Glyn Jones

Councillors Nick Allen, Duncan Anderson, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Phil Cole, John Cooke, Mick Cooper, Jane Cox, Steve Cox, George Derx, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Kenneth Keegan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Andrea Robinson, Kevin Rodgers, Derek Smith, Frank Tyas, Sue Wilkinson and Paul Wray.

APOLOGIES:

Apologies for absence were received from Councillors Lani-Mae Ball, Susan Durant, Richard A. Jones, Dave Shaw, Austen White and Jonathan Wood.

43 DECLARATIONS OF INTEREST, IF ANY

There were no declarations of interest made at the meeting.

44 MINUTES OF THE COUNCIL MEETING HELD ON 20TH SEPTEMBER, 2018

RESOLVED that the minutes of the Council Meeting held on Thursday, 20th September, 2018, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

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

The Civic Mayor made the following announcement:-

"The Mayor has recently been contacted by AMP Healthcare, who represent a number of GP surgeries in the Borough, requesting the Council acknowledges the important role that Doctors from the Black Asian and Minority Ethnic community have played in improving healthcare in Doncaster over a number of years.

Over the last 70 years, many people from all over the world have come to Britain and Doncaster to work in and support the development of our NHS and improve the health of our residents. An exhibition at the Royal College of GPs has recently highlighted

how South Asian doctors kept the family doctor service thriving, particularly for patients in working-class and inner-city areas, by filling the void largely created by UK doctors choosing to work overseas between the 1940s to the 80s.

Following Black History Month in October and the ongoing celebrations of 70 years of the NHS, we are also mindful of the contribution made by the Windrush generation many of whom went on to work for the NHS which was introduced shortly afterwards. More recently, we have had workers from across Europe, Africa and a host of other nations who have settled in the Borough and helped to improve the health and lives of the people of Doncaster.

I would therefore like to thank AMP Healthcare for bringing this matter to the Mayor's attention and on behalf of the Council, wish to express our thanks and gratitude for the valued and important work undertaken by Doctors, nurses and other health professionals working in our hospitals, surgeries and within our communities to improve the health of our residents."

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

"This Festive Season Doncaster Council will once again be supporting our residents and Town Centre Businesses by offering free Town Centre car parking from 2.00 p.m. at the Markets, St. George's and Colonnades car parks. On Saturdays, Chappell Drive Car Park is free all day and this will be throughout December. Just a reminder that Council run car parks and on-street pay and display areas are also free on Sundays too."

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

"On behalf of all of the staff, I'd like to wish Mayor Ros Jones all the best on being shortlisted for World Mayor. The World Mayor Prize exclusively invited female Mayors this year to celebrate the contribution that female Mayors make in the context of suffrage this year. Mayor Jones is the only UK entrant on that shortlist and on behalf of all of the staff, we wish you well. Mayor Jones, we hope that you can bring the prize back to Doncaster. If anybody wants to vote, you can find out more about it by Googling, 'World Mayor Prize'. So all the best from all the workforce to you."

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QUESTIONS FROM THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 13

(A) Question from Mr. Richard Clark to the Mayor of Doncaster, Ros Jones:-

"Friends of the Earth research shows that Hickleton has the worst air quality in the whole of Yorkshire and ranks amongst the most highly polluted areas nationally. Hickleton was declared an Air Quality Management Area in 2015, but NOx (Nitrogen Oxide) levels have continued to increase and breach national/EU guidelines. The high NOx levels are entirely due to the close proximity of houses to the road making it unsuitable for the volume of traffic passing daily. What actions are DMBC planning to reduce NOx levels and improve air quality?"

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

"Thank you for your question Mr. Clark. It is the case that the annual concentration of nitrogen dioxide along the A635 in Hickleton is the highest recorded within the Borough.

Results also indicate that while concentrations in other areas remain relatively static, Hickleton has seen slight increases over the last 5 years.

The high levels at Hickleton may be attributed to the type and volume of traffic, the proximity of buildings to the roadside, the gradient, bends in the road and the A635 being an arterial route from the A1.

It is clear that improved vehicle emissions are not having the desired effect on Air Quality. It is clear that further measures will be necessary to achieve compliance with the Air Quality objectives. Doncaster Council has a Steering Group in place that is looking at new opportunities to improve Air Quality where we can.

These action plans are currently being updated and will be published shortly.

The measures in the Air Quality Action Plan focus on Active Travel, Planning Guidance, Bus Partnerships and Fleet Recognition Schemes. Thank you for your question Mr. Clark."

In accordance with Council Procedure Rule 13.10, Mr. Clark asked the Mayor the following supplementary question:-

"Thank you for your answer. It is clear that the Action Plan measures that have been proposed are insufficient to tackle the poor air quality. From everything that we hear from Doncaster's plans and Barnsley's plans, the volume of traffic is only going to increase further along the A635. We know the poor air quality is directly down to the volume of traffic. I therefore doubt whether any specific measures on air quality being tackled alone, will reduce the NOx levels.

There are 19 houses that directly front on to that road; many of them have got young children and I do not think it is fair to the residents to just look at the cost benefit ratio and ignore health. My question is, we would like a Senior Official from the Council on Air Quality to work with us, so that at least we feel that you are talking to us, you are listening to us and that there may be things that we can agree specifically and jointly that we would find beneficial to us. So my question is, can we work together and can you nominate someone that we can liaise with and work with in order to at least, be sure that you are listening to what we have to say?"

In response, the Mayor gave the following reply:-

"Mr. Clark, I would be delighted to get someone to contact you and they will discuss where they are with the renewal of the action plans coming forward and we will always work with all the public. So, I will get your information passed on; I can pass your email on to an Elected Member, so they can get in touch with you and I will do this via my Portfolio Holder, Councillor Chris McGuinness, who will ensure that it will take place. Thank you."

(B) Question from Mr. Tony Wilson to the Mayor of Doncaster, Ros Jones:-

"When will work start on an improved road structure from the A1 at Marr to the Dearne Valley Parkway at Goldthorpe to incorporate a by-pass as promised many years ago for the village of Hickleton in particular, but also Marr itself. I have contacted the road haulage association who indicate a 54% increase in road traffic by 2050. I have also contacted Transport for the North, an independent government backed hub with money to help such a scheme. It has been highlighted by Sheffield Council as well as Barnsley and indeed yourselves as an area of concern. 2021, and certainly by 2022, to start such a project, is surely a target for this Council?"

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

"The scheme is recognised as a potential infrastructure project and its aspiration status has been established in various strategic and spatial infrastructure plans including the Unitary Development Plan in 1998. However, the measurable outcomes that trigger current infrastructure investment are comparatively limited for this proposal. The scheme would be very costly, circa £40m, with no identified developer contribution producing a likely low benefit cost ratio.

The scheme would be impacted on by the new HS2 route requiring a crossing of the High Speed Rail line. Also, the scheme would need to be integrated into the Highways England scheme for A1M widening which has not progressed past feasibility stage and is unlikely to be funded before 2025.

Any potential funding through Transport for the North would be post 2027 and there is currently no timetable for Local Growth funding coming to the City Region. When funding does become available, we will still need to provide a robust, compelling economic business case for the scheme providing a good benefit cost ratio.

Given the above, Doncaster has positioned the project within the emerging spatial plans that establish the schemes' status. However, due to the issues outlined in relation to the benefit cost ratio and available funding, it is not likely that the scheme would be seriously considered in the near or medium term future. Thank you for your question. We will continue to pursue it."

In accordance with Council Procedure Rule 13.10, Mr. Wilson asked the Mayor the following supplementary question:-

"I am a long time Doncastrian. I have been in contact with the hub at Northern Transport and they are amazed that you have not informed them of the incredible amount of accidents and pollution levels in this village; they are not aware of this. They have said to me that their job is to consult and collaborate with them and they have every opportunity to bring this by-pass forward through collaboration and consultation with the likes of people that I have been in touch with, namely, James Jordan, who is Transport for the North Corporate and Engagement Officer.

The A635 concerns are long-term issues, which will be addressed in due course, as you have said. However, they are keen to address strategic priorities and concerns through collaboration and consultation.

Simon Shrouder at Transport for the North, who is Rail Stakeholder Manager, has very serious concerns regarding Hickleton and he wants to hear more. I am asking you as the Mayor to contact Transport for the North immediately and get on with the by-pass?"

In response, the Mayor gave the following reply:-

"We have certainly inputted in to the Sheffield City Region's response to the Transport for the North's priority schemes and we will continue to do so, and will make sure that our Officers ensure that all the people that you are quoting, if you can let us have those names, are also consulted."

47 COMMUNITY SAFETY STRATEGY 2018-21

The Council considered a report, introduced by Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment, which sought approval of the Community Safety Strategy 2018-21, following a review of the Strategy.

It was reported that the Community Safety Strategy was a statutory plan which required endorsement by Council, but was produced and owned by the multi-agency Safer Stronger Doncaster Partnership (SSDP), acting as Doncaster's Community Safety Partnership (CSP). The SSDP had a legal duty to work together to tackle crime and disorder, including serious and organised crime, reduce re-offending, tackle anti-social behaviour and to tackle alcohol and substance misuse.

Members noted that the Community Safety Strategy was produced every 3 years and refreshed annually, and had been produced following consultation in respect of the partnership priorities and included a summary of key achievements and outcomes the Council was seeking to achieve.

The notable key achievements over the last year were outlined in detail within the report and included:-

- Tackling Hate Crime
- County-wide Domestic Abuse Perpetrator Programme
- Domestic Abuse Victim Services
- Criminal Damage
- Tackling Anti-Social Behaviour
- Prisons
- Community Tension Monitoring
- Asylum Seeker Support Services
- Prevent Agenda
- Tackling Child Sexual Exploitation
- Tackling Substance Misuse
- Operations and signage to tackle motorcycle nuisance
- Tackling Serious Organised Crime
- Tackling Human Trafficking and Modern Slavery

The key challenges that remained and actions to address them were detailed within the Strategy.

The extensive and robust consultation had identified that the current priorities should remain, as they continued to meet the needs of residents and partners, but that an additional priority of 'tackling serious and organised crime' should be added to reflect the current challenges that this particular type of criminality presents. Therefore, the priorities reflected within the strategy are:-

- Protecting Vulnerable People;
- Reducing Anti-Social Behaviour;
- Reducing Crime and Re-offending;
- Tackling Serious and Organised Crime; and
- Reducing Substance and Alcohol Misuse

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

RESOLVED that the 2018-21 Community Safety Strategy be endorsed.

48 STATEMENT OF LICENSING POLICY 2019 - GAMBLING ACT 2005

The Council considered a report, introduced by Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment, which sought approval for the adoption of the Statement of Licensing Policy 2019 - Gambling Act 2005, following its triennial review. The route and timetable for adoption were attached as Appendix A to the report for Members' information.

Members were informed that the Licensing Authority was required under the Gambling Act 2005, to produce a Statement of Licensing Policy and to review the Policy at least every 3 years and must be effective by the 31st January, 2019. There were three licensing objectives set out in the Act and these must be addressed within the Authority's Statement of Licensing Policy, namely:-

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

It was reported that the Policy set out under the three objectives, the steps that needed to be taken by applicants to address these issues. It also addressed how the Licensing Committee would conduct hearings for applications that could not be resolved.

It was noted that this was the fifth Statement of Policy produced by Doncaster Council under the Gambling Act 2005, which would set out the basis for all licensing decisions to be taken by the Authority over the next three years. The statement had been produced following public consultation including those bodies and persons set out in section 1.10 of the Policy document.

A notable addition to the Policy was that the Licensing Authority, in its capacity as a responsible authority under the Gambling Act 2005, would actively seek the views of the Director of Public Health on all applications that the Licensing Authority were required to be notified of. Where applicable, these views would be used to make informed decisions regarding any representation the Licensing Authority may be minded to make.

RESOLVED that the reviewed Statement of Licensing Policy 2019 - Gambling Act 2005, be adopted to take effect from 31st January, 2019.

49 NEIGHBOURHOOD PLANNING - ADOPTION 'MAKING' OF THE ARMTHORPE NEIGHBOURHOOD DEVELOPMENT PLAN

The Council considered a report presented by Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment, which proposed the adoption of the Armthorpe Neighbourhood Development Plan which would form part of Doncaster's statutory Development Plan.

Members noted that Neighbourhood Planning was introduced by the Localism Act 2011, which gave Town/Parish Councils and communities the power to write their own plans and take more control of planning for their areas. Armthorpe Parish Council had produced a Neighbourhood Plan for their Parish area and had subsequently undergone a successful examination and Referendum.

In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) the Council was required to adopt a Neighbourhood Plan as part of the Development Plan, within 8 weeks of the date of a successful Referendum.

It was noted that out of an electorate of 10,857, 1,535 electors had cast their vote, with 1,191 people voting in favour to adopt the Neighbourhood Plan, 339 people voting against and 5 rejected ballot papers, resulting in a 14.14% turnout.

The Neighbourhood Plan had been subject to a thorough consultation; the methodology had been examined and had been independently assessed. The Neighbourhood Plan was successful at Referendum and in the opinion of the Local Planning Authority, had met the basic conditions. Therefore, in accordance with the Act, the Neighbourhood Plan should now be adopted as part of the Development Plan for Doncaster.

To conclude, Councillor McGuinness commended fellow Local Ward Members, Parish Councillors and the residents of Armthorpe for the contribution they had made in the production of the Neighbourhood Plan.

RESOLVED the Armthorpe Neighbourhood Plan be adopted as part of the statutory Development Plan for the Borough.

LOCAL GOVERNMENT AND HOUSING ACT 1989 - 6 MONTH REVIEW OF THE PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES (MINUTE NO.13 (19) - 18TH MAY, 2018)

Further to the above Minute, the Council considered a report on the mid-year review of the proportional allocation of seats on Committees and Sub-Committees appointed by the Council.

It was reported that since the Annual Meeting in May, 2018, a by-election had been held on 14th June, 2018 following a casual vacancy that had arisen in the Town Ward, which resulted in Councillor Tosh McDonald being elected to the vacant seat. However, Members were informed that the overall proportional implications with regard to the proportional allocation of seats on Committees and Sub-Committees appointed by Council remained unchanged, and therefore, no re-calculation of proportionality was required.

Members noted that as part of this review, all Political Groups were also given the opportunity to revise their existing appointments on Committees and Sub-Committees of the Council. Subsequently, the Labour Group had taken the opportunity to revise its existing allocated appointments on Committees and proposed the following changes:-

- Councillor John Gilliver replace Councillor Andrea Robinson on the Standing Advisory Council for Religious Education; and
- Councillor Tosh McDonald replace Councillor Susan Durant on the Communities and Environment Overview and Scrutiny Panel.

In noting that Chairs and Vice-Chairs to Committees and Sub-Committees of the Council were appointed at the Council's Annual Meeting on 18th May, 2018, Members were informed that Councillor Eva Hughes had resigned her position of Chair of the Planning Committee. Therefore, as a consequence of Councillor Eva Hughes' resignation, Council was requested to determine the appointment of a replacement Chair of the Committee for the remaining period of the current 2018/19 Municipal Year.

Subsequently, it was MOVED by the Deputy Mayor, Councillor Glyn Jones and SECONDED by Councillor John Healy that the Vice-Chair, Councillor Iris Beech, be appointed Chair of the Planning Committee.

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

Therefore, as the position of Vice-Chair of the Planning Committee had become vacant, it was MOVED by the Deputy Mayor, Councillor Glyn Jones and SECONDED by Councillor David Hughes that Councillor Sue McGuinness be appointed Vice-Chair of the Planning Committee.

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

RESOLVED:-

- (1) to note that there has been no change in the overall proportional implications with regard to the proportional allocation of seats on Committees and Sub-Committees appointed by Council since the Annual Meeting on 18th May, 2018;
- (2) that Councillor John Gilliver be appointed as a Labour Group representative to replace Councillor Andrea Robinson to serve on the Standing Advisory Council for Religious Education;
- (3) that Councillor Tosh McDonald be appointed as a Labour Group representative to replace Councillor Susan Durant to serve on the Communities and Environment Overview and Scrutiny Panel;
- (4) Councillor Iris Beech be appointed as the new Chair of the Planning Committee for the remaining period of the 2018/19 Municipal Year; and
- (5) Councillor Sue McGuinness be appointed as Vice-Chair of the Planning Committee for the remaining period of the 2018/19 Municipal Year.

51 TO APPROVE THE FOLLOWING MOTION PROPOSED BY COUNCILLOR RACHAEL BLAKE AND SECONDED BY COUNCILLOR MARK HOULBROOK, IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 16.1:-

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

“Earlier this year, this Council agreed to support the Motor Neurone Disease Charter and we have continued to keep in touch with carers and the South Yorkshire Group. We can do our part as a Council in ensuring our services are there to support and work with people who have been diagnosed and their carers but it is important that we recognise that changes need to be made nationally. One such national issue is the Scrap 6 Months campaign.

Within the benefit system, people with unpredictable terminal illness are being unfairly excluded for the Special Rules for Terminal Illness process.

The Special Rules fast track process currently requires a reasonable expectation of death within 6 months. This simply does not work for people living with complex and unpredictable terminal conditions. Instead they are forced to go through the standard application process which is inappropriate and insensitive for people with a terminal illness like motor neurone disease.

Notify the Secretary of State for Work and Pensions that this Council supports the MND Association’s and Marie Curie’s call for the Government to support a change in the law defining a terminal illness so that the 6 months restriction is scrapped.

The second reading of the Access to Welfare (Terminal Illness Definition) Bill takes place on 23 November and this Council supports the passing of this Bill.”

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

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

For - 50

Against - 0

Abstain - 0

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

RESOLVED that earlier this year, this Council agreed to support the Motor Neurone Disease Charter and we have continued to keep in touch with carers and the South Yorkshire Group. We can do our part as a Council in ensuring our services are there to support and work with people who have been diagnosed and their carers but it is important that we recognise that changes need to be made nationally. One such national issue is the Scrap 6 Months campaign.

Within the benefit system, people with unpredictable terminal illness are being unfairly excluded for the Special Rules for Terminal Illness process.

The Special Rules fast track process currently requires a reasonable expectation of death within 6 months. This simply does not work for people living with complex and unpredictable terminal conditions. Instead they are forced to go through the standard application process which is inappropriate and insensitive for people with a terminal illness like motor neurone disease.

Notify the Secretary of State for Work and Pensions that this Council supports the MND Association's and Marie Curie's call for the Government to support a change in the law defining a terminal illness so that the 6 months restriction is scrapped.

The second reading of the Access to Welfare (Terminal Illness Definition) Bill takes place on 23 November and this Council supports the passing of this Bill.

52 QUESTIONS BY ELECTED MEMBERS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES 15.2 AND 15.3

A. Questions on Notice

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

B. Questions Without Notice

In accordance with Council Procedure Rule 15.2, the Chair of Council sought questions from Elected Members during question time.

A. Questions to the Mayor of Doncaster, Ros Jones

Q. Councillor Tosh McDonald asked the following question:-

"It's been mentioned already in this session about the Town Centre and the need to sort out problems such as begging, such as rough sleeping and substance abuse. We had the seminar a few weeks ago where we discussed it. Can you give us an update on how well we are doing at clearing these issues up in the Town Centre, but also attached to that, problems that may be coming about by migration into the residential areas around the Town Centre. Only recently, I have spoken to somebody on Craithie Road, where the alleyway between Craithie Road and Zetland Road, has had a rough sleeper. It does seem to be moving further out of the Town. Can you give us an update on how things are; thank you?"

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

"We are certainly seeing some improvement, but we have always said it will not be an easy issue. However, I am going to pass this to Councillor Chris McGuinness because he has got the most up to date statistics that we have got. Thank you."

- A. Councillor Chris McGuinness gave the following response:-

"I did have some figures on the cohort of people, but I don't have them at the moment. I think your main issue is about the displacement. If you recall, there was a senior Police Officer sat where I am now, who in September said if there are issues or if people perceive issues of displacement, they would do everything that they could to address it. If you want to give me some of the areas that you are concerned about, I will take that up with them first thing tomorrow and next week. We have done the Town Centre earlier on and I think there is some real progress there. The problem is, one of the things I keep coming back to is every now and again, somebody new presents themselves in any particular week and they are not necessarily from Doncaster. But, I will follow up on the displacement issue. Thanks."

- Q. Councillor Rachel Hodson asked the following question:-

"Ros, in the Chancellor's budget last month, he pledged that austerity was coming to an end. So I ask, how much additional funding will Doncaster be getting. Is austerity really over for the people of Doncaster, or is it still actually the case that we are having to cut services and our budgets?"

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

"I would be delighted if I could sit here today and say austerity is over as far as this Council's budget is concerned. We know we are facing £24m of deficits that we need to make good in this year. We have had one off funding, so in this financial year, we got £2m for highways and potholes and £1.5m for Adults and Social Care. A further £2.6m for Adults and Children's Social Care next year. However, these figures are drops in the ocean; they go nowhere near meeting the demands of our services.

We are facing further Government cuts. We expect that we will get our announcement of what we are going to get this year on December 6th. I will be so elated if I can come back to this Council and say all the further

cuts that have actually been levied on us, have been waived and we are now truly going to start seeing increases in the funding. But, what we are actually given at this moment is one off funding, which is no way to run any organisation. You cannot plan with that in order to deliver.

As you know, we brought forward the Medium Term Financial Plan. We are having to go back and revisit that. We have continuing growth in Children's and Adults Social Care requirements. We are given a levy that we can put on which goes nowhere near to what we need. We have just approved a one off sum of £6m because of our Children's Services; that's the Trust, which requires funding because more of our children are requiring this funding. And do you know what, universal credit does have an influence on this, as more and more families are under the strain of this. Therefore, December 6th will be the date that we know the figure. I do not expect 'mega' sums of monies. What I would say to any Government is we need to have one assurity, but also funding on a one off basis will not deal with the problems that we are facing. As I say, we have got £24m that we will have to find in 2019/20. I am sure that we will find ways to bridge this gap, but we are like very many other Authorities within this country that are creaking at the seams. So, thank you for your question. I wish I was giving you the right answer of saying austerity is really over and funding is being restored, but I do not believe that will be the case, come December 6th. We will wait and see."

Q. Councillor Chris McGuinness asked the following question:-

"There is a question coming, trust me. The report that Councillor Nigel Ball referred to earlier from the United Nations. I just want to read a couple of sentences out from that. It says here that 14m people, that's a fifth of the population of the UK, live in poverty, 4m of these are more than 50% below the poverty line and 1.5m are destitute, unable to afford basic essentials. The widely respected Institute of Fiscal Studies, predicts a 7% rise in child poverty between 2015 and 2022. Various sources predict child poverty rates as high as 40%. For almost every one in two children to be poor in 21st Century Britain, is not just a disgrace, but a social calamity. Does the Mayor agree?"

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

"Of course it's a social calamity, because it's not us saying this, it is the independent Review Panels, and therefore we need to see greater funding and greater sums of money coming our way and the surety of that funding. It's not only us saying this, it's across the country."

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

There were no questions put to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing and Equalities.

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

There were no questions put to Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture.

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

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

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

There were no questions put to Councillor Rachael Blake, Cabinet Member for Adult Social Care.

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

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

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

Q. Councillor Ian Pearson asked the following question:-

“Back to your favourite subject of the day. There have been many comments about the sterling work being done by the Council in improving Doncaster and the surrounding areas, but comments have been made about ‘interlopers’ who come to beg for the day in Doncaster and the impact in and around the Railway Station. Would you agree that more help from the British Transport Police, that are not controlled by our own Police and Crime Commissioner, would be a good step regarding inter-city begging and the information shared by the British Transport Police when it happens with the same people at numerous Railway Stations?”

A. Councillor Chris McGuinness, gave the following response:-

“I certainly do. As far as I am aware, the British Transport Police have been involved to some degree in ‘Complex Lives’, but I will find out the extent of that next week and I will come back to you.”

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

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

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

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

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

There were no questions put to Councillor Austen White, Chair of the Audit Committee.

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

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

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

Q. Councillor John Cooke asked the following question:-

"I had a letter recently from one of my residents regarding flash glucose monitoring. It is obviously a great concern to him. If you can indulge me just a minute. It is only a short one. I can read it out for you. It says flash glucose monitoring is a life changing diabetes technology that helps people monitor their blood glucose levels. It is easier to use and less painful than the current finger pricking tests. It can also help improve people's self-management. This is vital in helping to reduce the risk of serious and classic long-term diabetes related complications. In addition, it is also cost effective for people with diabetes who are treated with insulin and tested frequently. The NHS announced it could be made available on prescription in November 2017. Wales and around 65% of areas in England have already made it available. However, in my CCG, it is not. This means only those who can afford the cost of over £1,000 a year can benefit. It has become a real post code lottery. He asked me basically, can we look in to remedying this situation?"

A. Councillor Rachael Blake gave the following response:-

"Thank you for your question. I also received similar emails, as did a number of colleagues, so I had a meeting with the Chief Executive of the CCG and that system is now available for people in Doncaster, as long as they meet the NICE guidelines. So, if you want to send the information about that particular person to me, I can find out whether or not they will meet those guidelines. But yes, there has been concern raised about it and the CCG has now said that it is available in Doncaster. If anybody has similar residents that are asking the same question, please let them know that it is available. They obviously need to get it through their G.P. who will let them know whether they are eligible or not. So, that will hopefully avoid the post code lottery. What we can't influence is those national guidelines which dictate who are the people who would most benefit from that situation."

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

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

53 TO RECEIVE THE MINUTES OF THE FOLLOWING JOINT AUTHORITIES

RESOLVED that the minutes of the following Joint Authorities be noted:-

- A. Sheffield City Region Combined Authority held on 10th September, 2018.
- B. Sheffield City Region Local Enterprise Partnership Board held on 17th September, 2018.
- C. South Yorkshire Fire and Rescue Authority held on 17th September, 2018.
- D. South Yorkshire Pensions Authority held on 4th October, 2018.
- E. South Yorkshire Pensions Authority Local Pensions Board held on 4th October, 2018
- F. South Yorkshire Police and Crime Panel held on 3rd September, 2018.
- G. Team Doncaster Strategic Partnership held on 17th July and 28th August, 2018

CHAIR: _____

DATE: _____

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Doncaster Council

Report

Date: 24 January 2019

To the Chair and Members of Council

Proposals for Localised Council Tax Support from 1 April 2019 (the Local Council Tax Reduction Scheme)

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

EXECUTIVE SUMMARY

1. From 1 April 2013 Council Tax Benefit was replaced by Local Council Tax Support (LCTS). Under LCTS, billing authorities have to decide for working age claims who is eligible for a reduction in their Council Tax and what level of support they should receive. Support for people of pensionable age and other aspects of the scheme are prescribed by regulations and the Council has no discretion in relation to these matters.
2. Around **24,200** households currently receive a reduction in their Council Tax from Doncaster Council's local support scheme. Of these, around 10,760 (44%) are of pension age and around 13,440 (56%) are of working age.
3. The Authority is required to consider whether to revise or replace its scheme on an annual basis. Local changes to our scheme are proposed from 1 April 2019 to make it easier for people on Universal Credit to claim support and to disregard some additional income and earnings when working out support in a small number of cases.
4. Further changes to the scheme from 1 April 2019 have been applied based on matters arising from The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018 which were laid before Parliament on 14 December 2018 and come into force on the 14 January 2019. Some of the rates and allowances used to work out support for claims from those of working age have also been uprated in line with the Government rates that apply to Housing Benefit. Our LCTS scheme has stipulated that we will apply this uprating on an annual basis since it was introduced in 2013.

5. Under the Local Government Finance Act (LGFA) 2012, before making any local revisions to a scheme, the Authority must consult its major precepting authorities and such other persons as it considers are likely to have an interest in the operation of the scheme. The South Yorkshire Police and Crime Commissioner and South Yorkshire Fire and Rescue Service have been consulted on the proposals. The Authority also carried out a public consultation exercise between 3 December 2018 and 6 January 2019. This report includes the results of the public consultation exercise which showed that, on average, over **95%** of respondents were in favour of the proposals, and the revised Equality Impact Assessment.
6. In accordance with the legislation, the final revised scheme has to be decided by Full Council by 11 March 2019. This date was previously 31 January, however, the date was extended under The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017. In January 2018, the Government also confirmed that LCTS schemes did not need approval by Full Council each year unless any local non-prescribed changes to the scheme were proposed. Therefore, in future years, reports will only be brought to Council if any local changes are proposed.
7. Doncaster Council's proposed LCTS scheme from 1 April 2019 continues to provide 100% support to the poorest households in receipt of 'passported' benefits such as Income Support and most unemployed people on Universal Credit. This remains a priority for Doncaster Council and we are one of only a handful of Council's in the country that continues to provide maximum support to those on the lowest income levels.

EXEMPT REPORT

8. The report is not an exempt report.

RECOMMENDATIONS

9. Members are requested to:
 - i. Approve the proposal to remove the requirement for people claiming Universal Credit to make a separate LCTS claim to the Council where they have indicated on their Universal Credit claim that they also want to claim LCTS and this information has been passed to the Council by the Department for Work and Pensions;
 - ii. Approve the proposal to use the information provided by the Department for Work and Pensions for someone claiming Universal Credit about their income and personal circumstances to work out the person's LCTS rather than the claimant having to provide separate information to the Council;

- iii. Approve the proposal to extend the LCTS claim period to six months so that claimants do not have to reapply for support following a short period of non-entitlement, for example, following a one-off or short-term wage increase which can occur frequently where the claimant receives Universal Credit;
- iv. Approve the proposal to disregard Bereavement Support Payment when working out how much support someone is entitled to which would align the treatment of this income with the Housing Benefit scheme. (This proposal would only affect a very small number of claimants (3 currently) at minimal cost);
- v. Approve the proposal to disregard an additional prescribed amount (currently £17.10 per week) from the earnings of a couple where one of the partners is disabled regardless of which partner is working to align the treatment of earnings in these circumstances with the Housing Benefit scheme. (This proposal would only affect a very small number of claimants (around 200 nationally) at minimal cost);
- vi. Note that any increase in Council Tax liability for the Council, its major preceptors and local parish preceptors will increase the cost of LCTS. The assumptions used in the cost of the scheme for 2019/20 are an overall increase of 4.99% for Doncaster's Council Tax;
- vii. Consider the public consultation outcome which is summarised at Appendix 1 as part of the decision making;
- viii. Consider the Equality Analysis and Due Regard Statement attached at Appendix 2 as part of the decision making;
- ix. Approve the revised scheme which is linked at Appendix 3 and incorporates the proposed changes at (i) to (v) above and has also been amended to take into account The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018. These amendments in the main are to increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction. These increases relate to pensioner claims and most of the rates used in the calculation of working age claims have been frozen in line with the rates for Housing Benefit. The Regulations were laid before Parliament on 14 December 2018 and come into force on the 14 January 2019 for application in the Council's revised local scheme from the 1 April 2019.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

- 10. LCTS is a means tested form of help to assist the poorest Doncaster citizens by reducing the amount of Council Tax they have to pay. There are currently around 24,200 households receiving a reduction in their Council Tax from the local support scheme in Doncaster. Of these around 10,760 (44%) are of pension age and around 13,440 (56%) are of working age on a low income.

11. The proposed local changes to the claiming rules from 1 April 2019 will impact positively on people claiming Universal Credit making it easier for them to claim LCTS and meaning that any support they are entitled to would be awarded quicker. There are currently **3,015** people claiming Universal Credit and receiving LCTS however, the proposed changes to the LCTS claiming rules would potentially benefit all current LCTS recipients of working age who will move onto Universal Credit over the next few years. The proposed change to disregard Bereavement Support Allowance, whilst only affecting a very small number of people, would result in the level of support being increased for these people. The proposed change to introduce an additional earnings disregard for disabled couples would potentially increase the level of support paid in these circumstances. Again, this latter change would only affect a very small number of people – estimated by DWP as 200 nationally.

BACKGROUND

12. Under national Welfare Reforms, the Council Tax Benefit scheme was replaced by LCTS from 1 April 2013. Once a LCTS scheme has been made by the Council, it cannot be revised for at least one financial year. A billing authority must, however, consider whether to revise or replace its scheme with another one on an annual basis. In practice, this requires any options to amend the scheme other than changes prescribed by Government to be considered as part of the budget setting process to enable the decision making processes to be concluded in time for Council Tax annual billing preparations.
13. Any replacement or revision of a scheme must be made by the Council by 11 March immediately before the financial year in which it is to take effect. The decision to approve the scheme is reserved for Full Council and cannot be delegated.
14. Consideration is also required to be given to transitional provisions where the support is to be reduced or removed as the Authority thinks fit. The Local Government Finance Act states that a billing authority must have regard to any guidance issued by the Secretary of State.
15. Through the Prescribed Requirements regulations, the Government continues to confirm its commitment to protecting pensioners on low incomes, who it does not want to see disadvantaged as a result of the introduction of LCTS schemes. The intention has always been that the provisions for pensioners will replicate, as far as possible, the provisions under which pensioner eligibility for Council Tax Benefit was assessed. To ensure that this protection is maintained, the Government has amended the Prescribed Requirements Regulations again to update the allowances, premiums and non-dependent deductions for pensioners for 2019/20. We are required to include in our scheme all matters covered by the Prescribed Requirements regulations. To deliver this protection, and to keep the allowances and premiums which measure need broadly in line with those for Housing Benefit, the Authority has to meet the costs associated with these changes.

16. The implementation of localised Council Tax Support in April 2013 coincided with other major reforms to the welfare system; Housing Benefit restrictions for under-occupation in the social sector, the introduction of an overall benefit cap, Discretionary Housing Payments and other welfare reform changes such as benefit sanctions. In addition, Universal Credit Full Service was rolled out in Doncaster from 11 October 2017. Some claimants may already have been affected by multiple changes arising from these reforms and may be subject to further welfare reform changes in the coming years.
17. The amount Doncaster has awarded in LCTS in 2018/19 is lower than initially estimated as the caseload for LCTS has continued to fall. The fall in caseload is largely attributable to people moving to Universal Credit which in many cases coincides with them moving into employment. The number of pensioners claiming support has also fallen from 11,340 in 2017/18 to 10,760 in 2018/19. The caseload reduction is in line with the national trend which shows an overall reduction in the number of people receiving support since 2015 of 7.4%. The reduction in caseload has contributed to an increased tax base and surplus in the Collection Fund which will be considered as part of the Council's budget and tax setting process.
18. There have been no complaints or challenges to the LCTS scheme in 2018/19. However, as set out in the Council report for approval of the 2018/19 scheme, a review of the scheme has recently taken place with a particular focus on any adverse impact for people claiming Universal Credit and the administration associated with assessing LCTS claims for these people. The internal scheme review concluded that the claiming and evidence rules in our LCTS scheme were onerous for people on Universal Credit and could, in some cases, be resulting in people not receiving the support they are entitled to. The review also concluded that there were some areas of our scheme where income was being treated differently for Housing Benefit and LCTS. This is specifically in relation to the treatment of Bereavement Support Allowance and earnings disregards for disabled couples where the Government changed the Housing Benefit rules in 2017. As the proposals to disregard the additional sums in the calculation of support only affect a very small number of people and would incur minimal additional spend in the scheme, these proposals are included for Members consideration.
19. The LGFA 2012 requires that, before making any local changes to their LCTS scheme, local authorities consult people with an interest in the scheme. A public consultation exercise was carried out between 3rd December 2018 and 6th January 2019. A summary of the public consultation methodology and outcome is summarized at Appendix 1. **358** responses were received and the result was an overwhelming majority (over **95%** on average) in support of the changes. South Yorkshire Police and Crime Commissioner and South Yorkshire Fire and Rescue Service have also been consulted and neither body have raised any objections or concerns about the proposals.

OPTIONS CONSIDERED

20. There is an option not to incorporate the proposed local changes from 1 April 2019, however, to not do so would be missing an opportunity to simplify the LCTS claiming experience for Universal Credit claimants, many of whom experience significant difficulties in the transition to Universal Credit as covered widely by the media. By not incorporating the changes to the treatment of Bereavement and Support Allowance and the additional earnings disregard for disabled couples, the Council would be missing an opportunity to align these areas to the Housing Benefit rules and potentially benefit people who have been bereaved or are disabled. This option is not recommended.

REASONS FOR RECOMMENDED OPTIONS

21. It is recommended that the revised LCTS scheme from 1 April 2019 incorporates the changes set out at paragraph 9 of this report to simplify the claiming and evidence requirements for people also claiming Universal Credit, and to disregard Bereavement and Support Allowance and apply an additional earnings disregard to disabled couples who meet the criteria. It is further recommended that the LCTS scheme:-
- i. Continues to provide support for pensioners and incorporates other changes in line with the requirements of The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018;
 - ii. Continues with a local disregard of various war pensions and war disablement pensions which are only partially disregarded under the national regulations. The cost of this to be borne locally for 2019/20 is estimated at £50,000;
 - iii. Continues to provide maximum support to the poorest households defined as those on 'passported' benefits (Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance) and for those with income below their needs allowance;
 - iv. Incorporates the changes to the allowance rates used to calculate support in line with the changes to the rates set out by the Secretary of State in the Housing Benefit regulations for working age claims;
 - v. Remains as in the previous scheme agreed for 2018/19 for all other aspects of the scheme.
22. When approving previous years' schemes, Members have expressed their preference that local changes to the scheme should be avoided other than those required under the Prescribed Requirements regulations and the consideration of the annual uprating of allowances and premiums used to calculate support. The proposals for local changes to the LCTS Scheme from 1 April 2019 are all advantageous to claimants and provide a positive response

to those people transitioning from other benefits to Universal Credit. For these reasons, it is recommended that Members approve the proposals set out at paragraphs 9 and 21 of this report. This option would also ensure the Council continues to comply with the legal requirements in relation to the calculation of support for pensioners and other prescribed requirements; continues to provide maximum support to the poorest households and shows the Council's commitment to supporting those in receipt of war pensions.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

	OUTCOME	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>To maintain work incentives within the proposed scheme such as earnings disregards to assist in making work pay.</p> <p>Extended payments to provide additional support to people starting work.</p> <p>Increased earnings disregards for lone parents and people with disabilities provide extra help to those with more significant barriers to work.</p> <p>Disregard of childcare costs for authorised providers ensures families can improve their incomes through work whilst providing adequate care for their children.</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>Our LCTS scheme continues to provide 100% support for those on the lowest income levels.</p> <p>Disregards and extra premiums for those who receive disability benefits ensure extra costs for those with disabilities are catered for when the amount of Council Tax they must pay is calculated.</p> <p>Proposal to disregard Bereavement and Support Allowance from April 2019 to support people who have been bereaved.</p> <p>Proposal to disregard more from the earnings of disabled couples from April 2019.</p> <p>Proposals to simplify the claiming process for people claiming Universal Credit, many of whom face difficulties claiming and receiving this benefit.</p> <p>Using our discretionary power in our LCTS scheme to disregard war pensions.</p> <p>We continue to work with partners on the Anti-Poverty Steering Group and Financial Inclusion Group to deliver outcomes to support those experiencing poverty and who are subject to welfare reforms.</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>Using savings gained from changes to Council Tax discounts and exemptions in the Collection Fund to support the scheme.</p> <p>Proposals to simplify the claiming process for people also claiming Universal Credit to also achieve efficiencies in the administration of LCTS claims.</p> <p>Online claiming process for LCTS and for reporting changes in circumstances.</p>
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RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials NC Date 8/1/2019]

24. In accordance with Section 13A of the Local Government Finance Act 1992 ("the 1992 Act"), each billing authority in England is required to make a Council Tax Reduction Scheme which specifies the reductions to Council Tax payable, by persons or classes of persons whom the authority considers to be in financial need.
25. The Act requires billing authorities to consider whether to review or revise their schemes on an annual basis and, for the scheme from 1 April 2019, this must take place no later than 11 March 2019. Before making a scheme (or revising or replacing it) the billing authority must consult any major precepting authority which has power to issue a precept to it, publish a draft scheme in such manner as it thinks fit, and consult such other persons as it considers are likely to have an interest in the operation of the scheme.

26. The decision maker must be aware of their obligations under section 149 Equality Act 2010, the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions, to have 'due regard' to the need to:
 - a. Eliminate discrimination, harassment and victimization and other conduct which the Act prohibits;
 - b. Advance equality of opportunity; and
 - c. Foster good relations between people who share relevant protected characteristics and those who do not.
27. The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination.
28. The decision maker must ensure that they have seen the due regard statement. The duty must be exercised in substance, with rigour, and with an open mind and is not a question of ticking boxes. It is for the decision-maker to decide how much weight should be given to the various factors informing the decision, including how much weight should be given to the PSED itself. The duty is a continuing one and there should be a record/audit trail of how due regard has been shown. It is not sufficient for due regard to be a "rear-guard action" following a concluded decision. The decision maker must also pay regard to any countervailing factors and decide the weight to be given to these, which it is proper and reasonable to consider; budgetary pressures, economics and practical factors will often be important.

FINANCIAL IMPLICATIONS [Officer Initials AT 09/01/19]

29. There are currently around 24,200 low income households receiving a reduction in their Council Tax from the LCTS scheme in Doncaster. 19,370 households (80%) receive maximum support and 4,830 households (20%) receive partial support.
30. The estimated cost of LCTS for 2019/20 is £21m. The estimated cost for 2018/19 was £20.80m, however, the current spend projection for this year is £20.04m due mainly to the caseload continuing to steadily fall, i.e. more people moving into work and less claims from those of pensionable age. This has contributed to an increase in the Council Tax base and Collection Fund surplus which is being considered as part of the Council's budget and tax setting process.
31. Any reduction in LCTS granted represents additional money that the Council has to collect from Council Tax payers so there is an associated risk of non-collection from households facing difficult economic times. The anticipated impact of the proposals on the tax base and Collection Fund surplus have been considered in the budget setting process, along with the impacts on the major preceptors' budget moving forward, i.e. South Yorkshire Fire and Rescue and the Police.

32. The billing authority is also required to maintain a surplus on its Collection Fund and we are required to consider the risks of non-collection when developing the scheme.

HUMAN RESOURCES IMPLICATIONS [Officer Initials KG Date 09.01.19]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 8/1/19]

34. The information needed to simplify the claiming and evidence requirements for people also claiming Universal Credit is already provided to the Council by the DWP. There are no additional technology implications arising from this report that cannot be managed through the Northgate Revenues and Benefits system.

HEALTH IMPLICATIONS [Officer Initials.....RS.....Date ...08/01/2019...]

35. The choices the council makes in raising revenue will impact on the health of the population. Decision makers should balance the requirement to raise resource as part of the overall funding of council activities and the health benefits that may arise though the use of council tax across a range of service areas (bearing in mind in general 20% of what contributes to health and wellbeing is due to clinical care, 30% due to behavioural factors, 40% due to socio-economic factors and 10% due to the built environment) with the health benefits that directly arise from improving the standard of living for Doncaster residents through ensuring the local council tax burden is fairly distributed. These proposals for a Localised Council Tax Support Scheme supports individuals and families in greatest need and should contribute to maintaining health and wellbeing in the face of poverty and austerity.

EQUALITY IMPLICATIONS [Officer Initials MB Date 07/01/2019]

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

- c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
37. We have ensured in developing the LCTS scheme that we make fair and informed financial decisions, demonstrating our commitment to improving outcomes for the poorest and often vulnerable groups of people living in Doncaster and at the same time showing due regard to the Public Sector Equality Duty. We have used the findings of this extensive review and equality analysis previously undertaken which is still relevant for this review of the scheme and we have updated relevant data as part of the process. This information is detailed and provided at Appendix 2 to this report.

CONSULTATION

- 38. In line with the requirements of the LGFA 2012, the South Yorkshire Police and Crime Commissioner and South Yorkshire Fire and Rescue have been consulted on the local change proposals. Neither body has raised any objections to the proposals.
- 39. A public consultation exercise was also undertaken between 3 December 2018 and 6 January 2019. A dedicated consultation page was set up on the Council's website clearly setting out the proposals for change with an online questionnaire for the public to complete. Social media was used to promote the consultation as well as promotion in the Civic Office One Stop Shop and through key partners including members of the Financial Inclusion Group and Anti-Poverty Strategy Group. Officers in the Benefits Team also telephoned a random selection of current LCTS recipients and invited visitors to the One Stop Shop to take part in the survey. A total of **358** responses were received with, on average, over 95% of respondents being in favour of the proposals. A summary of the consultation activity and results is at **Appendix 1**.

BACKGROUND PAPERS

- 40. Various circulars and legislation, the requirements of The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018.

REPORT AUTHOR & CONTRIBUTORS

Marian Bolton
Head of Revenues and Benefits
Marian.bolton@doncaster.gov.uk
Tel 01302 735341

Steve Mawson
Chief Financial Officer
& Assistant Director of Finance

Appendix 1

Summary of Consultation and Results

A public consultation exercise was undertaken between **3 December 2018 and 6 January 2019**. A dedicated consultation page was set up on the Council's website clearly setting out the proposals for change with an online questionnaire for the public to complete. Social media was used to promote the consultation as well as promotion in the Civic Office One Stop Shop and through partners including members of the Financial Inclusion Group and Anti-Poverty Strategy Group. Officers in the Benefits Team also telephoned a random selection of current LCTS recipients and invited visitors to the One Stop Shop to take part in the survey.

A total of **358** responses to the consultation were received.

There were four questions asked in the online questionnaire which are shown below along with the corresponding responses:

Proposal 1

When someone claims Universal Credit, they are asked if they also want to claim Council Tax Support. If they answer 'Yes' to this question, the Department for Work and Pensions pass this information to the Council along with details of the person's income and other circumstances used to work out their Universal Credit. We are proposing to use the information from the Department for Work and Pensions as a claim for Council Tax Support and to work out how much support to award. This change would mean that the person would not have to make a separate claim to the Council as they do now, and would not have to provide the same information to us as they have given to the Department for Work and Pensions.

1. Do you agree with this proposal?

Yes **98.04%** No **1.12%** Don't know **1.12%**

Proposal 2

Currently, if someone stops being entitled to Council Tax Support, for example, if their wages increase temporarily, they have to make a new claim when their income goes down again. This happens often for people on Universal Credit especially where their wages change from month to month. We are proposing to allow a claim for support to last for six months which would mean that the person would not have to reapply if their income increased temporarily within six months of making their claim.

2. Do you agree with this proposal?

Yes **95.52%** No **1.96%** Don't know **2.52%**

Proposal 3

Bereavement Support Payment was introduced in April 2017 to replace other bereavement benefits for working age people whose spouse or civil partner died on or after 6 April 2017. Bereavement Support Payment is paid for up to 18 months from the date the spouse or civil partner died. The payment is not taken into account for Housing Benefit under national rules but is currently taken into account in our Local Council Tax Support scheme. We are proposing to stop taking this payment into account when working out how much Council Tax Support someone is entitled to. This change would only affect a small number of people but may mean that these people are entitled to more Council Tax Support.

3. Do you agree with this proposal?

Yes **94.12%** No **2.52%** Don't know **3.64%**

Proposal 4

When we work out Local Council Tax Support for people who are working, we normally ignore part of their earnings - known as an "earnings disregard". Unless the person is also claiming Universal Credit, we disregard the same amount from their earnings as applies in the national Housing Benefit scheme. The Housing Benefit rules were changed from 23 June 2017 to allow an extra earnings disregard of £17.10 per week to be applied in all cases to couples where one member of the couple is disabled. (Before 23 June 2017, the additional disregard could only be applied if it was the disabled person who was working.) In our current Local Council Tax Support scheme, we only allow the extra earnings disregard if it is the disabled person who is working. We are proposing to change our scheme to be the same as the amended Housing Benefit rules so that we allow the extra earnings disregard even where it is the non-disabled partner who is working. This change is only expected to affect a small number of people but may mean that these people are entitled to more Council Tax Support.

4. Do you agree with this proposal?

Yes **94.93%** No **2.54%** Don't know **2.82%**

The following additional comments were made about the proposals:

"All good ideas. Good to see Doncaster trying to find ways to ease the hardships caused by reductions in benefits, universal credit and unstable zero hours jobs which fluctuate each week. But hopefully eventually this will stop being a local agreement and go back to being a standard entitlement nationally to make it available equally across the country. This is perhaps the best that you can do under current rules and it is positive. Thank you. (Please note I am not personally affected by this and not is any member of my family. We believe that looking after those less fortunate is very important in a civilised society."

"About time"

“Will save a lot of hardship in Doncaster”

“I fully support these changes and feel that your first proposal should be rolled out across the country.”

“Should have been in place sooner - I have received a Court Summons for my Council Tax as I advised JCP that I wanted to claim CTS when I applied for UC and thought this meant that it would be claimed for.”

“Some sort of help should be available to all people on universal credit. When a person goes from earning to claiming it's really difficult for them to adjust, I believe that this should be taken into account. Thank you”

“I feel this change will benefit a lot of people and save time in making new claims.”

“Single people whether they are living with non dependents or not should still get a reduction as some non dependents do not contribute much or anything at all.”

“Welcome changes to help some of the most vulnerable.”

“I presume when you say the claim will be for 6 months this is only where the claimant has stopped being entitled due to an increase in income. Other claims would be for as long as the claimant is eligible. “

“All these proposals are fair and well thought through and the impact to the people will make a big difference to their lives.”

“Thank you to DMBC for these proposals which will help the most vulnerable people.”

EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPOLITAN BOROUGH COUNCIL

Due Regard Statement Template

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

Due Regard Statement

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

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

1	<p>Name of the ‘policy’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘policy’ is to equality.</p> <p>Local Council Tax Reduction Scheme from 1 April 2019</p> <p>The Local Government Finance Act 2012 proposed measures that required Doncaster Council, along with all other local authorities in the country, to design a Council Tax Reduction Scheme (known as Local Council Tax Support) from 1 April 2013 to support its residents to pay their Council Tax. This replaced the former national Council Tax Benefit scheme.</p> <p>In designing their local scheme, all authorities were mandated to include certain criteria as set out in the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012. These regulations covered how support must be worked out for people of pension age and certain other matters which the Council has no discretion over. The Government continue to prescribe the rules that apply to support for pensioners and also a small number of other areas of the scheme such as those who are excluded from receiving support.</p> <p>Around 24,200 Doncaster residents receive support through the scheme.</p> <p>The aims of Doncaster Council’s Local Council Tax Reduction Scheme are:</p> <ul style="list-style-type: none"> • To mitigate cuts to the Council Tax Support of Doncaster residents with the lowest income, to ensure that the most vulnerable are not disadvantaged and that Council Tax is proportionately paid by those most able to pay; • To manage the cost of the scheme within the available funds, ensuring that additional burdens are not put upon the general fund at further cost to local taxpayers; • To maintain a scheme that meets the requirements of the Local Government Finance Act and associated legislation and that takes account of the ongoing process of welfare reform so that those most affected by other benefit cuts are not disproportionately affected by changes to Council Tax Support; • To reduce and mitigate the effects of child poverty and inequality in line with the Council’s equality duties; • To maintain a scheme that has regard for
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		<p>those vulnerable to homelessness and to mitigate the impacts on those people;</p> <ul style="list-style-type: none"> To ensure that the scheme is clear and easy to understand for applicants and to simplify administration where possible.
2	Service area responsible for completing this statement.	Corporate Resources/Revenues and Benefits/Benefits Service
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>Age</p> <ul style="list-style-type: none"> Pension Age: Around 10,760 people of pension age currently receive support through the scheme. These people will continue to have their support assessed under national rules that are designed to replicate the former Council Tax Benefit system as much as possible. In addition, the scheme provides additional support to pensioners through the application of a full disregard of War Pensions. The local changes to the scheme proposed from 1 April 2019 will not affect pensioners. Pensioners will continue to be required to complete a claim for LCTS to the Council as this is the only way we can gather information about their intention to claim and their circumstances. Working Age: Around 13,440 people of working age currently receive support through the scheme. Those on the lowest levels of income who receive pass ported benefits such as Income Support receive 100% support (subject to any deductions for non-dependents living with them). The scheme provides for earnings and childcare costs disregards for those of working age. The proposed local changes to the scheme from 1 April 2019 will potentially benefit all working age claimants either currently receiving Universal Credit or as they are transitioned to this benefit. <p>Disability</p> <p>4,315 people with a disability currently receive support through the scheme.</p> <ul style="list-style-type: none"> Applicants who receive Income Support by virtue of having a disability, or who receive an Income-related Employment and Support Allowance, are automatically entitled to the maximum amount of support. Additional premiums are included in the

applicable amount for those in receipt of disability benefits. These include a Disability Premium, Enhanced Disability Premium, Severe Disability Premium and Disabled Child Premium and the Support or Work Component for people who receive Employment and Support Allowance. This means that if family members receive certain disability benefits, such as Disability Living Allowance, Personal Independence Payments, Long-term Incapacity Benefit or Employment and Support Allowance, they are allowed to keep more of their income before their support is reduced. This reflects the extra demand on finances for people with disabilities.

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

Race

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

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

Gender

The means tested scheme is based on income and household circumstances that are not influenced by gender. The scheme itself does not impact anyone differently on grounds of gender. 14,625 people currently claiming support are

female.

9,445 people currently claiming support are male.

In a further 130 cases, the gender is not recorded.

Sexual Orientation

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

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

Religion and Belief

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

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

Maternity and Pregnancy

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

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

Gender Reassignment

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

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

Marriage and civil partnership

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

		Data is not available for this characteristic and there are no plans to collect this data as it has no impact.
4	Summary of the consultation/engagement activities	<p>Under the Local Government Finance Act 2012, before making or revising a scheme, the Authority must “consult such other persons as it considers are likely to have an interest in the operation of the scheme”.</p> <p>Prior to the introduction of Doncaster’s first Local Council Tax Reduction Scheme in April 2013, consultation took place with elected members on various draft proposals for the scheme to manage the reduction in Government funding from the former fully subsidised Council Tax Benefit Scheme. Formal consultation also took place with major preceptors on the draft proposals for the scheme review. This was primarily in relation to the financial implications on those preceptors.</p> <p>A wide-ranging public consultation exercise on the scheme proposals was carried out prior to the introduction of the first local scheme, this entailed:</p> <ul style="list-style-type: none"> • Writing to all working age Local Council Tax Support recipients in the borough who were potentially affected by the proposals, to inform them of the potential changes and inviting them to comment on the proposals; • A questionnaire available on the Council website (paper versions were available in Libraries and Council public offices for anyone requesting these); • Publicising the changes on the Council’s website, alongside the questionnaire, including a summary of the proposals for change and case studies showing how people would be affected; • Information stands in the customer waiting area of the Council’s Civic Office; • A dedicated phone line and answer phone set up by the Benefits Team; • Presenting to stakeholder groups including the: <ul style="list-style-type: none"> ○ Doncaster Financial Inclusion Group (FIG) including representation from: <ul style="list-style-type: none"> ▪ DMBC Success Doncaster ▪ Department for Work and Pensions

- JobCentre Plus
- DMBC Private Sector Housing
- Doncaster CAB
- South Yorkshire Centre for Inclusive Living (SYCIL)
- DMBC Housing Options
- Doncaster West Development Trust
- DMBC Trading Standards
- South Yorkshire Credit Union
- St Leger Homes of Doncaster (SLHD)
- Refurnish
- Probation Services
- DMBC Children Services
- DMBC Adult Services
- Doncaster Disability Focus Group
- BME New Settlers Tenants and Residents Association
- A general awareness campaign including press releases to local press, a poster campaign in libraries and the Civic Office, and publicity in HouseProud magazine.
- Publicity on Facebook and the Council's twitter account.

674 people responded to the consultation. This included 351 working age Council Tax payers who were receiving Council Tax Benefit at the time.

Further local changes to the scheme were made in 2014 due to further reductions in Government funding. Elected Members and the major preceptors were again consulted on the proposals for change followed by a further public consultation exercise using a range of approaches and publicity as in 2012. **256** people responded to the consultation. Of these, at least 141 were Council Tax payers and 137 were of working age.

A public consultation has taken place for the proposed local changes to the scheme from 1 April 2019. The consultation ran between 3 December 2018 and 6 January 2019. A dedicated consultation page was set up on the Council's website clearly setting out the proposals for change with an online questionnaire for the public to complete. Social media was used to promote the consultation as well as promotion in the Civic Office One Stop

		<p>Shop and through partners including members of the Financial Inclusion Group and Anti-Poverty Strategy Group. Officers in the Benefits Team also telephoned a random selection of current LCTS recipients and invited visitors to the One Stop Shop to take part in the survey. A total of 358 responses were received with, on average, over 95% being in favour of the proposals.</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Around 24,200 Doncaster residents receive support through the Local Council Tax Reduction Scheme.</p> <p>The implementation of Local Council Tax Support coincided with other major reforms to the welfare system; Housing Benefit restrictions for under-occupation in the social sector; the introduction of an overall benefit cap; Discretionary Housing Payments and other welfare reform changes such as benefit sanctions. Universal Credit Full Service was rolled out in Doncaster from 11 October 2017. Some claimants may already have been affected by multiple changes arising from the reforms and be subject to further welfare reform changes in the coming years.</p> <p>The amount Doncaster has awarded in Local Council Tax Support in 2018/19 is lower than initially estimated as the caseload for LCTS has continued to steadily fall. This has contributed to an increased tax base and surplus in the Collection Fund which will be considered as part of the Council's budget and tax setting process.</p> <p>A review of the scheme has recently taken place with a particular focus on any adverse impact for people claiming Universal Credit, and the administration associated with assessing LCTS claims for these people. The internal scheme review concluded that the claiming and evidence rules in our scheme were onerous for people on Universal Credit and could, in some cases, be resulting in people not receiving the support they are entitled to. The review also concluded that there were some areas of our scheme where income was being treated differently for Housing Benefit and LCTS. This is specifically in relation to the treatment of Bereavement Support Allowance and earnings disregards for disabled couples where the Government changed the Housing Benefit rules in 2017. As the proposals to disregard the additional sums in the</p>

		<p>calculation of support only affect a very small number of people and would incur minimal additional spend in the scheme, these proposals have been included in the proposals for change from 1 April 2019.</p> <p>When approving previous years' schemes, Members have expressed their preference that local changes to the scheme should be avoided other than those required under the Prescribed Requirements Regulations and the consideration of the annual uprating of allowances and premiums used to calculate support.</p> <p>The proposals for local changes to the LCTS Scheme from 1 April 2019 are all advantageous to claimants and provide a positive response to support those people transitioning from other benefits to Universal Credit. The changes for Universal Credit claimants will potentially affect all working age LCTS claimants either now or as they move onto Universal Credit as they have a change in circumstances or are moved onto the benefit under the Government's managed migration plans.</p>
6	Decision Making	<p>Doncaster Council's Local Council Tax Reduction Scheme is based on the requirements of the Local Government Finance Act 2012, the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012 and Amendment Regulations 2013, 2014, 2015, 2016, 2017 and 2018.</p> <p>The scheme takes consideration of the former Council Tax Reduction Schemes (Default Scheme) Regulations 2012 and Department for Communities and Local Government (DCLG)'s guidance papers on vulnerable people and taking work incentives into account.</p> <p>The scheme also takes into account the national Equality Impact Assessment undertaken by DCLG in 2012.</p>
7	Monitoring and Review	<p>Once a Local Council Tax Reduction Scheme has been made by the Council, it cannot be revised for at least one financial year. A billing authority must, however, consider whether to revise or replace its scheme on an annual basis.</p> <p>The Council will monitor the number of people in receipt of support together with any complaints</p>

		and challenges to the scheme and ensure that this information is included in reports presented to Full Council for approval of any local changes to the LCTS scheme in the future.
8	Sign off and approval for publication	Steve Mawson Chief Financial Officer and Assistant Director of Finance

Appendix 3

The Local Council Tax Support Scheme coming into force on the 1st April 2019

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

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Doncaster Council

Report

Date: 24th January 2019

To the Chair and Members of the Council
Director of Public Health Annual Report 2018

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

EXECUTIVE SUMMARY

1. The 2018 Doncaster Director of Public Health Annual Report is the fourth authored by Dr Rupert Suckling.

In an increasingly digital world, this year the delivery of the main report is as a short video which will be made available online, the attached PDF version is intended to accompany the video.

This is the first Annual Report to focus on a specific topic and the topic is 'No health without mental health'. As a society it is important that everyone understands what is meant by mental health and is able to talk about it.

For this Annual Report mental health or mental wellbeing is defined as the combination of feeling good and functioning effectively. Feeling good includes not only the positive emotions of happiness and contentment, but also other emotions as interest, engagement, confidence and affection. Functioning effectively (in a psychological sense) involves the development of one's life, having a sense of purpose such as working towards valued goals, and experiencing positive relationships.

Three key factors impact on mental health, living circumstances, personal resources and the activities where energy is focussed. This report concentrates on the activities where energy is focussed and by focusing on the 'Five ways to Wellbeing' people can create better mental health for themselves, their families and their friends.

The Annual Report does not focus on living circumstances, personal resources or mental health services for either children and young people, or adults with mental illness as these issues, services and strategies have all

been the subject of local Overview and Scrutiny reviews in the last year. Locally most mental health services are commissioned by Doncaster Clinical Commissioning Group and provided by Rotherham Doncaster and South Humber NHS Foundation Trust. Further information about these services is available through the individual organisations.

Finally this report provides updates on progress against the five building blocks for good health and wellbeing identified in 2017's report. These are:

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

EXEMPT REPORT

2. No

RECOMMENDATIONS

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

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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

BACKGROUND

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

OPTIONS CONSIDERED

6. No other options considered.

REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

8.

	Outcomes	Implications
	<p>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 	Good mental health contributes to increased creativity and productivity at work and poor mental health can be a cause of sickness absence.
	<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>Mental health can be created by better living circumstances including housing conditions. Many of these areas physical activity, arts and culture are specifically mentioned in the Five Ways to Wellbeing approach.</p> <p>A mentally healthy place is a vibrant place</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 	Good mental health contributes to better educational outcomes and good educational outcomes support better mental health.

	<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 	Mental health and physical health are inextricably linked. Creating better mental health could reduce demand on both health and care services.
	<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 	A more connected council could support better mental health in Doncaster people and increased mental health in the workforce could increase the effectiveness of the council.

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials NC Date 02/01/2019]

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

FINANCIAL IMPLICATIONS [Officer Initials HR Date 04/01/19]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials BT Date 02/01/2019]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 31/12/18]

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

HEALTH IMPLICATIONS [Officer Initials RS Date 02/01/2019]

14. There are no additional health implications in this report.

EQUALITY IMPLICATIONS [Officer Initials RS Date 02/01/2019]

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

Mental health also varies across the Borough. Suicide is the biggest killer of men under 45 in the UK and every day in the UK 16 people will take their own lives. Commitments in the Annual Report to sign the Prevention Concordat for Better Mental Health and to aim for zero suicides will need to demonstrate 'due regard' under section 149 of the Equality Act 2010: the Public Sector Equality Duty (PSED).

CONSULTATION

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

BACKGROUND PAPERS

17. Director of Public Health Annual Report 2018.

REPORT AUTHOR & CONTRIBUTORS

Dr Rupert Suckling, Director of Public Health

01302 734010 rupert.suckling@doncaster.gov.uk

**Dr Rupert Suckling
Director of Public Health**

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No health without mental health

Director of Public Health
Annual Report for
Doncaster 2018



Doncaster
Council



No health without mental health

Director of Public Health Annual Report for Doncaster 2018

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Foreword and Introduction

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

In an increasingly digital world, this year I've chosen to deliver my main report as a short video which is available online at ([trackable link to be provided when available](#)). This PDF version is intended to accompany the video and I hope you'll enjoy both.

This is the first of my reports to focus on a specific topic and the topic is 'No health without mental health'. Yet mental health is still seen by many as a taboo subject despite the fact that we all have mental health! As a society it is important that everyone understands what is meant by mental health and is able to talk about it. By mental health or mental wellbeing I'm referring to the combination of feeling good and functioning effectively. Feeling good includes not only the positive emotions of happiness and contentment, but also other emotions as interest, engagement, confidence and affection. Functioning effectively (in a psychological sense) involves the development of one's life, having a sense of purpose such as working towards valued goals, and experiencing positive relationships.

Three key factors impact on our mental health, our circumstances, our personal resources and the activities we focus our energy on. Our circumstances and where we live makes a difference to our mental health whether it's the quality of our schools, jobs, housing, urban design or availability of green space. Our personal resources including our physical health are also important in helping us be resilient to life's ups and downs. Although we may have less control of our circumstances or our personal resources what is clear is that through what we focus our energy on we can create better mental health for ourselves, our families and our friends. The best way to do this is to adopt the 'Five Ways to Wellbeing'.

As you will see much of what we can do to create mental health requires schools, businesses and statutory services to behave differently. In fact statutory services will need to change from doing 'to' or 'for' people and become services that work 'with' people and encourage people to solve problems 'by' themselves.



I have deliberately focused on the five ways to wellbeing and not addressed our circumstances, our personal resources or mental health services for either children and young people or adults with mental illness as these issues, services and strategies have all been the subject of local Overview and Scrutiny reviews in the last year.

Locally most mental health services are commissioned by Doncaster Clinical Commissioning Group and provided by Rotherham Doncaster and South Humber NHS Foundation Trust. Further information about these services is available through the individual organisations.

In creating this report I am grateful for the help of a number of colleagues. In particular I would like to thank Andy Maddox, Vanessa Powell-Hoyland and Tom Smith from Doncaster Council, Sue Redfern from St Leger Homes, and Joan Kee and Marie McClay from Age UK, who took part in the video interviews. I'd also like to thank Steve Betts, Daniel Debenham, Steph Cunningham and Duncan Rynehart from the communications team for their valued input to the production of this report.

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

Dr Rupert Suckling
@rupertsuckling

Director of Public Health
Doncaster Council



The five ways to wellbeing

In the same way that it is widely acknowledged that eating five portions of fruit and vegetables should be part of a balanced and healthy diet, the five ways to wellbeing are recommended steps that everyone can build into their daily life to improve their mental health and wellbeing.

Mental health isn't just about the absence of mental illness, it's much more about life satisfaction, happiness, feeling worthwhile and having low anxiety. There are things we can do as individuals, families and communities that will help us create better mental health, so by keeping learning, connecting with others, being active, giving our time and taking notice we can all help ourselves and our families.

01 Learn

Learning and developing new skills can give a sense of achievement and a new found confidence.



60 Readers groups in Doncaster

It's a great social way to talk about what you enjoyed and learn about how people interpret stories differently.

Whilst many people will think of learning as something that results in a qualification, in reality we can all learn from every-day interactions with family, friends and others in our community.

Learning begins early in life with the first 1001 days of a child's life being the most important, this is when Doncaster children are increasing their readiness for school. However, with the nature of work changing it is important that we all take learning seriously throughout our lives. Learning is also a social activity and Doncaster is lucky to have a range of assets that we can draw on for learning.

720

**learning courses
completed at
Doncaster libraries
in 2017-18**



Watch Tom's video
about learning in Doncaster

Click to view the video online or scan the code
with your phone on the printed document:
www.doncaster.gov.uk/phannualreport



Doncaster Libraries

Tom Wilcock – Doncaster Libraries



At Doncaster Libraries we've got a lot of fantastic groups set up that help local residents of all ages to learn.

To support with computer and internet skills we have an iPad and tablet club, and a computer basics class. The computer basics class does exactly what it says, it is designed for people who have never been on a computer and runs over a three-week period, at the end of which they are equipped with the skills and confidence to use a computer on their own, either at home or in the library. The tablet club is used as a drop-in session for all residents to ask any questions they might have about making best use of their tablet, it also encourages members to the group to support each other and meet new people.

We also facilitate around 60 readers groups in Doncaster, with each having between 4 and 15 members. In the groups every member reads the same book and then comes together three or four weeks later to discuss it. It's a great social way to talk about what you enjoyed and learn about how different people interpret stories differently.



514,504

visits to Doncaster Libraries



626,436

online visits to:
library.doncaster.gov.uk

There are so many health benefits linked to reading; it can reduce stress levels, prevent the onset of Alzheimer's and Dementia, and it can also help you live longer, who doesn't want that?

For younger children we hold rhyme time across the Borough, which as well as being fun helps to develop language and literacy skills. It's also got an important part to play in preparing them for school by teaching them to observe, interact, sit down and listen to stories as well as socialising with other children.

Like it or not, computers and coding are now becoming part of our daily lives and it's also part of the school curriculum. In Doncaster Libraries we're also giving children the opportunity to be one step ahead by learning how to code and learning how to integrate these skills into their daily lives.

OVER 400,000 items borrowed and over 12,000

e-books and audio
downloaded from Doncaster
Libraries in 2017-18



02 Connect

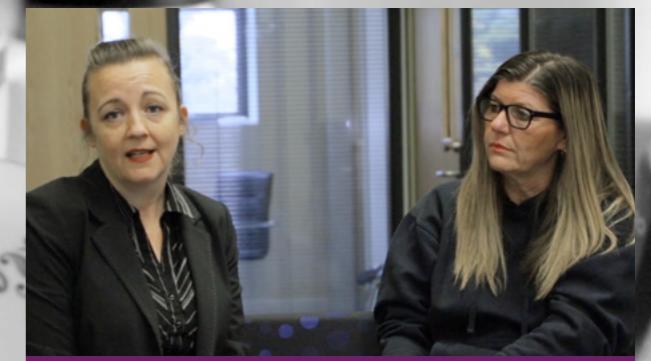
Social isolation can have the same impact on our health as smoking 15 cigarettes a day.

Page 57



In Doncaster we have an increasing focus on the importance of connecting people together and talking about how we're feeling. This was noted in the Doncaster Talks report where the two most important things for local people's health and wellbeing were highlighted as connection with others and being open to new experiences.

Tackling loneliness is a key priority for the Doncaster Health and Wellbeing Board working with local charities, groups and communities. The Your Life Doncaster website provides links to over 1,500 community groups and projects such as the Well Doncaster programme that began in Denaby in 2015 that are actively engaging communities to help build their own local links.



Watch Sue and Vanessa talk about connecting in Doncaster

Click to view the video online or scan the code with your phone on the printed document:
www.doncaster.gov.uk/public-health-report-2019

1500

community groups and projects linked from Your Life Doncaster

Well Doncaster programme in Denaby

Vanessa Powell-Hoyland - Well North Programme, Doncaster Council
Sue Redfern - St Leger Homes



Well Doncaster aims to reduce health inequalities and looks at how we can connect with communities by taking a different approach.

One piece of work that we've helped to develop is working with St Leger Homes on a project called Denaby Recycling which reuses furniture left in empty St Leger properties.

The programme started 12 months ago when it was noted that a number of new tenants were experiencing social isolation and didn't have enough money to buy furniture for their property. By Well Doncaster and St Leger working in partnership a new successful approach was developed. Previously any furniture or electrical equipment left in empty St Leger properties was thrown away, under the new approach all left items are now safety tested and made available for other tenants in the Denaby area to use.

This new approach has meant that residents have been able to pay their rent because they're not had to spend money on as many electrical items or furniture and as a result the quality of life they're now experiencing is far better. When a tenant of 17 or 18 years old moves into a house for the first



"The service is helping residents sustain their tenancies and improve their quality of life by recycling furniture and giving back out into the community."



"People of all ages in Denaby have been identifying 'what's strong' and building on that by creating places for people to meet."

time they may have their own pots or pans, but it's the bigger and more expensive items that St Leger can help them with, things like washing machines, fridge freezers, toasters and sofas.

One of the important things we know about supporting local communities is that it helps people to grow and develop. Over the last three years people of all ages in Denaby have been identifying 'what's strong' and building on that by creating places for people to meet, supporting community events and setting up small business with practical support from the Well Doncaster Team.

As the work in Denaby continues, the learning from the Well North programme is being expanded into other communities across the Borough, with four new wards selected to expand the reach of the programme; Edlington, Balby, Bentley and Stainforth. Each community has their own strengths and challenges and we are working with local people and organisations to understand how best to address these.



Mental health disorders affect more than **1 in 4** of the population at any one given time.

Per year, mental health disorders cost the English economy an estimated

£105 billion

Be active

There are many reasons why physical activity is good for our bodies.



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Everyone knows it is good for maintaining a healthy heart and strengthening our bones and muscles, but physical activity is also beneficial to our mental health and wellbeing.

We need to change the way we view physical activity so it is not seen as something we 'have to do', 'should do' or 'ought to do' for our health, but as something that we do because we personally understand its positive benefits to our wellbeing.

In addition to benefitting the health of the Borough, physical activity and sport also contributes significantly to Doncaster's economy:

£133m

of value created through a healthier population and savings to care costs.

£95m

per year directly through salaries and company profits.

£54m

worth of volunteering.

356

people take part in Sandall Park's weekly 5km run.



Get Doncaster Moving

Andy Maddox - Doncaster Council Leisure Services



In the past 12 months Doncaster has become one of 12 national Sport England Local Delivery Pilot sites and Get Doncaster Moving is one of our transformational projects for the Borough.

We all know that physical activity can help us: it helps in a number of ways by reducing heart disease and stroke, reducing cancer and type two diabetes, but being active also reduces depression and can improve our mental well-being.

In Doncaster one third of our population are classed as inactive, doing less than 30 minutes of physical activity each week. Through Get Doncaster Moving we intend to change that. The programme is designed across five themes of walking, cycling, dance, sports and parks/open spaces, and we are working with partners to improve the health of the Borough, both physically and mentally.

Through walking and cycling we aim to help people become more active, both as forms of transport and for recreation. We have invested in the Trans Pennine Trail which has seen a massive increase in the number of people cycling and walking in the area. We're also investing in a cycling circuit in Doncaster, creating a traffic-free environment where residents can enjoy riding a bike and seeing cycling competitions in action as Doncaster becomes a hotbed of cycling, shown by the Borough hosting stages of the Tour de Yorkshire in 2018 and the forthcoming UCI World Championships in 2019.

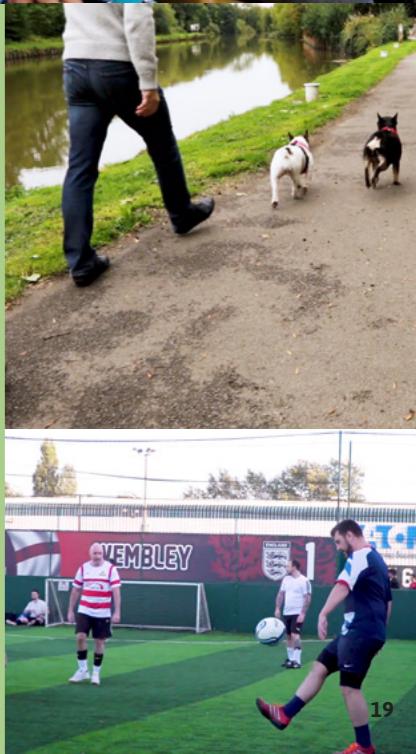


We're also aiming to deliver dance across all age groups, with a focus on both young and old in local communities, and recreationally parks and opens spaces are a very important to the programme as places where residents can enjoy being active. As the fifth element of the programme, sport, we're looking to invest in our facilities over the longer term and will be supporting local clubs and volunteers to grow the heart of our sporting population.

As well as being beneficial for mental and physical health, being active is also a key way to make the local population more aspirational and affluent, helping people to be more engaged in their local communities, more engaged in work and more engaged in education.

We want everyone to be active and to Get Doncaster Moving.

30 different play and advice sessions at the local family hubs each week



193,000

Doncaster residents have been given the opportunity to watch the Tour de Yorkshire race pass through their local community since its first visit in 2016.

Give

Research shows that our health and happiness can be directly linked to giving back to the community through volunteering and connecting with the people around us.

350,000
VOLUNTEERING HOURS
ACROSS DONCASTER



Volunteering and community action holds the power to transform a place and can positively influence the health and wellbeing outcomes of an entire population. It's also proven to help people overcome struggles with their mental and physical health and overall leads to happier and healthier lives.

Volunteering is already at the heart of our health and social care system. Volunteers who visit patients, run cafés, offer support groups and generally help people living with illness to feel better, are worth an estimated £700,000 a year (Kings Fund) to each individual NHS trust.

350,000
**volunteering
hours are given
across Doncaster
each year**



Watch Joan's video
about being giving back in Doncaster



Click to view the video online or scan the code with your phone on the printed document:
www.doncaster.gov.uk/phannualreport

Volunteering in Doncaster

**Joan Kee (volunteer), Age UK
Marie McClay, Age UK**



Joan Kee is a volunteer at Age UK in Doncaster and helps people locally to get out and about which can make a big difference to their mental health, but has made a big difference to Joan too.

Joan started volunteering when her son suggested that she get out and about more. She called into the local library and that one step started her volunteering career! Joan then heard about Age UK and by volunteering with their Doncaster branch was able to take people to the library which in turn helped them to make new friends.

"I feel as if I've won the lottery when I get to hear their stories and I'm sorry that I couldn't have done this years ago. It's been such a pleasure helping others. I would advise anyone to try it."

"It's brilliant and I would advise anyone to give it a try. The people you are paired with become your friends."



"It's been such a pleasure helping others. I would advise anyone to try it."



Volunteers who generally help people living with illness to feel better are worth and estimated

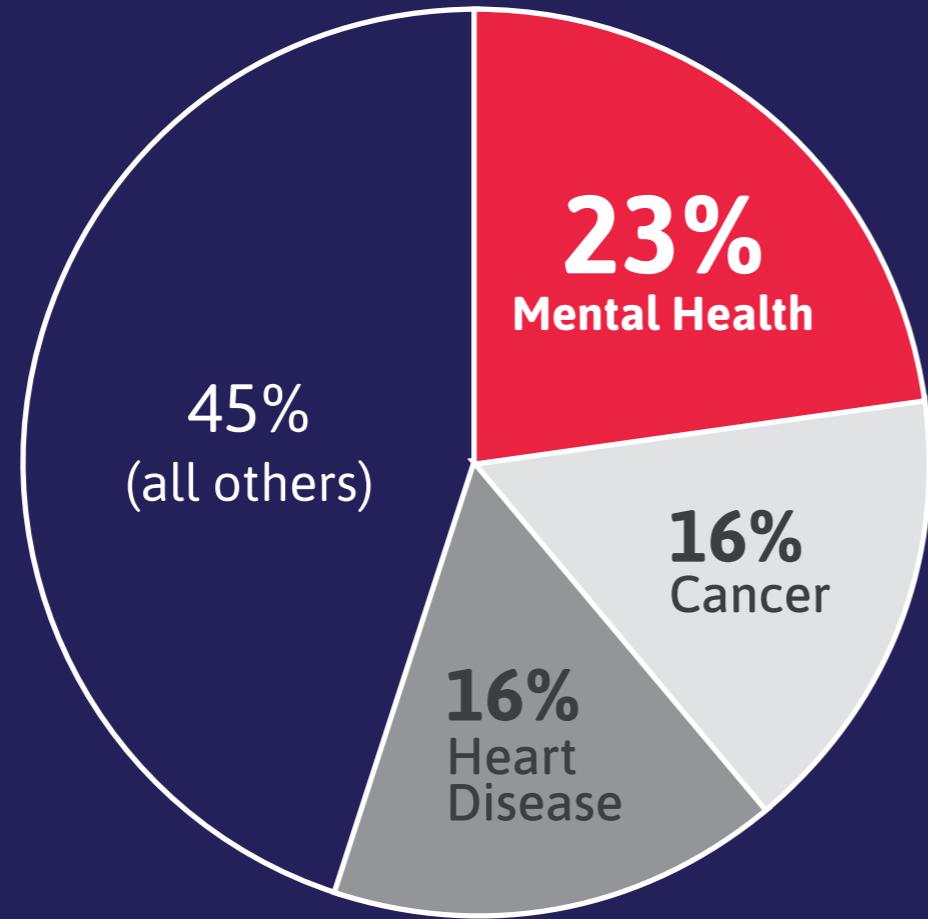
£700,000

to each individual NHS trust.

Mental health disorders start at an early age and can have lifetime consequences.

Opportunities to promote and protect good mental health begin at conception and continue throughout the life-course, from childhood to old age.





Mental health disorders are responsible for the largest burden of disease in England – 23% of the total burden, compared to 16% for cancer and 16% for heart disease.

Mental wellbeing is associated with a wide range of improved outcomes in health, education and employment, as well as reduced crime and antisocial behaviour.

05

Take notice

Taking notice means actively paying attention to ourselves and the world around us.



Taking notice means both seeing what is going on outside us and being aware of what is happening inside our bodies too.

As part of the Doncaster Growing Together programme a wide range of improvements to local facilities are underway across the Borough, with the redesign of the train station, the creation of the Herten Triangle and work in progress on the development of the new cultural hub, set to replace the existing central library and art gallery in 2020 as part of the Urban Centre Masterplan. Work is also underway on refurbishing the Wool Market with the programme expected to be completed in Spring 2019.

In our parks there has been a lot of development in the past year too, with a number of improvements to facilities being made, making the areas more inviting and attractive to residents.

86,800
visitors to Doncaster Museum,
Doncaster Art Gallery and
Cusworth Hall Museum last year

OVER 20 PARKS
and hundreds of other open spaces in the Borough.



Watch Ben's video
about taking notice in Doncaster



Click to view the video online or scan the code with your phone on the printed document:
www.doncaster.gov.uk/public-health-report-2019

Doncaster parks

Ben Russell – Doncaster Council



Over recent years there's been a closer working between the public health and parks and open spaces teams for the benefit of residents' health.

Across Doncaster we have over 20 parks and hundreds of other open spaces that can all be used by everyone as places to get away from the daily grind and escape into greenery. We've got a wide variety of parks across the Borough, from parks close to the town centre, to Cusworth Hall and other country parks. There are lots of things to notice in our parks and seasonally the views and colours change, making every visit different to the last.

In July, four of Doncaster's parks were awarded the Green Flag, an award given annually to the best parks in the UK. As a council we are also delivering a range of ongoing improvements to make our parks even more welcoming for residents: for example, earlier this year Elmfield Park benefitted from trial solar lights which have been installed to all of its main footpaths.

Parks not only provide a place to relax and enjoy time with friends and family, but also a great place to be active. In addition to walking routes we have free outdoor gyms for adults and playground facilities for children across a number of our parks.



"We've introduced more free gym equipment to our open spaces which are proving to be very popular."

As we look to improve parks and open spaces further we're intending to introduce more walking maps so people can understand more about the distances they're walking and the number of steps they're taking. In November Sandall Park also unveiled the latest playground in the Borough, a huge wooden play and adventure area that is unique in Doncaster. Sandall Park is also home to Doncaster's weekly 5km Park Run which celebrated its 5th Anniversary on 22 September with an impressive 356 people taking part in just one day!



4 Green Flag Parks in the Borough:

Sandall Park, Quarry Park Local Nature Reserve,
Cusworth Park and Bentley Park

Improved mental wellbeing and reduced mental disorder are associated with:

 **better physical health**

 **longer life expectancy**

 **reduced inequalities**

 **healthier lifestyles**

 **improved social functioning**

 **better quality of life**

Conclusion and future recommendations

In conclusion I hope this report gives a flavour of how mental and physical health are both intrinsically linked: there is **no health without mental health.**

Recommendations for 2019

1

Create, improve and protect mental wellbeing using the five ways to wellbeing to harness the role of arts, culture and physical activity, promote social connections and contribute to inclusive economic growth and the reduction of health inequalities.

2

Doncaster Council and partners should sign the Prevention Concordat for Better Mental Health as an indication of support for the mental wellbeing of both Doncaster people and Doncaster employees.

3

Suicide is the biggest killer of men under 45 in the UK and today 16 people will take their own lives. That's why I'm keen that in Doncaster we pledge to become a zero suicide Borough and that we always ask twice when we're talking to people and asking about their mental health. This should be backed by rolling out Mental Health First Aid training across the Borough.

4

Continue to deliver mental health service improvements across the life course with service users as identified by Overview and Scrutiny reviews including:

- a. improving the mental health of parents at the time of the birth of a new child
- b. improving children and young people's mental health by responding quicker to all requests for support
- c. improving responses to crisis including better use of peer support
- d. reducing the need for and use of Out of Area placements
- e. improve employment support for those with mental health issues to help them stay in work or return to work.

References

- Age UK Doncaster - www.ageuk.org.uk/doncaster
Get Doncaster Moving – www.getdoncastermoving.org
St Leger Homes - www.stlegerhomes.co.uk
Well Doncaster - www.wellnorth.co.uk/pathfinders/well-doncaster

I'm keen to hear your views on this report.

Please get in touch at:

Director of Public Health
Doncaster Council
Civic Office
Waterdale
Doncaster
DN1 3BU

Email: PublicHealthEnquiries@doncaster.gov.uk
Telephone: 01302 734581

www.doncaster.gov.uk/publichealth



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Public Health Annual Report 2018

**Update on
recommendations
from 2017**



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**Doncaster
Council**

Update on recommendations from 2017

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



Dr Rupert Suckling
[@rupertsuckling](https://twitter.com/rupertsuckling)
Director of Public Health
Doncaster Council

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Give every child the best start in life

The first 1001 days (conception to second birthday) of a child's life has lifelong effects on health, wellbeing, educational achievement and economic status.

The Doncaster Place Plan partners are developing a proposal for a consistent, sustainable and preventative integrated offer for the first 1001 days, which is locally available and strengthens family engagement as partners in securing the best start in life.

The effectiveness of Early Help was recognised in the January 2018 OFSTED inspection report. The number of children receiving Early Help continues to increase and, although multi-agency support has declined over the year, this is exceeded by the rate of growth in single agency work. However, re-referral rates into Early Help remain high. Work is being undertaken to explore this further.

Family Hubs are developing and all localities have a self-evaluation form which is updated four times a year. In the last year, judgements have moved from 'requires improvement' to 'good' as a result of the increased

participation of children and families. The integrated local offer working in and through Family Hubs focusses on health and development, employment support and children, family stability and supporting families with complex needs.

Healthy Learning Healthy Lives provides a framework and support for schools to work towards providing a health promoting environment for children. This includes specific criteria on providing a wide range of physically active opportunities.

There are over 30 primary schools providing the Daily Mile to children across Doncaster. Support and resources are available for any school to be able to deliver the Daily Mile to help embed physical activity into the day.

A Get Doncaster Moving 'Active Schools' group has been set up, to provide Borough-wide coordination and support for schools to increase and improve the quality of physical activity.

Make good growth our watchword for economic development

The council has developed a social value policy that was published in December 2018 in order to maximise the social value of the 'Doncaster pound'. This will be followed up with a practical social value toolkit to assist with the embedding of social value within the commissioning and procurement of works, goods and services.

The Better Working Futures (National Work and Health Programme) is fully operational across South Yorkshire and is delivered by Reed in Partnership. Working Win (Work and Health Unit Trial) is fully operational and delivered by the South Yorkshire Housing Association. Both these approaches are directed at those who are out of work and have a health condition, with Working Win also helping those in work but at risk of becoming unemployed through health issues. The Local Integration Board ensures activity is fully aligned and that system barriers can be overcome through partnership working across Doncaster.

The Be Well @ Work award will be launched in the new year to support businesses to improve and maintain the health of their workforce. This is currently being piloted across several South Yorkshire businesses. The new award will be supported with an online portal containing toolkits, template policies and guides to support employers on a number of issues including

mental health, sleep and absence management. A joint event with Public Health England is being organised on issues that employers face with employee wellbeing including mental health support to issues around appropriate use of fit notes and what can be done to address those barriers. Workshops are being offered to local employers on mental health/ stress awareness, resilience and sleep.

A men's health football tournament was held in summer 2018, with 18 teams entered from a number of workplaces across Doncaster. 144 men attended the event where a range of health promotion activity was provided addressing cancer awareness, physical activity, mental health and smoking cessation.

Since the launch of the council's energy company, Great North Energy (GNE), in November 2017, over 4,300 supplies have switched. A cheaper energy supply for these residents equates to at least £250,000 of savings. The promotion of GNE adds to a list of other services the council is able to support residents with. These include: The Public Health funded Boiler on Prescription scheme (also known as the Winter Warmth Project). The Neighbourhood Energy Action project; the Energy Company Obligation grant and a variety of support services the Energy Team is able to refer to via a proactive home visit approach.

Improve healthy life expectancy through preventing disabilities

The Doncaster Health and Wellbeing Board approved the prevention framework in September 2018 and this approach will be adopted by health and care partners.

Specific prevention work to address smoking in adults in contact with hospital services and making every contact count is being rolled out.

Get Doncaster Moving aims to help Doncaster's communities become healthier and more vibrant by increasing participation in physical activity and sport. In the past 12 months Doncaster has become one of 12 national Sport England Local Delivery Pilot sites to create innovative solutions that make it easier for people in our communities to become active. In addition we have developed a wide number of approaches including:

- Dance On aimed at providing easy dance sessions for women aged 60 and above.
- Sports Officer supporting local clubs and communities.
- Active Travel Officer to improve places to walk and cycle.
- Walking Officer to support communities to have walking opportunities for everyone.
- Active Dearne which will provide community champions and grants to support local people and organisations.

The Good Food Doncaster (GFD) Partnership is now established and Doncaster identified as a sustainable food city. Work has begun to address food insecurity, holiday hunger, food banks and vegetable box schemes/ sustainable food initiatives, particularly in relation to the town centre and wool market developments.

GFD includes people from Bentley Urban Farm, Jam Horse, the Real Junk Food Project, the Rotary Club, Flourish, Rotherham Doncaster and South Humber NHS Foundation Trust, Centre for Nutrition and Behaviour, VKN Digital, St Leger Homes, and the council. The sustainability of the partnership will be a key focus for 2019 in terms of charitable status and fundraising opportunities.

The council has incorporated controls on the increasing numbers of hot-food-takeaways and fast food outlets into the draft Doncaster Local Plan. New applications will be directed towards town, district and local centres and clustering of such premises should not undermine objectives to promote healthy living. Specific proposals relate to new planning applications within 400 metres of schools where the intention is to limit opening hours to after 5pm on weekdays with no over counter sales before that time.

The Food Enforcement Team continue to undertake inspections of existing takeaways and fast food outlets to ensure that they meet legislative requirements regarding food hygiene, labelling and composition, in particular that they comply with provisions relating to informing the public about allergens in food.

South Yorkshire Fire and Rescue are working with the council to consolidate and improve the Safe and Well referral scheme. This scheme identifies vulnerable residents who may be at an increased risk of accidental dwelling fire and provide them with a Home Safety Check and address any other concerns or support needs residents may have. In the last year 835 Safe and Well checks were completed, 223 of which resulted in onward referral. Following the successful introduction of the scheme in Doncaster, it is in the process of it being rolled out across all of South Yorkshire.

Tackle unfairness and health inequalities

The council has adopted health implications in all cabinet and council reports. Key areas of focus this year have been supporting developing a 'healthy' local plan and ensuring health elements are reflected in the 'inclusive growth strategy'.

The Community Engagement Strategy was agreed by Cabinet in October 2018. This strategy sets out some key areas of focus for engagement, and where appropriate, co-design services with local people. The six areas of focus cover:

- Active Citizen Voice – we will develop one consistent approach to enable consultation with our communities that is easy to access, where gaps exist, we will identify opportunities for communities to engage with us through a variety of forums and we will improve our internal processes to ensure our community information is readily available and up to date.
- Supporting volunteering – we will support the potential that volunteering offers by promoting and supporting the vast number of people and local businesses that give up their time to make a difference in the community.
- Supporting the Voluntary, Community and Faith (VCF) sector - we will create a clear partnership position on support for the sector including funding advice, training opportunities, and infrastructure support, making it clear how this will take place and how other VCF organisations can access it.
- Opportunities for training and development - we will develop a training plan that will support Elected Members and staff to better understand their role in community engagement, particularly when undertaking consultation. The aim is to consistently support the effective use of tools and techniques.
- Embedding social value in what we do - we will ensure that we consider economic, social and environmental factors when we make decisions about the use of public money.
- Bringing people together through the use of our Community Assets – we will use our assets creatively to support local communities to improve their areas and bring people together.

A revised Joint Strategic Needs Assessment (JSNA) policy was agreed in September 2018 to establish a new approach with three component parts – Open data, commissioned deep dives and an annual state of health report. An integral part of this will be an online repository of published data and information to share insights and enable evidence based commissioning, design and decision making. This will be a significant move away from legacy ways of JSNA creation and publication in static PDF documents.

The council is also investing in rolling out its new Business Intelligence solution. This is taking a 'start small and build' approach so developments with this tool will be built over time, with an ambitious and broad pipeline of requests primarily initially focussing on areas of highest risk and impact.

The first part of the Black Asian and Minority Ethnic (BAME) health needs assessment work was reported in March 2017. Since then a number of focus groups have been held with local BAME residents and this identified a need to develop on-going engagement. A BAME health advisory group has been established and a three-year action plan proposed which emphasises building capacity, trust and communication networks.

The approach to identifying and understanding unequal access and outcomes to the Improving Access to Psychological Therapy service for our BAME residents has been developed. This work has led to service adaptations and we are in the process of rolling the method out to other areas.

I'm keen to hear your views on this report.

Please get in touch at:

Director of Public Health
Doncaster Council
Civic Office
Waterdale
Doncaster
DN1 3BU

Email: PublicHealthEnquiries@doncaster.gov.uk
Telephone: 01302 734581

www.doncaster.gov.uk/publichealth



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Doncaster Council

Report

Date: 24th January 2019

ANNUAL PAY POLICY STATEMENT 2019/20

EXECUTIVE SUMMARY

1. Local Authorities are required under section 38(1) of the Localism Act 2011 to prepare an annual Pay Policy Statement. The statement must clearly detail the Council's policy for the pay of the workforce, particularly senior staff and lowest paid employees.
2. There continues to be a positive reduction in the ratios this year between the highest and lowest paid employees. The ratio between the highest employee salary (Chief Executive £164,238) and lowest employee salary (£17,364) has reduced from 9.54:1 last year to 9.46:1. This means the highest salary is 9.46 times more than the lowest salary. The ratio between the highest employee salary and average staff salary has also reduced from 6.35:1 to 6.30:1.
3. The ratio between the lowest paid and average salaries has remained the same at 1.50:1. However, the average salary has increased by 2.88% to £26,069.
4. These changes show a positive trend and reflect a continuing reduction in the difference between the highest and lowest paid in line with the Council's on-going commitment to reduce the pay difference and increase low pay.
5. There is a minimum 2% pay award to be implemented from 1st April 2019.

EXEMPT REPORT

6. Not applicable.

RECOMMENDATIONS

7. It is recommended that Members note the contents of this report and approve the Pay Policy Statement for 2019/20.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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

BACKGROUND

9. In March 2011 the Hutton Review of Fair Pay made several recommendations for promoting pay fairness in the public sector by tackling disparity between the lowest and highest paid.
10. Subsequently the Localism Act 2011 (the Act) placed a requirement on each local authority to prepare and publish a Pay Policy Statement. The provisions of the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay.
11. The provisions of the Act do not apply to the employees of local authority schools and therefore unless they are centrally employed, teaching staff are not within the scope of the policy.
12. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Act do not seek to change this, or to determine what decisions about pay should be taken, but they do require each local authority to be more open about their own policies in relation to pay and how related decisions are made.
13. Section 40 of the Act requires local authorities to have regard for any guidance published by the Secretary of State when developing their Pay Policy Statement. Currently this includes Housing, Communities and Local Government Guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency, which asks authorities to consider the way they release data on senior salaries.
14. The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. However, it is open to each authority to determine whether they wish to expand this to cover all employees. A template Pay Policy Statement was previously published by Local Government Yorkshire and Humberside Regional Employers (LGYH) which includes the minimum requirements. This template was used as the basis for Doncaster's Pay Policy Statement over the last four years and has been used again for this year.

PROPOSED PAY POLICY STATEMENT

15. The Pay Policy Statement (see attached) is required to be produced annually and considered by Full Council. It is not possible to delegate responsibility for the Policy to another committee.
16. It is proposed that the same format is used for the publication of the Pay Policy Statement this year.
17. The Council decided to meet the information access requirements by publishing the Pay Policy Statement on the Council's website each year. It is proposed to do the same this year.
18. The current and previous salary structure for Heads of Service and Chief Officers is as follows which includes a nationally agreed pay award of 2% for 19/20:

Grade and Posts	Spinal Column Point	Salary 2018/19	Salary 2019/20
SMG (Heads of Service)**	2	£58,455	£59,624
	4	£63,269	£64,535
CO3 Assistant Directors	2	£91,062	£92,884
CO1 Directors	5	£121,256	£123,682
CE1 Chief Executive	8	£161,018	£164,238

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

19. The ratio between the highest employee salary (Chief Executive £164,238) and lowest employee salary (£17,364) has reduced from 9.54:1 to 9.46:1. This means the highest salary is 9.46 times more than the lowest salary. Benchmarking will be undertaken before the start of the financial year once all results are published, against a number of local authorities in the Yorkshire and Humber region.
20. The ratio between Doncaster's highest and average salaries is 6.30:1 down from 6.35:1. The ratio between the highest salary and the median salary has been calculated at 8.24:1 down from 8.29:1. The ratio between Doncaster's lowest and average salaries has remained the same as last year at 1.50:1.

21. The average salary has increased by 2.88% to £26,069 in line with the Council's commitment to reduce the pay difference and increase low pay.

OPTIONS CONSIDERED

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

REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

24.

	Outcomes	Implications
	<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	Publication of a Pay Policy Statement will aid transparency and provide information that will enable local people to understand the Council's Pay Provisions.

RISKS AND ASSUMPTIONS

25. Under the requirements of the Localism Act the Council has to have a Pay Policy Statement that meets minimum required levels. It is proposed that Doncaster's Pay Policy Statement for 2019/20 will contain the minimum requirements in relation to the employees to be covered which will ensure a standard framework is in place which will reduce the risk of inconsistency and potential legal challenge.

LEGAL IMPLICATIONS [Officer Initials SRF Date 17.12.18]

26. Sections 38-43 Localism Act 2011 set out the requirements that a Local Authority must publish an annual pay policy statement setting out the Authority's policies relating to the remuneration of its Chief Officers, its lowest paid employees and the relationship between the remuneration of the Chief Officers and other employees. It is up to the Authority to define who its lowest paid employees are. It must also include (a) the level and elements of remuneration for each Chief Officer, (b) remuneration of Chief Officers on recruitment, (c) increases and additions to remuneration for each Chief Officer, (d) the use of performance-related pay for Chief Officers, (e) the use of bonuses for Chief Officers, (f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and (g) the publication of and access to information relating to remuneration of Chief Officers.
27. Section 40 requires Authorities to have regard to the guidance for pay policy statements as published by central government.
28. The Authority's Pay Policy Statement must be approved by a resolution of the Authority before it comes into force and the statement must be prepared and approved before the end of 31 March 2019 and each year thereafter. Amendments may be made within each year by the passing of a resolution.
29. Once approved it must be published as the Authority sees fit and further pay determinations must be made in accordance with the policy.

FINANCIAL IMPLICATIONS [Officer Initials AG Date 5.12.18]

30. There are no direct financial implications as a result of the recommendation in this report. The report details the current pay arrangements which have been factored into the budget for 2019/20. All staff pay must be funded from the Council's resources and budgeted accordingly.

HUMAN RESOURCE IMPLICATIONS [Officer Initials SJ Date 3.12.18]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 7.12.18]

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

HEALTH IMPLICATIONS [Officer Initials RS Date 08.01.19]

33. There is evidence that an individual's income contributes as much as 10% towards health and employment contributes a similar amount. The increase in average salary as outlined in paragraph 21 should contribute to improved health. Inequalities in income can contribute to health inequalities so it is good to see a reduction in the gap between the highest and lowest paid in the Council as outlined in paragraph 19, and between the highest and average paid in the Council as outlined in paragraph 20. The data presented here should be reviewed when benchmarking information becomes available.

EQUALITY IMPLICATIONS

34. The Council has given due regard to equalities requirements in its pay provisions which has demonstrated minimal impact on the protected characteristics of this proposal. In addition it demonstrates it complies with equalities legislation particularly in respect of equal pay. The Council's continued commitment to reduce the pay difference and increase low pay will also have a positive impact on low paid employees who are predominately female.

CONSULTATION

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

This report has significant implications in terms of the following:

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

BACKGROUND PAPERS

HCLG Code of Recommended Practice for Local Authorities on Data Transparency

Hutton Review of Fair Pay in the Public Sector

Localism Act 2011

Report to Council 25th January 2018 entitled Annual Pay Policy Statement 2018/19

REPORT AUTHOR(S) & CONTRIBUTORS

Sarah Jones, Head of Human Resources and Organisational Development
01302 737030 sarah.jones@doncaster.gov.uk

Jill Parker, Assistant Director of HR, Communications and Executive Office
01302 737004 jill.parker@doncaster.gov.uk

**Debbie Hogg
Director of Corporate Resources**

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Doncaster Council

Pay Policy Statement

1st April 2019 to 31st March 2020

Introduction

Sections 38 – 43 of the Localism Act 2011 require that authorities produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Housing, Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy was considered and approved by Full Council at the Council meeting which took place on 24th January 2019.

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

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

Definition of officers covered by the Pay Policy Statement

This policy statement covers the following posts:

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

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

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

Policy on remunerating Chief Officers

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

Policy on publishing salaries

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

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

Policy on remunerating the lowest paid in the workforce

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay point in this authority is a spot point annual salary of £17,364 (from 1st April 2019 including 2% minimum national annual pay award) and can be expressed as an hourly rate of pay of £9.00. This is in line with the implementation of the nationally agreed pay award.

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

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

The highest paid employee salary in this authority is £164,238 which is paid to the Chief Executive.

The ratio between the highest and lowest salaries is 9.46:1.

The average mean salary in this authority (not including schools) is £26,069.

The median salary in this authority (not including schools) is £19,937.

The mean pay multiple is 6.30:1.

The median pay multiple is 8.24:1.

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

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

Policy on other aspects of Chief Officer remuneration

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

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

Approval of Salary Packages in excess of £100k

The salary structure for Chief Officers from 1st April 2019 is as follows:

Grade and Posts	Spinal Column Point	Salary 2019/20
CO3 Assistant Directors	2	£92,884
CO1 Directors	5	£123,682
CE1 Chief Executive	8	£164,238

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

Flexibility to address recruitment issues for vacant posts

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

Amendments to the policy

It is anticipated that this policy will not need to be amended during the period it covers (1 April 2019 – 31 March 2020). However if circumstances dictate that a significant change of policy is considered to be appropriate during the year then any amendments will be included in the following year's statement presented to Full Council.

Policy for future years

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

Original Approved:

First Edition Adopted: 01 April 2012

This Edition: 01 April 2019

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Annex A - Publication of Information

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

Organisation chart

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

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

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

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

Senior salaries

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

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

The Code additionally requires councils to publish:-

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

For the above, remuneration is to include:

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

For the above, pension contributions is to include:

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

Pay Multiple

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

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

Annex B – Policy on Remunerating Chief Officers 2019/20

Post	Base Salary p.a. to nearest £1k*	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payment	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£164k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are a normal part of the salary for local elections. Additional payment for other national elections are paid at the nationally agreed rate depending upon the type of election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Director of Learning and Opportunities: Children and Young People	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payment of £1000 per month gross for increased duties and responsibilities for the vacant DASS role until this is appointed to	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20
Director of Adults Health and Wellbeing (vacant)	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20

Director of Corporate Resources	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20
Director of Regeneration and Environment	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20
Director of Public Health	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses.	The transferred NHS conditions allow the postholder to apply for a national clinical excellence award. A level 3 award of £8,871 was made. This is not paid for by the Council	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance.	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.

Chief Financial Officer & Assistant Director of Finance	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculating in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Assistant Director Legal and Democratic Services	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Assistant Director Human Resources, Communications & Executive Office	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.

Assistant Director of Customers, Digital & ICT	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculating in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Assistant Director Strategy and Performance	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Assistant Director Commissioning and Business Development	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.

Assistant Director Partnership and Operational Delivery	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20
Assistant Director Communities	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.
Assistant Director Adult Social Care and Safeguarding	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2019/20.

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Annex C – Other aspects of Chief Officer Remuneration

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

Annex C – Other aspects of Chief Officer Remuneration

	any discretionary powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit Regulations 2015.
Transparency	The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.
Re-employment of staff in receipt of an LGPS Pension or a redundancy/severance payment	The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post. However, where any employee (applies to all employees not just Chief Officers) is granted voluntary early retirement (VER) and is therefore in receipt of their pension benefits he/she will not be re-engaged at any time in any paid form of employment with the authority. Where any employee (applies to all employees not just Chief Officers) is granted voluntary redundancy (VR) he/she will not be re-engaged with the authority for a period of 12 months from the date of termination. For the avoidance of doubt this includes any work for the local authority where a payment is received. These criteria do not apply where any employee is made compulsory redundant. The provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments will be applied in circumstances where it is relevant. Pension Regulations contain provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.
Page 8	Public Sector Exit Payment and Recovery Regulations 2016 These Regulations covering redundancy and pension exit payments were due to come into force in 2016 but Government Implementation Guidance has been delayed. There will be a need to report back to Full Council on how these regulations will be managed in future once legislation has been approved and implemented.



Doncaster Council

24th January, 2019

To the Mayor and Members of the Council

Overview and Scrutiny Update – May to December 2018

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Jane Nightingale, Cabinet Member for Customer and Corporate Services	All	No

EXECUTIVE SUMMARY

1. This report updates Council on the work of the Overview and Scrutiny Management Committee (OSMC) and the four standing Overview and Scrutiny Panels for the period May to December 2018.

EXEMPT REPORT

2. This report is not exempt.

RECOMMENDATIONS

3. That the Council note and comment on the work of the OSMC and the four standing Scrutiny Panels for the period May to December 2018.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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

BACKGROUND

5. This report includes a summary of some of the key work undertaken by Overview and Scrutiny during the current municipal year. The activities of OSMC and the standing Panels include holding decision makers to account, performance review, policy review and development and external scrutiny.

Work plans are agreed early in the municipal year and reviewed at each meeting to track progress and ensure they take account of emerging issues and future key decisions.

6. The membership of OSMC includes the Chairs of standing Panels and this seeks to ensure greater co-ordination of Overview and Scrutiny activity. The Committee meets approximately once a month to consider performance, pre-decision scrutiny, indepth/spotlight reviews undertaken by the Scrutiny Panels and areas of strategic importance. The Committee considers issues that cut across all Panels and Doncaster Growing Together themes.

7. The Overview and Scrutiny Panels are:-

Children and Young People's Panel (CYP) – considers issues relating to improved outcomes for Children and Young People including Learning and Opportunities, services provided by Doncaster Children's Services Trust and other areas undertaken by partners;

Regeneration and Housing (R and H) – considers issues relating to regeneration, economic development, strategic transport and housing;

Community and Environment (C and E) – considers neighbourhood issues, street scene and highways, community safety as well as environmental issues, and

Health and Adult Social Care (HASC) – considers issues that fall within the remit of Public Health Directorate, Adult social care and the NHS. The Chair represents the Authority on Regional Health Scrutiny bodies.

8. The Overview and Scrutiny Chairs and Vice Chairs meet regularly with the Mayor and respective Cabinet Members to ensure regular communication on portfolio issues and Overview and Scrutiny work plans.

Summary of Overview and Scrutiny activities

9. This report provides a snapshot of some of the key work undertaken by OSMC and the Panels between May and December 2018 reflecting their alignment with the Doncaster Growing Together (DGT) Themes. The work of some of the Panels cuts across more than one DGT theme. A full account of the work undertaken by OSMC and the Panels is included on the Overview and Scrutiny work plan attached at Appendix A and detailed in the minutes of meetings which are available on the Council's website.

Doncaster Living

10. **Market Place Phase 1 project** – R and H Members received an update on progress with the Enterprise Market Place and noted the project was on time and on budget. Key areas considered included occupancy rates, market mix and developing the necessary transport links and accessibility.

11. **Waste and Recycling** – Members of C and E received a sixth monthly update on the new waste contract. Members sought to analyse its effectiveness by reviewing performance in a number of areas including the percentage of missed collections, new collection routes, technology required to operate each part of the collection and damage to the blue bin lids. The Panel was supportive of the roll out of the new contract and progress to date.
12. **Flood review** – this focused on improvements to flood management since 2007 when areas of Doncaster were subject to significant flooding. The C and E Panel received information from a number of partners on their activities including the Environment Agency, the Water Management Consortium and Doncaster East Internal Drainage Board, Yorkshire Water and the Coal Authority. It was recognised that many positive changes had been made to best manage water levels and reduce the impact of any future possible flooding. Members acknowledged that flooding could never be stopped completely but a number of mitigation measures were in place. The findings from the report will be presented to a future meeting of the Overview and Scrutiny Management Committee for consideration.
13. **Tree Policy** – C and E Scrutiny Members gave consideration and support to the Tree Policy and Trees Risk Management Plan for Doncaster Council's Trees and welcomed the proactive approach to drive improvements in the health and safety of tree maintenance across the borough. A number of issues considered included canopy cover, replanting, trees on St Leger Homes land, tree roots growing across/into pavements. The Committee recommended that, investigation be undertaken into the impact of 5G installation following concern expressed that trees could be lost if communication operators had the right to remove them, if they wished.

Doncaster Caring

14. There is a strong focus on the Caring theme through the work undertaken by the HASC and CYP Panel, some of the key areas considered include:
15. **Corporate Parenting** – Members of the CYP Panel met with children in care to consider how they prepare for living independently. Issues discussed included, changing negative perceptions around young care leavers, managing budgets effectively, opportunities for training and employment and making the right choice of where to live. All these issues were important in helping young people start a secure and safe transition into adulthood and independent living. One of the key issues raised was the fear of being alone and not having support mechanisms in place. This honest and helpful insight will be used to assist the Panel in identifying further issues to consider as part of its ongoing work plan.
16. **Doncaster Youth Council** – CYP Members have actively engaged with Youth Councillors and received an update on their priorities and how they are being addressed. Consideration was given to “Curriculum for Life” a UK Youth Parliament National Campaign to help develop young people’s political

knowledge, improved education on sex and relationships, cultural awareness, community cohesion, finance skills and sustainable living. This was accepted as being a priority locally as well as nationally for young people. It was suggested that, through the Secondary Heads meeting, an audit be undertaken around personal social health and education to identify what was specifically being covered. Members were pleased that young people confirmed they felt they had a voice and their views were being taken seriously.

17. **Doncaster Children's Trust Board (DCTB) Annual Report.** The Chair of the DCTB presented this to the CYP Panel to provide Members with an opportunity to consider the effectiveness of safeguarding arrangements for children and young people in Doncaster. Specific issues considered as part of this scrutiny included referrals at the front door, early help offer, ensuring families were more resilient, child protection conferences that agree a child or young person's care package, mental health, unaccompanied asylum seeking children and modern slavery.
18. **Doncaster Children's Services Trust** – The Trust regularly attends the CYP and OSMC. This provides an opportunity for Members to review the operational and financial performance challenge undertaken by the Director of People as well as asking questions directly to the Trust. Discussions have taken place on the impact of other local authorities wishing to place children in care in the Doncaster Borough. It was confirmed that clear and robust protocols were in place for health assessments on the children, which were being used to challenge authorities if children and young people were not receiving the support they required locally.
19. **Doncaster's Strategic Health and Social Care Plans** – HASC Members received updates on the Council's Adults Health and Wellbeing Transformation Programme and the Doncaster Place Plan. Members have addressed operational, governance and resource arrangements that were in place to implement transformation, alternative care models and the sustainability of Community led support by creating a strength-based support practice model for a whole family approach. The Panel will continue to monitor progress of this programme.
20. **Health Protection Assurance Annual Report 2017/18** – HASC Members questioned and sought assurance on the following areas from the report that aided health and well-being improvement:
 - innovative work being undertaken with GP practices as part of the health inequalities work;
 - public health working closely with the NHS on immunisation programmes including the uptake of the MMR and flu vaccinations;
 - Doncaster smoking rates being 19%, noting they were reducing, but expressed concern with issues relating to passive smoking; and
 - the importance of encouraging residents to cycle and walk short journeys.

21. **Mental Health** – the HASC Panel agreed to take this issue as its theme for the year. Whilst receiving a detailed overview of the position in Doncaster including mental health in children and young people, the Panel appreciated that society was making a breakthrough around mental health and mental illness with the stigma being slowly removed. The areas that will be considered in more detail throughout the year are suicide prevention, dementia and mental health in veterans.
22. **All Age Carers Charter** - A presentation was provided to HASC around the All Age Carers' Charter that would enable Team Doncaster to publicly show its commitment to carers. The Panel welcomed the positive work and recommended that the "Young Carers ID Card" once successfully rolled out, be considered for use in the workplace for employees who are carers. It also recommended that Headteachers sign up to the Doncaster Carers Charter and those young carers with parents who did not speak English (and therefore needed to act as translators) are included within the spectrum of the All Age Charter.

Doncaster Working

23. **Doncaster Inclusive Growth Strategy** was considered by R and H, the key areas included:
 - **Opportunities** – Members were pleased with the broad range of infrastructure proposals and projects in place, for example, new links with Castleford and Leeds, which could open up job opportunities for people in the borough who live nearer neighbouring authorities.
 - **Wage rates** – Job security and wage rates were explored by Members. Discussions focused on building a local economy that provided greater security of employment with the opportunity to progress to higher paid positions through specialist areas, for example logistics. Members supported the development of a separate strategy to address its development for Doncaster to succeed.
 - **Transport** – Members looked at the development of the Borough's outlying towns, particularly where a large number of houses were being built and expressed concern that there were transport restrictions and limited work opportunities to support the growth. Members were assured that this issue was being considered through local connectivity and will continue to review this in future.
 - **Enterprise Market Place** - The Panel considered proposals for the Enterprise Market place and the future operating model of the Markets. Members sought further information on the future market mix, occupancy rates and transport and accessibility. Members supported ongoing developments as a means of regenerating and developing the town centre and will receive further updates as the initiative develops further.

Doncaster Learning

24. **Learning provision and organisation** – The CYP Panel considered the effective delivery of high quality learning provision in response to local pressures and demand for learning places across Doncaster. As part of the discussion around school exclusions particular attention was given to the level of support for children and young people who were dealing with complex family behaviours. Members also learnt that attendance/exclusion policies were varied across the school spectrum but supported ongoing proactive mechanisms to address this issue.
25. **Education Attainment and Skills in Doncaster** - Members of the CYP Panel received its annual provisional data following SATS, GCSE's and 'A' Levels with further information due for consideration later in the year. This provided an opportunity to consider the improvements made by schools in the Borough.
26. The Panel also received progress with the Education and Skills thematic programme. It was noted that stakeholder engagement had increased to offer greater flexibility and maximum impact and that activity was being agreed on a rolling programme rather than on an annual basis.
27. **Youth Council** – There has been regular engagement with the Youth Council over the course of the year. This has given the Panel a valuable insight in hearing first-hand the views and experiences of young people. The CYP Panel supported the "Takeover Challenge" meeting that puts children and young people into real-life decision-making positions in organisations, to gain a valuable insight and gain experience of a workplace. Members from the Youth Parliament provided a further update on the annual Make Your Mark consultation, Doncaster's priorities were identified as being Mental Health and End Knife Crime.
28. **Attendance Strategy** - The CYP Panel was provided with an update of the Attendance Strategy and Members heard how it was strongly correlated with the work of the Social Mobility Opportunity Area in relation to connected issues such as school exclusion and the narrowing of gaps in outcomes between groups of young people. The discussion considered areas such as home-schooling, full time exclusions and engagement with schools, Academies and Trusts.

Connected Council

29. **Corporate health** - OSMC continues to review quarterly performance and finance management of the Council and St Leger Homes of Doncaster to identify the extent to which the Council and its key partners are operating within resources and delivering value for money. This is a key role for the Committee and supports the Council's performance monitoring arrangements, assists the Committee's role in supporting the budget process and helps identify future work plan issues.

30. **Annual Complaints and Compliments Report** - this is an important document for raising awareness of the types and volumes of complaints, identifying trends, communicating lessons learned and service improvements and has provided Members with an understanding of customer perceptions of Council services.
31. **Policy Framework** - A number of Statutory Plans that form part of the Council's policy framework are considered and supported by Scrutiny prior to adoption by Council. This provides an opportunity for Scrutiny Members to feed in any views and comments prior to the decision being taken. These plans cut across the Doncaster Growing Together themes and during the reporting period the following plans and strategies have been considered; the Children and Young People's Plan, Statement of Licensing Policy 2019 – Gambling Act 2005 the Community Safety Strategy and Youth Justice Plan.
32. **Brexit** – this Scrutiny led session was held to keep all Members informed of the possible impact of a Deal or No Deal Brexit for the Borough. This issue cross cuts all themes and a detailed presentation instigated a focused discussion on, the economy, business confidence, the Council as well as other more general issues. Further updates will be provided as this matter progresses.

OPTIONS CONSIDERED

33. There are no specific options to consider within this report as it provides Council an opportunity to review the activities undertaken by Overview and Scrutiny over the period May to December 2018.

REASONS FOR RECOMMENDED OPTION

34. Overview and Scrutiny Procedure Rule 23 b) requires the Chair of OSMC to take a half yearly update report to Full Council to provide an overview of the work being undertaken by Overview and Scrutiny.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

35. 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.

RISKS AND ASSUMPTIONS

36. To maximise the effectiveness of the Overview and Scrutiny function it is important that the work plan is manageable. Failure to achieve this can reduce the overall impact of the function. National research has identified that over ambitious work plans that include too many items are a common cause of frustration for Scrutiny Members as they fail to achieve any

outcomes. The Overview and Scrutiny work plan will continue to be reviewed at each ordinary meeting of OSMC and officers will advise on the capacity available to undertake any additional work.

LEGAL IMPLICATIONS [SRF Date: 21.12.18]

37. There are no specific legal implications relating to this report.
38. The Constitution requires OSMC to report to Council at least twice per year to ensure there is accountability and transparency of its activities.

FINANCIAL IMPLICATIONS (VJB Date: 21.12.18)

39. There are no specific financial implications attached to this report.

HUMAN RESOURCES (RH Date: 21.12.2018)

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

TECHNOLOGY IMPLICATIONS (PW Date: 21.12.18)

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

HEALTH IMPLICATIONS (RS Date: 21.12.18)

42. 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 also able to review how the Council and partners addresses health inequalities within its policies and programmes and ensure that these do not widen inequalities.

EQUALITY IMPLICATIONS (CR Date: 20.12.18)

43. This report provides an overview on the work programme undertaken by Overview and Scrutiny and there are no significant equality implications associated with the 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

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

BACKGROUND PAPERS

45. Overview and Scrutiny Work Plan 2018/19 and minutes of Overview and Scrutiny meetings.

REPORT AUTHOR & CONTRIBUTORS

Christine Rothwell, Senior Governance Officer

☎ 01302 735682 ✉ christine.rothwell@doncaster.gov.uk

Caroline Martin, Senior Governance Officer

☎ 01302 734941 ✉ caroline.martin@doncaster.gov.uk

Andrew Sercombe, Governance & Member Services Manager

☎ 01302 734354 ✉ andrew.sercombe@doncaster.gov.uk

**Scott Fawcus
Assistant Director Legal & Democratic Services**

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** Please note dates of meetings/rooms/support may change

OVERVIEW & SCRUTINY WORK PLAN 2018/19

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
May		Mon, 11 th June, 2018 at 1pm 12noon pre meeting Rm 413 CR	Wed, 23 rd May 2018, 3 pm CR		Thurs, 31 st May 2018, 3:30 pm – CR
		• Work planning – HASC O&S	• Work planning – CYP O&S		• Work planning C&E O&S
June	Wed, 6 th June 2018, 10 am – CM	Tues 12 th June 2018, <u>JHOSC Representative Only</u> CR	Tues 12 th June 2018, 5:30 pm – Council Chamber CM	Wed, 13 th June 2018, 11am CM	
	• Work planning – OSMC	JHOSC - South Yorkshire, Derbyshire, Nottinghamshire and Wakefield 10.30am - Members Briefing 1.00pm – Formal Meeting	• Children and Young People's Plan - Annual Impact Report • Child Poverty Overview • Youth Parliament • Scrutiny Work Plan	• Work planning – R&H O&S	
July	Thurs, 28 th June 2018, 10 am – Council Chamber CM	Mon, 25 th June 2018, 10am Council Chamber CR			Fri, 27th July at 9.30am – Council Chamber CM
	• Youth Justice Plan • Qtrly Finance & Performance Report – Qtr 3 • DMBC - to include; • SLHD • Scrutiny Work Plan	• Resources Allocations Process			
Page 100	Thurs, 19 th July 2018, 12noon – Council Chamber CR	Mon, 2 nd July 2018, 10am – Council Chamber CM	Tues, 24 th July 2018, 9am – Council Chamber CR		Fri, 27th July at 9.30am – Council Chamber CM
	• State of the Borough Assessment/DGT – Data Analysis – Briefing session To follow meeting:	• Doncaster Children's strategic health and social care plans – to include information on alternative service delivery models and Place Plan	• Doncaster Children's Trust (split screen) Children's Trust and DMBC • Update on Learning Provision Organisation		

FP – Forward Plan Decision

CR, CM or AS – Officer Responsible

** Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
	<ul style="list-style-type: none"> Community Engagement Strategy workshop following OSMC 2pm 	<ul style="list-style-type: none"> (CCG Jackie Pederson/Cath Doman) Public Health Protection Assurance Report Health inequalities – BME Health Needs Assessment Scrutiny Work Plan 	<ul style="list-style-type: none"> Board and Learning Provision Strategy – Overview of relationships with Academies and LA Schools Scrutiny Work Plan 		
Aug		Mon, 6th August, 2018 10am – site visit (CR) Smile Day Centre Visits as part of the Alternative Service Delivery Models Project			
	Thurs, 13th Sept. 2018, 10am – Council Chamber (CM)	Thurs, 27th Sept 2018, 10am – Council Chamber (CM)	Wed, 5th Sept 2018, 10am – Council Chamber (CR)	Wed, 19th Sept. 2018, 10am – Council Chamber (CM)	
Sept	<ul style="list-style-type: none"> Qtrly Finance & Performance Report – Qtr 4 <ul style="list-style-type: none"> DMBC SLHD Scrutiny Work Plan 	<ul style="list-style-type: none"> Your Life Doncaster (Adults Transformation) Mental Health – Overview, Strategy and Delivery Plan (CCG) Scrutiny Work Plan 	<ul style="list-style-type: none"> Annual Complaints (DCST) Doncaster Children's Safeguarding Board Annual Report "Storing up Trouble" – Produced by the National Children's Bureau Education and Skills thematic update Schools Performance tables Scrutiny Work Plan 	<ul style="list-style-type: none"> Members Briefing - Update on Hatfield Headstocks. 	
Page 110	Thurs, 4th Oct 2018 – 10am Council Chamber (CR)	Mon, 22nd October – Full Day – Barnsley MBC (CM)		Mon, 15th October 2018, 1pm – Council Chamber (CM)	Tues, 23rd Oct 2018 – 10am – 3.30pm, Council Chamber (CR)
	<ul style="list-style-type: none"> Gambling Policy Scrutiny Work Plan 	Regional Joint Health Overview and Scrutiny Committee – <ul style="list-style-type: none"> Hospital Services Review Integrated Care System 		<ul style="list-style-type: none"> Doncaster Inclusive Growth Plan Wool Market – Update Scrutiny Work Plan 	<ul style="list-style-type: none"> Flood Review- improvements since 2007 Floods – Evidence gathering from partners.

FP – Forward Plan Decision

CR, CM or AS – Officer Responsible

** Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S		
				Mon, 22nd October 2018, 1pm Site visit Corn Exchange/Wool Market			
Nov	Fri, 2nd Nov 2018, 10am – Council Chamber (CR)	Thurs, 29th Nov 2018, 10am – Council Chamber (CM)		Wed, 28th Nov 2018 - 12:30pm to approx. 2:00pm, 007A (CM)	<ul style="list-style-type: none">• Social Isolation & Loneliness		
	<ul style="list-style-type: none">• Community Safety Strategy• Brexit• Scrutiny Work Plan	<ul style="list-style-type: none">• Carers Charter• Mental Health theme – Prevention (DMBC)• Suicide Prevention – (Public Health)• Update on Inspection and Regulation• Scrutiny Work Plan					
		Wed, 28th Nov 2018 – 3pm, 007A (CR)					
		<ul style="list-style-type: none">• Waste - An update on the new contract• Tree Policy• Scrutiny Work Plan					
Dec	Thurs, 6th Dec 2018, 10am – Council Chamber (AS)		Tues, 4th December, 4pm – Discussion with Children in Care (CR) Tues, 11th Dec 2018, 5pm - Council Chamber (CM)				
	<ul style="list-style-type: none">• Qtrly Finance & Performance Report – Qtr 2• DMBC• SLHD• Complaints and Compliments Annual Report• Scrutiny Work Plan						

FP – Forward Plan Decision

CR, CM or AS – Officer Responsible

** Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
	Thurs, 18th Dec 2018, 10am – Council Chamber (CR)				
	• Budget Briefing				
Jan	Mon, 21st Jan 2019, 10am – Room 209 (CM)	Thurs, 31st Jan 2019, 2pm Council Chamber (CR)	Tues, 29th Jan 2019, 5 pm Council Chamber (CM)		
	• DCST Financial Overview Report • Scrutiny Work Plan	• Doncaster Adult's Safeguarding Board Annual Report • Veteran Plan (to include a reference to mental health agenda) (DMBC and NHS CCG). • Integrated Commissioning Model (CYP led) Invite CYP O&S - TBC. • Scrutiny Work Plan	• Child Poverty		
Feb	Fri, 1st Feb 2019, 10am Council Chamber (CM)		Date TBA (CM)		Wed, 13th Feb 2019, 10am (CR)
	• Budget Briefing		Children's Mental Health – Suicide Prevention (Youth Justice) - TBC		Crime and Disorder • Community Safety Priorities Update • CCTV impact of Strategy • Update following Domestic Abuse Strategy Modern Slavery • Complex Lives to include Amber Project • Scrutiny Work Plan
	Thurs, 7th Feb 2019, 10am Council Chamber (CR)				
	• Budget • Corporate Plan				

** Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
	Thurs, 28th Feb 2019, 10am Council Chamber (AS)				
Mar	<ul style="list-style-type: none"> • Qtrly Finance & Performance Report – Qtr 3 <ul style="list-style-type: none"> ◦ DMBC ◦ SLHD • Scrutiny Work Plan • Brexit (TBC) 				
	Thurs, 28th Mar 2019, 10am Council Chamber (CM)	Mon, 18th Mar 2019, 1pm Council Chamber (CM)	Tues, 5th Mar 2019, 5 pm Council Chamber (CR)	Date TBA	
	<ul style="list-style-type: none"> • Flood Review (C&E O&S) • Scrutiny Work Plan 	Joint Health Overview and Scrutiny Committee South Yorkshire, Derbyshire, Nottinghamshire and Wakefield	<ul style="list-style-type: none"> • Revised Company Structure at Doncaster Childrens Services Trust • Youth Council – Feedback on key issues • Behaviour Transformation Programme – focus on tracking fixed term and permanent exclusions • Social Mobility Opportunity Area Delivery Plan (including information on curriculum for life requested at 24/7/18 meeting) (deferred from December) • Scrutiny Work Plan 	<ul style="list-style-type: none"> • Emerging Local Plan (TBC) 	
		Thurs, 21st Mar 2019, 10am Council Chamber (CR)		Wed, 13th Mar 2019, 10am Council Chamber (CM)	
April				<ul style="list-style-type: none"> • Housing Needs Study - presentation • Affordable Housing Delivery Programme • Homelessness – Update on position and recs from 16/17 Panel review and impact of PSPO Support in Doncaster • Scrutiny Work Plan 	

FP – Forward Plan Decision

CR, CM or AS – Officer Responsible

** Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
May					Date TBA (CM)
					Social Isolation & Loneliness (TBC)

POSSIBLE ISSUES FOR FUTURE CONSIDERATION - TBC				
3rd Sector/ Assets/ Commissioning –acute end of life Adult Social Care	Yorkshire Ambulance Service reconfiguration (YAS) Inclusion of Ambulance Service Response Times & Criteria (TBC)	Youth Council feedback on (TBC); a) Update on Curriculum for Life (including outcome of Personal, Social, And Health Education (PHSE) audit) b) Feedback on Youth Surgeries c) Expect Youth – Response/Monitoring exercise align/where are they locating activity/where can young people go?		Street Scene – fly tipping and street cleaning – how is it dealt with and comparisons with rural and urban areas. Possible invite to like authority. How is rubbish dealt with on private land?
	Personal Budgets/Direct payments	Child Poverty (TBC)		
	Learning Disabilities Strategy	Learn to Cook session with Children in care – date TCC		
	Substance abuse			
Page 115	Alternative Service Delivery Model (TBC)			

** Please note dates of meetings/rooms/support may change

		Health & Wellbeing Strategy			
		Hospital Services Review – Maternity Provision			

OVERVIEW & SCRUTINY WORKPLAN 2019/2020

	27 th June 2019 Quarter 4 Finance and Performance report	Update from Public Health with the progress on the new initiatives being undertaken to support people with gambling addiction and actions taken through the Gambling and Financial Inclusion Group	Children and Young People Plan (DMBC & CCG) – previously addressed by CYP O&S June 2018 but will need future consideration	Inclusive Growth Strategy Themed areas to be chosen (TBC) see below. Delivery will focus on six Drivers for Growth – which combine established priorities with new areas of focus. These are: <ul style="list-style-type: none">• Quality of Place• Industry Specialisms• Education & Skills• Better Work & Jobs• Social Value & Community Wealth Building• Reaching Vulnerable People & Places	An update on the South Yorkshire Waste (September 2019/2020)
Page 116	11 th July, 2019 Complaints and Compliments	Well North_Well Doncaster Update -		Update on Hatfield Headstocks (and future options)	Green Future - 2019

** Please note dates of meetings/rooms/support may change

				Update on large centres located outside of Doncaster including Mexborough, Askern and Thorne.	Environment Strategy - 2019
				Update on local connectivity through an invite to SYPTE	An update on Tree Policy (Sept 2019/2020)
				Update in the Enterprise Market Place	
				Update on the key decision ESIF grant delivery of new business support in Doncaster	
				Place Marketing update on current position and recommendations made by the panel's review	

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Doncaster Council

Report

24th January, 2019

To the Chair and Members of the COUNCIL

PROPOSED DIARY OF MEETINGS – 2019/21

EXECUTIVE SUMMARY

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2019/20 and 2020/21 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) consider the proposed Diary of Meetings for the 2019/20 and 2020/21 Municipal Years, attached at Appendix A; and
 - (ii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May, 2019 for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings encompassing 2 Municipal Years from May, 2019 to May, 2021 and publishing the Forward Plan of key decisions, provides an opportunity for citizens of the Borough to engage in the democratic process; where provided for in the Council's Constitution, questions can be asked at Council meetings, Cabinet and its Committees.

BACKGROUND

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

5. Whilst recognising that Committee membership may change from year to year at the Annual Council meeting, agreeing Council dates over a longer period provides Members and Officers with advanced notification of meetings and other key dates. This is particularly helpful for Members who may have to organise their time due to other commitments e.g. work, caring, voluntary, family or other commitments.
6. The proposed programme of meetings covers a 2 year period and encompasses the 2019/20 and 2020/21 Municipal Years. However, there will be an opportunity to review the meeting dates for the period 2020/21, once these have been agreed as Council will be asked to agree a diary of meetings for the period 2020/21 to 2021/22, in May 2020. This will enable Council to make any adjustments if required. Provisional dates for the 2021/22 Municipal Year will also be agreed at this meeting.

PROPOSED DIARY OF MEETINGS - OVERVIEW

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

Cabinet Meetings

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

Meetings of Full Council

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

Health and Wellbeing Board

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

The E-Diary

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

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials NC Date 4/1/19]

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

FINANCIAL IMPLICATIONS [Officer Initials AT Date 3/1/19]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 4/1/19]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 24/12/18]

20. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

HEALTH IMPLICATIONS [Officer Initials RS Date 24/12/18]

21. There are no direct health implications from this report. However, the individual meetings themselves will need to consider the health implications of any further reports. Report authors can seek further advice from the Director of Public Health if required.

EQUALITY IMPLICATIONS [Officer Initials DMT Date 18/12/18]

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

CONSULTATION

23. The report is being presented to Full Council to allow the Mayor of Doncaster, other Political Group Leaders and Elected Members, to be consulted on the provisional Diary of Meetings for the 2019/20 and 2020/21 Municipal Years, prior to formal adoption at the Annual Meeting of Council in May, 2019.

REPORT AUTHOR AND CONTRIBUTORS

David M. Taylor, Senior Governance Officer

Tel: 01302 736712

Email: david.taylor@doncaster.gov.uk

BACKGROUND PAPERS

None

**Scott Fawcus
Assistant Director, Legal and Democratic Services**

APPENDIX A

Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

		6th May, 2019	13th May, 2019	20th May, 2019	27th May, 2019
M O N D A Y		BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
T U E S D A Y		7th May, 2019 10.00 am Cabinet	14th May, 2019	21st May, 2019 10.00 am Cabinet	28th May, 2019 12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	1st May, 2019 5.00 pm Deadline for Questions & Statements for Cabinet	8th May, 2019	15th May, 2019 4.00 pm Corporate Parenting Board	22nd May, 2019	29th May, 2019
T H U R S D A Y	2nd May, 2019	9th May, 2019	16th May, 2019 5.00 pm Deadline for Questions & Statements for Cabinet	23rd May, 2019 10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	30th May, 2019 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	3rd May, 2019	10th May, 2019	17th May, 2019 10.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 2.00pm, Civic Office)	24th May, 2019 9.30 am Planning Committee Visits	31st May, 2019

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Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

	3rd June, 2019	10th June, 2019	17th June, 2019	24th June, 2019
M O N D A Y				
T U E S D A Y	4th June, 2019	11th June, 2019	18th June, 2019	25th June, 2019
	10.00 am Cabinet	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning) 1.00 pm Children & Young People Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	5th June, 2019	12th June, 2019	19th June, 2019	26th June, 2019
	10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)		10.00 am Audit Committee	4.30 pm Standing Advisory Council for Religious Education
T H U R S D A Y	6th June, 2019	13th June, 2019	20th June, 2019	27th June, 2019
	10.00 am Overview & Scrutiny Management Committee (Work Planning)	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	7th June, 2019	14th June, 2019	21st June, 2019	28th June, 2019
			9.30 am Planning Committee Visits	

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(Shaded area denotes School Holidays)

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

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(Shaded area denotes School Holidays)

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

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(Shaded area denotes School Holidays)

	2nd September, 2019	9th September, 2019	16th September, 2019	23rd September, 2019	30th September, 2019
M O N D A Y			9.30 am Planning Committee Visits 5.30 pm Labour Group Meeting		
T U E S D A Y	3rd September, 2019 10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee 1.00 pm Children & Young People Overview & Scrutiny Panel	10th September, 2019 12 Noon Deadline for Questions & Motions to Council	17th September, 2019 10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	24th September, 2019	
W E D N E S D A Y	4th September, 2019 4.00 pm Corporate Parenting Board	11th September, 2019	18th September, 2019	25th September, 2019	
T H U R S D A Y	5th September, 2019 9.30 am Health & Wellbeing Board	12th September, 2019 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	19th September, 2019 5.00 pm Group Meetings 6.00 pm COUNCIL	26th September, 2019 10.00 am Licensing Committee 1.00 pm Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6th September, 2019	13th September, 2019	20th September, 2019	27th September, 2019	

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Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

		7th October, 2019	14th October, 2019	21st October, 2019	28th October, 2019
M O N D A Y					
T U E S D A Y	1st October, 2019	8th October, 2019	15th October, 2019	22nd October, 2019	29th October, 2019
	10.00 am Cabinet	10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee		
W E D N E S D A Y	2nd October, 2019	9th October, 2019	16th October, 2019	23rd October, 2019	30th October, 2019
			10.00 am Regeneration & Housing Overview & Scrutiny Panel		
T H U R S D A Y	3rd October, 2019	10th October, 2019	17th October, 2019	24th October, 2019	31st October, 2019
	10.00 am Overview & Scrutiny Management Committee			10.00 am Audit Committee	
		5.00 pm Deadline for Questions & Statements for Cabinet			5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	4th October, 2019	11th October, 2019	18th October, 2019	25th October, 2019	
		9.30 am Planning Committee Visits			

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(Shaded area denotes School Holidays)

		4th November, 2019	11th November, 2019	18th November, 2019	25th November, 2019
M O N D A Y				5.30 pm Labour Group Meeting	
T U E S D A Y		5th November, 2019	12th November, 2019	19th November, 2019	26th November, 2019
		10.00 am Cabinet	12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee
W E D N E S D A Y		6th November, 2019	13th November, 2019	20th November, 2019	27th November, 2019
		4.30 pm Standing Advisory Council for Religious Education	1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	
T H U R S D A Y		7th November, 2019	14th November, 2019	21st November, 2019	28th November, 2019
		9.30 am Health & Wellbeing Board 10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet
FR ID A Y	1st November, 2019	8th November, 2019	15th November, 2019	22nd November, 2019	29th November, 2019
		9.30 am Planning Committee Visits			

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(Shaded area denotes School Holidays)

	2nd December, 2019	9th December, 2019	16th December, 2019	23rd December, 2019	30th December, 2019
M O N D A Y					
T U E S D A Y	3rd December, 2019 10.00 am Cabinet 1.00 pm Children & Young People Overview & Scrutiny Panel	10th December, 2019 12 Noon Planning Training 2.00 pm Planning Committee	17th December, 2019 10.00 am Cabinet	24th December, 2019	31st December, 2019
W E D N E S D A Y	4th December, 2019	11th December, 2019	18th December, 2019	25th December, 2019	
				BANK HOLIDAY	
T H U R S D A Y	5th December, 2019	12th December, 2019 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	19th December, 2019 10.00 am Licensing Committee	26th December, 2019	
F R I D A Y	6th December, 2019 9.30 am Planning Committee Visits	13th December, 2019	20th December, 2019	27th December, 2019	

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Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

		6th January, 2020	13th January, 2020	20th January, 2020	27th January, 2020
M O N D A Y				5.30 pm Labour Group Meeting	
T U E S D A Y		7th January, 2020 12 Noon Planning Training 2.00 pm Planning Committee	14th January, 2020 10.00 am Cabinet 12 Noon Deadline for Questions & Motions for Council	21st January, 2020 10.00 am Awards, Grants & Transport (Appeals) Committee	28th January, 2020 10.00 am Cabinet
W E D N E S D A Y	1st January, 2020 BANK HOLIDAY	8th January, 2020	15th January, 2020 4.00 pm Corporate Parenting Board	22nd January, 2020 10.00 am Overview & Scrutiny Management Committee	29th January, 2020
T H U R S D A Y	2nd January, 2020 5.00 pm Deadline for Questions & Statements for Cabinet	9th January, 2020	16th January, 2020 9.30 am Health & Wellbeing Board	23rd January, 2020 1.00pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet	30th January, 2020 10.00 am Audit Committee 1.00 pm Health & Adult Social Care Overview & Scrutiny Panel
F R I D A Y	3rd January, 2020 9.30 am Planning Committee Visits	10th January, 2020	17th January, 2020	24th January, 2020	31st January, 2020 9.30 am Planning Committee Visits

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Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

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

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(Shaded area denotes School Holidays)

	2nd March, 2020	9th March, 2020	16th March, 2020	23rd March, 2020	30th March, 2020
M O N D A Y	5.30 pm Labour Group Meeting				
T U E S D A Y	3rd March, 2020 12 Noon Planning Training 2.00 pm Planning Committee 5.00 pm Children and Young People Overview and Scrutiny Panel	10th March, 2020	17th March, 2020 10.00 am Elections & Democratic Structures Committee	24th March, 2020 10.00 am Cabinet	31st March, 2020 12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	4th March, 2020	11th March, 2020 10.00 am Regeneration & Housing Overview & Scrutiny Panel 1.00 pm Parish Councils' Joint Consultative Committee	18th March, 2020 4.00 pm Corporate Parenting Board	25th March, 2020 4.30 pm Standing Advisory Council for Religious Education	
T H U R S D A Y	5th March, 2020 1.00 pm Group Meetings 2.00 pm COUNCIL (Budget setting & Council Tax) 5.00 pm Deadline for Questions & Statements for Cabinet	12th March, 2020 9.30 am Health & Wellbeing Board	19th March, 2020 10.00 am Licensing Committee 1.00 pm Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet	26th March, 2020 10.00 am Overview & Scrutiny Management Committee	
F R I D A Y	6th March, 2020	13th March, 2020	20th March, 2020	27th March, 2020 9.30 am Planning Committee Visits	

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		6th April, 2020	13th April, 2020	20th April, 2020	27th April, 2020
M O N D A Y			BANK HOLIDAY		
T U E S D A Y		7th April, 2020	14th April, 2020	21st April, 2020	28th April, 2020
W E D N E S D A Y		10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	1st April, 2020	8th April, 2020	15th April, 2020	22nd April, 2020	29th April, 2020
T H U R S D A Y					5.00 pm Deadline for Questions & Statements for Cabinet
	2nd April, 2020	9th April, 2020	16th April, 2020	23rd April, 2020	30th April, 2020
F R I D A Y	10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet		
S U B S T U D Y	3rd April, 2020	10th April, 2020	17th April 2020	24th April, 2020	
		BANK HOLIDAY		9.30 am Planning Committee Visits	

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		4th May, 2020	11th May, 2020	18th May, 2020	25th May, 2020
M O N D A Y		BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
		5th May, 2020	12th May, 2020	19th May, 2020	26th May, 2020
T U E S D A Y		10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
		6th May, 2020	13th May, 2020	20th May, 2020	27th May, 2020
W E D N E S D A Y			4.00 pm Corporate Parenting Board		
		7th May, 2020	14th May, 2020	21st May, 2020	28th May, 2020
T H U R S D A Y			5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	5.00 pm Deadline for Questions & Statements for Cabinet
S U N D A Y	1st May, 2020	8th May, 2020	15th May, 2020	22nd May, 2020	29th May, 2020
F R I D A Y			10.00 am Group Meetings 11.00 am ANNUAL COUNCIL MEETING at the Mansion House (Reconvene @ 2.00 pm, Civic Office)	9.30 am Planning Committee Visits	

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	1st June, 2020	8th June, 2020	15th June, 2020	22nd June, 2020	29th June, 2020
M O N D A Y					
T U E S D A Y	2nd June, 2020 10.00 am Cabinet	9th June, 2020 10.00 am Children & Young People Overview & Scrutiny Panel (Work Planning)	16th June, 2020 10.00 am Cabinet	23rd June, 2020 12 Noon Planning Training 2.00 pm Planning Committee	30th June, 2020 10.00 am Cabinet
W E D N E S D A Y	3rd June, 2020 10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)	10th June, 2020 10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	17th June, 2020 10.00 am Audit Committee	24th June, 2020	
T H U R S D A Y	4th June, 2020 10.00 Overview and Scrutiny Management Committee (Work Planning)	11th June, 2020 9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions for Cabinet	18th June, 2020 10.00 am Licensing Committee	25th June, 2020 10.00 am Overview and Scrutiny Management Committee 5.00 pm Deadline for Questions to Cabinet	
F R I D A Y	5th June, 2020	12th June, 2020	19th June, 2020 9.30 am Planning Committee Site Visits	26th June, 2020	

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		6th July, 2020	13th July, 2020	20th July, 2020	27th July, 2020
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y		7th July, 2020 10.00 am Elections & Democratic Structures Committee 12 Noon Deadline for questions & Motions to Council	14th July, 2020 10.00 am Cabinet	21st July, 2020 10.00 am Children & Young People Overview& Scrutiny Panel 12 Noon Planning Training 2.00 pm Planning Committee	28th July, 2020 10.00 am Cabinet
W E D N E S D A Y	1st July, 2020 4.30 pm Standing Advisory Council for Religious Education	8th July, 2020 1.00 pm Parish Councils Joint Consultative Committee	15th July,2020 4.00 pm Corporate Parenting Board	22nd July, 2020	29th July, 2020 10.00 am Communities & Environment Overview & Scrutiny Committee
T H U R S D A Y	2nd July, 2020 10.00 am Health & Adult Social Care Overview & Scrutiny Panel	9th July, 2020 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions to Cabinet	16th July, 2020 5.00 pm Group Meetings 6.00 pm COUNCIL	23rd July, 2020 10.00 am Audit Committee 5.00 pm Deadline for Questions to Cabinet	30th July, 2020
F R I D A Y	3rd July, 2020	10th July, 2020	17th July, 2020 9.30 am Planning Committee Site Visits	24th July, 2020	31st July, 2020

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	3rd August, 2020	10th August, 2020	17th August, 2020	24th August, 2020	31st August, 2020
M O N D A Y					BANK HOLIDAY
T U E S D A Y	4th August, 2020	11th August, 2020	18th August, 2020	25th August, 2020	
W E D N E S D A Y	5th August, 2020	12th August, 2020	19th August, 2020	26th August, 2020	
F R I D A Y				5.00 pm Deadline for Questions to Cabinet	
S U B S A T U R D A Y	6th August, 2020	13th August, 2020	20th August, 2020	27th August, 2020	
S U M M E R C Y	5.00 pm Deadline for Questions to Cabinet				
S U M M E R C Y	7th August, 2020	14th August, 2020	21st August, 2020	28th August, 2020	
S U M M E R C Y		9.30 am Planning Committee Site Visits			

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(Shaded area denotes School Holidays)

		7th September, 2020	14th September, 2020	21st September, 2020	28th September, 2020
M O N D A Y			9.30 am Planning Site Visits 5.30 pm Labour Group		
	1st September, 2020	8th September, 2020	15th September, 2020	22nd September, 2020	29th September, 2020
T U E S D A Y	10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee		10.00 am Cabinet 12 Noon Deadline for Questions and Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Children & Young People Overview & Scrutiny Panel	10.00 am Cabinet
	2nd September, 2020	9th September, 2020	16th September, 2020	23rd September, 2020	30th September, 2020
W E D N E S D A Y		4.00 pm Corporate Parenting Board			
	3rd September, 2020	10th September, 2020	17th September, 2020	24th September, 2020	
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions to Cabinet	9.30 am Health & Wellbeing Board 10.00 am Licensing Committee	5.00 pm Deadline for Questions to Cabinet 5.00 pm Group Meetings 6.00 pm COUNCIL	
	4th September, 2020	11th September, 2020	18th September, 2020	25th September, 2020	
F R I D A Y					

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(Shaded area denotes School Holidays)

		5th October, 2020	12th October, 2020	19th October, 2020	26th October, 2020
M O N D A Y					
T U E S D A Y		6th October, 2020	13th October, 2020	20th October, 2020	27th October, 2020
W E D N E S D A Y		10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee		
		7th October, 2020	14th October, 2020	21st October, 2020	28th October, 2020
T H U R S D A Y	1st October, 2020	8th October, 2020	15th October, 2020	22nd October, 2020	29th October, 2020
	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions to Cabinet		10.00 am Audit Committee 5.00 pm Deadline for Questions to Cabinet	
F R I D A Y	2nd October, 2020	9th October, 2020	16th October, 2020	23rd October, 2020	30th October, 2020
		9.30 am Planning Committee Visits			

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	2nd November, 2020	9th November, 2020	16th November, 2020	23rd November, 2020	30th November, 2020
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y	3rd November, 2020 10.00 am Cabinet	10th November, 2020 12 Noon Deadline for Motions & Questions for Council 12 Noon Planning Training 2.00 pm Planning Committee	17th November, 2020 10.00 am Cabinet	24th November, 2020 10.00 am Elections & Democratic Structures Committee	
W E D N E S D A	4th November, 2020	11th November, 2020 4.30 pm Standing Advisory Council for Religious Education	18th November, 2020 1.00 pm Parish Councils Joint Consultative Committee	25th November, 2020 4.00 pm Corporate Parenting Board	
T H U R S D A Y	5th November, 2020 10.00 am Overview & Scrutiny Management Committee	12th November, 2020 9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions to Cabinet	19th November, 2020 1.00 pm Group Meetings 2.00 pm COUNCIL	26th November, 2020 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions to Cabinet	
F R I D A Y	6th November, 2020 9.30 am Planning Committee Visits	13th November, 2020	20th November, 2020	27th November, 2020	

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(Shaded area denotes School Holidays)

		7th December, 2020	14th December, 2020	21st December, 2020	28th December, 2020
M O N D A Y					BANK HOLIDAY
T U E S D A Y	1st December, 2020	8th December, 2020	15th December, 2020	22nd December, 2020	29th December, 2020
	10.00 am Cabinet	10.00 am Children & Young People Overview & Scrutiny Panel 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		
W E D N E S D A Y	2nd December, 2020	9th December, 2020	16th December, 2020	23rd December, 2020	30th December, 2020
T H U R S D A Y	3rd December, 2020	10th December, 2020	17th December, 2020	24th December, 2020	31st December, 2020
F R I D A Y	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee 5.00 pm Deadline for Questions to Cabinet			
S U B S T U D Y	4th December, 2020	11th December, 2020	18th December, 2020	25th December, 2020	
P R I D A Y	9.30 am Planning Committee Visits			BANK HOLIDAY	

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(Shaded area denotes School Holidays)

		4th January, 2021	11th January, 2021	18th January, 2021	25th January, 2021
M O N D A Y		9.30 am Planning Committee Site Visits			
		5th January, 2021	12th January, 2021	19th January, 2021	26th January, 2021
T U E S D A Y		12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 12 Noon Deadline for Questions & Motions to Council	10.00 am Awards, Grants & Transport Appeals Committee	10.00 am Cabinet
		6th January, 2021	13th January, 2021	20th January, 2021	27th January, 2021
W E D N E S D A Y				10.00 am Overview & Scrutiny Management Committee 4.00 pm Corporate Parenting Board	10.00 am Audit Committee
		7th January, 2021	14th January, 2021	21st January, 2021	28th January, 2021
T H U R S D A Y		5.00 pm Deadline for Questions & Statements to Cabinet	9.30 am Health & Wellbeing Board	1.00 pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements to Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
1st January, 2021	8th January, 2021	15th January, 2021	22nd January, 2021	29th January, 2021	
B A N K H O L I D A Y	BANK HOLIDAY				9.30 am Planning Committee Visits

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(Shaded area denotes School Holidays)

	1st February, 2021	8th February, 2021	15th February, 2021	22nd February, 2021
M O N D A Y		DATE TO BE CONFIRMED	DATE BE CONFIRMED	5.30 pm Labour Group
T U E S D A Y	2nd February, 2021 10.00 am Elections & Democratic Structures Committee 12 Noon Planning Training 2.00 pm Planning Committee	9th February, 2021 10.00 am Cabinet	16th February, 2021	23rd February, 2021 10.00 am Cabinet 10.00 am Awards, Grants & Transport Appeals Committee 12 Noon Deadline for Questions and Motions to Council
W E D N E S D A Y	3rd February, 2021	10th February, 2021 10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel	17th February, 2021	24th February, 2021
T H U R S D A Y	4th February, 2021 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements to Cabinet	11th February, 2021	18th February, 2021 5.00 pm Deadline for Questions & Statements to Cabinet	25th February, 2021 10.00 am Overview and Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education
F R I D A Y	5th February, 2021	12th February, 2021	19th February, 2021	26th February, 2021 9.30 am Planning Committee Visits

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(Shaded area denotes School Holidays)

	1st March, 2021	8th March, 2021	15th March, 2021	22nd March, 2021	29th March, 2021
M O N D A Y					
T U E S D A Y	2nd March, 2021 10.00 am Children & Young People Overview & Scrutiny Panel 12 Noon Planning Training 2.00pm Planning Committee	9th March, 2021 10.00 am Cabinet	16th March, 2021	23rd March, 2021 10.00 am Cabinet	30th March, 2021 12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y		10.00 am Regeneration & Housing Overview & Scrutiny Panel			
F R I D A Y			4.00 pm Corporate Parenting Board	1.00 pm Parish Councils Joint Consultative Committee	
S U N D A Y	3rd March, 2021	10th March, 2021	17th March, 2021	24th March, 2021	31st March, 2021
T H U R S D A Y	4th March, 2021 1.00 pm Group Meetings 2.00 pm COUNCIL (Budget Setting & Council Tax) 5.00pm Deadline for Questions & Statements to Cabinet	11th March, 2021 9.30 am Health & Wellbeing Board	18th March, 2021 5.00 pm Deadline for Questions & Statements to	25th March, 2021 10.00 am Licensing Committee	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
F R I D A Y	5th March, 2021	12th March, 2021	19th March, 2021	26th March, 2021	
F R I D A Y				9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

		5th April, 2021	12th April, 2021	19th April, 2021	26th April, 2021
M O N D A Y		BANK HOLIDAY			
T U E S D A Y		6th April, 2021	13th April, 2021	20th April, 2021	27th April, 2021
W E D N E S D A Y			10.00 am Cabinet		10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee
		7th April, 2021	14th April, 2021	21st April, 2021	28th April, 2021
T H U R S D A Y	1st April, 2021	8th April, 2021	15th April, 2021	22nd April, 2021	29th April, 2021
F R I D A Y	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements to Cabinet		10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements to Cabinet	
S U N D A Y	2nd April, 2021	9th April, 2021	16th April, 2021	23rd April, 2021	30th April, 2021
	BANK HOLIDAY			9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2019 to 31st May, 2021

(Shaded area denotes School Holidays)

	3rd May, 2021	10th May, 2021	17th May, 2021	24th May, 2021	31st May, 2021
M O N D A Y	BANK HOLIDAY		5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
T U E S D A Y	4th May, 2021	11th May, 2021	18th May, 2021	25th May, 2021	
W E D N E S D A				10.00 am Cabinet	
	5th May, 2021	12th May, 2021	19th May, 2021	26th May, 2021	
				4.00 pm Corporate Parenting Board	
T H U R S D A	6th May, 2021	13th May, 2021	20th May, 2021	27th May, 2021	
	MAYORAL, BOROUGH & PARISH ELECTIONS		5.00 pm Deadline for Questions & Statements to Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
F R I D A Y	7th May, 2021	14th May, 2021	21st May, 2021	28th May, 2021	
			10.00 am Group Meetings 11.00 am Annual Council Meeting at the Mansion House (reconvene @ 2.00pm, Civic Office)	9.30 am Planning Committee Visits	

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SHEFFIELD CITY REGION COMBINED AUTHORITY

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

MINUTES OF THE MEETING HELD ON 29 OCTOBER 2018

PRESENT:

Mayor Dan Jarvis MBE, Sheffield City Region (Chair)

Councillor Julie Dore, Sheffield CC
Councillor Tricia Gilby, Chesterfield BC
Councillor Sir Steve Houghton CBE, Barnsley MBC
Councillor Glyn Jones, Doncaster MBC
Councillor Lewis Rose OBE, Derbyshire Dales DC
Councillor Ann Syrett, Bolsover DC

Cllr Chris Read, Peak Park NPA (Observer)

Huw Bowen, Chesterfield BC
Jonathan Bucknall, Doncaster MBC
Steve Davenport, SYPTE
Steve Edwards, SYPTE
Andrew Frosdick, Monitoring Officer
Andrew Gates, SCR Exec Team
Jeni Harvey, SCR Exec Team
Lee Hickin, Bolsover DC
Claire James, SCR Executive Team
Sharon Kemp, Rotherham MBC
John Mothersole, Sheffield CC
Mel Dei Rossi, SCR Exec Team
Dave Smith, SCR Exec Team
Diana Terris, Clerk / Barnsley MBC
Mike Thomas, SCC / SCR Exec Team
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.73 Officer
Lyndsey Whitaker, Sheffield City Region Executive Team

Apologies for absence were received from Councillor C Read, Councillor G Baxter, Councillor S Greaves, Mayor R Jones CBE, R Adams, M Lynam, J Miller, D Swaine, N Taylor and P Wilson

Mayor's Introduction

The Mayor reported to Members on matters arising since the previous meeting.

It was noted that during the last six weeks alone there had been three significant developments that directly relate to the SCR's economic growth agenda: the opening of three new advanced manufacturing research centres, the launch of a new tram-train system improving connections between Rotherham and Sheffield, and the opening of the new Boeing Sheffield facility. The Mayor asserted that these developments were hard won, represent the work of many, and shine a light on a genuinely exciting time for the Region.

The Mayor noted he had recently led a SCR and Northern Powerhouse delegation to China.

Regarding the forthcoming Budget, the Mayor informed Members he had called on the Chancellor to give the green light to delivering an East Coast Mainline station at Doncaster Sheffield Airport, for an early commitment for the renewal of Sheffield Supertram and to unlock funding for the Hope Valley Line rail line upgrade between Sheffield and Manchester.

It was noted that along with other Metro Mayors, the Mayor is ensuring the SCR's voice is heard in Westminster on the importance of fully devolved allocations of the new Shared Prosperity Fund.

With reference to World Mental Health Day, the Mayor announced that that Working Win, the SCR's health led employment trial, has had 2,000 referrals since its launch in May.

The Mayor proposed that these announcements demonstrate we are making a real difference to the communities we serve, and our successes are testament to the hard work of this Combined Authority and the LEP in delivering real economic change.

Finally, the Mayor noted the recent Tram Train collision and wished the 4 people who suffered minor injuries well with their recovery. It was noted Tram train services were restored as quickly as was possible.

1 SCRMCA 18/061 APOLOGIES

Members' apologies were noted as above.

2 SCRMCA 18/062 ANNOUNCEMENTS

The Mayor noted he will be working with Members of the Combined Authority to finalise plans for the way in which this Combined Authority operates. It was suggested Members are agreed that current governance model isn't the most effective way of informing, making or reporting decisions. Members were advised the intention is to bring recommendations to the next meeting of the MCA.

It was noted the LEP Board will be considering the Government's Review of Local Enterprise Partnerships and draft Review Implementation Plan at its next meeting on 5th November.

Members were informed that on Friday this week, we will be joined by Michael Dugher, the CEO of UK Music, representatives from local councils, musicians, music businesses, venues and others for the first meeting of the Sheffield City Region Music Board, noting this will be the first Music Board meeting to have taken place outside London. The Mayor proposed that our region is blessed with musical talent, with great venues large and small, and with a host of leading production and technology based businesses, and the Board will consider what we could do to ensure we promote these strengths nationally and internationally.

Regarding the Living Wage, the Mayor urged Members to realise the need to do more to help the lowest paid in our society and noted that on the 5th November he will be hosting an event with the Living Wage Foundation, joined by supporters from the LEP Board and our business community, to highlight the importance of paying a living wage. In addition, the Mayor noted he will be highlighting the Combined Authority's own commitment to being a good employer.

It was noted that later this month, we will see the opening of the new McLaren facility in Rotherham, another fantastic demonstration of our advanced manufacturing and engineering renaissance.

The Mayor informed Members he had held meetings with the South Yorkshire Directors of Public Health to discuss the unacceptable issue of excess winter deaths, citing statistics to demonstrate the scale of the problem. It was noted that as well as promoting a number of initiatives to help protect vulnerable people this winter, he would be hosting an Excess Winter Deaths Summit in the Spring to set in train a programme of works to be ready for next year.

3 SCRMCA 18/063 URGENT ITEMS

None.

4 SCRMCA 18/064 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None.

5 SCRMCA 18/065 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.

6 SCRMCA 18/066 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

Cllr Jones declared an interest in matters to be considered at item 14 (LGF Capital Programme approval for the Civic and Cultural Quarter project) by virtue of being Deputy Mayor of the sponsoring Local Authority.

Cllr Dore declared interests in matters to be considered at item 14 (LGF Capital Programme approvals for Grey to Green phase 2, and the Sheffield Inner Ring Road) by virtue of being Leader of the sponsoring Local Authority.

7 SCRMCA 18/067 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 SCRMCA 18/068 RECEIPT OF PETITIONS

None received.

9 SCRMCA 18/069 PUBLIC QUESTIONS

Members were advised of the receipt of 2 public questions from Mr Nigel Slack, which were received and responded to as follows:

Questions 1: *At the last meeting the Mayor announced “[...] the full findings of the Mayor’s governance review were due to be presented to the next CA meeting in October.” This item does not appear to be on the agenda, what is the latest news on the review?*

In response, the Mayor noted Leaders were asked for their views on governance approaches and provided feedback. It was noted he had met with the Leaders to discuss several options and the approaches being discussed are all designed to provide even greater transparency of MCA and LEP business below the level of the MCA and LEP. It was noted a draft proposal has been discussed with the Leaders, and subject to minor changes, will be discussed with the LEP Private Sector Board Members ahead of a formal proposal returning to the MCA in December.

Question 2: *Would it be possible for the review to be made available before the publication of the appropriate agenda, to enable those of us with a particular interest in governance, to have some time to consider the details before the deadline for submitting questions?*

In response, the Mayor noted it was unlikely that the paper will be released prior to the formal publication date. However, he informed the petitioner that should he require any points of clarification on the paper these may be raised with the SCR Executive.

10 SCRMCA 18/070 MINUTES OF THE MEETING HELD ON 10TH SEPTEMBER

RESOLVED, that the minutes of the Combined Authority held on 10th September are agreed to be an accurate record of the meeting.

11 SCRMCA 18/071 Q2 CAPITAL & REVENUE MONITORING

A report was received to provide the Q2 position for the revenue and capital programme of the Sheffield City Region (SCR) Mayoral Combined Authority (MCA) for the financial year 2018/19.

RESOLVED, that the Combined Authority:

1. Notes the 2018/19 Q2 position for the Mayoral Combined Authority's revenue budget and capital programme.
2. Notes the forecast underspend of c. £377k on the MCA/LEP Revenue Budget.
3. Notes the forecast underspend of c. £75k on the MCA/LEP Revenue Programmes budget.
4. Notes the forecast underspend of c. £787k on the South Yorkshire Transport Revenue Budget.
5. Notes the forecast underspend of £1.044m on the South Yorkshire Transport Capital Programme.
6. Notes that the amount of funding available for the South Yorkshire transport capital programme includes £1.067m of unspent 2017/18 highways maintenance allocations which have been carried forward.

12 SCRMCA 18/072 LGF CAPITAL PROGRAMME MONITORING

A report was received to provide an update on the LGF Capital Programme at Q2 of the financial year.

It was noted Cllr Read had questioned the pace of delivery in respect of some schemes. Members were therefore advised of the importance of ongoing dialogue with scheme promoters to ensure all delivery expectations are achieved.

Members were reminded that the utilised concept of 'over programming' helps to maximise delivery and spend, and through a robust programme management regime does not open the SCR up to any risk of 'over commitment'.

RESOLVED, that the Combined Authority notes the LGF update position at Q2 of the financial year.

13 SCRMCA 18/073 CENTRAL INDEPENDENT APPRAISAL TEAM FRAMEWORK

A paper was presented seeking approval to enter into contracts for the Central Independent Appraisal Team (CIAT) service with a combined potential value of £450k over the next 4 years.

The report noted that all projects seeking LGF require appraisal to national standards in order to ensure compliance with the local and national Assurance Frameworks. To date this has been done by a combination of utilising internal SCR Executive Assurance Team resource and the use of external independent scheme

appraisal experts under the previous CIAT framework (set up in September 2014). The previous CIAT procurement framework has now expired and a revised service framework has been re-established following an OJEU compliant tendering process, undertaken using YORtender (the SCR's electronic Tendering system).

It was noted the framework runs for a minimum of 3 years, with the option of a further year.

RESOLVED, that the Combined Authority:

1. Approves entering into five contracts for the Central Independent Appraisal Team service with a combined potential value of £450k over the next 4 years.
2. Approves delegated Authority to the Head of Paid of Service, in conjunction with the Section 73 Officer, to enter into the contractual arrangements required as a result of the approval.

14 SCRMCA 18/074 LGF CAPITAL PROGRAMME APPROVALS

A report was received seeking approval for 6 projects into the LGF Programme.

At members' request, a summary narrative was provided for each scheme.

It was noted the Doncaster CCQ request for approval effectively constitutes a change request to the previous approval decisions. This is due to the Local Authority now leading the development the project (rather than the private sector) and all project costs now being LGF funded (rather than just the public realm element as originally approved).

RESOLVED, that the Combined Authority:

1. Approves the progression of Sheffield Inner Ring Road to full approval and award of grant of £3.787m to Sheffield City Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
2. Approves the progression of National Centre of Excellence for Food Engineering to full approval and award of grant of £0.619m to Sheffield Hallam University from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
3. Approves the progression of Harrison Drive to full approval and award of grant of £0.135m to Bassetlaw District Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
4. Approves the progression of Century BIC to full approval and award of grant of £1.6m to Rotherham Metropolitan Borough Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.

5. Approves the progression of Grey to Green Phase 2 to full approval and award of grant of £3.32m to Sheffield City Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
6. Approves the progression of CCQ to full approval and award of grant of £0.635m to Doncaster Metropolitan Borough Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
7. Confers delegated authority on the Head of Paid of Service, in conjunction with the Section 73 Officer and the Monitoring Officer, to enter into the contractual arrangements required as a result of the above approvals.

15 SCRMCA 18/075 DELEGATED AUTHORITY REPORT

RESOLVED, that the contents of the delegated authority report are noted.

16 SCRMCA 18/075 RESOLUTION RECORD - HIEB (SEPT 2018)

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

CHAIR

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SHEFFIELD CITY REGION COMBINED AUTHORITY

**AMRC KNOWLEDGE TRANSFER CENTRE - ADVANCED MANUFACTURING PARK,
WAVERLEY, ROTHERHAM, S60 5WG**

MINUTES OF THE MEETING HELD ON 17 DECEMBER 2018

PRESENT:

Mayor Dan Jarvis MBE, Sheffield City Region (Chair)
(Vice Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC
Councillor Julie Dore, Sheffield CC
Councillor Tricia Gilby, Chesterfield BC
Councillor Sir Steve Houghton CBE, Barnsley MBC
Mayor Ros Jones CBE, Doncaster MBC
Sir Nigel Knowles, SCR LEP Chair
Councillor Lewis Rose OBE, Derbyshire Dales DC
Councillor Ann Syrett, Bolsover DC
Councillor Jo White, Bassetlaw District Council

Councillor Chris Furness, Derbyshire Dales
Councillor Glyn Jones, Doncaster MBC (Observer)

Ruth Adams, SCR Exec Team
Fiona Boden, SCR Exec Team
Huw Bowen, Chesterfield BC
Steve Davenport, SYPTE
Steve Edwards, SYPTE
Andrew Frosdick, Monitoring Officer
Jeni Harvey, SCR Exec Team
Claire James, SCR Executive Team
Mark Lynam, SCR Exec Team
Mel Dei Rossi, SCR Exec Team
Dave Smith, SCR Exec Team
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Neil Taylor, Bassetlaw DC
Mike Thomas, SCC / SCR Exec Team
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.73 Officer
Lyndsey Whitaker, Sheffield City Region Executive Team
Paul Wilson, Derbyshire Dales

Apologies for absence were received from Councillor C Read, Councillor S Greaves,
S Kemp, J Mothersole, J Miller and D Terris

1 CHAIR'S ANNOUNCEMENTS

The Mayor informed Members of his recent attendance at the opening of the new McLaren facility at the AMP, Rotherham. It was suggested this represents a significant milestone in the region's resurgence, and showcases to the world that the SCR is a globally significant players in advanced manufacturing.

It was noted that since the last meeting South Yorkshire has again been placed firmly on the Tour de Yorkshire map. The Mayor congratulated Barnsley and Doncaster noting they will be at the heart of next year's race.

The Mayor informed Members that during November, he joined a number of colleagues at Chesterfield Special Cylinders for the official announcement of the naming of the new HMS Sheffield.

The Mayor commented on the latest position with Brexit, noting that whilst there is still no certainty on how we are going to exit the European Union on the 29th March next year, or what our future trading relationships will be, it is becoming more important than ever that we as a region are on the front foot in understanding the potential impact on our economy. It was suggested this means helping our businesses prepare in the short term to face the immediate challenges and it means helping the economy to address the medium and long term issues. The Mayor informed Members he had therefore commissioned work on this matter which will support businesses' plans and preparations.

2 SCRMCA 18/077 APOLOGIES

Apologies were noted as above.

3 SCRMCA 18/078 ANNOUNCEMENTS

The Mayor provided an update on the SCR LEP Chair recruitment process.

It was noted that following Sir Nigel Knowles' decision to step down at the end of his three year term, the process to seek a successor has been ongoing and we are close to being able to announce the new Chair. This will be made public in due course.

4 SCRMCA 18/079 URGENT ITEMS

None.

5 SCRMCA 18/080 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None.

6 SCRMCA 18/081 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.

7 SCRMCA 18/082 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

The Mayor and Cllr Houghton declared interests in matters to be addressed at item 13 (Barnsley Glassworks) by virtue of being respectively the Member of Parliament and the Leader of the Council for the scheme's geography.

Cllr White declared interests in the Bassetlaw schemes to be considered at item 13 and item 14 by virtue of being Deputy Leader of the sponsoring Authority.

Cllr Dore declared an interest in the matters to be considered at item 13 (Parkwood Ski Village) by virtue of being Leader of the sponsoring Authority.

8 SCRMCA 18/083 REPORTS FROM AND QUESTIONS BY MEMBERS

Cllr Gilby congratulated the Mayor in respect of the recent SCR Homelessness Summit and asked what next steps would now be taken.

The Mayor was pleased to report that 140 delegates came together at the recent summit, representing expertise from across the City Region. It was suggested that whilst homelessness is a situation most people will never experience, it is unacceptable that there may be more than 1200 people homeless in the City Region.

The Mayor confirmed the conference report would be published shortly. This will set out the conference findings in respect of what is currently being undertaken to address homelessness, and comment on what may be done further to address this situation and the opportunities to lobby for further remedial resources.

9 SCRMCA 18/084 RECEIPT OF PETITIONS

None received.

10 SCRMCA 18/085 PUBLIC QUESTIONS

Members were advised of the receipt of 3 questions from Mr Nigel Slack, which were received and responded to as follows:

Questions 1: Will the proposed transparency arrangements for the Sub-Boards also apply to the LEP itself?

In response, the Mayor noted the transparency arrangements for the Sub-Boards are an extension of those already in place for the LEP.

The SCR is fully compliant with the transparency requirements of the Ney Review, Government's Best Practice Guide for LEPs and the recent LEP Review. These arrangements include publishing meeting papers at least 5 clear working days before the meeting takes place, publishing minutes within 10 clear working days of the meeting and requiring Board members to complete and maintain a Declaration of Interests form.

Question 2: Will changes be made to the restrictions around public questions that will enable members of the public to have access to meeting papers before having to have their questions in the hands of the Secretariat?

In response, the Mayor confirmed the Combined Authority welcomes questions from the public. It was noted the Constitution currently specifies that questions will be accepted 7 clear days of the meeting and papers are published between 7 and 9 days before the meeting. It is therefore acknowledged there is a finite and limited time available for questions to be submitted.

The Mayor confirmed the Combined Authority would commit to reviewing the time limit for public questions as part of the wider updates to the Constitution required (subject to the approval of the governance model to be presented at item 15).

Question 3: This is a welcome start to improving transparency. Can the Mayor confirm whether plans for the webcasting of all CA meetings will be part of future changes?

In response, the Mayor confirmed Combined Authority meetings will be webcast once they move to the SCR office at Broad Street West in Sheffield. This is expected to take place in the Spring.

11 SCRMCA 18/086 MINUTES OF THE MEETING HELD ON 29TH OCTOBER 2018

It was noted that in relation to the attendance at the previous meeting. The reference to 'Cllr Chris Read' (NPA) should read 'Cllr Chris Furness (NPA).

RESOLVED, that the minutes of the previous meeting of the SCR Mayoral Combined Authority are agreed to be an accurate record of the meeting.

12 SCRMCA 18/087 MAYORAL TRANSPORT VISION

A report was received to present the Mayor's Vision for Transport, noting this is the pre-cursor to the full SCR Transport Strategy which is due to be presented in January 2019.

The report advised Members the Mayor's Vision for Transport is aimed at the residents of SCR, providing a clear and concise summary of the transport improvements the Mayor would like to achieve.

It was suggested that as the Vision articulates the Mayor's aspirations to improve SCRs transport system, it is proposed that the Vision is released prior to the SCR Transport Strategy.

It was noted the Vision document is 'public facing' and will help to address the need for a simplified summary of the SCR's transport issues.

It was confirmed the draft Transport Vision had been circulated to Leaders and senior officers for review and had incorporated a range of comments ahead of its presentation to the MCA.

Further consideration was given to the Mayor's stated commitments.

in respect of Commitment 10, it was agreed by the Mayor that this may be reworded as follows: "*I will undertake a commitment to consider all the options for the future operating models of the bus network*".

Cllr Rose welcomed the reference to the importance of recognising the SCR's rural geography at Commitment 2.

RESOLVED, that with the above wording amendment to Commitment 10, the SCR Mayoral Combined Authority endorses the Mayor's Vision for Transport ahead of the full SCR Transport Strategy being brought to the Combined Authority in January 2019.

13 SCRMCA 18/088 TRANSFORMING CITIES FUND : TRANCHE 1 BID SUBMISSION

A report was received to outline the opportunity to bid for Tranche 1 funding (for 2018/19) through the Transforming Cities Fund for shortlisted City Regions and to outline the proposed package of measures that need to demonstrate early momentum and support the long-term investments to be made as part of the Fund.

Mayor Jones challenged the government's occupation with 'quick win' approaches to competitive funding, proposing this isn't the right way to fund or deliver the sustainable transport system the SCR needs. Mayor Jarvis assured Members this point has appropriately made to Ministers.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Approves the intention for the SCR to submit a bid for Tranche 1 in January 2019 and to delegate the approval of that bid to the SCR Managing Director and Chief Finance Officer, in consultation with the Mayor.
2. Notes the Mayor's intention to begin the process to recruit an Active Travel Commissioner.

14 SCRMCA 18/089 LGF CAPITAL PROGRAMME

A report was received seeking approval for a number of project changes, and to provide an update on the LGF Capital Programme.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Approves the changes set out in the report in respect of the additional claim of £18,117 for the Worksop phase 2a project from the 2018/19 budget, withdrawal of the Harworth and Bircotes Phase 2 scheme, revised scheme spend profile for M1 J37 phase 2 and the revised scheme spend profile for Doncaster Sheffield Airport (DSA).
2. Notes the LGF Programme update.

3. Delegates authority to the Head of Paid of Service, in conjunction with the Director of Finance and the Monitoring Officer, to enter into the contractual arrangements required as a result of the above approvals.

15 SCRMCA 18/090 LGF CAPITAL PROGRAMME APPROVALS

A paper was received requesting approval for 5 schemes with a total value over all years of £23.05m, and seeking delegated authority be given to the Head of Paid Service in consultation with the S73 and Monitoring Officer to enter into legal agreements for the schemes.

In respect of the request to increase the allocation held within the Housing Fund, Cllr Rose questioned the proposal to focus investment on urban centres and whether this is unfairly detrimental to rural locations. Members were ensured no scheme submissions would be excluded and all would be assessed on their relative merits. However, it was also acknowledged the *raison d'être* of this particular Fund is to deliver economic regeneration and therefore best achieved through investment in urban locations which are likely to present a higher propensity for GVA uplift. Members noted there are other government-led programmes which are supposed to support the delivery of affordable housing in rural locations and requested that separate representations be made to government urging that further, continued support be given to these programmes.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Approves the progression of Gulliver's Valley to full approval and award of £1.5m (£0.4m grant and £1.1m loan) to Gulliver's Valley (Weavers Close Ltd) from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table
2. Approves the progression of Etna Heritage Hanger to full approval and award of £0.4m grant to Vulcan to the Sky Trust from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table
3. Approves the increase in the Housing Fund allocation held in the SCR Property Intervention Holding Company by up to £15m subject to the conditions set out in the Appraisal Panel Summary Table
4. Approves the progression of Yorkshire Wildlife Park to full approval and award of £5m loan to Wild Life Group Ltd. from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table
5. Approves the progression of Worksop 2b to full approval and award of £1.151m grant to Bassetlaw District Council from the Local Growth Fund subject to the conditions set out in the Appraisal Panel Summary Table.
6. Delegates authority to the Head of Paid of Service, in conjunction with the Section 73 and the Monitoring Officer, to enter into the contractual arrangements required as a result of the above approvals.

16 SCRMCA 18/091 STRENGTHENING GOVERNANCE

The Mayor advised members that following consultation with partners and a review of the models in other mayoral combined authorities, a proposal has been developed to strengthen governance in the SCR. This seeks to build upon the best of current arrangements to create more efficient, effective and transparent decision-making processes.

It was noted this includes the establishment of a Transport Board that brings together the existing Transport Executive Board and the SYPTE Executive Board, and four additional boards for Business Growth, Skills and Employment; Housing; and Infrastructure, which would have appropriate delegations to complement their role in implementing policy and programmes more transparently.

It was noted that should the proposed model be adopted, there would be further work undertaken to embed the new approach within the Constitution and Assurance Framework. However, the latter document will need to be reviewed in the New Year following the publication of Government's updated National Assurance Framework.

RESOLVED, that the SCR Mayoral Combined Authority agrees the proposed approach to strengthening governance in the SCR, as set out within the accompanying report.

17 SCRMCA 18/092 MAYORAL CAPACITY FUND GRANT ACCEPTANCE

A report was received to remind Members that the Mayoral Capacity Fund (MCF) has been established by Government to provide newly elected metro mayors with additional resource and capacity. Available in 2018/19 and 2019/20 this provides up to £1m in funding per annum to metro mayors. Having elected its first metro Mayor earlier this year the Sheffield City Region (SCR) has submitted a successful proposal to this fund. This paper seeks agreement to accept the proposed grant from government.

Members were advised of a slight amendment to the funding award for the SCR, noting this would be received as £966k for 2018/19 and £1.034m for 2019/20.

It was noted the government have given no indication this particular award process will be repeated in future years.

RESOLVED, that the SCR Mayoral Combined Authority:

1. Agrees that the Section 73 Officer can accept the proposed grants of £966k in 2018/19 and £1.034m in 2019/20, from Government's Mayoral Capacity Fund.
2. Agrees to delegate responsibility for the management of the funding to the Head of Paid service, in consultation with the Mayor.

18 SCRMCA 18/093 DELEGATED AUTHORITY REPORT

Cllr Dore asked whether the government might be asked to reconsider its position in respect of the stalled Early Intervention Pilot grant, noting a reversal of decision has been made in respect of the mayoral capacity fund and therefore introducing the suggestion the government is willing to recognise the SCR as a fully-fledged MCA.

It was noted the Mayor has written to the Secretary of State in respect of this particular matter.

RESOLVED, that the contents of the delegated authority report are noted.

- 19 SCRMCA 18/094A BUSINESS GROWTH EXECUTIVE BOARD RESOLUTION RECORD (18 OCTOBER 2018)

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

- 20 SCRMCA 18/094B HOUSING & INFRASTRUCTURE EXECUTIVE BOARD RESOLUTION RECORD (15 NOVEMBER 2018)

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

Chair's Closing Comments

The Mayor recognised this would be Sir Nigel Knowles' last SCR MCA meeting ahead of him standing down as the Chair of the SCR LEP Partnership Board.

The Mayor thanked Sir Nigel for the tremendous contribution he has made over the last three years, noting he had personally brought investment into our region, represented us on a national and international scale, and led the LEP during a period of successful growth.

The Mayor noted this wouldn't be the end of Sir Nigel's involvement with the region and confirmed he was looking forward to working with him in his crucial new role as the Mayor's advisor on International Trade and Investment.

CHAIR

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 5 NOVEMBER 2018**

Board Members: Sir Nigel Knowles (Chair), Nigel Brewster (Vice Chair), Laura Bennett, Councillor Tricia Gilby, Councillor Sir Steve Houghton CBE, Professor Sir Chris Husbands, Mayor Dan Jarvis MBE, Peter Kennan, Tanwer Khan, Neil MacDonald, Owen Michaelson, Julia Muir, Lucy Nickson, Councillor Chris Read, Councillor Lewis Rose OBE, Philippa Sanderson, Ged Shields and Richard Stubbs

In attendance: Substitute Members: Councillor Mazher Iqbal and Councillor Glyn Jones

Co-Opted Members: Professor Koen Lamberts

Officers: Anita Dell, Andrew Gates, Sharon Kemp, Mark Lynam, John Mothersole, Dave Smith, Diana Terris, Mike Thomas, Craig Tyler, Lyndsey Whitaker and Yasmin Knight

+ Helen Lazarus, Krysia Wooffinden, Richard Wright and Tom Sutton

Apologies: Bill Adams, Councillor Graham Baxter MBE, Councillor Julie Dore, Professor Sir Keith Burnett, Councillor Michael Gordon, Alexa Greaves, Councillor Simon Greaves, Mayor Ros Jones CBE, Councillor Ann Syrett, Simon Carr, Alison Kinna and Chris Scholey

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>Board member apologies were noted as above.</p>	
2	<p>Declarations of Interest</p> <p>Cllr Gilby declared an interest in respect to the matters to be discussed at item 9 (LGF Skills Commissioning Call – Derbyshire Rail Industry Innovation Vehicle (DRIIVe)) by virtue of being the Leader of the grant recipient.</p>	

	<p>Cllr Iqbal declared an interest in respect to the matters to be discussed at item 9 (LGF Skills Commissioning Call – Red Tape) by virtue of being representative of the grant recipient.</p> <p>Prof Husbands declared an interest in respect to the matters to be discussed at item 9 (LGF Skills Commissioning Call – SCR Digital Innovation Partnership) by virtue of being the Vice Chancellor of the grant recipient.</p> <p>O Michaelson declared an interest in respect to the matters to be discussed at item 5 (JESSICA update and Board Governance) by virtue of Harworth Estates bidding for JESSICA funding.</p>	
3	<p>Notes of Last Meeting</p> <p>The notes of the previous meeting held on 17th September 2018 were agreed to be an accurate record of the meeting.</p>	
4	<p>LEP Review Implementation Plan</p> <p>A report was received to remind members of the content of the published Local Enterprise Partnership (LEP) Review the Sheffield City Region (SCR), and the requirement to submit an Implementation Plan and Funding Form to Government by 31 October, to explain how the Review's recommendations will be actioned.</p> <p>Members were presented with the proposed responses relating to areas where the SCR LEP is not currently compliant with government recommendations; board composition, single accountable body status, and the requirement for an independent secretariat. It was noted the SCR LEP is already deemed compliant with the other matters arising from the Review.</p> <p>Members were reminded that questions regarding geography were considered at the last meeting.</p> <p>These points were considered in detail.</p> <p>Regarding board composition, it was noted the Review recommends that private sector representatives make up two thirds (67%) of the assemblage, (with the SCR LEP currently have a 61.5% private sector majority) and that the Board has a maximum of 20 members (currently 27). However, it was proposed that decreasing the size of the Board and meeting the private sector representation target would only compromise the current approach to all 9 districts being individually represented.</p> <p>It was confirmed that for this process, universities are considered part of the private sector.</p> <p>Members questioned what the government's approach might be to non-</p>	

	<p>compliant Regions and suggested the SCR should continue to promote a model of composition that best serves the needs of its Region.</p> <p>Regarding single accountable body status, it was noted that whilst the MCA has been the effective accountable body since 2014, Sheffield CC are the accountable body for some LGF (and related) funds and it is therefore proposed to transfer all these funds to the single tutelage of the MCA.</p> <p>Regarding the requirement for a secretariat independent of local government, it was noted compliance would require officers employed by the Constituent member districts who work on SCR related matters to become employed by the MCA (which would become an employing authority).</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Agrees to submit the draft Implementation Plan and Funding Form for the LEP Review (presented at Annex A). 2. Agrees to propose no change to the current size and composition of the LEP Board in its submission to Government.
5	<p>JESSICA Update and Board Governance</p> <p>A report was received to update the LEP Board on the JESSICA funds, especially in relation to the Local Growth Fund element.</p> <p>The report asks members to consider the JESSICA Board structure, specifically in relation to LEP appointed representation, and in view of there currently being an unfilled JESSICA Board vacancy.</p> <p>It was suggested that to adhere to expectations regarding accountability, all members of the JESSICA Board should be drawn from the MCA or the LEP (noting this isn't currently the case).</p> <p>Processes of appointment were detailed in the supporting report.</p> <p>It was suggested the current governance arrangements adequately ensure the JESSICA programme is well run and better than elsewhere. It was suggested the Board have developed a good reputation for recycling money and the independent members on the Board present wider knowledge and experience.</p> <p>It was therefore proposed to achieve the ambition for all new JESSICA Board members being drawn from the MCA and LEP through a period of transition, with current, and new, Board members to be assigned specified terms of office.</p>

	<p>It was noted details of the transition plan would be outlined at the next meeting.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Agrees the process to nominate a serving LEP Board Member to serve on the JESSICA Board and thus address the current vacancy. 2. Agrees other governance requirements including the requirement for all Board members to be drawn from the MCA and LEP (post transition) to ensure the LEP are assured regarding their oversight of LGF invested within the JESSICA Fund.
6	<p>HS2 Growth Strategy - Emerging Findings</p> <p>A report was received to provide the Board with an update on progress in developing the HS2 Growth Strategy.</p> <p>It was noted the development of HS2 Growth Strategies is led by the Cities and Local Growth Unit within the Ministry of Housing, Communities and Local Government (MHCLG), in close consultation with the Department for Transport (DfT) who are the funding agency. The SCR (as an area with an HS2 touchpoint) was allocated a total of £1.25m towards the development of the strategy.</p> <p>Members were advised of some of the issues encountered in developing the strategy, including the government's reluctance to publish information regarding their preferred location for the parkway station, which has subsequently hampered the progression of a number of economic studies.</p> <p>It was questioned whether the forecasts for growth unlocked by HS2 are significant given the rate of growth the SCR has experienced over the last few years and requested the numbers be challenged to ensure the best business case is presented.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Notes the draft summary of the HS2 Growth Strategy emerging findings. 2. Notes that the HS2 Growth Strategy Board will continue to develop the strategy and proposed interventions. 3. Notes that the Mayoral Combined Authority will be required to endorse the final Growth Strategy, when produced, prior to submission to Government.

7	<p>Quarterly Economic Review - Q3</p> <p>The Board was presented with the results of the Quarterly Economic Survey for the SCR for the third quarter of 2018.</p> <p>Findings were provided in respect of, domestic sales, orders, workforce, profitability, export sales and business challenges and with a special focus on cyber security.</p> <p>It was noted the findings are based on the percentages of how respondents are replying to the posed questions rather than actual volumes. Members suggested it would be useful to introduce some proxy measures to help use this information to explain what might be happening to the SCR's business community, taking account of the relative sizes of the SCR's business sectors.</p> <p>RESOLVED, that the Board notes the content of the Survey</p>	
8	<p>Digital and Manufacturing</p> <p>A report and presentation were received to present the outline of the Made Smarter in SCR pilot programme, noting how it would enable manufacturing SMEs to adopt Industrial Digital Technology (IDT).</p> <p>It was noted that subject to the Board's endorsement and the identification of suitable funding, the concept could be formally developed into a business case in line with the requirements of the SCR Assurance Framework/financial regulations.</p> <p>It was noted that as part of the Digital Action Plan, the pilot project supports the development of the Global Innovation Corridor by driving up adoption of Industrial Digital Technology in manufacturing SMEs, strengthening the digital cluster improving productivity and driving economic growth across the Region.</p> <p>It was also noted that the national 'Made Smarter Review' highlighted the opportunities and challenges that Industry 4.0 represents for manufacturing SMEs in the UK and the need to address the slow rate of adoption. Members were advised there is currently a National Adoption Programme pilot running in the North West of England and opportunities would arise in due course for other regions to engage with the Made Smarter programme.</p> <p>It was proposed to the Board that this programme is justifiable as IDTs provide the greatest opportunity to deliver productivity growth across manufacturing in the SCR. Statistics were provided to support this proposal.</p> <p>It was noted the Made Smarter in Sheffield City Region pilot project has been designed to inform, educate and convene manufacturing and digital</p>	

	<p>SMEs to increase digital adoption. It was suggested the concept pilot could raise awareness with digital and manufacturing businesses, provide Growth Hub and AMRC services and advice, broker relationships between manufacturers and IDT specialists, deliver digital adoption demonstrator projects and begin building the ecosystem around digital manufacturing.</p> <p>It was questioned whether the consequences of job losses as a result of digitalisation had been captured as part of the project. It was noted there are conflicting thoughts and evidence regarding the extent to which digitalisation will create or reduce job numbers and over what timescales these events might happen.</p> <p>It was suggested the pilot could engage with 50 manufacturing SCR SMEs to inform them about the opportunity that digital technology presents, undertake a detailed digital readiness diagnostic with 20 of those business to and support 10 to implement a digital adoption project.</p> <p>Members questioned the numbers and whether these are realistic or ambitious. It was suggested this would become known as the pilot develops. It was noted there is no intention these numbers will be geographically spread evenly across the SCR and the primary requirement of the pilot will be to target the businesses capable of providing the best returns.</p> <p>It was noted the next step is to develop a full business case to secure funding.</p> <p>It was agreed to support the concept's further development.</p> <p>RESOLVED, that the Board supports the further development of the pilot project and endorses exploratory discussions in respect of the SCR being part of the National rollout programme.</p>	
9	<p>LGF Skills Capital Commissioning Call</p> <p>Members were advised that following the approval at LEP board (18th Aug 2018) of the launch of the Local Growth Fund Skills Capital Commissioning Call, 12 Strategic Businesses Cases (SBC) were received (noted that 2 schemes had since been withdrawn by the promoter).</p> <p>Approval was sought for acceptance into the Local Growth Fund (LGF) programme for these 10 schemes to progress to the next stage of development in accordance with the SCR Assurance and Accountability Framework (AAF).</p> <p>RESOLVED, that the Board approves the following recommendation for each project, subject to the individual conditions of award</p>	

	<p>contained within the report:</p> <ul style="list-style-type: none"> • Barnsley College – Digital Campus – progress the purchase of the core building to full business case (£1,943,000 LGF). • Chesterfield College - Digital & Engineering Hub - Consider becoming part of a broader digital consortium bid rather than progressing this application (Request was for £1,054,500). • DN College Group (DNCG) - DNCG Infrastructure and Technology for VFX (special effects and digital animation) Course Offer- Invite scheme to the pipeline but with conditions to be met. If met satisfactorily progress to full business case (£906,000 LGF). • Doncaster UTC Limited- Doncaster UTC - progress to full business case but on a revised financial contribution in light of the high % of level 2 delivery (£200,000 LGF). • Chesterfield Borough Council - DRIIVe (Derbyshire Rail Industry Innovation Vehicle) -accept into the LGF pipeline (£8,235,000 LGF) but review in December 2018 when information on the inward investment scheme is further progressed. • National College for High Speed Rail - NCHSR Aluminium Weld Training Facility – progress to full business case subject to meeting conditions at strategic business case (£248,000 LGF). • Sheffield City Council - Red Tape - Consider becoming part of a broader digital consortium bid rather than progressing application (Request was for £163,440 LGF). • Sheffield Hallam University- SCR Digital Innovation Partnership - progress to outline business case but explore widening out the current partnership to include other similar projects (£4,510,000 LGF). • Sheffield UTC Academy Trust - A Sheffield City Region, engineering and advance manufacturing talent pipeline creator - Recommend re-submission of strategic business case addressing concerns around need and additionality of learning and if acceptable invite to full business case (£494,900 LGF). • Sheffield College - Digital Engineering Skills Development Network - Progress to outline business case (£3,564,618) 	
10	<p>Delta Dashboard Return Quarter 2</p> <p>Received for information.</p>	
11	<p>Managing Director's Update</p> <p>Received for information.</p>	
12	<p>Any Other Business</p>	

Members requested officers continue to present future agenda packs in as succinct a manner as possible.

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

15 OCTOBER 2018

PRESENT: Councillor C Lamb (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: R Taylor, C Ross, S Ayris, T Damms, P Haith,
C Hogarth, C Ransome, J Satur and Dr A Billings

CFO J Courtney, QFSM, DCFO M Blunden, ACFO A Johnson,
S Booth, C Pike, S Gilding and AM T Carlin
(South Yorkshire Fire & Rescue Service)

A Brown, N Copley, A Frosdick, M McCarthy, L Noble,
D Cutting and M McCoole
(Barnsley MBC)

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

Apologies for absence were received from
Councillor T Hussain, Councillor M Clements and D Terris

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Councillor Lamb stated that this weekend would mark the centenary of the establishment of the Fire Brigades Union (FBU). He congratulated the FBU, on behalf of the Authority and officers present, for its longevity and the work undertaken to ensure the existence of harmonious relationships within the fire and rescue service.

3 URGENT ITEMS

None.

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

RESOLVED – That agenda Item 23 ‘Contingency Firefighting Arrangements’ to 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

Members provided a summary of the visits attended since the last Authority meeting held on 17 September 2018. There had been a visit to Rotherham Fire Station for the passing out of the Achieving Respect and Confidence (ARC) Course, and to the Burton Street Foundation, which was a not for profit community centre, whose speciality was the work undertaken with adults and children with learning disabilities. The Burton Street Foundation had been part funded by a Round 3 Stronger Safer Communities Reserve grant.

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 17 SEPTEMBER 2018

RESOLVED – That Members agreed that the minutes of the meeting held on 17 September 2018 be signed by the Chair as a correct record.

10 2018/19 FINANCIAL PERFORMANCE REPORT: AN UPDATE

A report of the Chief Fire Officer/Chief Executive and Clerk and Treasurer was submitted as the second in a series of reports that Members would receive throughout the financial year, to provide the likely financial performance for the year ended 31 March 2019, an estimated revenue outturn position when compared to the annual budget set on 19 February 2018, an updated general reserves position statement and an update on the capital programme, alongside a narrative commentary on the key financial changes that were contributing to each of them.

Members noted the expected underspend for the 2018/19 financial year of £153k against a budget of almost £50m. Members' attention was drawn to the significant risks in relation to the ongoing detriment claims relating to the Employment Tribunal from SYFR staff that had been displaced as a result of Close Proximity Crewing (CPC) and the Judicial Review for CPC. The detriment claims were currently entering a second week at the Employment Tribunal; the outcome would be reported back to the Authority. SYFR had a potential claim against Systel in relation to unresolved contractual issues, to which the additional CPC costs could be partly offset. A meeting would be held on 22 October 2018, to discuss the outstanding amount that Systel owed to SYFR, as a result of not delivering within the specified time stated in the contract.

The Director of Support Services would ascertain whether all of the fees that were paid to BMBC were published within the Contracts Register on the SYFR website; Members would be informed accordingly.

Councillor Lamb gave thanks, on behalf of the Authority, to the BMBC officers in relation to their continued dedication, and for the renegotiation of the new Service Level Agreement for the provision of services to the Authority in 2018/19, which had resulted in a significant saving of £106k.

RESOLVED – That Members:-

- i) Noted that the outcome of the detriment claims for SYFR staff in relation to Close Proximity Crewing would be reported back to the Authority.
- ii) Would be informed whether all of the fees that were paid to BMBC were published within the Contracts Register on the SYFR website.
- iii) Noted and considered the latest estimated revenue performance which was showing an operating underspend of £0.153m for the financial year ended 31 March 2019.
- iv) Noted the latest estimated increase in General Reserves of £0.602m for the financial year ended 31 March 2019 which was broadly in line with expectations when the budget was set by Members in February 2018.
- v) Noted the likely net impact of known financial risks that are as yet not able to be fully quantified at this stage in the financial year.
- vi) Noted the current capital programme position and approved the revised reprofiling of spend across each category.

11 **ANNUAL REPORT FOR 2017/18**

A report of the Chief Fire Officer/Chief Executive and the Clerk to the Fire and Rescue Authority was presented to provide Members with the SYFR Annual Report for 2017/18, including performance and achievements over the past year.

Members noted that the Annual Report for 2017/18 would be made available on the SYFR website. Discussions were underway with the HOPE Charity's Chair and Trustees to determine how to sustain HOPE moving forwards and to identify potential funding streams.

SYFR would liaise with Members in relation to the progression of the IRMP, and to seek Member input. Members agreed to consolidate the Annual Corporate Performance Report and the Annual Statement of Assurance.

Councillor Lamb gave thanks to everyone involved in the preparation of the report, and to all SYFR staff for the work undertaken which had achieved a significant reduction in the number of fire injuries and deaths that had occurred in South Yorkshire over the last 12 months.

RESOLVED – That Members:-

- i) Endorsed the contents of the report.
- ii) Agreed to consolidate future reporting.

12 JOINT VEHICLE FLEET MANAGEMENT STRATEGY

A report of the Chief Fire Officer and Chief Executive was submitted in relation to the Joint Vehicle Fleet Management (JVFM) Strategy that had been established to provide a focus for the activities of the JVFM Department in support of the wider organisational priorities, and to outline how it was intended to ensure the South Yorkshire Police (SYP), SYFR vehicles and associated vehicle equipment were procured, maintained and replaced.

Members noted that there is one workshop in Sheffield and two workshops in Rotherham. It was the intention to rationalise the number of workshop premises to two, and to enable both SYP and SYFR to have access to the centres of excellence in light and heavy vehicle fleet management.

RESOLVED – That Members supported the Joint Vehicle Fleet Management Strategy.

13 IRMP - POST JUDICIAL REVIEW

A report of the Chief Fire Officer and Chief Executive was presented in relation to the cessation of Close Proximity Crewing (CPC), following the recent Judicial Review which had found in favour of the Fire Brigades Union (FBU). A full and comprehensive review of SYFR's Integrated Risk Management Plan (IRMP) would be undertaken to enable CPC to be removed.

AM Carlin would arrange to meet with Members on a District basis in relation to SYFR's staffing duty systems, and the consultation process on the IRMP.

RESOLVED – That Members approved the outlined plan.

14 SSCR SPRINKLER FUND

A report of the Chief Fire Officer and Chief Executive was presented to provide details of a further bid to the Sprinkler Fund for the Authority to consider supporting.

An application had been made from Berneslai Homes for the purchase of four portable personal protection systems, to be utilised for those residents that were deemed to be at a very immediate risk of fire, as a temporary risk reduction method whilst alternative longer term solutions were considered. The total cost of the systems, including training in maintenance and installation was £8,652.00, with an SYFR contribution of £4,326.00.

RESOLVED – That Members agreed to fund the Fire Sprinkler Project from the Stronger Safer Community Reserve Sprinkler Fund.

15 CLOSURE OF TRADING COMPANY - SSUK

A report of the Chief Fire Officer/Chief Executive and Clerk and Treasurer was submitted to provide a chronology of the Authority's involvement since the inception of Safety Solutions UK Ltd (SSUK) in 2012, to its proposed closure, and the opportunity to approve the company's closure by means of this concluding report.

Members requested that a report be presented to a future Authority meeting to enable them to note the revised financial position of the total amount that had been transferred back to the Authority.

RESOLVED – That Members noted:-

- i) The report.
- ii) The closure of Safety Solutions UK Ltd.
- iii) A report to be submitted to a future Authority meeting, to enable Members to note the revised financial position and the total amount that had been transferred back to the Authority.

16 MINUTES OF THE SSUK SHAREHOLDER MEETING HELD ON
17 SEPTEMBER 2018

RESOLVED – That Members noted the minutes of the SSUK Shareholder Meeting held on 17 September 2018.

17 FINAL REPORT ON IMPROVEMENTS TO THE PROCUREMENT SERVICE

A report of the Chief Fire Officer and Chief Executive was submitted, which was the final report in a series of reports that provided Members with progress updates on improvements to the SYFR procurement service.

KPMG, the external auditors, had reported to the Audit and Governance Committee meeting held in July 2018 that, following significant improvements made, they had removed the Adverse Value For Money Conclusion for procurement practices, and had provided an Unqualified Opinion for SYFR for the financial year 2017/18.

David Nichols, the new Procurement Manager, would commence in post from 15 October 2018, to take over the management of the procurement service.

SYFR and West Yorkshire Fire and Rescue Service were considering collaborative working opportunities, with an expectation to achieve savings. Collaborative opportunities would also be considered with Humberside Fire and Rescue Service and North Yorkshire Fire and Rescue Service.

Members requested that an update report be presented to the Authority on a 6 monthly basis, to establish how the SYFR procurement service performed against the procurement strategy timeline.

RESOLVED:- That Members noted:-

- i) The contents of the report.
- ii) An update report would be presented to the Authority on a 6 monthly basis, to establish how the SYFR procurement service performed against the procurement strategy timeline.

18 **KEY ISSUES ARISING FROM THE PERFORMANCE AND SCRUTINY BOARD HELD ON 6 SEPTEMBER 2018**

Members were presented with a key issues paper arising from the Performance and Scrutiny Board meeting held on 6 September 2018. It was noted that equality and inclusion would be a standing item on future agendas.

Councillor Lamb expressed his thanks to Councillor Damms as Chair of the Board, together with the other Members on the Board.

RESOLVED – That Members noted the key issues paper arising from the Performance and Scrutiny Board meeting held on 6 September 2018.

19 **POLICE AND FIRE COLLABORATION BOARD**

Members noted that the Joint Community Safety Department (JCSD) had become 'live' in June 2018; AM Helps was the Joint Head of the Department, supported by SYP colleagues. A service review phase of the department was currently underway to create a streamlined collaborative service, which would conclude in mid to late November 2018. The results of the review would be reported to the Police and Fire Delivery Board, which DCFO Blunden co-chaired with DCC Roberts; following which monitoring and guidance to the department's Head and Police and Fire Governance Boards would commence. A JCSD Assurance Board had been established, which ACO Johnson co-chaired with ACC Hartley, to ensure that business was delivered as usual across joint community safety for SYP and SYFR.

L Murray, the Joint Head of Estates, had been developing plans for the JCSD, including drafting the Terms of Reference. The SYP and SYFR legal teams continued to work on the Memorandum of Understanding (MOU), to which the Authority had approved the overarching agreement earlier in the year. The specific underpinning agreements around Fleet, Estates, Facilities Management and JCSD were being prepared, to be presented to the Police and Fire Delivery Board on 19 October 2018 and to the Police and Fire Collaboration Board on 22 October 2018.

A total of 14 managers across SYP and SYFR had undertaken collaborative leadership training in September 2018; benefits of the joint working had already been observed. SYFR had recently appointed a Collaborative Programme

Manager to undertake work in partnership with SYP, to commence at the end of the calendar year.

Councillor Lamb gave thanks to everyone involved in the SYFR and SYP collaboration.

RESOLVED – That Members noted the update.

- 20 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 17 SEPTEMBER 2018

RESOLVED – That Members noted the draft minutes of the Audit and Governance Committee held on 17 September 2018.

- 21 MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS ASSOCIATION HELD ON 2 OCTOBER 2018

RESOLVED – That Members noted the minutes of the Yorkshire and Humber Employers Association held on 2 October 2018.

- 22 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.

- 23 CONTINGENCY FIREFIGHTING ARRANGEMENTS

A report of the Chief Fire Officer/Chief Executive was submitted to provide Members with an update on the Home Office expectations of Fire and Rescue Services, the current arrangements with regards to the business continuity plans for Industrial Action, and to enable Members' consideration of a proposal and associated costs regarding the provision of Officer in Charge on fire appliances during any period of Industrial Action.

RESOLVED – That Members approved the proposal to renew the contract for a further 12 month period.

Councillor Ayris voted against the proposal to renew the contract for a further 12 month period.

Councillors Taylor and Hogarth abstained from voting for the proposal to renew the contract for a further 12 month period.

CHAIR

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SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

26 NOVEMBER 2018

PRESENT: Councillor C Lamb (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: R Taylor, C Ross, T Hussain, S Ayris,
M Clements, P Haith, C Hogarth, C Ransome and Dr A Billings

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

A Frosdick, M McCarthy, L Noble, 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 J Satur, A Brown, N Copley and D Terris

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Councillor Lamb congratulated DCFO Blunden, on behalf of the Authority, on his recent appointment to the position of Chief Fire Officer of the Scottish Fire and Rescue Service which would commence in January 2019. He thanked DCFO Blunden for his commitment and support to the Authority and to the public of South Yorkshire.

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 attended since the last Authority meeting held on 15 October 2018 as follows:- Edlington Fire Station to observe a Chief Fire Officer's commendation which had been awarded to Firefighter Ian Lindsay, who had carried out an act of bravery which epitomised operational discretion at an incident, and the passing out of the Achieving Respect and Confidence (ARC) Course at Edlington Fire Station.

Councillor Ransome referred to an Authority meeting held some 12 months previously, where a discussion had ensued in relation to national insurance contribution payments for firefighters and civilians.

DCFO Blunden stated that SYFR had paid the national insurance contributions to all members of staff. The HMRC had recognised that this was an error on their part, and they had contacted everyone across the country who had not received the payments or where the payments had not been logged against their account.

The Director of Support Services added that the expectation had been that the HMRC would amend their records, but they had requested SYFR to amend the records accordingly for each individual. The HMRC would honour any payments that had been made by SYFR to reconcile the individuals' accounts.

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 15 OCTOBER 2018

Councillor Ayris expressed concern at the brevity of the minutes of the last meeting, in particular around the '2018/19 Financial Performance Report: An Update', where Members had asked a series of questions for clarification.

The Monitoring Officer considered that the style of minute writing was proportionate to what had been discussed at the meeting. It was imperative that the minutes should be meaningful to any individual that had not been in attendance at a meeting and that decisions were captured rather than the discussions which had taken place.

Councillor Lamb added that the webcasts of the Authority meetings, which were published on the Authority's website, were helpful and accessible to both members of the public and Authority Members. Councillor Lamb was happy with the content of the minutes presented.

Councillor Ransome sought clarity that the business continuity plans for firefighting arrangements during a period of Industrial Action had been subject to a tender exercise.

Councillor Lamb stated that it had been determined at the last Authority meeting not to go out to tender, due to there being no other competitors within the market. He queried whether it would be possible to grow the market, to enable tendering to become a viable option in the future.

DCFO Blunden reported that the current stance was that it was a single supplier market. There were currently 11 other fire and rescue services within the country which engaged their services with the same organisation as SYFR, to provide similar firefighting resilience arrangements during Industrial Action. In January 2019, SYFR's Procurement Team would visit those 11 fire and rescue services to compare the work undertaken and to ensure that there were no other competitors within the market. A tendering exercise, under procurement rules, would be undertaken if any other organisations were identified.

The Monitoring Officer stated that the decision taken by Members had been both lawful and compliant with the regulatory regime in the circumstances.

Councillor Lamb referred to a discussion held at a previous Authority meeting in relation to the firefighters' kit. Through collaboration with West Yorkshire Fire and Rescue Service and others, it had been possible to stimulate this single supplier market by taking a different approach to provide options and choices with a view to potentially achieving greater levels of efficiency. He suggested that SYFR officers consider stimulating the market for business continuity plans for firefighting arrangements during a period of Industrial Action, rather than the decision that had been taken at the last Authority meeting.

Councillor Ayris queried when the meetings in relation to SYFR's staffing duty systems and the consultation process on the IRMP would be held with AM Carlin and Members. He also queried, in relation to the closure of the trading company SSUK, whether an update on the revised financial position and the total amount that had been transferred back to the Authority would be presented to the Authority meeting to be held in January 2019.

ACO Johnson commented that the proposals around the IRMP would be presented at a one-agenda item Corporate Advisory Group to be held on 4 December 2018. Members had been notified of the date and time by e-mail.

The Director of Support Services reported that the SSUK close down plan was currently being worked through, with an anticipated final closure date around the end of January 2019. The draft accounts for the part year up to when the company had ceased trading was currently being prepared by the accountants, and showed a small profit for the year ended 25 August 2018. All outstanding income would be collected prior to closing down the company through Companies House. It was anticipated to obtain the monies from the one outstanding debtor this week, which would enable the year end transactions to be processed with regard to the recharge to SYFR. Following which, the VAT refund for the Authority was awaited from the HMRC before the bank account could be closed. It was dependant, upon receipt of

the VAT refund, whether the DS01 form could be submitted to Companies House by the end of November 2018, which would determine whether the January 2019 deadline to close down the company could be achieved.

Councillor Ayris queried whether the final detriment claim figures for SYFR staff for Close Proximity Crewing were known.

The Monitoring Officer reported that the matter had been resolved between the parties since the last Authority meeting, and that it was currently in the process of being signed off by the individual claimants. Upon receipt of the final confirmation, a report would be submitted to the Authority to present the terms of the settlement and the costs.

RESOLVED – That Members:-

- i) Noted that consideration would be given to taking a different approach to the business continuity plans for firefighting arrangements during a period of Industrial Action, with a view to stimulating the market and establishing other competitors.
- ii) Agreed that the minutes of the meeting held on 15 October 2018 be signed by the Chair as a correct record.

10 POLICE AND FIRE COLLABORATION BOARD

A report of the Chief Fire Officer and Chief Executive was presented to provide an update on the collaborations which continued to progress across Fire – Fire partnerships and the South Yorkshire Police (SYP) and South Yorkshire Fire and Rescue Service (SYFRS) partnership.

Members noted that the service review for the Joint Community Safety Department was reaching a conclusion and approaching a project close. A strategy from the Joint Vehicle Fleet Management was awaiting final sign off from the Police and Fire Collaboration Board, which would next meet on 29 November 2018. Collaboration planning was being progressed by the Joint Estates and Facilities Management, with the Police and Fire Delivery Board, via a draft terms of reference and next steps.

Councillor Lamb commented that he looked forward to a greater collaboration between SYFR and SYP, and at a greater pace. He gave thanks to Dr Billings and the officers concerned for the work undertaken.

RESOLVED – That Members noted the contents of the report.

11 MEDIUM TERM FINANCIAL PLAN 2019-22

A report of the Clerk and Treasurer was presented to provide an early insight and understanding as to the likely financial performance and position of SYFR ahead of the proposed Annual Revenue Budget and Council Tax Setting report, which was due to be considered by Members at the Authority meeting to be held on 11 February 2019.

The Director of Support Services reported that the position had been heavily caveated post 2020, and that Members had been warned of the degree of uncertainty which existed principally around the impact of Brexit for UK finances and the possible impact upon the fire sector and SYFR. A Government funding consultation regarding the formula review had been underway for the past two years, the outcome of which would not be known until 2021.

In respect of the additional pension costs (employer contributions), the final reports from the Government Actuary's Department (GAD) had been expected to emerge at the beginning of November 2018; it was not anticipated that the figures would change. SYFR was planning in the event of no further support being received from Government, together with an RS reduction of 12%. SYFR was working with the Treasurer and the four local authorities to ascertain the information taken on board together with their medium term financial planning. There was a variation across the four local authorities, although the majority were in line with BMBC to plan for an RS reduction of 12% year on year. SYFR would undertake scenario planning to enable a variety of choices to be presented to Members. It was vital for SYFR to ensure that the IRMP and the financial plans were aligned, with the intention to minimise the impact on frontline services.

CFO Courtney outlined that the 2017/20 IRMP had been based upon the forecast at that time, which had included the provision of a 5th and 6th day crewing pump. Notwithstanding the amendment made in 2017, which sought to protect second pump appliances at Doncaster and Sheffield Central Fire Stations from the day crewing/night time retained proposals, as a result of the extent to which the financial situation had worsened, SYFR's position was that the proposal for the 5th and 6th day crewing pumps would be put on hold.

The general reserve was in place to support the budget process if required. In relation to the other ring fences around SYFR's earmarked reserves, the definitions and purposes of the individual reserves had been reaffirmed 12 months ago, to which nothing had changed. This was an evolving document which would change shape throughout the period of the MTFP; the use of the reserves fell within the remit of the Authority.

The Monitoring Officer referred to the fundamental legal duty of Members to set a balanced budget on a yearly basis. The MTFP enabled Members to plan ahead on a more coherent basis.

Councillor Ayris referred to the increase to the maximum council tax level of 3%. He suggested that it would be useful for Members to be provided with an illustration to demonstrate the outcome of different increases in terms of council tax.

The Director of Support Services confirmed that Members would be provided with a document which factored in such options. Members were reminded of the aggregation effect year on year across the MTFP and the difference that it made.

Councillor Atkin sought clarification that it was not foreseeable to reinstate the second night-time appliance at Rotherham Fire Station when the finances became available within the next 2 to 3 years.

CFO Courtney stated that SYFR was looking towards a worsened service in comparison to the service provided today. He did not consider that there would be an opportunity to revisit any of the proposals which had already been implemented, at any time in the future.

Dr Billings expressed his thanks for the comprehensive report. It was anticipated from a policing perspective, that an announcement would be made for a flat cash settlement on the assumption that the council tax precept was set at the maximum level, together with an announcement on the pensions increase in December 2018. He considered that SYP and SYFR required a carefully thought through set of savings proposals for future years, to be planned with greater precision, and that the collaboration with SYP and SYFR should be undertaken at a faster, deeper and more urgent pace.

SYFR's contract with Bristol Uniforms for structural personal protective equipment (PPE) was an 8 year contract, which would reach a conclusion in October 2019. SYFR did not consider it to be sensible or best value at this stage to utilise the national framework for the fire kit which had been implemented by Kent Fire and Rescue Service; the market was ever-evolving with fire kit technology and innovation continuously taking place. The Bristol Uniform fire kit was designed to have an 8 year lifespan based upon 14 washes; the majority of SYFR fire kit had not reached this level of laundering. SYFR alongside West Yorkshire Fire and Rescue Service, and potentially Humberside Fire and Rescue Service and North Yorkshire Fire and Rescue Service, were ascertaining how to influence and grow the market, with a view to achieving a best value deal for fire kit either nationally or locally, and to grow the market further. It was anticipated that SYFR would retain the current fire kit for a further 2 year period, with the expectation for a new fire kit which would be cutting edge and good value for money, to be implemented by 2022.

RESOLVED – That Members:-

- a) Accepted the updated MTFP for the financial years 2019/20 to 2021/22 noting the contents of this report and in particular the scale of the budget deficit facing the Authority in 2020/21 and 2021/22 respectively.
- b) Agreed to work with SYFR Management to identify sustainable budget proposals over the next 12 months for reducing and meeting the estimated budget deficit of £2.3m in 2020/21 and £2.0m in 2021/22 respectively.
- c) Accepted the proposed approach for managing reserves as set out in Section C to this Report – paragraphs 46 to 50 in particular endorsing:-
 - i. The need to retain a minimum general reserve (including operational contingency) of £5m (c10% of the Net Revenue Budget).
 - ii. The earmarking of reserves in line with the intended purpose and the continued planned use of the capital investment reserve (committed schemes only) to fund approved capital investment needs.

- iii. Ring fence the uncommitted balance on the Capital Investment Reserve to help preserve the working balance and until such time as the Authority is in a position to present and approve a prudently balanced MTFP 2019-2022.
- d) Noted the up to date approved capital programme spending and financing projections 2018/19 to 2020/21.
- e) Agreed to only consider new, additional capital investment schemes for approval into the current capital programme if there is an identified urgent and essential operational need.
- f) Noted the known financial risks and events that will need careful consideration and management when setting the 2019/20 Budget and Council Tax.

12 LEAD MEMBERS / 'LINK' MEMBERS - PROPOSAL FOR CONSIDERATION

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was presented to provide a hybrid proposal to retain some of the key Lead Member roles, but to also link up Members with a Service lead, in order to gain a greater understanding of the operational issues.

L Noble stated that the pilot process for the 360 Degree Appraisal for Members had almost concluded; she thanked those Members that had agreed to complete the appraisal forms. The outcome would be discussed with the Chair, who had gone through the process as a trial, and then presented to the Corporate Advisory Group in the New Year.

RESOLVED – That Members:-

- i) Considered the proposals outlined at paragraphs 4 and 7 of the report.
- ii) Agreed the nominations as listed in paragraph 4 and the table at paragraph 7 of the report.
- iii) Agreed the 'link' Member arrangements as detailed.
- iv) Agreed to go for re-assessment for Regional Charter at a later date (Autumn 2019).
- v) Gave consideration to the introduction of a 360 Degree Appraisal process for all Members.

13 INTRODUCTION OF STAFF WITHIN CO-LOCATED NEIGHBOURHOOD HUBS

A report of the Chief Fire Officer and Chief Executive was submitted to outline the business case, costs and benefits associated with a project to introduce Fire Community Support Officers (FCSOs)/staff from within the Joint Community Safety Department (JCSD) within the co-located neighbourhood hubs.

AM Helps stated that the project, which would be funded through the Stronger and Safer Community Reserve (SSCR), would run over a three year period, and would co-locate four FCSOs/JCSD members of staff into each of the four South Yorkshire neighbourhood hubs.

The project would support the concept of problem orientating policing, which would focus attention on arson and deliberate fires. Associated costs, including the purchase of equipment and four suitable vehicles that were required for the three year period totalled £357,247.10.

Dr Billings welcomed the introduction of SYFR staff within the co-located neighbourhood hubs. He considered that this was a very good example of the collaboration between SYFR and SYP which was required to make a difference to the people of South Yorkshire.

Members noted that there would not be any additional cost implications for accommodation for the SYFR staff to be co-located within the neighbourhood hubs.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Supported the concept and funding outlined in this project to enable staff to be located within co-located neighbourhood hubs for a period of up to 3 years, with the longer term aspiration for district based managers within Emergency Response taking the lead and responsibility for district based partnerships.

**14 KEY ISSUES PAPER AND DRAFT MINUTES OF THE LOCAL PENSION BOARD
HELD ON 8 OCTOBER 2018**

Members were presented with a key issues paper arising from the Local Pension Board meeting held on 8 October 2018, together with the draft minutes of the meeting.

RESOLVED – That Members noted the key issues paper and the draft minutes of the Local Pension Board meeting held on 8 October 2018.

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

22 NOVEMBER 2018

PRESENT: Councillor S Ellis (Chair)
Councillor M Stowe (Vice-Chair)
Councillors: A Bainbridge, S Cox, A Hurst, A Sangar,
I Saunders, A Teal, R Wraith and K Wyatt

Trade Unions: N Doolan-Hamer (Unison), D Patterson
(UNITE) and G Warwick (GMB)

Officers: J Bailey (Head of Pensions Administration),
B Clarkson (Head of Finance), G Graham (Fund Director),
M McCarthy (Deputy Clerk), G Richards (Senior Democratic
Services Officer) and I Rooth (Head of Financial Services,
BMBC)

Apologies for absence were received from Councillor S Durant,
Councillor J Mounsey and N Copley

1 **APOLOGIES**

The Chair welcomed everyone to the meeting. 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 **DECLARATIONS OF INTEREST.**

None.

6 **MINUTES OF THE AUTHORITY MEETING HELD ON 4 OCTOBER 2018**

RESOLVED: That the minutes of the Authority meeting held on 4 October 2018 be agreed and signed by the Chair as a correct record.

7 **MINUTES OF THE INVESTMENT BOARD HELD ON 13 SEPTEMBER 2018**

The Fund Director gave the Authority an update on the BCPP Joint Committee meeting which had been held the previous day including the approval of the Responsible Investment Policy and Voting Guidelines and the agreement to allow just one Scheme

Pensions Authority: Thursday 22 November 2018

member to sit on the Committee as a participating observer. A briefing note would be sent to Members that afternoon.

RESOLVED: That the minutes of the meeting of the Investment Board held on 13 September 2018 be noted.

8 MINUTES OF THE MEETING OF THE CORPORATE PLANNING & GOVERNANCE BOARD HELD ON 18 OCTOBER 2018

RESOLVED: That the minutes of the meeting of the Corporate Planning and Governance Board held on 18 October 2018 be noted.

9 MINUTES OF THE LOCAL PENSION BOARD HELD ON 4 OCTOBER 2018

With regard to the Annual Fund meeting, Councillor Wraith expressed disappointment that transport for members had not been provided as it had in past years.

J Bailey commented that the focus had been on attracting more active and deferred members. A more easily accessible venue would be chosen for 2020 and the issue of providing transport would be re-visited.

RESOLVED: That the minutes of the meeting of the Local Pension Board held on 4 October 2018.

10 WORK PROGRAMME

The Authority considered its Work Programme.

RESOLVED: That the Work Programme be noted.

11 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

In the absence of the s41 representative or his deputy, Cllr Cox commented that there was nothing to report from Doncaster MBC. Similarly, there were no issues from Barnsley MBC, Rotherham MBC or Sheffield CC.

12 QUARTER 2 PERFORMANCE SNAPSHOT REPORT

The Authority considered the Performance Snapshot report for 2018/19 Quarter 2.

Members noted the following:

- Reduction in performance in relation to transactions with members was due to resources deployed to complete Year End work (for the final time).
- Fund value was up – the equity protection was doing its job.
- There had been two staff leave during the period.
- Sickness was slightly down compared to the previous quarter.
- Five complaints had been received during the quarter.
- Four new employers had joined the Scheme.

With regard to member training, the Fund Director asked members for feedback on all training to ensure the events were relevant and value for money.

Members commented that the recent BCPP 2-day Annual Conference had been geared more to professionals and was also not interactive enough.

The Fund Director commented that under the new governance arrangements there would be free time in the calendar to arrange internally run training sessions which, by their nature, were more interactive.

RESOLVED – That the report be noted.

13 FREEDOM OF INFORMATION ACT 2000: ANNUAL REPORT

A report was submitted that provided Members with an update of Freedom of Information requests.

Members noted that 23 requests had been received during 2017/18 one more than the previous year; most related to information on investment holdings, mainly in respect of private equity holdings or to issues surrounding them.

Members were informed that the Authority had responded to all requests within the 20-day time limit required by the Act; at least 50 hours of officer time had been spent completing the requests.

To reduce the requirements for requests to be made, the Authority had begun to schedule the production of some information which was regularly requested as part of its normal reporting processes and publish the information on the website so it was readily available.

In answer to a question from a Member, G Graham commented that over time as investments gradually move to BCPP Ltd, requests should decrease.

RESOLVED: That the report be noted.

14 REVENUE BUDGET FOR 2019/20 AND REVISED BUDGET FOR 2018/19

A report was submitted to secure approval of the Authority's draft revenue budget for 2019/20 and to approve the levy under the Levying Bodies (General) Regulations 1992.

Members were reminded that one of the Authority's key strategic objectives was to operate cost effectively. Published data, which was summarised in a graph within the report, showed that the South Yorkshire Fund's total costs (including full investment costs) fall below the average.

The Head of Finance reminded Members that the report was presented against a background of the transfer of more than 50% of the Fund's assets into the Border to Coast Pensions Partnership. The remaining assets to transfer would do so over the period to 2020.

The 2018/19 budget had been set based on a number of assumptions about the costs that would be transferred to Border to Coast and the charges received from them. The costs resulting from the transfer of assets are now clearer and would become clearer as Border to Coast finalised their budget. However, while the transfer of the Investment

Team and associated changes resulted in reduced costs, the fees which came back to SYPA are a direct charge to the Pension Fund thus there appears to be a significant reduction in the Authority's budget.

Members were informed that the Authority had consistently achieved underspends over the last few years. The underspends had, where possible, been added to reserves in order to provide resources for investment and to meet one-off costs such as the changes to accommodation in the current year.

In answer to a question from a Member, J Bailey confirmed that the cost of the office move was not expected to exceed the previously agreed £75,000.

The report set out the revenue estimates on a 'continuation of service' basis for 2019/20 together with a revised estimate for 2018/19. A forecast for the Fund Account for 2018/19 and 2019/20 was also provided which showed how the Authority's costs together with those charged directly to the Fund were forecasted to change over the period.

The budget was presented in a new cost centre format which more clearly aligned budgets with individual managerial responsibilities.

RESOLVED: That the Authority:

- i) Approve the revised budget for 2018/19 in the sum of £5,336,300.
- ii) Approve a total levy of £436,000 for 2019/20 in accordance with The Levying Bodies (General) Regulations 1992, allocated to the District Councils as set out in paragraph 5.1 of the report.
- iii) Note the draft budget for 2019/20, and refer it to the District Councils for comment.

15 FRAMEWORK FOR THE 2019 ACTUARIAL VALUATION

A report was submitted to initiate a process of consultation on the framework within which the 2019 valuation would be carried out.

Members were reminded that the triennial valuation of the Fund would take place based on the position at 31 March 2019.

The Fund Director informed members that the Fund embarked on the 2019 valuation in a significantly different position to previous valuations with very significant progress having been made toward eliminating the deficit. It was therefore important that this progress was not put at risk through over-optimistic assumptions, whilst also recognising the financial pressures under which the employers were operating.

The broad methodology which Mercer, the Fund's actuary, would use to carry out the valuation was the same as in 2016 with the key assumption around the discount rate being based on an estimate of CPI inflation plus a percentage (previously an average CPI +2.2%).

Other key assumptions and issues to consider were:

- Pay awards – assumptions are remade around the level of pay awards.
- Demographics – assumptions about how long people will live.
- Commutation – this is around the degree to which members choose to convert pension to lump sum.
- Ill health arrangements – assumptions around ill health retirement.
- Academies – it may be appropriate for the Authority to consult on changes around the treatment of Academies.
- Deficit recovery.
- Exit credits.
- Employer and covenant related issues.

Members noted the next steps in the process which were:

- Secure feedback from employers on the broad framework of assumptions and other changes set out in the report (to end January 2019).
- Consider and discuss feedback with the Actuary (ongoing).
- Present the final framework for approval by the Authority (March 2019).
- Reflect assumptions etc. in the Funding Strategy Statement which would be formally consulted on in the September to January period 2019 with the final version approved before the end of March 2020 when the new contribution rates come into effect.

RESOLVED: That the Authority approve consultation with employers within the Fund and the Local Pension Board on the various issues for the 2019 Valuation identified in the report.

CHAIR

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TEAM DONCASTER STRATEGIC PARTNERSHIP

16th October 2018

Present: Ros Jones, Mayor of Doncaster (for items 3-5); Damian Allen, Doncaster Council (Chair); Cllr Rachael Blake; Cath Doman, Doncaster CCG; Dan Fell, Doncaster Chamber; Cllr Nuala Fennelly; Paul Harper, Dept for Work and Pensions; Jo McDonough, RDASH; Dan Thorpe, South Yorkshire Police; Pauline Turner, Doncaster Children's Services Trust; Anne Tyrrell, Doncaster College and Steve Waddington, St Leger Homes

Also in attendance: Allan Wiltshire, Doncaster Council. Andy Pattinson, Doncaster Council (for Inclusive Growth Strategy); Chris Marsh, Doncaster Council (for Draft Winter Homelessness Plan)

Team Doncaster Annual Partnership Summit – Request for Participants in the Summit Q&A Panel

A copy of the draft working agenda for the forthcoming Team Doncaster Partnership Summit was circulated for information. Members of the Team Doncaster Strategic Partnership were invited to form part of the panel to receive questions during a Q&A session regarding Doncaster Growing Together and the associated programmes that will wrap up the Team Doncaster Summit on Monday 12th November 2018.

1. Doncaster Growing Together (DGT) Update

Partners received a presentation providing an update on DGT programmes and a snapshot of progress.

i. Draft Winter Homelessness Plan

A draft Winter Homelessness Plan was presented at the meeting for information and comment. The plan sets out a stepped approach to delivery of support through colder weather including:

- An extended winter provision of accommodation from mid - November to the end of March;
- Additional provision over the Christmas period and when temperatures drop to, or below, zero degrees to support those sleeping rough or at risk of sleeping rough; and
- Readiness of 'pop - up' shelter style provision to ensure we can accommodate unexpected spikes of demand.

Partner support was requested, as appropriate, in the delivery of Winter Homelessness Plan. Partners endorsed the work ongoing to develop the Winter Homelessness Plan.

ii. Inclusive Growth Strategy

Achieving inclusive growth is a fundamental priority in the Doncaster Growing Together (DGT) Plan. At the core of the Inclusive Growth Strategy (IGS) are 3 key elements which need to combine to create inclusive growth these are: participation, productivity and prosperity. These 3 key elements are captured in the Mission: 'To enable Doncaster people, places and businesses to enjoy improved prosperity by participating in a growing and productive economy'. The IGS proposes that delivery should focus on six drivers of inclusive growth: quality of place; industry specialisms; education & skills; better work & jobs; social value & community wealth building; and reaching vulnerable people & places. We are already focused on many of the priorities needed to drive inclusive growth, for example improving education and skills; investing in infrastructure; and improving support for vulnerable people. The IGS captures these, but also elevates other opportunities, for example to create social value and to grow our industry specialisms. Partners were invited to consider the draft IGS, particularly the 'plan on a page'. The IGS will be submitted for approval to the Council's Cabinet meeting on 6th November 2018.

2. Moments to Shine (also known as Taking DGT Local) Live Risk Assessment Workshop

Team Doncaster Strategic Partnership ran a workshop event to stress test the conceptual model for Moments to Shine (also known as Taking DGT Local). This workshop took the form of a live risk assessment to ensure that everyone is going into the work 'eyes wide open' and that we can flush out some of the key risks ahead, and anticipate and manage them. Members of Team Doncaster Strategic Partnership were joined by appropriate tiers of senior management and notable individuals involved with this work – including VCS and social enterprise representatives.

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