



Agenda

To all Members of the

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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

Venue: Virtual meeting through Microsoft Teams

Date: Thursday, 3rd September, 2020

Time: 12.30 pm

The meeting will be held remotely via Microsoft Teams. Members and Officers will be advised on the process to follow to attend the Overview Scrutiny Management Committee meeting. Any members of the public or Press wishing to attend the meeting by teleconference should contact Governance Services on 01302 735682 or 734941 for further details.

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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.

Damian Allen
Chief Executive

Issued on: Tuesday, 25 August 2020

Governance Officer for this meeting

Christine Rothwell
Tel. 01302 735682

Doncaster Metropolitan Borough Council

www.doncaster.gov.uk

4. Minutes of the Overview and Scrutiny Management Committee held on 25th June, 2020 (*Pages 1 - 12*)
5. Public Statements.

[A period not exceeding 20 minutes for statements from up to 5 members of the public on matters within the Committee's remit, proposing action(s) which may be considered or contribute towards the future development of the Committee's work programme].

A. Reports where the public and press may not be excluded.

6. Statement of Licensing Policy 2021 - Licensing Act 2003 (*Pages 13 - 62*)
7. 2020-2021 Quarter 1 Finance and Performance Improvement Report (*Pages 63 - 108*)
8. St Leger Homes of Doncaster Ltd Performance and Delivery Update: 2020/21 Quarter One (*Pages 109 - 126*)
9. Performance Challenge of Doncaster Children's Services Trust: Quarter 1 2020/21 (*Pages 127 - 146*)
10. Overview and Scrutiny Work Plan and Council's Forward Plan of Key Decisions (*Pages 147 - 168*)

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Chair – Councillor Jane Kidd
Vice-Chair – Councillor John Healy

Councillors Bev Chapman, Neil Gethin, Mark Houlbrook, Richard A Jones, Majid Khan and Andrea Robinson

Invitees:

Paul O'Brien, GMB

Education Co-optees*

John Hoare
Bernadette Nesbitt

*Education Co-optees are invited to attend the meeting and vote on any Education functions which are the responsibility of the Authority's Executive. They may also participate in but not vote on other issues relating to Children and Young People.

Agenda Item 4

DONCASTER METROPOLITAN BOROUGH COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THURSDAY, 25TH JUNE, 2020

A MEETING of the OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE was held at the MICROSOFT TEAMS - VIRTUAL MEETING, DONCASTER on THURSDAY, 25TH JUNE, 2020 at 10.00 AM

PRESENT:

Chair - Councillor Jane Kidd

Councillors John Healy, Neil Gethin, Mark Houlbrook, Richard A Jones, Majid Khan and Andrea Robinson

ALSO IN ATTENDANCE:

Councillor Jane Nightingale, Cabinet Member

Debbie Hogg, Director of Corporate Resources

Peter Dale, Director of Regeneration and Environment

Rupert Suckling, Director of Public Health

Lee Golze, Head of Strategic Commissioning and Transformation

James Thomas, Chief Executive Doncaster Childrens Services Trust

Rob Moore, Director of Corporate Resources and Company Secretary, Doncaster Childrens Services Trust

Claire Harris, Performance Analyst, Doncaster Childrens Services Trust

Paul Tanney, Chief Executive St Leger Homes of Doncaster

Andrew Sercombe, Governance Manager

Matt Smith, Head of Financial Management

Christine Rothwell, Senior Governance Officer

Caroline Martin, Senior Governance Officer

APOLOGIES

Apologies for absence were received from Councillor Bev Chapman

		<u>ACTION</u>
1	<u>TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM THE MEETING.</u>	
	None.	
2	<u>DECLARATIONS OF INTEREST, IF ANY.</u>	
	Councillor Kidd declared that she was employed by an organisation	

	financed by the Mayor's Fight Back Covid-19 Fund. There was nothing directly associated with this on the agenda but bearing in mind the current covid-19 pandemic response Council grants could be raised as part of discussion.	
3	<u>MINUTES FROM THE MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 6TH AND 21ST FEBRUARY 2020</u>	
	The minutes of the meetings held on 6 th and 21 st February, 2020 were agreed as a correct record.	
4	<u>PUBLIC STATEMENTS.</u>	
	There were no public statements made.	
6	<u>2019-20 QUARTER 4 FINANCE AND PERFORMANCE IMPROVEMENT REPORT</u>	
	<p>The Director of Corporate Resources provided an overview reminding Members that the Authority had responded to the Borough's flooding emergency over the winter months whilst continuing to meet objectives, resulting in a favourable outturn position with a £1.3m financial underspend and strong performance.</p> <p>With regard to reducing the Local Authority's reliance on residential care, this continued by supporting more people to continue living in their own homes through the use of Direct Payments and providing appropriate support to people discharged from hospital.</p> <p>It was highlighted that:</p> <ul style="list-style-type: none"> • Environment issues - the Council was on target to meet planned maintenance; • Supporting vulnerable people - targets had improved in relation to Council Tax support, housing support and benefit claims; • Mayoral priority on local spend - 70% had been used locally; • Agency spend – the Local Authority's reliance on this aspect had reduced; and • Sickness absence – this had weakened slightly but would continue to be addressed. <p>The Committee noted that despite the challenges faced, in particular 3 periods of flooding during the winter months, Quarter 4 performance resulted in a positive position.</p> <p>Continuing from the introduction, Councillors explored the following areas in more detail.</p>	

CONNECTED COUNCIL

Sickness absence - Following a pulse survey, it was noted that staff had responded well to the current way of working, offering more flexibly and managing their work-life balance, with sickness reducing but, the position would continue to be monitored.

The performance target set for 2020/21 took into account a more virtual way of working and the investment made in technology. In response to concerns, it was explained that based on the sickness figures from the first three months of this financial year, it was hopeful that the 2020/21 target could be achieved.

Specifically in connection with the Covid-19 pandemic, Members were of the opinion that the virus was circulating in the UK in November, 2019 and stressed that people had been suffering with a continuous cough during December. It was noted that sickness data would be assessed to ascertain whether there had been an unusually high number of people suffering with a continuous cough, however, it was explained that there was the expectation for respiratory viruses to be higher at that time of year. It was also noted that in November/December 2019 following the Local Authority's response to the flooding emergency and the hard work undertaken resulted in a number of staff being exhausted, having an impact on their well-being.

Housing Benefit Claims – It was explained that there was no intention to reduce resources in this Service area following the restructure last year. The team was aiming to improve service with more people being able to access assistance online.

Health and Safety risk – Members were informed that as part of the response to the Covid-19 pandemic, it was a statutory requirement for each service to undertake a risk assessment prior to “stepping up” service delivery. For example, safe distancing.

Finance Quarter 4 outturn – In response to a question relating to the final position, it was noted there had been a positive variance with underspends across all areas, but particularly within the Childrens Trust. It was acknowledged the impact following the Covid-19 pandemic response could not be quantified at this stage, as all areas had been impacted upon, however details would be provided as part of the Quarter 1 finance and performance report. It was noted that there had been a number of factors contributing to the final position including reduced recruitment, flooding emergency and required expenditure towards the end of the financial year.

Therefore a combination of spending factors, additional to development of the Council's savings plan, formed part of the Budget framework presented to Full Council. It was stressed that a number of areas were non-recurrent financial activities in 2019/20 followed by the Covid-19

pandemic, but it was recognised that the Council must continue to maintain a sustainable base rather than one-off saving achievements.

Reserves – The Committee was reminded of the marginal underspend, transferred into general reserves, and in turn help to mitigate against the Covid-19 pandemic expenditure and manage general resources. The Finance Team was currently addressing recurrent and non-recurrent expenditure and ensuring they were factored into the budget cost pressures and financial management process.

Committed expenditure – In response to an example provided by a Member, it was explained that earmarked reserves agreed during Quarter 3 would continue.

DONCASTER LEARNING

LEA Schools and Academies – In response to a question relating to Academies and the Local Education Authority's relationship during the Covid-19 pandemic period, it was explained that all education providers were working together, with shared ownership and full co-operation to respond to the emergency.

It was noted that nearly all schools had remained open, but where closed pupils had been transferred to a different school within their Academy Trust.

The Committee acknowledged that 6000 pupils had now returned to school however the challenges faced included capacity and ensuring safe social distancing rules were met. There was understandable anxiety from some parents about sending their children back to school.. Work was being undertaken with year 6 pupils for their transition to secondary school.

OFSTED – It was reported that the Ofsted Inspection Service would resume in late summer/autumn period with some assurance visits being undertaken in September, addressing how schools were coping with well-being issues and re-engagement of pupils. These visits would not be a formal inspection and result in the school receiving a letter not a judgement. The same procedure would apply for colleges.

With regard to the Inspection of Local Authority Childrens Services, this had been suspended. In connection with the Annual Conversation relating to children services the current proposals were for Local Authorities to choose whether they wished for this to go ahead.

Creating education bubbles – this would be dependent on Public Health advice, school and teaching capacity. Schools would always accommodate pupils where it was safe to do so.

Challenges with persistent absence – it was noted that there was

currently no obligation for parents to send their children to school however, they were actively encouraged to do so. No absence penalties would be made during the pandemic period. The key priorities at this time was ensuring pupils who were vulnerable, from key workers and nominated year groups were returning to school. The Local Authority and Schools were actively working with vulnerable children and their families providing support as they return to school.

In connection with persistent absence as schools return to some kind of normality, the Education and Welfare officers would continue to actively work with pupils and families.

Moving forward, persistence absence was an area that required addressing further, in October, when evidence was available on the number of children that had re-engaged in the education system.

Mental Health in children – The Local Authority and partners responded immediately by establishing a partnership children’s cell, managing the immediate response to the crisis and recovery. The partnership met 3 times per week addressing vulnerable children’s needs and providing wrap around support for children who had attended Accident and Emergency. CAHMs had continued to contact children they were already working with using different new technology methods.

It was noted that there were approximately 2000 children in Doncaster with varying levels of vulnerability and those who had an appointed social worker continued to be seen, for example, at home through house windows and/or phone calls.

School Uniforms – The question of flexibility by schools preparing for September was questioned when a Member outlined that parents could struggle to pay for new uniforms due to job losses, by the end of July. An answer to this query would be provided following the meeting when the issue could be investigated.

DONCASTER CARING

Due to the Director of Health and Adult Social Care having to respond to the Pandemic emergency, two questions were posed and responses provided to the Committee, prior to the start of the meeting, relating to challenges with:

- a) continuing the mainstream change to service management; and
- b) homecare and supported living.

Following a query raised relating to aids and adaptations, particularly the number of hoists being used in some properties, the Director of Corporate Resources explained that the issue would be investigated and responded to following the meeting.

DONCASTER WORKING

Business Rates – Following a question relating to the loss of business rates during the Covid-19 pandemic, the Director of Corporate Resources explained that this was being investigated and that the Government have, to date, required 3 estimates. The estimates had been different at each point of reporting due to the constant emerging position. It was noted that in the first couple of weeks of the pandemic a number of direct debits had been cancelled, however the position had settled slightly. During the year the Local Authority would be working with businesses to address their rates' payment plans.

In response to a Member explaining that a loss of business rate figure should be made available to plan and prepare, the Director of Corporate resources reiterated that the finance and performance Quarter 1 report in September, 2020 would provide clearer details with regard to loss of income figures. She reminded the Committee that Council Tax was the largest but only one part of Local Authority funding streams. The financial position was therefore addressed as a whole, understanding and quantifying for example the loss of income, delivering savings and impacts of cash flow.

With regard to the query relating to the number of direct debits cancelled, it was explained that the Government indicated that changes/an extension would be applied to business rate relief, therefore creating a knee jerk reaction. Re-billing to the business community was therefore required to be undertaken by the Local Authority. Throughout the year, once business rate relief has been applied, any business rate or Council Tax debt would be pursued and recovered as quickly as possible. It was noted that different approaches, depending on the level of debt, would be applied.

Business Support - In response to the significant impact the pandemic has inflicted on business it was reported that through Business Doncaster, with the Local Authority, a recovery plan was being developed as a priority, to protect Doncaster's businesses in the short term.

At the end of week commencing 13th July, 4,638 grants had been provided to Doncaster's business community with £56.2m being made available.

Along with other South Yorkshire Local Authorities and the Community Local Government and Housing Government Department, ERDF funding was being used to provide support primarily to small business enterprises on recovery and productivity, including one to one business support.

It was noted that the criteria for the incentive grants scheme would be

changing to provide support not only for new job creation but to safeguard existing jobs. Therefore it was planned to provide “survival sessions” for small businesses addressing issues such as cash flow and business continuity. Additional to the work being undertaken by the Local Authority, Doncaster Chamber of Commerce was also examining support programmes for employees including health and safety, well-being, assistance with supply chains, international trade and networking.

Town and Parish Councils – A Member reminded the Committee of his concern in relation to the support for Town and Parish Council’s during the Covid-19 pandemic response, stressing that they were continuing to operate, with a reduced funding allocation. In response it was accepted and understood that Parish and Town Councils were in the same financial position as Local Authorities. It was noted that following the Overview and Scrutiny Management Committee briefing session in May, the Local Authority had approach Town and Parish Councils with assistance to seek out every opportunity for additional resources.

Regional borrowing opportunities – in response to a question, it was confirmed that Sheffield City Region (SCR) was not a lending organisation but currently a body that allocated money for specific projects.

Economy and Environment underspend – Following reference in the report at paragraph 39 and an underspend of £0.67m, it was explained that there had been less activity due to the flooding emergency response in November 2019.

Local Plan examination – The document had now progressed through a period of consultation with the examination in public scheduled later in the year. The delay was due to the Covid-19 pandemic.

DONCASTER LIVING

Fly Tipping – in response to a question relating to fly tipping performance, it was stressed that improvements had been made following a number of service changes, for example, how requests were being progressed. During the recent weeks in response to activity in the Covid-19 pandemic period additional resources had to be established to respond to the amount of litter being deposited across the borough. It was noted that from 8th June, additional staff would return to their normal jobs. A Member commended the work undertaken by staff when responding to Members fly tipping reports during the Covid-19 pandemic.

Grass Cutting – with regard to how grass cutting could be re-programmed to respond to the change in weather patterns, it was outlined that the Covid-19 pandemic period had provided an opportunity to address how services could be adapted in future years.

	<p>Realigning capacity across different service areas and flexibly responding to differing climates was an area of importance, bearing in mind the Local Authority’s biodiversity objectives. For example, identifying areas across the borough to re-wild and produce improved natural habitats, with grass cutting being undertaken as required rather than on a set timetable.</p> <p>To conclude it was highlighted by a Member that the Climate Change report and recommendations was expected shortly.</p> <p>RESOLVED that: - the following, be noted:</p> <ol style="list-style-type: none"> 1. The virements per the Financial Procedure Rules, detailed in the Financial profile in Appendix A of the report; 2. The carry forwards approved by the Chief Financial officer, detailed in Appendix A of the report; and 3. The Strategic Risk Register detailed in appendix B 	
6	<p><u>ST LEGER HOMES OF DONCASTER LTD (SLHD) PERFORMANCE & DELIVERY UPDATE: 2019/20 QUARTER FOUR (Q4) AND YEAR END OUTTURN</u></p>	
	<p>The Chair of the Committee welcomed the Chief Executive of St Leger Homes of Doncaster to the meeting and commended the organisation for the hard work undertaken when collect rents during the covid-19 period.</p> <p>In response to questions raised the following areas were discussed:</p> <p><u>Performance Improvement</u> – It was explained that where performance had improved it was a result of a key improvement plan for individual service areas linked to the correct level of resources being provided.</p> <p>A number of areas had received a specific focus in the last couple of years, including voids, rent arrears and reduction in the use of bed and breakfast accommodation with performance being regularly monitored.</p> <p><u>Bed and Breakfast accommodation</u> – It was recognised that the use of this type of accommodation had increased significantly to ensure all rough sleepers had been provided a safe place to live during the Covid-19 pandemic. The Committee was informed that advice provided by the Government Minister on when the Local Authority should return to providing a statutory service, was that this decision was to be taken at a local level.</p> <p><u>Void properties</u> - The Committee noted that with the exception of supporting people who had suffered with homelessness and domestic violence, letting properties ceased between 24th March and 8th June. Following this date working practices changed to ensure staff were</p>	

	<p>working in safe environments, for example, only one or two staff could work in a property at the same time, therefore taking longer for properties to be completed for occupancy.</p> <p><u>Rent Arrears</u> – Following the Mayoral announcement relating to a rent holiday for people who were not able to make payments, it was noted that a number of tenants had cancelled their direct debits. In response, everyone who had cancelled their payments were contacted with the offer of assistance and guidance. It was made clear to tenants that if their circumstances had not changed due to the Covid-19 pandemic then the rent holiday would not apply. All tenancies were assessed and, if it was felt people were at risk, then a tenancy sustainment officer would be appointed to provide support. The position was continually being monitored.</p> <p>It was stressed that Doncaster was performing well in this area due to the proactive work being undertaken by the organisation.</p> <p><u>Gas maintenance on Local Authority properties</u> – The Committee was informed that gas servicing had been reinstated. It was noted that there had been 120 refusals service refusals from tenants but it was recognised that some tenants were shielding.</p> <p>In response to concerns expressed, it was acknowledged that older people could become confused if different support services were wearing different PPE, for example, a community nurse would wear more PPE than a gas engineer. It was explained that St Leger Homes had undertaken, in line with public health requirements, full risk assessments for staff who visit and enter tenants’ homes and had been issued with the appropriate PPE and guidance for the task they were undertaking.</p> <p>RESOLVED that the progress and performance outcomes to support the Local Authority’s strategic priorities by St Leger Homes of Doncaster, be noted.</p>	
7	<p><u>PERFORMANCE CHALLENGE OF DONCASTER CHILDREN’S SERVICES TRUST: QUARTER 4, 2019/20</u></p>	
	<p>The Committee gave consideration to the report by addressing the following issues:</p> <p><u>Early Intervention</u> – Members recognised that partnership working had shown its strength during the Covid-19 pandemic. The Early Help Strategy Group had met very quickly, changing its Terms of Reference and Manual to assist partners engage in early help activity during the Covid-19 pandemic period.</p> <p>It was noted, within the quarterly performance reporting period, the majority of early help case work had been undertaken by schools or</p>	

early help staff. However in Quarter 1 provision, the change in response had been implemented very quickly. It was stressed that even though schools had closed they continued with their lead practitioner roles, with Health colleagues undertaking different roles to respond to the Covid-19 pandemic, therefore some progress had unfortunately been delayed.

Members were informed that the pandemic period had provided partners with the opportunity to address the local offer, strengthening and increasing partner engagement in response to early help. It was also noted that the pilot sites had evidenced and identified that families were being supported in their local area rather than requiring a referral into social care.

The Committee was reminded that in February, the Doncaster “With Me in Mind” campaign had been launched addressing how mental health care was provided in schools and local communities. This provision has continued throughout the pandemic period.

Referrals – It was reported that these had reduced compared to the previous year.

During the covid-19 pandemic referral comparisons to the previous year had been undertaken but Members noted, as services have been reinstated, more children were attending school enabling them to have contact with more professionals, resulting in an increase in referrals. There was an unexpected and worrying drop in referrals during the Covid-19 pandemic period, particularly, for example when domestic abuse cases had increased. It was highlighted that staff continued to work within the community, within Government guidelines, ensuring they could meet with children where it was safe to do so.

Care Leavers – Local Authority’s had a responsibility to ensure young people received support services up to their 25th birthday. It was stressed that if a young person did not request regular contact the Children’s Trust would continue to communicate with them, but on a less regular basis. It was noted that some care leavers also chose not to engage with the service but staff would use every support mechanism available to ensure they were safe.

It was reported that there had been increased contact with care leavers during the Covid-19 pandemic to offer assistance with a number of issues but in particular, food provision.

Pathway Plans – It was confirmed that there were 7 plans that had not been completed however, it was noted that generally this was a processing error, for example, once work was completed, systems had not been updated with manager approval. The computerised system ensures each child or young person is regularly checked and required processes followed.

	<p><u>Tickhill Square</u> – Members were reminded that this provision had been closed. The children had relocated to alternative accommodation and were thriving in their new homes.</p> <p><u>Cash Flow</u> – In relation to the positive cash balance it was explained this was the result of a number of elements including the recognition of funding provided by the Local Authority.</p> <p>It was noted that the Council continued to invest heavily in the Trust, for example, providing funding for the future Placements Strategy. It was also noted that as part of the Contract with Local Authority money was front loaded into the Trust. Members were reminded that as from the 1st April, 2019 the Trust was an ALMO and therefore part of the Local Authority’s medium term financial strategy.</p> <p>It was stressed that the number of children in care had reduced requiring less resources, plus additional savings had also been achieved.</p> <p>Members recognised that when children were removed from care, hopefully returning to parents, there was a massive cost reduction to the Trust.</p> <p><u>Available care placements</u> - It was reported that the number of places available had reduced by 5, therefore additional care placements had to be provided out of authority. This cost had therefore increased. It was hoped in January 2021 the two new two bedroomed homes would be opened.</p> <p>To conclude it was reported that there were some cost pressures facing the organisation but they would be reported as part of the Q1 finance and performance report.</p> <p><u>RESOLVED that:</u> progress and performance outcomes for Doncaster Childrens Services Trust, be noted.</p>	
8	<p><u>OVERVIEW AND SCRUTINY WORKPLAN JUNE 2020</u></p>	
	<p>The Chair highlighted that the Overview and Scrutiny work plans required developing for the 2020/21 period. She explained that due to the Covid-19 pandemic, they may have a different focus to issues identified earlier in the year.</p> <p>The Committee was informed that Panels would be holding work planning meetings in July and August, and the areas agreed for consideration must add value to the Local Authorities aims. The Chairs of the Community and Environment and Children and Young People Scrutiny Panels outlined that they had identified a number of issues to be included within the Panel’s work plan.</p>	

	<p>The first formal Overview and Scrutiny Panel meeting would be held on Thursday 6th August, when the Health and Adult Social Care Scrutiny Panel would be addressing Mental Health issues during the Covid-19 pandemic.</p> <p>The Governance Manager updated Members on the position relating to not holding meetings in the Civic Office at this time but to continue using the Microsoft Teams virtual meetings function.</p> <p>RESOLVED: that the current position relating to developing the Scrutiny work plan, be noted</p>	
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Doncaster Council

Report

Date: 3 September 2020

To the Chair and Members of the Overview & Scrutiny Management Committee
Statement of Licensing Policy 2021 – Licensing Act 2003

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Cllr Christopher McGuinness	All	Function of Full Council

EXECUTIVE SUMMARY

1. To request that the members of the Overview & Scrutiny Management Committee note and consider the adoption of the Statement of Licensing Policy 2021 - Licensing Act 2003 following its quinquennial review.

EXEMPT REPORT

2. There are no confidential issues.

RECOMMENDATIONS

3. It is recommended that the members of the Overview and Scrutiny Management Committee note the reviewed Statement of Policy – Licensing Act 2003 and the responses received during the consultation with a view to the Policy and responses being considered by the Licensing Committee before making a recommendation for its adoption to Council.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Doncaster Council is required by the Licensing Act 2003 to produce a Statement of Licensing Policy and to review its Policy every 5 years. This is the fifth Statement of Policy produced by Doncaster Council, under the Licensing Act 2003, which will set out the basis for all relevant licensing decisions to be taken by the Authority over the next five years.

BACKGROUND

5. One of the key functions of the Council, in its capacity as the Licensing Authority, is to prepare and publish a Statement of Licensing Policy which sets out the basis upon which the Authority will make its licensing decisions

in relation to the following licensable activities:

- The sale by retail and/or supply of alcohol;
 - The provision of regulated entertainment; and
 - The provision of late night refreshment.
6. The duty to do this is contained within Section 5 Licensing Act 2003 which also provides for the Licensing Authority to keep its Policy Statement under review generally and to determine its Policy at least every 5 years, including undertaking a period of statutory consultation. The existing five year period began on 7th January 2016 and the revised Licensing Policy will replace the current policy on 7th January 2021.
 7. In the interim the licensing service have compared the re-issued Home Office Guidance, made under Section 182 of the Act, with our existing policy statement and made amendments to reflect the new statutory guidance and other legislative changes. In addition, suggested changes were received from the Police. These changes, along with the inclusion of locally adopted schemes, have now been incorporated into the revised policy statement.
 8. There are four licensing objectives set out in the Act and these must be addressed within the Authority's Statement of Licensing Policy, namely:
 - Prevention of Crime and Disorder;
 - Public Safety;
 - Prevention of Public Nuisance;
 - Protection of Children from Harm.
 9. The Policy sets out, with reference to these four objectives, the steps that need to be taken by applicants to address these issues. It also sets out how the Licensing Committee will conduct hearings for applications that cannot be resolved. The delegation of duties to the Licensing Committee is prescribed within the Act and members of that Committee and any Sub Committee will have to have a detailed knowledge of the Policy and its implications for applicants. Decisions of the relevant committees must state how decisions have been made and how the relevant parts of the Policy have been used to make that decision.
 10. Before determining its policy the Act places a duty on the Authority to consult with prescribed persons. This consultation has taken place and four relevant responses have been received. The responses and suggested actions are summarised in Appendix A.
 11. The consultative policy document is attached at Appendix B.
 12. A summary of the amendments from the existing 2016 policy is attached as Appendix C.

OPTIONS CONSIDERED

13. Although largely unchanged, the policy has been updated to ensure it is relevant to Doncaster in 2021 and beyond, having taken in to account the latest Home Office guidance. If the policy was to remain in its current form it would be outdated.

14. The objective of the amendments are to ensure that the policy remains up to date, relevant and in line with the latest guidance.

REASONS FOR RECOMMENDED OPTION

15. The Licensing Authority is required, under the Licensing Act 2003, to produce a Statement of Licensing Policy and to review the policy at least every 5 years and to consider any relevant comments received during the consultation period prior to the adoption.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 16.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>It is recognised that licensed premises are, quite often, businesses, places of employment and potential assets to the community. The Council, via its Licensing Committee/Sub-Committee, subject to the general principles set out in the Council's Statement of Licensing Policy and the overriding need to promote the 4 licensing objectives, will have regard to this priority when making licensing decisions.</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>It is recognised that licensed premises are, quite often, businesses, places of employment and potential assets to the community. The Council, via its Licensing Committee/Sub-Committee, subject to the general principles set out in the Council's Statement of Licensing Policy and the overriding need to promote the 4 licensing objectives, will have regard to this priority when making licensing decisions.</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 	<p>None</p>

	<ul style="list-style-type: none"> • 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 	The Council, via its Licensing Committee/Sub-Committee, subject to the general principles set out in the Council's Statement of Licensing Policy and the overriding need to promote the 4 licensing objectives (see above), will have regard to this priority when making licensing decisions.
	<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 	None

RISKS AND ASSUMPTIONS

17. Failure to adopt and or review a Statement of Licensing Policy would create a risk by exposing the Council to a legal and financial liability brought about by the Council's inability to discharge its functions under the Licensing Act 2003.

LEGAL IMPLICATIONS [Officer Initials HW Date 18/8/20]

18. The Authority must have a Statement of Licensing Policy (Policy) which must be reviewed and published every five years (section 5 Licensing Act 2003). The Policy was last adopted to be effective in January 2016 and therefore it should be reviewed and then that revised Policy should be implemented by 7th January 2021. There are issues that may arise if the policy is not in place by that date if the licensing authority is required to deal with any licence applications between the date the licensing statement should be in force and the date it actually comes into force.
19. The Statement of Licensing Policy sets out the authority's policy in relation to the exercise of its licensing functions under the Licensing Act 2003 and associated legislation. There is no requirement to make any revisions,

however the Home Office have issued revised statutory guidance in respect of the Licensing Act 2003. The revised Policy takes account of these statutory changes. The request for a change to the Policy from the Police has also been incorporated following the Licensing Committee determining it should be included as part of the amended Policy.

20. The legislation sets out the consultation requirement when amending the Statement of Licensing Policy. The revised Policy has been subject to consultation in accordance with the legislation the outcome of which forms part of this report.
21. Agreement to the terms of the Statement of Licensing Policy is a function of full Council.

FINANCIAL IMPLICATIONS [Officer Initials JB Date 29/07/2020]

22. There are no financial implications associated with this decision.

HUMAN RESOURCES IMPLICATIONS [Officer Initials DK Date 21/07/2020]

23. There are no direct HR Imps in relation to this report, but if in future staff are affected or additional specialist resources are required then further consultation will need to take place with HR.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 17/07/20]

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

HEALTH IMPLICATIONS [Officer Initials RS__ Date 16/07/2020]

25. There has been a 15% increase in all alcohol-attributable admissions to DRI from April 2013 to March 2020. Alcohol-related cardiovascular disease has seen an increase over the last 5 years of 27% and alcoholic liver disease an increase of 174%. Many of these increases have become concentrated in males and females over age 50 and who live in deprived areas. Efforts to reduce the impact of alcohol on health have been included in the Statement of Licensing Policy through initiatives such as One Can Ban, Reduce the Strength and Best Bar None. Going forward Public Health will be working closely with Trading Standards and Licensing to make sure that all levers possible are used to ensure that our approach to alcohol licensing are put in place to ensure the safety of our population. This includes regular reviews of what the data is telling us in relation to the impacts of alcohol locally, using the data to highlight where any interventions by Trading Standards and/or Licensing are required and to identify and monitor Cumulative Impact Areas. As part of this work the Responsible Authorities are working with Public Health England to develop an interactive mapping system which will provide an evidence based view of behaviour across the borough to assess the impacts of alcohol and put the necessary measures in place to address the negative impacts of alcohol.

EQUALITY IMPLICATIONS [Officer Initials DDS Date 15/07/2020]

26. Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have 'due regard' to the need to

eliminate discrimination, harassment and victimisation and other conduct prohibited under the act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic. There are no specific equality implications arising from this report. However, any activities arising from this report will need to be the subject of separate 'due regard' assessments.

CONSULTATION

27. A formal consultation took place between the 1st and 30th April 2020. Those consultees included:

- Club and Institute Union (CIU)
- Doncaster Pubwatch
- Director of Public Health and all Responsible Authorities under the Act.
- Doncaster Premises Licence Holders
- Elected Members
- Parish Councils
- Licensing Solicitors and Alcohol related groups / associations
- Members of the Public

BACKGROUND PAPERS

28. The consultative Policy document is attached as Appendix B.

29. A summary of amendments is attached as Appendix C.

REPORT AUTHOR & CONTRIBUTORS

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Peter Dale
Director of Economy and Environment

Statement of Licensing Policy 2021 – Consultation Responses

1. Public Health (Responsible Authority):

Acknowledges that efforts to reduce the impact of alcohol on health have been included in the Statement of Licensing Policy through initiatives such as ‘The One Can Ban’, ‘Reduce the Strength’ and ‘Best Bar None’.

- Suggested Action: No change to draft policy required.

2. South Yorkshire Police (Responsible Authority):

Comments are that the Policy covers everything very well and especially favourable to the inclusion of the section on Bare Knuckle Fighting due to previous issues experienced.

- Suggested Action: No change to draft policy required.

3. Doncaster Premises Licence Holder, Personal Licence Holder & Designated Premises Supervisor (Town Centre premises):

In general agreement with the proposals contained within the Policy.

- Suggested Action: No change to draft policy required.

4. Doncaster Premises Licence Holder, Personal Licence Holder & Designated Premises Supervisor (Hotel and events premises):

- i. Suggested the requirement to advertise applications in a local paper should be removed and replaced by advertising applications on the Councils website.
- ii. Requested that the Policy should prevent licensed premises from holding events which include an ‘all you can drink’ package.

Response

- i. The requirement to advertise applications in a local newspaper is contained within the Licensing Act 2003 and cannot be amended by local Policy. Applications have been advertised on the local authority website for a number of years.
 - Suggested Action: No change to draft policy required.
- ii. All premises licences, which permit the sale of alcohol, already contain a number of mandatory conditions, which include the prevention of irresponsible drinks promotions on licensed premises. Responsible, well managed drinks promotions are not prohibited and to include a restriction within a local authority policy could face a legal challenge.
 - Suggested Action: No change to draft policy required.

Route to adoption

Directors Meeting 3 August 2020

- No changes identified.

Executive Board 18 August 2020

- No changes identified.

Overview & Scrutiny 3 September 2020

-

Licensing Committee 17 September 2020

-

Council 19 November 2020

-



Doncaster Council

Statement of Licensing Policy 2021 - 2026

Licensing Act 2003

Further advice and guidance can be obtained from:

Trading Standards & Licensing
Doncaster Council
Civic Office
Waterdale
Doncaster
DN1 3BU
Tel: 01302 737590

Email: licensing@doncaster.gov.uk
Web: www.doncaster.gov.uk/licensing

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Executive Summary

The Licensing Act 2003

Doncaster Council is the Licensing Authority for the Doncaster Metropolitan Borough area.

Section 5 of the Licensing Act 2003 (the Act) requires the Licensing Authority to prepare a statement of its licensing policy (the policy) that it is proposed to apply in exercising its functions under the Act. The policy must be reviewed at least every five years, but may be reviewed within that period and revised as appropriate.

Any decision taken by the Council in regard to determination of licences, certificates and notifications should aim to promote the licensing objectives which are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

The policy covers the licensable activities as specified in the Act which are:

- Sale by Retail or Supply of Alcohol
- Regulated Entertainment
- Late Night Refreshment

Licensable activities are carried out under 'authorisations', which can be:

- Premises Licence
- Club Premises Certificate
- Temporary Event Notice

The policy also has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003. Additionally the Council has regard for a number of other local strategies such as the Safer Doncaster Partnership and Crime Reduction strategy.

The Licensing Authority has the remit to determine Premises Licences, Club Premises Certificates, Personal Licences and Temporary Event Notices.

Applicants for Premises Licences should be aware of the expectations of the Licensing Authority and the Responsible Authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Where appropriate the Council consults with the Responsible Authorities as described in the Act.

Applicants should have regard to the Secretary of State guidance issued under Section 182 of the Licensing Act 2003 and refer to the Council's website www.doncaster.gov.uk/licensing for further information, applications and guidance.

Local people and elected members of the Council are able to have their say and their opinion heard through public consultation on this policy and by making representations about applications or requesting reviews of licences for problem premises.

Enforcement of the legislation is a requirement of the Act that is undertaken by the Council. This policy describes the Council's enforcement principles and the principles underpinning the right of review.

Section 1 Purpose of the Policy

- 1.1 This policy is prepared under Section 5 of the Licensing Act 2003 and was approved by Doncaster Council as Licensing Authority on [date of approval] and is effective from 7th January 2021. It will be kept under review and as a minimum will be revised no later than 2025, with a new policy in place by January 2026, unless statute changes. Unless otherwise stated any references to the Council are to the Doncaster Licensing Authority.
- 1.2 In preparing this policy the Council has consulted with and considered the views of a wide range of people and organisations including:
- Representatives of local business
 - Local residents and their representatives
 - Representatives of local Premises Licence holders
 - Representatives of local Club Certificate holders
 - Representatives of local Personal Licence holders
 - Local licensing solicitors
 - Charitable organisations that deal with the social impact of alcohol misuse
 - The Responsible Authorities namely:
 - Chief officer of South Yorkshire Police
 - Chief officer of South Yorkshire Fire and Rescue Service
 - Doncaster Council – Environmental Health
 - Doncaster Council – Health & Safety
 - Doncaster Council – Safeguarding Children & Adults
 - Doncaster Council – Planning
 - Doncaster Council – Director of Public Health
 - Doncaster Council – Trading Standards
 - Home Office (Immigration Services)
- 1.3 This policy also has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.
- 1.4 The Council will carry out its functions under the Licensing Act 2003 with a view to promoting the licensing objectives namely:
- The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The protection of Children from Harm
- 1.5 The Council adopts the overall approach of permitting the responsible promotion of licensed activities. However, in the interests of all its residents and other businesses, irresponsible licensed activity will not be tolerated. Following relevant representations the Council will refuse applications, restrict hours and activities or impose conditions where it is appropriate to do so to promote the licensing objectives. Effective and proportionate enforcement, in partnership with Responsible Authorities and other agencies, will be used to address premises where there are problems.
- 1.6 This policy is concerned with the regulation of licensable activities on licensed premises, by qualifying clubs and at temporary events. The conditions that the Council attaches to the various licences will focus on matters that are relevant to the four licensing objectives and will centre upon the premises that are being used for licensable activities.
- 1.7 The Council is aware that the prevention of public nuisance is not narrowly defined in

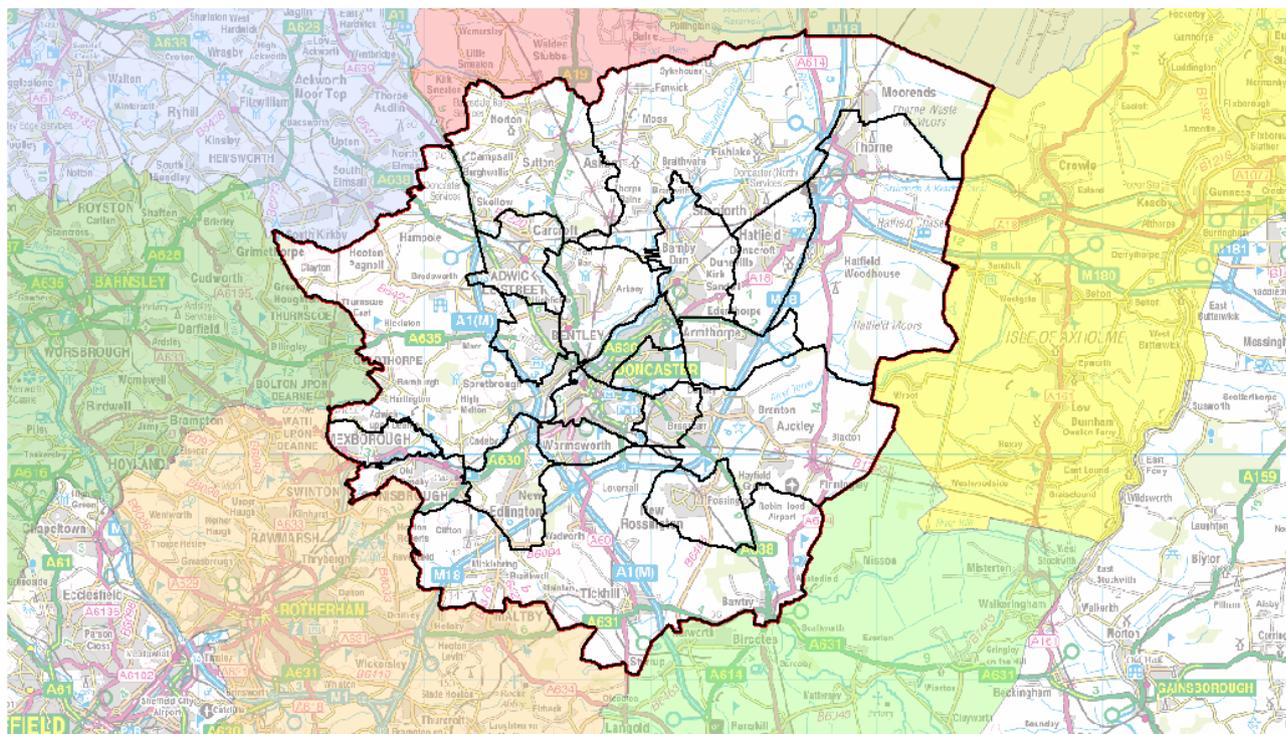
the Act and can include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community. It may also include, in appropriate circumstances, the reduction of the living and working amenity and environment of other people living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

- 1.8 The Council will monitor the effect of this policy throughout the period it covers through licensing liaison meetings with representatives of licence holders such as Pub-Watch meetings and also by way of regular meetings with the Responsible Authorities.

Scope of the Policy

- 1.9 This policy covers licensable activities within the Doncaster district as defined by the Licensing Act 2003. These are:
- The Sale by Retail or Supply of Alcohol
 - The Provision of Regulated Entertainment
 - The Provision of Late Night Refreshment
- 1.10 Advice on whether a licence is required for premises or an event can be obtained from the Licensing Office at Doncaster Council.
- 1.11 Throughout this policy the wording will refer to ‘applicants’ for licences. However it should be noted that the principles set out within this policy apply equally to new applications, applications for variations and consideration of any request to review a licence.
- 1.12 The scheme of the Licensing Act is that applicants should make applications and assess what matters, if any, need to be included within the operating schedule to address the licensing objectives. If an application is lawfully made and no relevant representations are received then the Council must grant the application. Only if relevant representations are made will the Council’s discretion be engaged.
- 1.13 Applicants for premises licences should be aware of the expectations of the Licensing Authority and the Responsible Authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. This policy seeks to provide advice to applicants about the approach they should take to making applications and the view the Council is likely to take on certain key issues where representations have been made.

Section 2 The Doncaster District



- 2.1 Doncaster has a wide range of leisure and entertainment facilities, including town centre bars, village pubs, clubs, hotels, restaurants and major venues such as Doncaster Racecourse, Cast theatre and performance venue, Keepmoat Stadium, The Dome and Robin Hood Airport providing excellent facilities for residents and visitors.
- 2.2 The Doncaster Metropolitan Borough extends over 58,000 hectares (224 square miles) and has a population of 302,400 (taken from the 2011 census). It includes the town centre and the urban areas that surround it, the more rural villages and the towns of Thorne, Mexborough and Bawtry.
- 2.3 Each area of the district has its own character and challenges. The Council has provided general advice in this policy to assist applicants in preparing applications. Applicants are also expected to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Applicants may consult with the Licensing Office to ensure they have as much information as possible before making their application.

Section 3 Integrating other Guidance, Policies, Objectives and Strategies.

- 3.1 The Council (through its Licensing Committee) may, from time to time, receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in this policy and the overriding need to promote the four licensing objectives it may have regard to them when making licensing decisions.
- 3.2 The Committee may, after receiving such reports, make recommendations to the Council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

Consultation Document

Section 4 Promotion of the Licensing Objectives

- 4.1 The Council will carry out its functions under the Licensing Act 2003 with a view to promoting four licensing objectives:
- The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm
- 4.2 Each objective is of equal importance, and the four objectives will be paramount considerations for the Council at all times.
- 4.3 It is for the applicant to decide what, if any, measures to suggest in its operating schedule in order to address any potential concerns that might arise in the promotion of the licensing objectives. Applicants are reminded that measures proposed in the operating schedules will be converted into conditions on their licence.
- 4.4 The Council recommends that applicants risk assess their operation against the four licensing objectives to identify potential areas of concern.
- 4.5 Applicants are reminded that Responsible Authorities or other persons may make representations if they feel that the applicant's proposals do not adequately promote the licensing objectives. An applicant who proposes no measures to promote the licensing objectives may therefore face more representations than an applicant who risk assesses their operation and proposes necessary and proportionate measures.
- 4.6 The Council recommends early consultation with Responsible Authorities. Many Responsible Authorities would be prepared to discuss matters with an applicant with a view to reaching agreement on measures to be proposed. Contact details for the responsible authorities are available from the Licensing Office or from the Licensing website.

Crime and Disorder

- 4.7 Under the Crime and Disorder Act 1998, the Council must exercise its functions, having regard to the likely effect on crime and disorder in its area, and must do all it can to prevent crime and disorder.
- 4.8 Where its discretion is engaged, the Council will seek to promote the licensing objective of Preventing Crime and Disorder in a manner which supports the Safer Doncaster Partnership, and any local crime reduction strategy.
- 4.9 There are many steps an applicant may take to prevent crime and disorder. The Council will look to the Police for the main source of advice on these matters. In accordance with the Secretary of State's Guidance, Police views on matters relating to crime and disorder will be given considerable weight.
- 4.10 If relevant representations are made in relation to a Premises Licence or Club Premises Certificate, the Council will consider whether it is necessary to impose conditions to regulate behaviour on the premises and access to them where this relates to licensable activities, and the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, their staff or agents, but may seek to impact on the behaviour of customers on or in the immediate vicinity of premises as they seek to enter or leave.

- 4.11 Conditions will be targeted on deterrence and the prevention of crime and disorder. The Council may consider:
- The need for and location of CCTV cameras;
 - It is recommended that CCTV should be a digital system covering all areas where alcohol is sold and consumed, entrances and to cover queues. Recordings should display correct time and date, be available within 48 hours of a request from any Responsible Authority and retained for a minimum of 28 days. (Consideration will be given to the code of practice for CCTV issued by Information Commissioner's Office)
 - The need for door supervision;
 - Where appropriate an adequate number of door supervisors should be provided at premises. Whenever security supervisors are employed at licensed premises to carry out a security function they must be licensed by the Security Industries Authority (SIA).
 - The need to be a part of a Radio-link scheme or similar;
 - Where there is a high concentration of night-time economy premises (e.g. Town Centre) a radio scheme can be beneficial for sharing 'real time' information with participating venues.
 - The need to limit the capacity of a premises;
 - To prevent overcrowding that is likely to lead to disorder and violence, it is recommended that applicants in certain classes of licensed premises to state in their operating schedule a maximum safe capacity for their premises and the management arrangements to ensure it is not exceeded.
 - Membership of a recognised pub watch or similar scheme;
 - The ability to share information with participating venues can help to highlight problematic persons or events and give the opportunity for a joined-up approach.
 - Schemes such as 'The One Can Ban', 'Reduce The Strength' and 'Best Bar None';
 - Where the availability of high strength alcohol products (6.5% or above) from the off-trade, such as singular sales of cans of high strength lager, beer or cider usually favoured by street / problem drinkers, has an impact on anti-social behaviour, crime and disorder and public health, a limit on the strength of products available for purchase and a minimum purchase of 4 cans, can assist in reducing potential for incidents in problematic areas.
 - Best Bar None is an accreditation scheme which is aimed primarily at promoting responsible management and operation of alcohol licensed premises.
- 4.12 Crime and disorder conditions will not seek to control adult entertainment involving striptease and lap dancing, which will be governed by laws in relation to indecency and obscenity and will be licensed under the Local Government (Miscellaneous Provisions) Act 1982. However, conditions for such adult entertainment may be imposed for reasons of public safety or the protection of children from harm if they relate to occasional use of the premises for adult entertainment.

Public Safety

- 4.13 The public safety objective is concerned with the physical state of people using the premises. Public safety includes safety of staff and performers appearing at any premises.
- 4.14 On 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation. The Council will not seek to impose fire safety conditions as

conditions on licences where the Order applies.

- 4.15 Capacity limits will only be imposed where appropriate for the promotion of public safety or for reasons of crime and disorder. Capacity limits will not be imposed as a condition of the licence on fire safety grounds.
- 4.16 Applicants are advised to consult with the Council's Environmental Health Officers (Health & Safety Enforcement) who can offer advice as to appropriate measures to be included in risk assessments and potentially in operating schedules. They can also offer advice in relation to workplace health and safety matters including compliance with the smokefree legislation.
- 4.17 Conditions requiring possession of certificates on the safety or satisfactory nature of equipment or fixtures on premises will not normally be imposed as those are dealt with by other legislation. However, if it is considered necessary in light of the evidence on each individual case, conditions may be imposed requiring checks on the equipment to be conducted at specified intervals and evidence of the checks to be retained. Conditions may also seek to require equipment of particular standards to be maintained on premises.
- 4.18 Special considerations will apply to night clubs and similar venues. Applicants are encouraged to consider the Safer Nightlife guide published by the Home Office which gives advice on these issues.
- 4.19 Special events in the open air or temporary structures raise particular issues. Applicants are referred to other sections of this document where guidance on holding these types of event is given.

Public Nuisance

- 4.20 In considering the promotion of this licensing objective, applicants need to focus on the effect of licensable activities on persons living and working in the area around the premises which may be disproportionate and unreasonable.
- 4.21 Public nuisance in this context is not narrowly defined and can include low level nuisance affecting a few people living locally, as well as a major disturbance affecting the whole community.
- 4.22 Issues will mainly concern noise nuisance, light pollution, noxious smells and litter. These include issues arising from the implementation of the smoking ban where customers may now be more inclined to use external areas of premises.
- 4.23 Where applicants are completing operating schedules the Council encourages them to have regard to the location of the proposed or actual premises and, in particular, whether proposals may have a disproportionate impact in dense residential areas or near to sensitive premises such as nursing homes, accommodation for the elderly, hospitals, hospices or places of worship.
- 4.24 Applicants are recommended to consult the Environmental Health Service for advice on measures that may need to be incorporated into an operating schedule.
- 4.25 If relevant representations are made, the Council will consider whether it is necessary to impose conditions to regulate behaviour on the premises and access to them where this relates to licensable activities and the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct

management of the licence holder, their staff or agents but may seek to reduce the impact of the behaviour of customers entering or leaving the premises on people living or working near to the premises. The Council considers that patrons who are using external smoking areas or shelters are there as a direct result of the licensed premises and are within the control of the licensee.

- 4.26 The Council will consider whether issues relating to public nuisance can be effectively dealt with by necessary and appropriate conditions. These conditions will normally focus on the more sensitive periods, for example, noise from premises in the late evening or early morning when residents may be attempting to sleep.
- 4.27 When considering such matters, the Council will have particular regard to representations made by the Environmental Health Service and by local residents.
- 4.28 The Council may consider the following matters:
- Whether doors and windows will or can be kept closed after a particular time.
 - Whether other noise control measures such as acoustic curtains or other speaker mounts are required.
 - The fact that lighting outside the premises may help to prevent crime and disorder, but may give rise to light pollution for neighbours.
 - Signs placed at the exit to buildings can encourage patrons to be quiet until they leave the area, and to respect the rights of residents.
 - The size and location of smoking areas and any facilities provided may encourage patrons to use the external areas more extensively than for just smoking and returning to the inside of the premises.
 - Provision of litter bins in the vicinity of premises serving hot food after 11pm.
 - Display of contact details or a direct telephone link to a private hire/taxi firm.
- 4.29 The Council recognises that it is necessary to balance the rights of local residents, businesses and others with those wishing to provide licensable activities and those who wish to use such facilities.
- 4.30 Ultimately if it is necessary for the prevention of public nuisance where conditions do not adequately address the issues an application can be refused.

Protection of Children from Harm

- 4.31 The Council recognises the Doncaster Safeguarding Children Board as the responsible authority for the protection of children from harm.
- 4.32 The protection of children from harm includes protection from physical and psychological harm.
- 4.33 The Council notes that the admission of children to premises holding a Premises Licence or Club Premises Certificate should normally be freely allowed unless there is good reason to restrict entry or exclude children completely.
- 4.34 Issues relating to access of children to premises may give rise to concern:
- where adult entertainment is provided on an occasional basis and is not already licensed under other legislation;
 - where there have been convictions of the current management for serving alcohol to minors;

- where the premises have a reputation for allowing under-age drinking;
- where requirements of proof of age is not the norm;
- where premises have a known association with drug taking or dealing;
- where there is a strong element of gambling on the premises; and
- where the supply of alcohol consumption on the premises is the exclusive or primary purpose of the services provided.

- 4.35 Such situations can be identified through a risk assessment of the operation. In these circumstances, applicants are advised to consider offering appropriate conditions through their operating schedule. In addition licensees may identify that the access of children to particular parts of the premises poses more risk than others and seek only to exclude children from areas of highest risk.
- 4.36 On receipt of relevant representations, the Council will consider whether conditions are necessary. If conditions are necessary these may include:
- limitations on the hours when children will be present;
 - limitation upon the presence of children of certain ages when specified activities are taking place;
 - limits on the parts of the premises to which children may have access;
 - age limitations;
 - limitations or exclusions only when certain activities are taking place;
 - requirements for an accompanying adult;
 - full exclusion of people under the age of 18 when any licensable activities are taking place.
- 4.37 In such cases, representations by the Doncaster Safeguarding Children Board and the Police will be given considerable weight where they address issues regarding the admission of children.
- 4.38 The Council recognises that conditions requiring the admission of children to any premises cannot be attached to licences or certificates. Where no licensing restriction is appropriate, this should remain a matter for the discretion of the individual licence holder, club or premises user.
- 4.39 It is mandatory for premises which sell or supply alcohol to have an age verification policy in place. The Council favours the Challenge 25 type scheme and such a scheme volunteered as part of an operating schedule will be given the appropriate weight when the Council determines the licence application.

Section 5 General Principles

- 5.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, having regard to the need to promote the four licensing objectives and taking into account this licensing policy and the guidance issued under Section 182 by the Secretary of State. Where it is necessary to depart from the guidance or this policy the Council will give clear and cogent reasons for doing so.
- 5.2 Nothing in this policy will undermine any person's right to apply for a variety of permissions under the Act.
- 5.3 Applicants are reminded of the Government's Alcohol Strategy. Matters set out in the strategy may be relevant to general licensing principles and to one or more of the licensing objectives.

Human Rights

- 5.4 Human Rights Act 1998 and The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The Council will have particular regard to the following relevant provisions of the Human Rights Act 1998 and the European Convention on Human Rights:
- Article 6 that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - Article 8 that everyone has the right to respect for his home and private life.
 - Article 1 of the first protocol that every person is entitled to the peaceful enjoyment of his or her possessions.

Impact of Licensed Activity

- 5.5 Where no representations are made the Council must grant a licence subject to conditions consistent with the operating schedule.
- 5.6 When determining any application where relevant representations are made, the Council will consider it in the light of the four licensing objectives and in order to support a number of other key aims and purposes as set out in this policy. The requirement to promote the licensing objectives will be the paramount consideration. The Council will focus upon the impact of the activities taking place on members of the public living, working or engaged in normal activity near the premises.
- 5.7 Where relevant representations are made in relation to a Premises Licence, Club Premises Certificate or Temporary Event Notice the following factors will normally be taken into account when the Council is looking at the impact of the activities concerned:
- the style of operation, the numbers of customers and customer profile likely to attend the premises;
 - the location of the premises and the proximity of noise sensitive properties;
 - the proposed hours of operation;
 - the transport arrangements for customers attending or leaving the premises and any possible impact on local residents or businesses;
 - any proposed methods for the dispersal of customers;
 - the scope for mitigating any impact;

- the extent to which the applicant has offered conditions to mitigate the impact;
- how often the activity occurs.

5.8 In considering any application for a Variation to a Premises Licence or Club Premises Certificate where a relevant representation has been received, the Council may take into account, in addition to the above matters, any evidence:

- of past demonstrable adverse impact from the activity especially on local residents or businesses;
- that, if adverse impact has been caused, appropriate measures have been agreed and put into effect by the applicant to mitigate that adverse impact.

5.9 Other relevant matters may be considered as the individual case dictates.

Special Events in the Open Air or in Temporary Structures

5.10 The promotion and the organisation of live musical and similar entertainment in the open air or in temporary structures like marquees etc. can provide opportunities for community involvement, civic pride and can attract visitors to the district.

5.11 However, the success of such events by way of contribution to the Council's cultural and tourist strategies depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event.

5.12 In recognition of the special factors that are relevant, particularly with respect to major open air events such as a music festival, the Council has established a multi-agency forum (Safety Advisory Group) to assist organisers in co-ordinating such events. This includes Council departments who have an interest in or legislative role relevant to such events together with representatives of the various emergency services.

5.13 Members of the forum are notified about all proposals to hold such events and where necessary a special meeting will be organised in order to consider any issues that will require to be addressed and to open up lines of communication with organisers.

5.14 A useful document which organisers are recommended to obtain is 'The Event Safety Guide' (known as the purple guide), published by the Health & Safety Executive.

5.15 Guidance on the planning of such events is available to organisers but it is important that substantial notice is given so that proper preparations and precautions can be put in place for the event. This also applies if the event is proposed under a Temporary Event Notice.

Community Applicants

5.16 Whilst this policy is aimed at all licensable activities under the Licensing Act 2003 it should be noted that the Council sees a distinction between large or permanent activities, such as those proposed by commercial operators and small or temporary activities such as those which might be proposed by cultural or community groups.

5.17 Where events are proposed by cultural or community groups, it is recognised that those groups may not have the same skill or expertise or access to professional advice. Such groups may seek assistance and guidance from the Council by contacting the Licensing Office.

- 5.18 Whatever the nature of the applicant and activity proposed, the overriding matter is that the Council will consider the individual merits of the application and act so as to promote the licensing objectives.

Other Regulatory Regimes

- 5.19 The licensing policy is not intended to be the primary mechanism for the general control of nuisance, anti-social behaviour and environmental crime but nonetheless is a key aspect of such control and the licensing policy and licensing decisions are intended to be part of an holistic approach to the delivery of the Council plan and the management of the evening and night time economy of the Doncaster district.
- 5.20 In preparing this policy the Council has sought to avoid unnecessary duplication of existing legislation and regulatory regimes. However, on occasions, it has been necessary to set out some of the detail in this policy for ease of understanding. Nothing in this policy is intended to revoke or replace the need for applicants to act in accordance with legal requirements. All applicants are advised to seek proper advice to ensure that the activities they propose are within the boundaries set by existing legislation and regulations.
- 5.21 During the review of this policy we were also faced with the challenging effects of the Covid-19 pandemic. We are mindful, that in the future we may face similar challenges which require us to adapt to changes in local and national advice and regulations. There is scope within this policy and national legislation for this to happen. All licence holders and new applicants will be expected to comply and, where required, evidence their compliance.

Application Process

- 5.22 Applications must be made to the Council in the form prescribed by Regulations. Guidance is available to applicants setting out the detail of the process. The Council actively supports the ability for applications, where permitted, to be submitted electronically.

Advertising Applications

- 5.23 Where an application is required to be advertised in a local newspaper, e.g. a new application or an application to vary an existing authorisation, it is the policy of the Council that the chosen newspaper should be one which is published daily or weekly and is widely available in the vicinity of the premises to which the application relates.

Licensing Committee

- 5.24 The Council appoints a Licensing Committee and licensing functions will often be delegated to a Licensing Subcommittee or, in appropriate cases to officers of the Council. Further details on the administration, exercise and delegation of functions can be found in section 13 of this policy.
- 5.25 Councillors will have regard to the Council Code of Conduct for Members. Where a Councillor who is a member of the Licensing Committee or Subcommittee discloses a pecuniary interest in the application before them, in the interests of good governance, they will disqualify themselves from any involvement in the decision making process in respect of that application.
- 5.26 The Terms of Reference, Procedure for Hearings and Scheme of Delegation of the

Licensing Authority is agreed annually by the Licensing Committee and is published on the Council website.

Representations

- 5.27 Depending on the type of application representations may be made by a Responsible Authority or other persons (as defined by the Licensing Act 2003). The Council has agreed protocols with Responsible Authorities and issued guidance to other persons making representations, setting out the detail of the process. Guidance is available on the Council website or by contacting the Licensing Office.
- 5.28 Members of the public who wish to submit a representation in regards to a Premises Licence or Club Premises Certificate application need to be aware that their personal details will be made available to the applicant. If this is an issue they may contact a local representative such as a ward, parish or town Councillor or any other locally recognised body such as a residents association about submitting the representation on their behalf. The Council is not able to accept anonymous representations. Representations must include your full name, address and contact information (telephone number, email address).
- 5.29 Where a representation is received which is not from a Responsible Authority the Council will in the first instance make a judgement on whether it is relevant, i.e. based upon one or more of the four licensing objectives.
- 5.30 'Relevant representations' are representations:
- about the likely effect of the premises licence on the promotion of the licensing objectives;
 - which have not been withdrawn and are not, in the opinion of the Council, frivolous or vexatious.
- 5.31 Where relevant representations are received about an application the Council will hold a hearing to consider them unless the Council, the applicant and everyone who has made representations agree that the hearing is not necessary. Applicants and those making representations should seek, in advance of any hearing, to try to reach agreement or to narrow the areas in dispute, particularly where both are professionally represented.

Petitions

- 5.32 The Licensing Authority will accept petitions, but there are some important factors to consider before organising a petition:
- The instigator of the petition must identify themselves as the 'single point of contact'.
 - If we are unable to make contact with the single point of contact in order to verify certain matters this will invalidate the petition.
 - Each page of the petition must contain information as to the purpose of the petition so that all persons are aware of what they are signing.
 - Each person signing the petition must include their full name and address.
 - The single point of contact must inform all persons signing the petition that a copy will be supplied to the applicant and a copy will be contained within the Committee report which may be published on the Councils website.
 - Should the application proceed to a hearing, we will only write to the single point of contact giving notice of the hearing date.
 - It is expected that the single point of contact will represent all persons who signed

- the petition at the hearing and speak on their behalf.
- Failure to attend the hearing and answer any questions which the Committee may have will limit the amount of weight the Committee can give to the petition.
- We will only write to the single point of contact to inform them of the final outcome of the application.

Reasons for Decisions

5.33 Every decision made by the Licensing Committee, Subcommittee or Officers shall be accompanied by clear reasons for the decision.

Promotion of Equality

- 5.34 The Council recognise that the Equality Act 2010 places a legal obligation on public authorities to have regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 5.35 At Doncaster Council we use a range of data and information when we develop policies, set strategies, design and deliver our services. By using equality information we can make sure we have thought about opportunities to promote equality, eliminate discrimination and foster good relations across all the protected groups when making decision. Equality information is used when we develop our corporate plans and it gives us an understanding of what our equality objectives should be.
- 5.36 We continuously review and provide equalities information in line with our commitment to the Equality Act and Transparency Code of Practice.
- 5.37 Equality data and information is published on the Council website www.doncaster.gov.uk. The Doncaster Data Observatory aims to provide information and intelligence that:
- informs the development of policies and plans across Doncaster;
 - increases understanding to support the main population based needs assessment reports;
 - improves the sharing of research, best practice, data and intelligence among partners and minimises duplication;
 - improves the commissioning of Public Services.

Section 6 Applications for Premises Licences and Club Premises Certificates

- 6.1 A Premises Licence and Club Premises Certificate authorises the sale or supply of alcohol, regulated entertainment and late night refreshment (sale of hot food and drink after 11pm and before 5am). Businesses wishing to apply for a licence or certificate must use the prescribed form which includes details of the hours of operation, any hours for licensable activities and an operating schedule.

Planning

- 6.2 The use of premises for the sale or provision of alcohol, regulated entertainment or late night refreshment is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
- 6.3 In line with the S182 Guidance the planning and licensing regimes involve consideration of different (albeit related) matters. Licensing Committees are not bound by decisions made by a Planning Committee, and vice versa.
- 6.4 Where businesses have indicated, when applying for a licence under the Act, that they have also applied for planning permission or that they intend to do so, Licensing Committees and officers will consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.
- 6.5 Where relevant representations are received, any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct. It will take into account what the impact of granting the application will be on the four licensing objectives.

Licensing Hours

- 6.6 The Government acknowledges that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The Act gives the Council the power to make decisions regarding licensed opening hours based on local knowledge and in consultation with other Responsible Authorities.
- 6.7 In some circumstances, staggered licensing hours with regards to the sale of alcohol are important to ensure that the concentration of customers leaving premises simultaneously is reduced. The intention behind this is to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which may lead to disorder and disturbance.
- 6.8 Providing the customers with greater choice is an important consideration in the development of a thriving and safe evening and night-time economy in Doncaster. However any licensable activity has the potential to impact adversely on the surrounding area due to disturbance or crime and disorder. Customers may be noisy when leaving, leave litter or use on-street car parking. The impact of these activities can be particularly intrusive at night when ambient noise levels are much lower.
- 6.9 The Council supports the development of a wide ranging and culturally diverse night-time economy where this can be achieved whilst promoting the four licensing objectives and without compromising the ability to resource local services associated with the night-time economy such as street cleansing.

- 6.10 Under the Act there are no permitted hours for the sale of alcohol. Applicants are able to suggest in their operating schedule the hours they wish to open and to apply to vary their existing authorisation if they wish to open beyond their current permitted hours. However, there is no general presumption in favour of lengthening licensing hours and the four licensing objectives will be the paramount consideration at all times.
- 6.11 If relevant representations are made the Council will only grant the hours of use proposed where the operating schedule and any risk assessment adequately demonstrates that:
- the applicant has properly considered what is appropriate for the local area when considering what hours and activities to apply for;
 - the potential effect on the licensing objectives is not significant;
 - the agreed operating schedule demonstrates that the applicant is taking appropriate steps to minimise any adverse impact on local residents and businesses.
- 6.12 Restrictions may be made to the proposed hours of use where, after receiving relevant representations, the Council considers it appropriate for the promotion of the licensing objectives to do so.
- 6.13 As a general rule shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

Local, National and International Occasions

- 6.14 It should be possible for applicants for Premises Licences and Club Premises Certificates to anticipate special occasions which occur regularly each year, for example bank holidays, and to incorporate appropriate opening hours for these occasions in their operating schedules.
- 6.15 Additional occasions for which extensions may be required may be covered by a Temporary Event Notice.

Drinking Up Time

- 6.16 The traditional 'drinking up time' was not carried over into the Licensing Act 2003. However the hours during which applicants are licensed to sell or supply alcohol and the opening hours need not be identical and therefore applicants of premises licensed for the on-sale of alcohol are recommended to consider a drinking up/cooling down period during which music volume may be reduced, customers may consume their drinks and make arrangements for transport from the premises. The Council considers that a 30 minute drinking up time will assist in the gradual dispersal of customers and consequently reduce impact on the area.
- 6.17 Where relevant representations are made the Council will consider imposing a condition on drinking up time where such a condition is appropriate in order to promote the licensing objectives in any individual case.

Operating Schedules

- 6.18 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. Applicants are expected to have regard to the Council's Statement of

Licensing Policy. They must also be aware of the expectations of the Licensing Authority and the Responsible Authorities as to the steps that are appropriate for the promotion of the licensing objectives and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.

- 6.19 Operating schedules are the key to ensuring that the four licensing objectives are promoted. An operating schedule should include enough information to enable any Responsible Authority or other person to assess whether the steps to be taken to promote the licensing objectives are satisfactory.
- 6.20 Whilst applicants are not required to seek the views of Responsible Authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The Council encourages co-operation between applicants, Responsible Authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.
- 6.21 Other publicly available sources which may be of use to applicants include:
- the Crime Mapping website;
 - Neighbourhood Statistics websites;
 - websites or publications by local Responsible Authorities;
 - websites or publications by local voluntary schemes and initiatives; and
 - online mapping tools.
- 6.22 Applicants should make their own enquiries and demonstrate how they have considered the following in their operating schedule:
- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children and young persons may congregate;
 - Any risk posed to the local area by the applicants' proposed licensable activities; and
 - Any local initiatives (for example, local crime reduction initiatives or voluntary schemes such as local taxi-marshalling schemes, street pastors and other schemes), which may help mitigate potential risks.
- 6.23 The Council expects individual applicants to complete the operating schedule in a manner that is specific to the application being made in respect of those premises and the licensable activity to be carried on rather than in general or standard terms. Information should be given to demonstrate how the individual application proposes to address and promote the licensing objectives. Applicants are referred to the section below which contains information on carrying out a risk assessment.
- 6.24 Any application or operating schedule not completed in accordance with the Act and the regulations may be returned to the applicant unprocessed with a request to complete the forms correctly before the application is accepted by Council.

Risk Assessments

- 6.25 The Council recommends that applicants complete a risk assessment of their business in order to understand what steps are required to complete the operating schedule in a manner which enables the Council and Responsible Authorities to assess how they will seek to promote the licensing objectives.

- 6.26 The Council is aware that any risk assessment will vary according to the nature of the business. It is for applicants to decide what is appropriate in each case.
- 6.27 It is recognised that some areas of the risk assessment may duplicate issues which applicants have previously addressed in order to satisfy other legislation. Where this does occur the operating schedule may cross reference to alternative documents.
- 6.28 The Council recognises that it cannot insist on a risk assessment. However an applicant who decides not to complete or provide a risk assessment may face additional representations and the expense of hearings as a result. If a risk assessment is not completed then applicants will need to demonstrate how these matters have been addressed through the operating schedule provided.

Excessive Consumption of Alcohol

- 6.29 The Council is acutely aware that certain 'irresponsible' drinks promotions give rise to a significant risk of breaching one or more of the four licensing objectives.
- 6.30 The Council also recognises the impact that excessive or binge drinking can have on public health and that positive action on promoting the licensing objectives is equally likely to have an indirect impact on public health.
- 6.31 The Council as the licensing authority will use the powers contained within the Licensing Act to ensure operators' promotional activities do not undermine the licensing objectives.
- 6.32 Applicants should be aware of the specific mandatory conditions, attached to all licences authorising the sale or supply of alcohol for consumption on the premises, which effectively:
- Ban irresponsible promotions;
 - Ban the dispensing of alcohol directly into the mouth; and
 - Ensure that customers have access to free drinking water if they ask for it.
- 6.33 As a consequence any on-trade premises that participates in irresponsible drinks promotions will be breaching licence conditions and will be dealt with in accordance with the appropriate legislation.

Conditions

- 6.34 The Council recognises it may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing that it is appropriate to impose conditions to promote one or more of the four licensing objectives.
- 6.35 The Council recognises that the only conditions that should be imposed on a licence are those which are appropriate and proportionate to the promotion of the licensing objectives. There may be circumstances where existing legislation and regulations already effectively promote the licensing objectives and no additional conditions are required.
- 6.36 Where conditions are imposed they will be tailored to the individual style and characteristics of the premises and events concerned.
- 6.37 Applicants are strongly encouraged to make early contact with the appropriate

Responsible Authorities to discuss proposed conditions in advance of the submission of their application to the Council.

Designated Premises Supervisor (DPS)

- 6.38 An applicant for a Premises Licence which includes the sale and supply of alcohol must nominate a Designated Premises Supervisor (DPS). That person will normally have been given day to day responsibility for running the premises. The DPS will also be in possession of a Personal Licence. The Act does not require the presence of the DPS at all material times; however the Responsible Authorities will expect the DPS to be available to discuss the conduct of the premises at reasonable times.
- 6.39 The DPS will be readily identifiable on the premises as a person in a position of authority. No sale or supply of alcohol may be made at a time when no DPS has been specified on the licence or at a time when the DPS does not hold a Personal Licence.

Staff Training

- 6.40 The Council recommends that all persons employed on licensed premises who are engaged in the sale and supply of alcohol be encouraged to attend training programmes to raise awareness of their responsibility and particularly of the offences contained within the Act. Similarly persons employed at on-licensed premises should be encouraged to attend training programmes which will raise their awareness of the issues relating to drugs and violence in licensed premises and that suitable training is extended to all staff involved in managing or supervising the premises.
- 6.41 It is also strongly recommended that persons employed on licensed premises, in particular those providing facilities and or entertainment for children and youths, receive appropriate training covering the safeguarding of children and other vulnerable groups and, if appropriate, have the necessary DBS checks.
- 6.42 All persons employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises.

Club Premises Certificates

- 6.43 The Act recognises that premises to which public access is restricted and where alcohol is supplied other than for profit, give rise to different issues for licensing law than those presented by commercial enterprises selling direct to the public. For this reason qualifying clubs may apply for a Club Premises Certificate as an alternative to a Premises Licence.
- 6.44 A Designated Premises Supervisor and Personal Licence Holder are not required where a Club Premises Certificate is in force. However, an applicant for a Club Premises Certificate is still required to act in a manner which promotes the licensing objectives. An application for a Club Premises Certificate must be in the form prescribed by regulations.
- 6.45 Any qualifying club may choose to obtain a Premises Licence if it decides that it wishes to offer its facilities commercially for use by the public, including the sale of alcohol. Any individual on behalf of the club may also provide Temporary Event Notices. The Council has issued guidance to clubs on applying for a Club Premises Certificate.

Minor Variations

6.46 It is possible to make small changes to premises licences or club premises certificates through the minor variation process which is cheaper, easier and quicker than the full variation process. The test for whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. The Government has issued guidance on this process which can be accessed via the Council's website. Anyone considering submitting an application for minor variation may first seek to discuss the proposed variation with the Licensing Office prior to submitting the application.

Alcohol Deliveries

- 6.47 An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should consider including in their operating schedule the procedures they intend to operate to ensure that:
- The person they are selling alcohol to is over the age of 18;
 - That alcohol is only delivered to a person over the age of 18;
 - That a clear document trail of the order process from order, despatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer;
 - The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

Children and Cinemas

6.48 In relation to premises giving film exhibitions, the Council expects licence holders or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films.

Combined Fighting Sports and Bare Knuckle Fighting (Boxing)

- 6.49 The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013 amended the existing descriptions of regulated entertainment to make it clear that both an indoor boxing or wrestling entertainment cannot also be an indoor sporting event, and that any contest, exhibition or display combining boxing or wrestling with one or more martial arts ('combined fighting sports') is – whether indoors or not – a boxing or wrestling entertainment.
- 6.50 Bare Knuckle Boxing ("BKB") can be considered as "boxing or wrestling entertainment" under the Licensing Act 2003. Boxing is regulated entertainment under the Licensing Act, both indoors and outdoors. So whether an event can go ahead, or not, is primarily a licensing question.
- 6.51 A Licensing Authority would need to consider the licensing objectives in determining whether to grant a Premises Licence for a BKB event. However, Hansard at the time of the Licensing Bill shows that the Government at the time did not consider the health of the participants to be a factor for a Licensing Authority to consider when ensuring public safety is promoted. In other words it is not the job of a Licensing Authority to make boxing safer for the boxers. However, the degree of violence and the likelihood of serious injury to the boxers could still be factors for a Licensing Authority to consider in assessing an application.
- 6.52 More relevant are the licensing objectives in relation to preventing disorder and public

nuisance. The crowds at boxing events have generally been considered more of a threat to those objectives than performances of other martial arts. Which is why indoors and outdoors boxing has historically been licensed. Licence conditions could be imposed to minimise the risk to the licensing objectives, including restrictions on the sale and consumption of alcohol, timing of the event and the provision of medical facilities.

- 6.53 Professional boxing in the UK is licensed by the British Boxing Board of Control (BBFC). The term 'unlicensed fight' often therefore refers to fights involving fighters of bouts not licensed or otherwise approved by the BBFC. Licensed fights must follow the guidelines set out by the BBFC (such as allowing knocked-down fighters time to get up, and the provision of medical services for injured boxers). Such fights have generally been deemed legal boxing contests; however it does not necessarily follow that all boxing events must be licensed by the BBFC to be legal. The BBFC is a national governing body for a sport. The BBFC does not condone or support Bare Knuckle Boxing.
- 6.54 In terms of criminal law, the legality of boxing contests has grown out of the historical treatment of contests by case law. 'Prize fighting', akin to BKB, was considered illegal under public policy grounds in a 19th century case. However, the covering of the knuckles by cloth, and properly ordered rules, referees and medical staff arguably makes modern contests (such as Ultimate Fighting Championship) potentially legal. However much depends on the circumstances of the fight and whether the degree of violence and injuries inflicted is excessive to the extent that the Police should put a stop to it and arrest the participants. Evidently, it is difficult for the Police to assess whether the degree of violence involved is criminal in advance. This is why bare knuckle boxing remains a legally grey area and why Responsible Authorities do not permit it.
- 6.55 In terms of an authorisation under the Licensing Act 2003, it is a matter for Doncaster Council as the Licensing Authority.
- 6.56 In the absence of any definitive legal position and in order to promote the four licensing objectives under the licensable activity of boxing, it is the Policy of Doncaster Council that 'Bare Knuckle Fighting', is not considered to be a regulated entertainment activity under the Licensing Act 2003, therefore, the Licensing Authority will not grant authority for:
- Any Bare Knuckle Boxing event in the Borough.
 - Any Bare Knuckle Combined Fighting Sport in the Borough.
 - Any event advertised or promoted as Bare Knuckle Boxing or Bare Knuckle Fighting in the Borough.

Section 7 Cumulative Impact

- 7.1 Cumulative Impact has been included within the Section 182 guidance issued by the Home Office since the commencement of the Act. Cumulative Impact Assessments were introduced at Section 5A of the Act by the Police and Crime Act 2017, with effect from 6 April 2018. This provides provision for Licensing Authorities to publish a document, 'Cumulative Impact Assessment', stating that the Licensing Authority considers that a number of relevant authorisations in respect of premises in one or more parts of its area, described in the assessment, is such that it is likely that it would be inconsistent with the authority's duty under the Act to grant any further relevant authorisations in respect of premises in that part or those parts.
- 7.2 Relevant authorisations means:
- Premises Licence
 - Club Premises Certificate
- 7.3 Cumulative Impact means the potential impact on the promotion of the licensing objectives where there are a significant number of licensed premises concentrated in one area. Cumulative Impact Policies (CIPs) may relate to premises licensed to carry on any licensable activity, including the sale of alcohol for consumption on or off the premises, and the provision of late night refreshment. This includes late night fast food outlets which are not licensed to sell alcohol.
- 7.4 The licensing policy is not the only means of addressing such problems. Other controls include:
- planning controls
 - CCTV
 - provision of transport facilities including taxi ranks
 - Public Space Protection Orders (PSPO)
 - Police powers
 - closure powers
 - positive measures to create safer, cleaner and greener spaces.
- 7.5 The Council encourages the development of a variety of premises providing a range of licensed activities catering for a wide range of users. Any policy adopted from time to time on the cumulative impact of licensed premises imposes restrictions only to the extent that they are justified by the available evidence having regard to the guidance issued by the Secretary of State.
- 7.6 In order to make a decision to include a CIP within this statement of policy there must be an evidential basis. Local Community Safety Partnerships and Responsible Authorities, such as the Police and the local authority exercising Environmental Health functions, may hold relevant information which would inform Licensing Authorities when establishing the evidence base for introducing a special policy relating to cumulative impact into their licensing policy statement. Information which licensing authorities may be able to draw on to evidence the cumulative impact of licensed premises on the promotion of the licensing objectives includes:
- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots;
 - statistics on local anti-social behaviour offences;

- health-related statistics such as alcohol-related emergency attendances and hospital admissions;
- environmental health complaints, particularly in relation to litter and noise;
- complaints recorded by the local authority, which may include complaints raised by local residents or residents' associations;
- residents' questionnaires;
- evidence from local Councillors; and
- evidence obtained through local consultation.

Effect of Special Policies

- 7.7 A Cumulative Impact Policy creates a rebuttable presumption that those applications within the designated Cumulative Impact area for new premises licences or variations that are likely to add to the existing Cumulative Impact will normally be refused if relevant representations are received. It is for the applicant to demonstrate that their application would not add to the Cumulative Impact of such licensed premises in the area.
- 7.8 An applicant wishing to obtain a new or varied licence for premises falling within any Cumulative Impact area must identify, through the risk assessment process (if used) and operating schedule, the steps that he or she intends to take so that the Council and Responsible Authorities can be satisfied that granting a new licence will not add to the impact already being experienced.
- 7.9 To assist this process applicants are encouraged to submit a full and thoroughly considered application at the earliest opportunity. The onus is on the applicant to demonstrate to the Responsible Authorities the suitability and detail for their site. The applicant is encouraged to make early contact with the Responsible Authorities to discuss their plans, and suggested control measures. Applicants should also have particular regard to the guidance issued by the Home Office under section 182 of the Act.
- 7.10 Despite the presumption against grant, Responsible Authorities and other persons will still need to make a relevant representation before the Council may lawfully consider giving effect to its Cumulative Impact Policy. The Licensing Authority, in its role as a Responsible Authority may make a representation to any application received in respect of a new premises licence or a full variation of an existing premises licence, in a Cumulative Impact area. This representation will include the latest evidence in relation to that Cumulative Impact Policy area. Any other representations, from Responsible Authorities and members of the public, which are based on the negative effects of Cumulative Impact will stand in their own right, but will also support and strengthen the Licensing Authority representation.
- 7.11 The Council recognises that a Cumulative Impact Policy should not be absolute. The circumstances of each application will be considered properly and application for licences that are unlikely to add to the Cumulative Impact on the licensing objectives may be granted. After receiving representations in relation to a new application or for a variation of a licence, the Licensing Authority will consider whether it would be justified in departing from its Cumulative Impact Policy in the light of the individual circumstances of the case. The impact can be expected to be different for premises with different styles and characteristics. If the Council decides that an application should be refused, it will still need to show that the grant of the application would undermine the promotion of the licensing objectives and that necessary conditions would be ineffective in preventing the problems involved

Rebutting the Presumption against Grant in a Cumulative Impact Policy Area

- 7.12 When considering the presumption against grant in a CIP area, the Council will need to be satisfied that the grant will not impact on the Cumulative Impact of existing licensed premises in the area. Applicants will often suggest measures which they assert will demonstrate there will be no impact.
- 7.13 Examples of factors the Council may consider as demonstrating there will be no impact may include, though are not limited to:
- Small premises who intend to operate before midnight.
 - Premises which are not alcohol led and only operate during the day time economy
 - Instances where the applicant is relocating their business to a new premises but retaining the same style of business.
 - Conditions which ensure that the premises will operate in a particular manner such as a minimum number of covers or waiter/waitress service to secure a food led operation.
- 7.14 Examples of factors the Licensing Authority will not consider as meeting the standard of rebuttal include:
- That the premises will be well managed and run, as all licensed premises should meet this standard
 - That the premises will be constructed to a high standard
 - That the applicant operates similar premises elsewhere, such as in another Licensing Authority area, without complaint
- 7.15 Any relevant representation of support will be taken into consideration by the Council when making its determination.
- 7.16 Doncaster Council first adopted a Cumulative Impact Policy in January 2008.

Cumulative Impact Assessment (CIA)

- 7.17 As required by the Act, Doncaster Council has reviewed the Cumulative Impact areas and has published its first Cumulative Impact Assessment. This document is available on the Council's website or from the Licensing Office. The assessment will be reviewed at least every three years as required by the Act, revisions will be approved by the Licensing Committee prior to publication.
- 7.18 As required by the Act the Council has formally consulted on the assessment.
- 7.19 By publishing the assessment Doncaster Council is setting down a strong statement of intent about its approach to considering applications for grant and variation of Premises Licences or Club Premises Certificates in the area described. The Council must have regard to the assessment when determining or revising this Statement of Licensing Policy. The assessment does not change the fundamental way that a licensing decision is made, each application will be considered on its own merits. It is open for the Council to grant an application where it is considered appropriate and where the applicant can demonstrate in the operating schedule that they would not be adding to the Cumulative Impact. Applications in the area covered by the assessment should therefore give consideration to potential Cumulative Impact issues when setting out the steps that will be taken to promote the licensing objectives. Where relevant representations are received and the Council determines to grant an application, reasons for granting the

application will be given to the applicant, the Chief Officer of Police and all parties who made relevant representation, with the reasons for departing from the policy.

- 7.20 Where no relevant representations are received an application within the Cumulative Impact area will be granted in terms consistent with the operating schedule.
- 7.21 Applications for new Premises Licences or variations for premises situated within the Cumulative Impact area that are likely to add to the Cumulative Impact already experienced will normally be refused if relevant representations are received. The applicant must demonstrate through the operating schedule, the steps that they intend to take so that the Council and Responsible Authorities can be satisfied that granting a new or varied licence will not add to the Cumulative Impact already being experienced.
- 7.22 The onus is on the applicant to demonstrate to the Responsible Authorities the suitability of how their proposal will not add to the Cumulative Impact. To assist this process the Council recommends early consultation with Responsible Authorities.

Consultation Document

Section 8 Early Morning Restriction Order (EMRO)

- 8.1 The power conferred on Licensing Authorities to make, vary or revoke an Early Morning Restriction Order (EMRO) is set out in section 172A to 172E of the Licensing Act 2003. The government has provided guidance as part of the S182 Guidance to Licensing Authorities.
- 8.2 An EMRO enables a Licensing Authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.
- 8.3 EMROs are designed to address recurring problems such as high levels of alcohol related crime and disorder in specific areas at specific times; serious public nuisance and other instances of alcohol related anti-social behaviour which is not directly attributable to specific premises.
- 8.4 It is the Council's intention to support businesses rather than hinder them whilst ensuring promotion of the licensing objectives. However where this has deemed to fail then an EMRO could be considered as a possible solution.
- 8.5 An EMRO:
- Applies to the supply of alcohol authorised by Premises Licences, Club Premises Certificates and Temporary Event Notices;
 - Applies for any period beginning at or after 12am and ending at or before 6am. It does not have to apply on every day of the week and can apply for different time periods on different days of the week;
 - Applies for a limited or unlimited period (for example, an EMRO could be introduced for a few weeks to apply to a specific event);
 - Applies to the whole or any part of the Licensing Authority's area
 - Will not apply to any premises on New Year's Eve (defined as 12am to 6am on 1 January every year);
 - Will not apply to the supply of alcohol to residents by accommodation providers between 12am and 6am, provided the alcohol is sold through mini-bars/room service; and
 - Will not apply to a relaxation of licensing hours by virtue of an order made under section 172 of the Licensing Act 2003.
- 8.6 It is anticipated that any request to consider introducing an EMRO would be referred to the Licensing Office where a designated procedure will be applied to determine if an EMRO is appropriate. If appropriate, the request would be referred to the Licensing Committee for consideration. Ultimately it would be for full Council to approve the final order.

Current Position

- 8.7 There are currently no EMROs in place in the geographical area administered by Doncaster Council.

Section 9 Late Night Levy

- 9.1 The Late Night Levy is a tool conferred on Licensing Authorities by provision in the Police Reform and Social Responsibility Act 2011. This enables Licensing Authorities to charge a levy to persons who are licensed to sell alcohol late at night in the authority's area as a means of raising a contribution towards the costs of policing the late-night economy.
- 9.2 The decision to introduce the levy is an option available to all Licensing Authorities in the whole of their respective areas. The levy will be payable by the holders of any Premises Licence or Club Premises Certificate in relation to premises in the authority's area, which authorise the sale or supply of alcohol on any days during a period beginning at or after midnight and ending at or before 6am.
- 9.3 The decision to introduce the levy is for a Licensing Authority to make should it consider it appropriate to do so. The Licensing Authority would be expected to consult with the Chief Officer of Police and Police and Crime Commissioner.
- 9.4 Local residents can use existing channels and forums to put forward views and call for the implementation or not of the levy in their area.
- 9.5 When considering whether to introduce a levy, Licensing Authorities should note that any financial risk (for example lower than expected revenue) rests at a local level and should be fully considered prior to implementation.
- 9.6 The decision to introduce, vary or end the requirement for the levy must be made by the full Council. Other decisions in relation to the introduction and administration of the levy may be delegated in the manner which the Licensing Authority considers most appropriate.
- 9.7 A Late Night Levy can only be introduced following a statutory consultation with all parties affected including licences holders and the Council must take into account any representations made.

Current Position

- 9.8 There is currently no Late Night Levy applied in the Doncaster Council area.
- 9.9 Any future consideration of a Late Night Levy will be made in accordance with the relevant legislation and Home Office Guidance.

Section 10 Personal Licences

- 10.1 Every supply of alcohol under a Premises Licence must be made or authorised by a person who holds a Personal Licence. The Act does not require the presence of a Personal Licence holder at all material times but if any sales are made when a Personal Licence holder is not present, then they must have been authorised by somebody who holds a Personal Licence. Regardless of whether a Personal Licence holder is present or not he will not be able to escape responsibility for the actions of those he authorises to make such sales.
- 10.2 The Council recommends that authorisations for the sale of alcohol be made in writing to ensure that those authorised are clear what their legal responsibilities are. Any premises at which alcohol is sold or supplied may employ one or more Personal Licence holders.
- 10.3 The Council recognises it has no discretion regarding the granting of Personal Licences where:
- the applicant is 18 or over,
 - possesses a licensing qualification,
 - has not had a licence forfeited in the last five years and
 - has not been convicted of a relevant offence.
- 10.4 An application for a Personal Licence to sell alcohol must be made in the form specified in government guidance or regulations. The application form must be accompanied by the requisite fee. The applicant must also be able to produce evidence of the relevant qualifications.
- 10.5 Applicants must produce a Disclosure & Barring Service (DBS) certificate along with the application form. The certificate must be current and comply with the regulations on Personal Licence applications. Applicants are also expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or a similar offence.
- 10.6 Where the application discloses relevant unspent convictions the Council will notify the Police of that application and the convictions. The Police may make objection on the grounds of crime and disorder. If an objection is lodged the applicant is entitled to a hearing before the Council. If the Police do not issue an objection notice and the application otherwise meets the requirements of the 2003 Act, the Council must grant it.
- 10.7 The Council will, at such a hearing, consider carefully whether the grant of the licence will compromise the promotion of the crime prevention objective. It will consider the seriousness and relevance of the conviction(s), the period that has elapsed since the offence(s) were committed and any mitigating circumstances. The Council will normally refuse the application unless there are exceptional and compelling circumstances which justify granting it.

Section 11 Temporary Event Notices (TENs)

- 11.1 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the Licensing Authority on an application. Instead a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the Licensing Authority of the event (a “Temporary Event Notice” or TEN).
- 11.2 There are two types of TENs; a Standard TEN and a Late TEN. These have different notice periods. A Standard TEN is given no later than 10 clear working days before the event to which it relates; a Late TEN is given not before 9 and not later than 5 clear working days before the event. Where the required notice period is not given it will be returned as void and the activities to which it relates will not be authorised.
- 11.3 TENs are subject to various limitations:
- Working days do not include bank holidays, Saturday or Sunday, the day of the event or the day the notice is given.
 - Anyone aged 18 or over can give a maximum of 5 Standard or 2 Late TENs per calendar year.
 - Personal Licence holders can give a maximum of 50 Standard or 10 Late TENs per calendar year.
 - Late TENs count towards the total permitted number of TENs a person is permitted to give per year.
 - The maximum number of persons must not exceed 499.
 - The maximum number of hours must not exceed 168.
 - No more than 15 TENs can be given in respect of any particular premises in any calendar year.
 - Any particular premises can have a maximum aggregate duration of 21 days in any calendar year.
 - There must be a minimum of 24 hours between events at the same premises.

Additional Limitations

- 11.4 The Council, on receiving a TEN, will check that the requirements of the Act as to duration and numbers of notices are met. For these purposes, a notice is treated as being from the same premises user if an associate gives it.
- 11.5 The Act defines an associate as being:
- the spouse or civil partner of that person;
 - a child, parent, grandchild, grandparent, brother or sister of that person; or
 - an agent or employee of that person;
 - the spouse or civil partner of a person listed in either of the two preceding bullet points.
- 11.6 A person living with another person as his or her husband or wife is treated for these purposes as his or her spouse.
- 11.7 The most important aspect of the TEN system is that no permission is required for these events from the Council. In general only the police or Environmental Health may intervene to prevent such an event or modify the arrangements for such an event. The Council will only intervene itself if the limits on the number of notices that may be given in various circumstances would be exceeded.

- 11.8 Many premises users giving Temporary Event Notices will not have a commercial background or ready access to legal advice. They will include, for example, people acting on behalf of charities, community and voluntary groups all of which may stage public events to raise funds, at which licensable activities will take place. The Council will ensure that local guidance about the temporary permitted activities is clear and understandable and will strive to keep the arrangements manageable and user-friendly for such groups.
- 11.9 The Council encourages notice providers to give the earliest possible notice of events likely to take place. This is particularly relevant to events which are to take place in the open air or in a temporary structure. Assistance with the planning of events can be provided through multi agency forum meetings.
- 11.10 The Council will, on request, provide local advice about proper respect for the concerns of local residents; of other legislative requirements regarding health and safety, noise pollution, the building of temporary structures, or other necessary permissions, and of the powers to close down events with no notice on grounds of disorder, the likelihood of disorder or noise emanating from the premises.

Police and/or Environmental Health Intervention

- 11.11 The Act provides that the Police or Environmental Health may, within the prescribed period, issue an objection notice because they believe the event would undermine the one or more of the four licensing objectives set out in the Act. The issuing of such an objection notice requires the consideration of the objection by the Council at a hearing in the case of a Standard TEN. If an objection notice is issued in relation to a Late TEN then the TEN will not be valid and the event will not go ahead as there is no scope for a hearing.
- 11.12 The ability of the Police and Environmental Health to serve such a notice is a further reason why event organisers are strongly encouraged by the Council not to rely on giving the minimum amount of notice and to contact the local Police and Environmental Health at the earliest possible opportunity about their proposals.

Section 12 Enforcement and Reviews

- 12.1 The Licensing Act contains measures to ensure that the Council and Responsible Authorities are able to deal with premises that wilfully and persistently undermine the licensing objectives. The Council and Responsible Authorities are committed to encouraging a thriving day time and evening licensed economy but will not tolerate those premises whose activities infringe upon the quality of life for local residents and businesses.
- 12.2 The Council recognises that a system of coordinated enforcement with the Police and other authorities assists enforcement and allows authorities to deploy resources more efficiently.

Suspension for Non-Payment of Fees

- 12.3 The Council is required to suspend a Premises Licence if the Annual Fee has not been paid when it is due. Where a Premises Licence has been suspended, no licensable activities can be lawfully carried out at the premises until the Annual Fee has been paid. The suspension shall be lifted immediately upon receipt of payment of the outstanding fee and licensable activities may be resumed.
- 12.4 If an Annual Fee has not been paid by the due date, the licence holder shall be notified accordingly by the Council and given notice of the date on which the suspension shall take effect.

Detection and Prosecution of Breaches

- 12.5 It is the policy of the Council to adopt a multi-agency approach to the detection and prosecution of offences under the Licensing Act. It is the policy of the Council that, in the first instance, it will be for the most appropriate authority e.g. the Police for matters that relate to crime and disorder, Environmental Health for matters that relate to nuisance etc. to lead the investigations at problem premises. The policy of joint-enforcement provides for the targeting of agreed problem and high-risk premises which require greater attention, while providing a lighter touch to low risk premises or those that are well run.
- 12.6 Consideration will be given to the appropriate powers that should be used to address a problem where other agencies such as the Police, Fire Authority, Environmental Health and Trading Standards also have their own powers.
- 12.7 The Council has adopted the principles of risk assessment and targeted inspection. Inspections of licensed premises are not undertaken routinely but when and if they are judged necessary. This ensures that resources are used efficiently and, for example, are more effectively concentrated on problem premises. In all cases the key principles of consistency, transparency and proportionality will be maintained.

Reviews of Licences

- 12.8 The Council recognises that the ability of the Police, other Responsible Authorities and other persons to apply for a review of a Premises Licence is an incentive to effective self-regulation.
- 12.9 On receipt of a relevant request to carry out a review the Council has a range of options available to it under the Act. These include:

- To modify the conditions of the licence including imposing new conditions, altering existing conditions or removing conditions (permanently or temporarily)
- To exclude a licensable activity from the scope of the licence (permanently or temporarily)
- To remove the Designated Premises Supervisor
- To suspend the licence for a period not exceeding three months
- To revoke the licence

12.10 The Council will seek to establish the cause or causes of the concerns that the representations identify. The remedial action will generally be directed at these causes and will always be no more than an appropriate and proportionate response to address the causes of concern that instigated the review.

Reviews Arising in Connection with Crime

12.11 When considering a review request or the possibility of enforcement action the Council will take into account all relevant circumstances. There is certain criminal activity that may arise in connection with licensed premises which will be treated particularly seriously. These are the use of the licensed premises:

- for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime;
- for the sale and distribution of illegal firearms;
- for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
- for prostitution or the sale of unlawful pornography;
- by organised groups of paedophiles to groom children;
- as the base for the organisation of criminal activity, particularly by gangs;
- for the organisation of racist activity or the promotion of racist attacks;
- for knowingly employing a person who is unlawfully in the UK or who cannot lawfully be employed as a result of a condition on that person's leave to enter;
- for unlawful gambling; and
- for the sale or storage of smuggled tobacco and alcohol.

12.12 It is envisaged that the Responsible Authorities will use the review procedures effectively to deter such activities and crime. Where reviews arise and the Council determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance – should be seriously considered.

Review of a Premises Licence Following Persistent Sales of Alcohol to Children

12.13 Where persistent sales of alcohol to children have occurred at premises and it is apparent that those managing the premises do not operate a responsible policy or have not exercised appropriate due diligence it is expected that Responsible Authorities should consider taking steps to ensure that a Review of the licence is the norm in these circumstances. This is particularly the case where there has been a prosecution for the offence or a Closure Notice has been given under the 2003 Act. In determining the Review the Council will consider revoking the licence if it considers this appropriate.

Section 13 Administration, Exercise and Delegation of Functions

- 13.1 The 2003 Act provides that the functions of a Licensing Authority (including its determinations) are to be carried out by its Licensing Committee (except those relating to the making of its Statement of Licensing Policy). The Licensing Committee may delegate these functions to Sub-Committees or in appropriate cases, to Officers of the Licensing Authority. It is recognised that many of the decisions and functions will be purely administrative in nature and it is, therefore, Council policy that the delegation of functions will be determined in the interests of speed, efficiency and cost effectiveness.
- 13.2 Where, under the provisions of the 2003 Act, there are no relevant representations on an application for the grant of a Premises Licence or Club Premises Certificate or Police objection for a Personal Licence or relevant objection to an activity taking place under the authority of a Temporary Event Notice, these matters will be dealt with by Officers.
- 13.3 Membership and the terms of reference for the Licensing Committee will be established at the Annual General Meeting of the Council.
- 13.4 The Licensing Committee will agree the appointment of a Licensing Sub-Committee and the delegation of functions annually at its inaugural meeting.
- 13.5 Details of all Committee meetings, agendas and minutes including the delegation of functions will be published on the Council's website.

Appendix 1 Further Reading and Useful Information

- The Licensing Act 2003
www.legislation.gov.uk/ukpga/2003/17/contents
- Guidance issued under Section 182 of the Licensing Act 2003
www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003
- Doncaster Council Licensing Department
www.doncaster.gov.uk/licensing
- ICO Code of Practice for CCTV
www.ico.org.uk/for-organisations/guide-to-data-protection-1998/encryption/scenarios/cctv/
- Home Office Guidance to Mandatory Conditions
<https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions>
- Alcohol Strategy
www.gov.uk/government/publications/alcohol-strategy
- Health, Safety and Welfare at Music and Other Events (The Purple Guide)
www.thepurpleguide.co.uk
- Guidance on Running Events Safely
www.hse.gov.uk/event-safety
- Risk Assessments
www.hse.gov.uk/risk/controlling-risks.htm

Statement of Licensing Policy 2021 – 2026
Licensing Act 2003

Consultation Document - Summary of amendments.

Section	Description	Reason
Whole document	The entire document has been checked and where any spelling, layout or sequential paragraph numbering errors were identified, these have been corrected.	Administrative change
Whole document	All relevant dates have been changed to show the period which the policy is effective and when it will be reviewed.	Administrative change
Paragraph 1.2 (page 5)	Amended to include 'Home Office (immigration services)' as a Responsible Authority.	Statutory change The Licensing Act 2003 was amended to include the Home Office as a Responsible Authority
Paragraph 4.11 (page 10)	Additional content has been added to each of the existing bullet points.	To assist applicants to promote the licensing objectives. Providing more information allows applicants to submit a meaningful operating schedule as part of their application.
Paragraph 4.11 (page 10)	Additional bullet points have been added. <ul style="list-style-type: none"> • Radio-link • The One Can Ban • Reduce the Strength • Best Bar None 	To assist applicants to promote the licensing objectives. Helping applicants to identify schemes which are operated in the Borough allows them to consider participation.

<p>Paragraph 4.39 (page13)</p>	<p>Amended to indicate that 'Challenge 25' is the preferred age verification scheme.</p>	<p>To strengthen the policy with regards to preventing the sale or supply of alcohol to persons below the legal age.</p> <p>The current policy indicates that the Council favours the 'Challenge 21' or 'Challenge 25' age verification schemes.</p> <p>'Challenge 25' is preferred by both 'Drinkaware' and the 'Retail of Alcohol Standards Group'.</p>
<p>Paragraph 5.21 (page 15)</p>	<p>Added a paragraph regarding Covid-19 and adhering to changes to regulations and guidance.</p>	<p>To take account of recent changes to legislation and the need to remain compliant with local and national requirements.</p>
<p>Paragraph 5.32 (page 17)</p>	<p>Added a sub-section on how the Authority will deal with representations which are received in the form of a Petition.</p>	<p>To assist persons making representations by clearly setting out what is expected from persons submitting a petition.</p> <p>To assist decision makers in how much weight should be given to a petition.</p> <p>Historically, information on petitions has been published on the Councils website.</p>
<p>Paragraphs 6.49-6.56 (page 24-25)</p>	<p>Added a sub-section on Combined Fighting Sports and Bare Knuckle Fighting (Boxing).</p>	<p>To strengthen the policy with regards to Bare Knuckle Boxing or similar activities.</p> <p>By setting out that it is the policy of Doncaster Council that in order to promote the four licensing objectives under the licensable activity of boxing, that any boxing or combined fighting event in which participants fight</p>

		with bare knuckles, or is advertised as a bare knuckle boxing/fighting event, will not be permitted in the Borough. This section has been included at the request of South Yorkshire Police.
Paragraph 7.4 (page 26)	Replaced 'Designated Public Place Order (DPPO)' with 'Public Space Protection Orders (PSPO)'.	Statutory change
Paragraphs 7.17-7.22 (page 28-29)	Removed sub-section Cumulative Impact Policies (CIPs) and replaced it with the sub-section Cumulative Impact Assessment (CIA).	Statutory change. This will form part of the separate document Cumulative Impact Assessment.
Paragraph 11.2 (page 33)	Added a new paragraph explaining the difference in the required notice periods for giving a Standard or Late Temporary Event Notice.	To provide clarity to applicants.
Paragraph 11.3 (page 33)	Added additional bullet points.	To explain the various limitations (days, hours etc.) of Standard and Late Temporary Event Notices.
Paragraphs 12.3-12.4 (page 35)	Added a new sub-section explaining the suspension of licences where the annual fee is unpaid and the effect that this has, i.e. licensable activities are no longer permitted to take place.	Statutory change. To inform licence holders of the effect of non-payment of the statutory annual fee.
Appendix 1 (page 38)	Updated the content and added direct website links within the document so that the reader can easily access the information when viewing the document online.	To assist applicants in accessing relevant information.

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Doncaster Council

Report

Date: 3rd September 2020

To Chair and Members of the Overview & Scrutiny Management Committee

2020-21 Quarter 1 Finance and Performance Improvement Report

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

EXECUTIVE SUMMARY

1. This report focuses on quarter 1 of the 2020/21 financial year. It indicates our current financial forecasts position against our 2020/21 budget and our performance against key Service Standards.
2. This has been a challenging quarter for council services as the COVID-19 pandemic has impacted right across the council. In terms of being able to respond some council services were stood down, others innovated to be able to continue and others working under extreme and challenging circumstances. Consequently this Finance and Performance report reports on business as usual whilst at the same time recognising that the circumstances that the Council delivers services in was far from business as usual. Whilst the Council and Team Doncaster partners have ambitious plans for the future they will need to be delivered in a volatile and uncertain context.
3. From a performance perspective there have been challenges;
 - in relation to maintaining the cleanliness of the borough as levels of fly tipping increased and levels of recycling reduced due to HWRC being closed
 - Level of house building has slowed however the level of planning applications are above previous performance which is encouraging
 - Given the nature of the pandemic, the number of residential placements have reduced significantly during this quarter

There have however been areas of improvement;

- The performance level of responding to customer enquiries improved
- The percentage of the Council's budget spent locally increased
- The level of agency spend reduced significantly from last quarter
- The timeliness of social care assessments improved

Financial Position

4. There have been significant financial challenges as the council responded to the COVID-19 pandemic. We have incurred new and additional costs to support operational services continue to deliver services, lost income through reduced trading activity or cessation of services and there has been a delay in delivering savings which are required to achieve a balanced budget. In addition council tax payments and business rates payments have reduced as lock down began, businesses closed and staff furloughed.
5. During the quarter, as the pandemic and infection rates increased, service costs have increased. The Council has responded to these challenges and Key and Officer decisions have been taken where appropriate.
6. Given the exceptional nature of circumstances, the Government have recognised these financial challenges and provided additional COVID-19 pressures funding. These currently stand at £21.8m. Other specific resources have been provided and listed in the Annex to this report (separately provided)
7. The overall financial position is extremely fluid and being carefully monitored and reported to MHCLG on a monthly basis. We anticipate that the in-year financial position can be managed through the application of government funding and service underspends.
8. Looking to the longer term, we anticipate that the cost of delivering many council services will increase at the same point that our available income (council tax and business rates) will come under pressure. In order to ensure a balanced budget we are planning to undertake a fundamental review and update of our Medium Term Financial Strategy (MTFS) and 2021/22 budget plan to provide a solid baseline and longer-term financial sustainability. This is the first quarterly financial monitoring report for 2020/21. The Council is forecasting a balanced budget position at the year-end (no over or underspend) after the allocation of £13.3m of Covid-19 emergency grants. Full details on the main variances are provided in paragraphs 37 to 51.

Performance

9. Over the last six to eight months Doncaster has had to deal with significant disruption with the Flood emergency, the Hatfield Moor fires and the response to the Covid 19 pandemic. During this quarter we have been presented with significant challenges to service delivery as a result of the pandemic lockdown and restrictions applied. We have worked closely with government bodies, partner organisations and local communities to provide essential support to residents that have been affected by the restrictions. With this in mind the 'Delivering for Doncaster' booklet for this quarter will focus on the 'Response to the Covid 19' pandemic.
10. Paragraphs 7 – 29 outline the current position on areas that we have managed to continue to monitor throughout quarter 1 as well as identifying additional key areas of activity.

EXEMPT REPORT

11. This report is not exempt

RECOMMENDATIONS

12. The Chair and Members of the Overview & Scrutiny Management Panel are asked to note and comment on the quarter 1 performance and financial information; including;
- the virements per the Financial Procedure Rules, detailed in the Financial profile in the Evidence Pack,
 - Note the changes to Fees and Charges, detailed in paragraphs 52 to 57,
 - Note the allocations of block budgets in the Capital Programme, detailed in the Appendix A – Finance Profile in accordance with the Financial Procedure Rules (sections A & B).
 - the allocations from the borrowing block budget and Investment & Modernisation Fund (IMF) in the Capital Programme, detailed in the Appendix A – Finance Profile in accordance with the Financial Procedure Rules (sections C & D).

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

LIVING:

13. Performance for the maintenance of principal, non-principal and estate roads has remained at or above target at 98%, 97% and 77% respectively. This continues the good performance in this area of service that we have seen over the last few years.
14. There have been no land/highways proactive cleanliness inspections or remedial works due to staffing resources being focussed towards tackling the Covid 19 emergency. Clearance of fly-tipping has been concentrated on the most affected areas, and those presented a health risk. As people have spent more time at home during 'lockdown', more household waste has been generated; we have seen a significant increase in the amount of waste that is illegally dumped, particularly within the urban centre alleys. This increase, together with reduced staffing capacity, has meant performance against the targeted '85% cleared within 7 days' has suffered, with only 59% of cases hitting this standard.
15. Household waste recycling has reduced significantly as well. Only 39% was achieved against the 50% target, which is lower than in previous quarter. The 39% represents the audited figures for January – March as there is a delay on receiving the final figures. There are a number of influencing factors to this reduction. These include the increase in residual waste collected from Christmas and New Year, changes in the way we dispose of wood at the recycling centres and because of the quality of the material the wood now goes to energy recovery not recycling, which has an impact on the performance. We also worked with partners to ensure the continuity of Waste services when tonnage exceed double normal amounts.
16. The scheduled grass cutting programme has not been delivered as originally planned, primarily due to Covid 19. Once works did resume, the cuts took longer than usual due to much longer grass and wet weather. Our local parks were prioritised in order to allow people to exercise during/emerging from lockdown. Reduced grass cutting has allowed the service to progress with its

naturalising initiatives in line with the climate and biodiversity emergency announced by the Mayor in September last year.

During these uncertain times we have developed, appraised and worked to a series of options which have allowed us to step services back up in a controlled way, these included:

- Revised all risk assessments to ensure they were COVID compliant.
- The reconfiguration of North bridge depot to ensure COVID security for the workforce and installed new facilities.
- Initiated the Improvement Plan across services.
- Continued to deal with business critical priorities and taking Enforcement action where necessary.
- Progressed infrastructure improvements to mitigate flood risk and investigations into 2019 floods.
- Trialled approach to renaturalisation in Street Scene.
- Introduced Environment staff newsletters to keep the work force up to date on latest developments across the services and the authority.

WORKING:

17. The percentage of major planning applications processed within targeted timeframes continues to significantly exceed the national target of 70%. A figure of 92% was achieved against a highly ambitious locally set target of 94%.
18. An additional 147 new homes were built in quarter 1, which is lower than the equivalent time last year; This performance is not unexpected given the lockdown measures in place that slowed progress on some sites and in many cases, ceased development altogether for an extended period of time.
19. The collection of business rates for this first quarter is 94.44%. This is a reduction when compared with 97.13% for the same time last year. The impact of the Covid 19 pandemic has seen many businesses close temporarily during the lockdown and left them in difficult financial circumstances. Over 300 businesses have been given a 'payment holiday' for the first 3 months of the year and no debt recovery action has been taken to ensure payment during this period. We have seen significant increase in the number of direct debit recalls in the year as businesses struggled with cash flow issues as the lockdown took hold. It is hoped that as lockdown eases and businesses start to return to a degree of normality then collection will improve.

CARING:

20. The COVID-19 pandemic has presented significant challenges to service delivery this quarter, and a number of headline measures have been directly impacted and our priority has been supporting the most vulnerable residents and communities through the pandemic.
21. The number of people living in residential care has reduced from 1,122 to 988; this is an indicator that has been significantly altered by the COVID-19 pandemic due in part to the number of deaths this has caused in the local residential care system. As well as this, there have been other challenges to the industry as a result of lockdown measures and pressures elsewhere in the healthcare system.

22. The Delayed Transfers of Care (DTC) indicator was suspended by NHS Digital in order to alleviate data pressures caused by the pandemic. This indicator is expected to resume in the near future.
23. The number of people controlling their own support through the use of direct payments is currently 927, a reduction of 10 since last quarter. The pandemic has caused some change in service user behaviour, with some users suspending care visits to maintain shielding. Very few new requests for Direct Payment have been received this quarter.
24. The average time taken to complete a social care assessment was 40.1 days in the quarter, significantly less than the long-term average and the previous quarter. This indicates that COVID-19 has had some impact in reducing this indicator, potentially due to measures taken to reduce delays that may otherwise have been caused by the pandemic, such as technology being used in the assessment process.

LEARNING:

25. During Q1 the Directorate was responding to the Covid 19 Pandemic which resulted in Early Years and Schools remaining open only for Key Worker and Vulnerable children.
26. A key focus for the Directorate during response and into recovery was to support the education system, ensuring safeguarding measures and welfare checks continued to be in place. 4500 vulnerable children were identified and responsibilities were shared across the partnership but convened and monitored through the Director of Children Services statutory role.
27. The statutory responsibility for the collation of statutory education and early years data was nationally suspended whilst organisations focused on providing essential services to the public. Due to the aforesaid arrangements which includes the suspension of the data requirements and children not being in care and educational settings there is limited data which can be reported against the service standards for this period. However, the Directorate Team has achieved a great deal during this quarter, some highlights of which are shown below:
 - At the beginning of the Pandemic, 10 essential services were identified and resources were quickly aligned. A Directorate based infection modelling curve was developed to estimate a 'worst case scenario' which allowed the teams to self-organise to ensure that there were sufficient numbers of skilled and trained staff to ensure that there would be no disruption to services being provided.
 - Of the 307 functions provided across the Directorate, only 36 stopped with a further 109 which were paused.
 - Quickly established a highly effective cluster meetings with Headteachers and a communication channel to schools to provide consistent messages and information as well as responding and supporting Headteachers daily.
 - The Free School Meal offer in Doncaster was cited by the Department for Education as best practice and involved a proactive approach which included liaising with supermarkets directly to roll out vouchers, establishing a support line for parents with concerns and queries about the initiative and emergency food packs where the vouchers failed.
 - Buy Doncaster Customer relations work with School Business Managers resulted in £3m income via the Buy Doncaster website.

- 300 school places offered in respect of in year transfers. 146 Nursery places for 2020 were offered and a further 132 places offered for secondary school places. 3750 Reception and Junior 2020 school places were offered by the April deadline
 - A number of resources have been developed to support face to face and virtual transitions, examples include:
 - Google classrooms for every secondary school set up
 - 360 walk through videos of each school and four mindfulness classes available
 - Anxious students or those who have additional needs receive a more intensive face to face support and workbooks which is being delivered by the transition team or school staff
 - Videos translated into 8 languages including sign language
- Early Help remained constant throughout the pandemic processing around 1000 open cases each month
 - 89% of level 3 Early Help Assessments were completed with only 4% of cases being overdue
 - 46 workers from 23 organisations were trained as Lead Practitioners
 - 5 Family Hubs remained open and have offered a space for expectant and new mums to be seen safely by midwives. Over 5000 parents and 981 babies have been seen to date
 - Family Hubs have continued to keep in touch with families during lockdown by offering a virtual service offer. Over 882,000 have viewed the Facebook pages during lockdown and 928 people accessing online Solihull parenting training, with a further 250 registered during May and June
 - 30 Children's messages were posted on social media with a reach of 797,158 and an engagement of 88,617 people
 - The website offering information, advice and guidance on the reopening of schools and childcare settings was visited 14,500 times since its launch in May
 - Developed the great summer staycation which aims to prepare children and young people for school reopening in September.
 - Continued to make Stronger Families Payment by Results claims ensuring this year 6 starts off on a good footing. We now have a **cumulative total of 149 claims** (30.2%) of our overall target
 - Libraries and heritage services have improved the online offer to include newspapers, magazines and comics as well as the usual e-books and other online resources. Cusworth Park was opened when guidelines allowed ensuring people have an outdoor space to access. Staff conducted welfare calls to known vulnerable users to ensure wellbeing.

28. Now into recovery the Directorate teams have worked closely with schools regarding their reopening and School Transport remains a high risk and although we are doing all that we are able through modelling, market engagement etc., we await the national guidance to undertaken final planning. We also anticipate a pressure in terms of capacity and budget.

CONNECTED COUNCIL:

29. Due to the COVID 19 crisis the Civic Buildings One Stop Shop has been closed for the majority of quarter 1. It re-opened on Monday 15th June and

customer numbers have remained low. Within the One stop shop we have introduced new ways of working due to the social distancing measures, ensuring that customers are not waiting to be served. During this quarter our performance with regards phone calls answered within 150 seconds has increased to 94% which is above the 90% target.

30. Local authority spend with local businesses has increased to 74% against a 66% target with spend equating to approximately £23.5m.
31. The average number of days to process a new housing benefit claim has increased to 21.94 against a target of 21. This slight increase was due to the spike in new Housing Benefits claims caused by the Covid 19 pandemic, which created a backlog of work at the start of the quarter, however, this has now been cleared and performance levels are back on track. Processing of new applications for Council Tax Support (CTS) has also seen a spike this quarter with performance at 20.67 days (target 21 days). However, despite the spike caused by the Covid 19 pandemic, performance has remained on target and improved compared to 23.3 days for the same time last year.
32. Elected Members were allocated approximately £165,000 to support community group during the covid response. During Quarter 1, 65 applications were received, 61 approved and £108,595 of the total budget allocated across 56 community groups. Support has been provided for a variety of projects including: storage and infrastructure, in addition to pop up food banks and emergency food hampers to those families struggling during the outbreak; support for home schooling; activities for children and vulnerable groups in communities to keep them occupied and improve emotional well-being; delivery of cakes, art packs, jewellery making, card making, print of quiz sheets, brain teasers and word searches to lessen social isolation amongst elderly groups. Purchase planters, seeds, trowels and watering cans, then children will grow their own flowers which can be distributed into the community; modification to community groups to enable safe operation and continuation of services during the pandemic; purchase and set up of technology to enable online access to services and support; and, community participation in walking and cycling. The objectives during Quarter 2 will be the completion of funding stream-allocation of funds by end of July, monitoring and capture of the outcomes/impact of the projects.
33. Agency worker spend outside of main employment contracts has reduced during the quarter by £109k (down 20%) from £534k in Q4 to £425k. Many assignments were due to end naturally at the end of March and then due to the emergency there has been reduced demand in some areas due to services not being operational.
34. The sickness absence rate for the quarter was 9.76 days per full time equivalent employee, against a target of 8.50 days. This is a reduction from 10.55 days for Q4. Occupational Health appointments were moved to on-line during the quarter and this has undoubtedly helped with non-attendance of appointments reducing by 65 to 26 out of a total of 560 appointments this quarter. Attached at appendix E is a further detailed breakdown of sickness absence data for Quarter 4 with comparisons for the same period last year, as well as the monitoring and support in place for employees within Adults, Health and Wellbeing.
35. A continuation of supported events were held virtually including Carers Week (8-14 June) and Loneliness Awareness Week (15-19 June), key elements of

our on-going diversity and inclusion agenda. The Council was also awarded Bronze Inclusive Employer Status.

36. The council's Health and Safety team has worked with HR and Public Health to develop a COVID-19 secure suite of documents to help manage risk and protect employees during the pandemic. This includes generic risk assessments based on national government guidance for managers to utilise and amend to meet the needs of their service activities.

FINANCIAL POSITION:

Revenue Budget

37. The Council is forecasting an outturn projection of a £13.3m overspend before the allocation of Covid-19 emergency grants. This is largely due to the effects of and response to the Covid-19 global pandemic. Planned savings for 2020/21 are off track with £3.4m delivered leaving a shortfall of £5.3m. A summary of the £13.3m overspend by service areas for 2020/21 is provided below. This is followed by detail for each service area and then an explanation of the how the Covid-19 emergency grant has been allocated:-

	Quarter 1						Quarter 4 Variance £m
	Gross Budget £m	Net Budget £m	Variance				
			£m	%	Covid-19 £m	Excl Covid-19 £m	
Adults Health and Wellbeing	164.3	72.3	0.3	0.2%	4.4	-4.1	-0.7
Learning & Opportunities - Children & Young People	56.5	11.3	2.5	4.4%	2.4	0.1	0.0
Doncaster Children's Services Trust (DCST)	55.1	50.1	2.9	5.3%	1.0	1.9	-1.2
Corporate Resources	114.5	23.7	2.3	2.0%	3.2	-0.9	-0.3
Economy & Environment	97.0	41.5	6.6	6.8%	7.0	-0.4	-0.7
Services Budgets	487.4	198.9	14.6	3.0%	18.0	-3.4	-2.9
General Financing	7.6	6.9	-0.6	-7.9%	0.0	-0.6	-0.5
Other Council-Wide budgets	9.8	-99.7	-0.7	-7.1%	0.2	-0.9	2.0
Council Wide	17.4	-92.8	-1.3	-7.5%	0.2	-1.5	1.5
Grand Total	504.8	106.1	13.3	2.6%	18.2	-4.9	-1.4

38. Adults, Health & Well-being is forecast to overspend by £0.25m at quarter 1. The Adult Social Care Ladder is forecast to overspend by £0.39m and this includes a forecast underspend on residential placements of £0.94m, driven partly by success in the latter part of the last financial year in keeping a greater number of older people safely at home and partly because of the effect of Covid-19 both on admission numbers and sadly on death rates within care homes. This is offset by a forecast overspend of £1.33m on non-residential care services, caused essentially by the impact of Covid-19 in terms of client numbers, on-going support costs and the loss of savings from projects that have been delayed. Within this forecast there are estimated Covid-19-related costs of £3.23m. This obviously is only an estimate and will depend on the short to medium term support required and the lasting impact of the pandemic, and will be refined as the impact is better understood. Communities is forecast to overspend by £0.52m overall, of which £1.12m overspend is due to

the impact of Covid-19 arising primarily from loss of income and additional staffing costs, offset by £0.60m underspends arising from delays in recruiting to vacant posts and savings on service running costs. The overall position is also offset by an underspend of £0.56m projected on the management of change budget.

39. The detailed position of the Care Ladder is shown in the table below: -

Care Ladder		Budgeted Position at Month 3	Actual / Projected Position at Month 3	Variance
Older People Residential	Client numbers at current month	791	658	-133
	Forecasted clients by year end	789	692	-97
	Net Expenditure (£'000)	14,607	13,447	-1,160
Working Age Adults Residential	Client numbers at current month	202	195	-7
	Forecasted clients by year end	208	208	0
	Net Expenditure (£'000)	9,657	9,340	-317
Short Stay Residential	Net Expenditure (£'000)	1,680	2,217	537
Direct Payments	Client numbers at current month	932	906	-26
	Forecasted clients by year end	967	946	-21
Home Care	Client numbers at current month	1,094	928	-166
	Forecasted clients by year end	1,056	925	-131
Total Non-Residential	Net Expenditure (£'000)	15,933	16,988	1,055
Extra Care	Client numbers at current month	120	124	4
	Forecasted clients by year end	120	124	4
	Net Expenditure (£'000)	2,131	2,006	-125
Supported Living	Client numbers at current month	328	316	-12
	Forecasted clients by year end	330	316	-14
	Net Expenditure (£'000)	18,765	19,170	404
Care Ladder Grand Total	Client numbers at current month	3,466	3,127	-339
	Forecasted clients by year end	3,469	3,211	-258
	Net Expenditure (£'000)	62,774	63,167	393

40. Learning & Opportunities – CYP is forecast to overspend by £2.55m at quarter 1, of which £0.18m is non Covid-19 related with the remaining amount being due to the impact of Covid-19 which is broken down as follows: £0.95m net additional costs, loss of income £0.62m and a delay in the realisation of achieving savings £0.79m. The overspends include: Travel Assistance

£1.55m, of which £1.12m is the potential net impact of Covid-19 from social distancing when schools are fully open less savings from reduced provision being required in April to July, and £0.43m is due to the impact of increased activity from 2019/20, Traded Income shortfall of £0.70m (£0.37m due to Covid-19), £0.5m savings from the re-provision of Short Breaks as part of the Future Placements Strategy delayed due to Covid-19, and loss of Attendance Fixed Penalty Notice fines income £0.25m due to Covid-19. These are offset in part by an underspend of -£0.31m from managed staffing vacancies and -£0.33m from a one off insurance claim relating to the Music Service.

41. The Doncaster Children's Services Trust (DCST) is forecast to overspend by £2.89m to the 2020/21 contract value, of which £1.89m is non Covid related with the remaining amount due to the impact of Covid-19 broken down as follows: increased costs for Out of Area (OOA) Placements £0.29m, a projected three month delay to the opening of two bed homes £0.21, equipment costs £0.02m, and a potential 5% increase in Children in Care numbers when Schools fully reopen in September 2020 £0.48m. The non Covid overspend of £1.89m includes: Out of Area (OOA) Placements £0.58m, SGO/CAO's allowances £0.2m, Staffing, which is mainly agency cover, £0.50m, a delay in delivering Allowances savings £0.2m, and £0.16m for Ofsted inspection preparation costs.
42. Corporate Resources is projected to overspend by £2.30m at quarter 1. This is mainly due to £3.21m of Covid-19 related costs and loss of income, which means the Directorate would have been projecting to underspend by £-0.91m if not for Covid-19. The largest area is Finance £1.55m overspend, £2.18m from Trading Services, mainly Schools Catering, as a result of schools being closed and limited income expected until September 2020. This is off-set in part by underspends on Fleet Management £-0.48m. Customers, Digital & ICT £0.84m overspend largely due to increased mobile phone costs £0.20m and reduced council tax recovery £0.42m. Legal & Democratic Services £0.29m overspend due to increased costs in Coroners and reduced income from Registrars, both due to Covid-19. These overspends are offset by the early identification of savings for 2021/22 in Corporate Resources Director £-0.14m and vacancies mainly in Policy, Insight & Change £-0.15m.
43. Economy and Environment is forecast overspend by £6.60m at quarter 1. This is mainly due to £6.99m of Covid-19 related costs and loss of income, which means the service would be projecting to underspend by £0.39m if not for Covid-19. All Covid-19 related values are in brackets. Income pressures of £4.25m (£4.45m) from across the Directorate are the single biggest items (with Highways Operations £1.47m (£1.47m)), Professional Buildings Maintenance £0.91m (£1.2m), Waste and Recycling £1.33m (£1.11m) and Parking and Enforcement £0.64m (£1.14m) being the largest elements). In addition there are additional Waste related costs, mainly from increased tonnages being collected and lower recycling rates being received £0.59m (£0.40m) and the cost of issuing PPE to social care providers free of charge is recorded against Stores £0.40m (£0.40m). In Housing there are £0.68m of net additional costs of B&B accommodation for homeless people as a result of Covid-19.
44. Council Wide is forecast to underspend by £1.32m at quarter 1. This is due to the following reasons: -
 - Underspend (one-off) £-0.80m in Technical Accounting due to lower Minimum Revenue Provision (MRP) largely caused by vehicle purchases in 2019/20 slipping to 2020/21;

- Underspend £-0.63m in General Financing/Treasury Management due to: underspend (one-off) £-0.40m Pension Prepayment Loans interest saving and underspend (one-off) £-0.27m replacing loan maturities - by accessing lower than forecast rates thanks to Bank of England (BoE) rate reductions and accessing local authority market rather than Public Works Loan Board (PWLB);
 - Underspend £-0.29m in Severance Costs due to lower than expected pension costs for former employees;
 - Overspend £0.41m in Other Centrally Funded due to overspend (one-off) £0.18m YPO dividend - assuming only get half the normal YPO dividend in 20/21 per latest email from Wakefield; overspend (one-off) £0.17m capital receipts - there is an estimated shortfall on capital receipts required to fund the capital programme in 20/21 so there are insufficient receipts available to transfer to revenue to offset the costs of disposal.
 - It is assumed that corporately held contingency budgets of £1.2m will be utilised during the year.
45. The above figures do not include any estimated loss income from Council Tax and Business Rates. These form part of the Collection Fund and due to statutory accounting requirements the impact of losses in the Collection Fund in 2020/21 won't affect the Council's General Fund until 2021/22. The impact on the Collection Fund is discussed below.
46. The Council has received £21.8m in emergency funding from Government to assist in dealing with the costs associated with Covid-19. £13.3m of this funding has been allocated across the Council in line with the virements shown in Evidence Pack – Finance Profile (subject to the approval of Cabinet).
47. The revised position is shown in the table below:-

	Revised net budget	Revised variance
	£m	£m
Adults Health and Wellbeing	74.4	-1.9
Learning & Opportunities - Children & Young People	13.8	0
Doncaster Children's Services Trust (DCST)	51.1	1.9
Corporate Resources	26.0	0
Economy & Environment	48.1	0
Council Wide Budgets	-94.1	0
Grand Total	119.4	0

48. The Children's Trust position shows a projected overspend because emergency funding has only been allocated to the Trust's Covid-19 related overspends. This position is being closely monitored and measures are being explored to reduce the remaining overspend. In order to show an overall balanced position the Trust overspend is offset by leaving underspends in Adults, Health & Wellbeing.

By allocating £13.3m of the emergency funding across budgets within the Council, service managers will have robust budgets that they should be able to manage during the rest of the financial year. It will be for Directors to decide

how to allocate the emergency funding within each directorate in accordance with the principles.

49. It should be noted that £3.07m of the Covid-19 emergency funding had already been allocated through decisions made by the Mayor earlier in the year (DCLT £2.77m, Fight Back Fund £0.25m and Local Assistance scheme £0.05m). There is currently £5.4m Covid-19 funding unallocated, mainly due to managing the financial position and utilising service underspends to contribute towards Covid-19 costs expected to be incurred this year. This will continue to be monitored during 2020/21 and the balance retained to offset budget pressures in 2021/22 and future years, including the impact of the deficit on the Collection Fund. In addition, around £2.6m of Covid-19 Hardship Funding is also expected to be available to support 2021/22. Overall, the estimated additional Covid-19 costs anticipated to impact on 2020/21 and future years, are expected to exceed the government funding received to date.
50. Further government funding will be received to help with income losses from sales, fees and charges. Full details have yet to be provided by government but Financial Management staff are working on a range of estimates. It is possible that further additional funding may also be made available. A summary of all funding provided to date can be found in Appendix D.
51. There are of course risks that costs will increase further as government guidance changes and the impacts of lockdown restrictions become clearer. It is important that managers keep a strong grip on their budgets as events unfold.

Fees & Charges

Adult Social Care

52. On the 25th February 2020, Cabinet approved the proposed changes to a range of fees and charges within Adult Social Care.
53. Five key principles were adopted to identify the 9 proposals set, which ensures that proportionality and fairness is embedded in charging practices going forward. Safeguarding services through effective cost recovery, but fundamentally continuing to help vulnerable people to have the right support and helping older and disabled people to live well and independently in their own home.
54. These charges were all due to be implemented in April 2020, but unfortunately with the impact of Covid19 pandemic there has been a delay in fully implementing some of the charges. The position on each charge is being reviewed and the portfolio holder will be consulted prior to the position being included in the Cabinet report.
55. The financial impact of the delays in implementation are reflected in the Council's financial position for 2020/21 within this report and they will be incorporated as part of the Council's consideration of the revised Medium Term Financial Strategy (MTFS).

Licensing

56. Introduction of a new temporary Pavement Licence Application Process for the Doncaster borough. As local authority, Doncaster Council has a responsibility to encourage a return to economic vitality following the Covid19 pandemic. One of the Government recommendations to achieve this task is through the licensing of the public highway to allow hospitality businesses to extend their capacity limits and to increase social distancing possibilities for patrons.

57. A temporary pavement licence has been created to allow this activity. The Council is able to charge a fee of up to £100 for a licence that will be valid until September 2021. It is proposed to charge the maximum fee permitted and therefore this licence will cost £100 and will grant permission for tables, chairs and related infrastructure to be placed on the public highway until 30 September 2021, subject to such conditions as may be imposed by statute, the Secretary of State or Doncaster Council.

Housing Revenue Budget (HRA)

58. The projected outturn position for the Housing Revenue Account quarter 1 is an underspend of £0.7m. The revised budget assumes a contribution of £3.9m from balances; the £0.7m underspend means that the contribution from balances is reduced to £3.2m. The variances are £0.3m underspend on overall expenditure the majority of which is due to a reduction in the estimated contribution to the provision to bad debt as a result of lower than anticipated rent arrears at year end and at Q1. There is a positive variance of £0.4m on income.
59. HRA balances are estimated to be £6.5m as at 31st March 2021, there is a considerable amount of work which is ongoing to understand the revised investment and compliance needs for all properties following the publication of the Hackitt report and the current consultation paper “Building a safer future: proposals for reform of the building safety regulatory system”.
60. Current rent arrears at Q1 are £2.3m (3.13% of the rent debit); this is an increase from £2.1m (2.79%) at year-end. This performance is being monitored very closely due to the rollout of full service for universal credit (from 11th October 2017) and the current impact of the Covid-19 pandemic. A provision was included in the Housing Revenue Account budget therefore it is not expected to negatively impact on the monitoring position. As at 30th June, the amount of former tenants’ arrears was £1.3m the same figure as at year end, there have been no write offs during the first quarter.
61. The main impact of Covid-19 on the HRA has been the services which were not delivered in Q1, until 8 June only essential/emergency services were delivered. The main financial impacts have been seen in rent loss from void properties and the increased cost of certain supplies including personal protective equipment (PPE). The other potential detrimental financial impact is the increase in rent arrears, work is ongoing to recover these and the actual financial impact will occur over a number of years.

Capital Budget

62. The capital spend projection for quarter 1 2020/21 is £113.2m with a further £286.1m in future years. Actual expenditure incurred as at the end of quarter 1 is £7.2m.
63. When the capital budget was approved we expected capital receipts in 2020/21 to be £9.9m less than originally planned. The position has worsened by £4m since then as capital receipts have been further delayed. It is assumed that the capital receipts will be delivered in future years leading to a surplus being available to further contribute to the capital programme in 2022/23. The impact of delayed capital receipts is that the Council has to take out additional borrowing.
64. An additional £2.6m of expenditure has been added to the capital programme due to the impact of Covid-19 caused by issues such as contracts having to be

extended. It is anticipated that there may be government grant available to fund the additional spend but if not, additional borrowing will be taken out and the pressure created by the revenue implications will need to be taken into consideration in the medium term financial strategy.

65. There is also an additional £1.5m funding required on the DN7 Hatfield link road project due to delays caused by flooding. The allocation of borrowing budget for this and the additional Covid-19 costs is included for approval in the Capital Programme Block Budget Allocations Quarter 1 2020-21 section of Appendix A – Finance Profile.
66. When the capital budget was set a budget of £6.45m was created for 2020/21 to be used to fund capital bids that were under assessment. Further work has been undertaken on the bids and this report recommends allocating the funding to the projects shown in the table below. The overall totals are more than the available capital budget but there is sufficient revenue budget to meet the borrowing costs. The balance of capital budget will be met from the Investment & Modernisation Fund – see Appendix A – Finance Profile.

Collection Fund

67. The current position on the Collection Fund for Council Tax and Business Rates is detailed below: -

- Council Tax:

	Budget £m	Outturn £m	Variance £m	Opening Balance £m	Planned Use £m	Closing Balance* £m
Collection Fund	-143.64	-139.31	4.33	-0.13	1.10	5.31
Doncaster Council	-118.25	-114.68	3.57	-0.11	0.92	4.38

* Opening balance, planned distribution of surplus and in-year variance = Closing balance

The council tax collection fund deficit is attributable to increased levels of Local Council Tax Support (LCTS) £2.69m, lower growth £1.46m and lower collection rates £0.18m due to Covid-19.

Council Tax arrears were £21.65m compared to the target of £21.11m at the end of quarter 1. The target for reduction of Council Tax arrears was £1.59m for quarter 1 and the actual reduction in arrears was £1.04m. The main reason for this has been the coronavirus outbreak late in the last financial year which has rolled into this year. This has led to a suspension of recovery and enforcement action, which continues, and an increase in non-payment due to the changing nature of people's financial circumstances during the pandemic.

- b. Business Rates:

	Budget £m	Outturn £m	Variance £m	Opening Balance £m	Planned Recovery £m	Closing Balance* £m
Collection Fund	-97.67	-61.00	36.66	-2.29	3.12	37.49
Doncaster Council	-47.86	-29.89	17.96	-1.12	1.53	18.37

* Opening balance, planned recovery of the deficit and in-year variance = Closing balance

The business rates collection fund deficit is mainly due to the expansion of the retail relief scheme announced by the Government to support businesses through Covid-19 £35.93m and an increase in provision for bad debt £1.85m, partially offset by lower than expected empty property reliefs £-1.15m and slightly higher growth £-0.17m. The Council will be reimbursed for its share of the reliefs granted in 2020/21 through section 31 government grants but these are credited to the general fund not the collection fund.

Business Rates arrears were £5.82m compared to the target of £5.20m at the end of quarter 1. The target for reduction of Business Rates arrears was £0.6m for quarter 1 but the actual level of arrears went up very slightly in the quarter. Part of this was down to some new retrospective assessments coming into the rating list which will automatically increase the arrears with any debit raised earlier than the 1st April 2020. However, the main reason for the lack of any reduction in arrears has been the coronavirus outbreak late in the last financial year which has rolled into this year. This has led to a suspension of recovery and enforcement action, which continues, and an increase in non-payment due to the changing nature of businesses' financial position during the pandemic. Many businesses have had to close or furlough staff which has caused significant financial downturns for many which still continues in many cases.

In summary, as a result of Covid-19 the impact on the Councils share of the Collection Fund is: -

Collection Fund	2020/21 Impact £m	2021/22 Impact £m
Council Tax deficit	0.00	3.57
Business Rates deficit	0.00	18.54
Section 31 grants	-17.64	0.00
Total	-17.64	22.11

STRATEGIC RISKS

68. The register contains 13 risks all have been profiled for Q1. 10 risks have retained the same profile and the following three risk profiles have increased.

- Failure to successfully prevent a major cyber attack;
- Failure to deliver the Medium Term Financial Strategy (including the £16.5m of savings proposals) will result in significant budget overspends causing in an urgent need to identify further savings proposals with potentially significant on service delivery and the achievement of Council priorities;
- The potential personal financial position facing individual citizens across Doncaster Borough may result in an increase of poverty and deprivation;

69. The complete strategic risk profiles are attached within each Directorate Evidence Pack.

70. To ensure our strategic risks register aligns to our priorities and reflect the current position we will review the full strategic risk register and re-profile for quarter 2.

OPTIONS CONSIDERED

71. Not applicable

REASONS FOR RECOMMENDED OPTION

72. Not applicable

IMPACT ON THE COUNCIL'S KEY OUTCOMES

Outcomes	Implications
Connected Council: <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	Council budget and monitoring impacts on all priorities

RISKS & ASSUMPTIONS

73. Specific risks and assumptions are included in the Appendix. A strategic risk report is also prepared on a quarterly basis.

LEGAL IMPLICATIONS [Officer Initial: NC Date: 31/07/20]

74. Whilst there are no specific legal implications arising out of this report, the individual components, which make up the finance and performance report, may require specific and detailed legal advice as they develop further.

FINANCIAL IMPLICATIONS [Officer Initials: RLI Date: 24/07/20]

75. Financial implications are contained in the body of the report.

HUMAN RESOURCES IMPLICATIONS [Officer Initial: KM Date: 27/07/2020]

76. Key performance indicator outcomes that are specific to the workforce are detailed within the body of the report along with other key areas of performance worth noting. Failure to achieve targets for sickness absence can impact on service delivery to customers and increase costs particularly where cover has to be arranged. The HR & OD team work with managers in service areas to ensure appropriate action is being taken to manage staff absence in an effective and timely way which should have a positive impact on performance.

TECHNOLOGY IMPLICATIONS [Officer Initial: PW Date: 04/08/20]

77. There are no specific technology implications in relation to this report. However, technology continues to be a key enabler to support performance improvement and ICT must always be involved via the technology governance model where technology-based procurements, developments or enhancements are required. This ensures all information is safe and secure and the use of technology is maximised providing best value

HEALTH IMPLICATIONS [Officer Initials: RS Date: 28/07/2020]

78. This report provides an overview on the work of the council and as such the whole of the corporate performance contributes to improving and protecting

health. Specific health implications are addressed in each section. Much of the information is presented as summary data and as such the author should be conscious that this may hide inequalities within the data presented.

EQUALITY IMPLICATIONS [Officer Initial: SWr Date: 21/07/20]

79. In line with the corporate approach for compliance against the Equality Act 2011 due regard must be shown across all activity within the Council. As the performance report draws together a diverse range of activities at a strategic level a due regard statement is not required. All the individual components that make-up the finance and performance report will require a due regard statement to be completed and reported as and when appropriate.

CONSULTATION

80. Consultation has taken place with key managers and Directors at the Directorate Finance & Performance Challenge meetings and Capital Monitoring meetings.

BACKGROUND PAPERS

81. Not applicable.

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

82. N/A

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**Doncaster
Council**

Delivering for Doncaster 2020-21

Quarter 1 Response to Covid-19

On 11th March 2020 the World Health Organisation declared COVID-19 a global pandemic. In response, the Government initiated a lockdown to help stop the spread of COVID-19.



The Council, working closely with its' Team Doncaster partners, have been instrumental in supporting the effort to protect people's health and support them during these uncertain times.

Doncaster Council and partners across the borough were required to switch some services off, keep some running, adapt some and take on new challenges. Within a week, the majority of our workforce were working from home.

Response and recovery arrangements were immediately put into place by Team Doncaster to support Doncaster residents, partners and businesses by adopting measures to flatten the pandemic curve, protect the most vulnerable, minimise the economic impact on individuals and businesses, and maintain essential services and business as usual, where possible.

The emergency response was rapid, the council wrote to every household in the borough giving them advice and guidance, establishing their support requirements and pointing them to official sources of information, including Doncaster Council's website and social media channel @CovidDoncaster.

COMMUNICATION:

A huge variety of content and key messages has been sent out through numerous channels to keep residents, businesses, communities and staff informed of vital information during the pandemic.

Central to the communications has been the weekly resident newsletter. This has been distributed, via email, to over 95,000 residents every Friday since 3 April 2020. The newsletter was opened **572,647** times over Quarter 1. Regular adverts and notifications to encourage residents to sign up to the newsletter were published in local newspapers, the council's website and on social media channels.

Dr Rupert Suckling also published regular video updates to inform residents of the latest developments of the coronavirus and provide reassurance.

As well as the council's MyDoncaster Facebook and Twitter account, separate COVID Doncaster social media accounts were set up with health partners to communicate specific messages. COVID specific web pages were also created which got a huge reach at the start of lockdown.



The messages for the MyDoncaster Twitter were seen **56,687,712** times. This is almost six times the total for the whole of 2019.

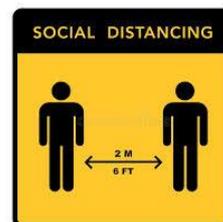


The messages for the MyDoncaster Facebook were seen **5,651,296** times which equates to about half the total for the whole of 2019.

CAMPAIGNS:

A number of key campaigns have been launched during the pandemic. These campaigns have focussed on vital health messages along with up to date information on council services.

- Do it for Doncaster – a call to action to stay safe and follow the government guidelines. This included messages and graphics on regular hand washing, social distancing and wearing face coverings.



- Town Centres reopening – digital communications messages and campaigns, as well as signs and visual reminders in Doncaster town centre and surrounding areas, to help people return safely back to using the town centres, as the retail and night-time economy reopened.

- Test and Trace – the be prepared just in case campaign was developed locally to encourage residents to save the NHS number to their phone and to make a plan in case they are told to self-isolate immediately.



- Mental health – a number of tailored campaigns were produced for different audiences to raise awareness and signpost to local services for help and support including Young People’s mental health campaign – ‘**Don’t put a filter on it**’ In May this year, with support from the public health team, and our partners, launched a new campaign aimed to get young people to think about how they are feeling, and where they can go if they feel like they might need some extra support.
- Schools information – a huge amount of work went in to supporting schools and communicating the Doncaster-specific approach with regular updates from Mayor Ros Jones and Dr Rupert Suckling on the ever changing local situation.
- Council services – Regular updates were sent out about the availability of services and what residents and businesses could expect, including the change to hours/ways of operating at Household Waste Recycling Centres and green bin collections.

Mayor Ros Jones launched a ten point response plan in May to help residents and businesses across the borough. The partnership impact has included:

- Creating the **DN Community Hub** which has supported almost 7,000 residents in various ways, including providing almost 2,900 food parcels and collecting 3,200 prescriptions.
- Contacting more than **14,000 shielding residents** – those people who are clinically extremely vulnerable to Covid-19 – to offer support and assistance.
- Providing over **3,500 residents with council tax holidays** and paying out **£244,540 in grants** to 40 projects voluntary groups who are supporting our communities.
- Supporting businesses - **with £53.6m being paid out to over 4,700 businesses** and so far an additional 100 awards have been made to a value of £664,000 to businesses eligible for the discretionary grants scheme.
- Paid out **£244,540 in grants** to 40 projects voluntary groups who were supported through the Covid Fighting

Back Fund. Support included food bank activity, virtual choir sessions, arts and crafts packs and an incredible amount of work around caring for our community to ensure that people were safe and well. BAME groups naturally stepped up to the plate, and were there when our community needed them. Just under 20% of the overall grant support sum contributed to supporting residents in the BAME communities.

A Social Care Academy

was launched to recruit people to various paid roles across the adult social care sector in response to the coronavirus crisis. 233 applications were received through the Academy, 74 applicants were offered a post, 44 have been trained and 34 have started their new role in the social care sector.



The Council has supported 129 schools, 206 Early Years settings; 6 post 16 provisions and more than 50 alternative providers in remaining open for key worker children, vulnerable children and later on, the extended offer.

We navigated and supported schools to deliver free school meals and vouchers, and stepped in when there were concerns. Together with our colleagues in the Doncaster Children Services Trust we kept a watching brief over the unintended consequences of families being asked to stay at home and worked closely with our partners to develop and provide much needed services locally in communities, ensuring that families who need support received it much earlier

In order to support the huge number of children no longer at school, the council’s Families Information Service put together some fantastic resources on the Coronavirus Information for Parents and Carers webpage. It covered everything from home based activities to wellbeing and will be regularly updated for as long as it is needed.



Also whilst people could not access a physical library, the Libraries and Culture team managed to increase the number of online library members and the number of ebooks which were loaned. We created a **DNCONNECTS website** as a temporary home of events and entertainment in Doncaster where we had activities such a Rhyme Time and Living Room Museum, which was been picked up by local and regional news.

Doncaster schools started to reopen their doors to more pupils from Monday 15th June following advice from Doncaster Mayor Ros Jones and Director of Public Health Dr Rupert Suckling. As cases of coronavirus started to reduce and lockdown restrictions began to ease, it became more important than ever to continue our collective efforts in reducing the spread of the disease, and protect our local communities.

Doncaster has been adopting a community-centred, locality-based approach throughout the response and will continue to through the recovery phase. Area-based multi-disciplinary teams have been established to support our Care Homes during the pandemic to secure isolation and cohorting arrangements to keep our residents safe. In May, local government were mandated to develop with partners local COVID-19 outbreak management plans to protect the public health of local communities and prevent a local lockdown occurring. Since then, Doncaster has extended their effective Care Home MDT approach and developed a multi-agency response to localised outbreaks of COVID-19 across a number of settings, using local intelligence to protect the public health of our residents.

Saturday 4th July saw the opening up of licensed premises for the first time in over 100 days. In the weeks leading up to this a dedicated group of council teams and partners had been working together, with local businesses to prepare Doncaster's town centre and surrounding areas for reopening.



Team Doncaster's aim was to support Doncaster's licensed economy to reopen safely and enable visitors to enjoy

socialising, eating and drinking responsibly. **Over 600 licensed premises** were contacted to ensure they had arrangements in place to comply with social distancing. The

Enforcement Hub provided advice and guidance to businesses and worked with South Yorkshire Police and other partners to support licensed premises with reopening.

As lockdown lifted and the people of Doncaster have started to venture out and about more, Street Scene were busy keeping the borough clean and tidy, and as lockdown restrictions were lifted even further, they ensured that our play areas were safe to reopen.



We also couldn't have done this without the fantastic efforts of Council volunteers who continue to show how crucial their stewarding role is each weekend.

Over the last 6 months, Doncaster has experienced significant disruption with the flooding emergency and COVID-19 response. The Mayoral **Restart, Recovery and Renewal Plan** will guide Doncaster through this next phase and work will progress in earnest to 'build-back better' for the longer term towards a greener, cleaner, more resilient, prosperous and inclusive borough.



Alongside the on-going health imperatives and management of local incidents/outbreaks, we need to help people back into work with employment and skills support, and support as many businesses as possible to bounce back. We must also seize the opportunities that exist as a partnership and a Borough.



FINANCE PROFILES

		Quarter 1 2020/21		
Adult Health and Well-Being Revenue		Gross Budget	Net Budget	Variance
		(£m)	(£m)	(£m)
✔	Adults Health & Wellbeing Total	164.342	72.284	0.251
✔	Adult Social Care & Safeguarding Total	100.705	72.808	0.331
•	Adult Social Care is forecast to overspend by £0.33m at month 3. This includes a forecast underspend on residential placements of £-0.94m, driven partly by success in the latter part of the last financial year in keeping a greater number of older people safely at home and partly because of the effect of Covid-19 both on admission numbers and sadly on death rates within care homes. This is offset by a forecast overspend of £1.33m on non-residential care services, caused essentially by the impact of Covid-19 in terms of client numbers, on-going support costs and the loss of savings from projects that have been delayed. There is also a forecast underspend of £-0.06m on staffing costs. Within this forecast there are estimated Covid-19-related costs of £3.25m. This obviously is only an estimate and will depend on the short to medium term support required and the lasting impact of the pandemic, and will be refined as the impact is better understood.			
●	Communities Total	24.218	13.104	0.524
•	Communities is forecast to overspend by £0.52m at month 3, an increase of £0.10m since month 2 Libraries & Culture is forecasting £0.38m overspend at month 3. There is a shortfall in income of £0.25m due to loss of donations, Library lending, car parking & wedding income, the service are looking to install new parking meters at Cusworth and aim to recover some income later in the year. There is a projected overspend of £0.14m for further archive storage costs & £0.21m projected overspend on salaries due to the delay of approx. 9 months of the proposed restructure of the service; £0.01m additional building related costs for plinths. These are partly offset by £-0.18m underspend on premises related costs & £-0.05m on other non-salary related savings. Community Provision is forecasting an overspend of £0.21m. This is mainly due to unmet savings targets for Wickett Hern £0.15m & Amersall Court £0.11m, shortfall in income £0.02m and additional costs associated with COVID-19 £0.04m additional staff hours & PPE £0.06m. This is partly offset by a one-off £-0.04 Infection Control Grant, £-0.03 due to reduction catering & vehicle costs due to temp closure of Wickett Hern; staff savings within In-house resi £-0.03m and staffing savings at Hamilton Court; £-0.04m. In-house Specialist Day Centres are expecting to underspend by £-0.04 which is made up from; £-0.23m staffing slippage which includes a vacant managers post that is planned to be deleted to cover 21/22 savings target; £-0.04m Transport costs due to closed service for an estimated 6 months, this is partly offset by loss of client income £0.22m & grass cutting income £0.01m. Memory Therapy Service is projecting a £-0.02m underspend due to a vacant post. Translation Services is forecasting £0.04m overspend at month 3. There is a shortfall in income of £0.07m due to COVID-19 & £0.02m Translators still being paid an average of 3 months salary, offset by £-0.04m due to vacant manager post for 5 months & £-0.01 savings on outsourcing Interpreters . Community Safety is forecasting an underspend of £-0.05, this is due the secondment of a post to the Police Violence Reduction Unit. Community Area Teams are forecasting an underspend of £-0.03m, this is in the main due to the delay in recruitment to vacant posts £-0.04m which is slightly offset by £0.01m budget pressure from an unmet savings target. Localities & Town Centre Management is forecasting an underspend of £-0.02m due to a post holder being seconded to the Complex lives team. Stronger Families are forecasting a breakeven position. The programme is in a strong financial position; the council has received further income this year & has access to the payment by results pot. Add note text here			
✔	Director Of Adult Services Total	1.377	1.377	-0.564
✔	Commissioning & Contracts Total	12.206	6.915	-0.040
•	Underspend at Month 3 £-0.04m £0.07m overspend on SOLAR centre due to planned reviews and associated budget realignment being delayed, offset by underspend on Housing Related Support contracts £-0.05m and IMHA contract £-0.06m. £0.4m ICES pressure funded from EMR but still needs resolving permanently			
✔	Public Health Total	25.321	2.957	0.000
•	Month 3 predicting break even at year end. Public Health Grant uplifted to reflect Agenda4Change pay award increases for services commissioned from NHS providers			
✔	Director Of Improvement Total	0.516	-24.878	0.000

Adults Health and Well-Being Capital	Quarter 1 2020/21			
	Budget	Projection Q1	Budget Future Years	Projection Future Years
	£m	£m	£m	£m
 Adult, Health & Well-Being Total	6.5	5.1	18.6	23.7
<ul style="list-style-type: none"> The AHWB programme at Q1 has a significant £1.6m underspend to the initial budget for 20/21. This is mainly due to delays resulting from Covid-19 restrictions on the Adaptations & DFG schemes. 				
 Adult Social Care	4.3	2.9	18.4	23.7
<ul style="list-style-type: none"> The main schemes in Adult Social Care are the Adaptations £2.2m and Disabled Facilities Grants (DFGs) £2.45m. Covid-19 restrictions have resulted in a large projected underspend on these schemes in 20/21. 				
 Communities	1.1	1.3	0.0	0.0
<ul style="list-style-type: none"> Schemes within Communities are mainly section 106 funded open space improvements/play area installations, CCTV installation, grant funded Heritage Services projects and Library Service schemes. The library & heritage schemes will soon be transferred to the LOCYP capital programme. The £236k variance is due to a transfer from the E&E capital programme for the DGLAM scheme at Q1. 				
 Modernisation and Commissioning	0.3	0.1	0.2	0.0
<ul style="list-style-type: none"> The only scheme in Modernisation and Commissioning is the Customer Journey development scheme. There are 4 schemes remaining from those approved in 19/20, once these have completed the capital project will be finished 				
 Public Health	0.8	0.8	0.0	0.0
<ul style="list-style-type: none"> Within Public Health there are some schemes within Sport and Leisure, including the annual DCLT capital payment of £0.75m, with further investment anticipated in a scheme for Leisure Facilities investment. 				

Corporate Resources Revenue	Quarter 1 2020/21		
	Gross Budget (£m)	Net Budget (£m)	Variance (£m)
 Corporate Resources Total	114.460	23.696	2.303
 Customers, Digital & Ict Total	70.668	8.553	0.839
<ul style="list-style-type: none"> At the end of quarter 1, Customers, Digital & ICT is projecting a 839k overspend of which 597k related to the Covid crisis. This breaks down as: Customer Services - 17k of which 15k relates to Community Hub Helpline staff overtime, OSS signage, equipment and security. ICT - 512k of which 166k is covid related - 122k is for extra remote working firewalls and 44k extra mobile tarrif costs. The remaining pressures are 69k schools income target, 24k licencing, 84k MFD income target, 17k telephones cost and 152k mobiles unachieved budget cut and increased projected cost. Revs & Bens - 322k overspend of which 417k is unachieved council tax recovery income target. There is also an overspent salary of 21k on PA due to incorrect allocation and maternity and 33k underspend in Digital due to HOS vacancy. 			
 Corporate Resources Director Total	0.194	-0.150	-0.135
<ul style="list-style-type: none"> At month 3 this area is forecast to underspend by £-0.14m. This is due to the early identification of £-0.14m of budget to meet future year's savings being available for one-off use in 20/21. 			
 Finance Total	26.635	1.692	1.552
<ul style="list-style-type: none"> At month 3 Finance is projecting to over spend by £1.55m. This is due to additional costs due to COVID on Trading Services of £2.18m offset by underspends on Fleet Management £0.48m and minor staffing underspends across the service. 			
 Hr, Comms & Exec Office Total	5.701	4.758	-0.096
<ul style="list-style-type: none"> At month 3 HR, Comms & Exec Office is forecast to underspend by £-96k mainly due to £-42k recruitment advertising income, £-24k apprenticeship allowance and £-24k Corporate Health & Safety training. 			
 Legal & Democratic Services Total	6.134	3.989	0.290
<ul style="list-style-type: none"> At month 3 Legal and Democratic Services is projecting to overspend by £0.29m. This is mainly due to £0.38m of Covid-19 related costs and loss of income and means the service would have been projecting to underspend by £-0.87m if not for Covid-19. There are increased Coroner related costs of £0.16m resulting from the additional Covid-19 workload and loss of Registrars income of £0.16m due to lower levels of marriage notices, marriage ceremonies and copy certificates, again resulting from Covid-19. These are off-set in part from salary underspends from vacant posts and populating these posts is being reviewed. 			
 Policy, Insight & Change Total	5.129	4.853	-0.147

- At month 3 Policy, Insight & Change is forecast to underspend by £-0.15m due to (one-off) -£0.20m salary related underspend due to non appointment of 3 x Grade 7, 1 x 8 3x HL Apprenticeship posts, these continue to be on hold to facilitate an underspend for the Council. Please note, overspend (one off) Covid 19 related to £0.05m on mail out to residents.

Corporate Resources Capital		Quarter 1 2020/21			
		Budget	Q1 Projection	Budget Future Years	Projection Future Years
		£m	£m	£m	£m
	Corporate Resources Total	27.5	26.8	39.2	39.2
	<ul style="list-style-type: none"> There is a £639k reduction in Corporate Resources in Quarter 1. Within finance £639k had approval to be allocated to the Danum Gallery and Museum capital scheme which was transferred from the borrowing block budget. 				
	Customers, Digital and ICT	3.5	3.5	0.6	0.6
	<ul style="list-style-type: none"> No variance in Q1. The largest schemes in this area are desktop and mobile replacement, integrated people solutions and superfast broadband. 				
	Finance	24.0	23.3	38.6	38.6
	<ul style="list-style-type: none"> The variance in this area of £639k is due to the allocation of the borrowing block budget to the Danum Gallery and Museum. 				
	HR, Comms & Exec Office	0.0	0.0	0.0	0.0
	<ul style="list-style-type: none"> No variance in the area. There is only £8k remaining on the new HR & Payroll system in this area. 				
	Legal & Democratic Services	0.0	0.0	0.0	0.0
	<ul style="list-style-type: none"> Currently no capital schemes in this area 				

Economy & Environment Revenue		Quarter 1 2020/21		
		Gross Budget (£m)	Net Budget (£m)	Variance (£m)
	Economy & Environment Total	97.037	41.493	6.602
	Economy & Development Total	28.194	6.924	1.960
	<ul style="list-style-type: none"> At month 3 Economy and Development is forecasting a £1.96m overspend. The majority of this is due to Covid 19 related pressures of £2.24m. The overspends relate to property services including PBM £908k, Stores £423k (includes forecast of £400k for ppe to be issued to social care providers), Design income shortfalls £266k, Strategic Asset Management £222k and Facilities Management £200k. These forecasts are based on an assumption that things will ease with Covid 19 and allow some services to return to normal within this financial year. 			
	Director Economy & Environment Total	0.427	0.427	-0.001
	Environment Total	66.467	33.128	3.961
	<ul style="list-style-type: none"> At month 3 Environment is projecting to overspend by £3.96m. The majority of this is due to the Covid 19 pressure being £4m. Main areas of overspend are, Loss of income to Highways Operations £1.467m, Pressures on the waste service - Reduction in trade income £739k, Additional collection costs £411k (includes costs associated with recommencing green collections) and Increase in recycling costs £362k. Income shortfalls in parking services also contribute to the overspend with £630k on car parks, Fine income reduced by £185k, On street parking £120k There are also income shortfalls for street scene £130k, Income from littering fines and FPN's £135K and licensing income £40k. In addition to the covid expenses there is also £200k relating to an allowance for phase 2 of the Flood investigation (section 19) costs at £200k relating to flood modelling work. These overspends were offset by underspends which include the saving on green waste disposal whilst bins haven't been collected £169k and additional income collected through bus gates £270k. 			
	Strategic Housing Total	1.948	1.014	0.683
	<ul style="list-style-type: none"> At the end of Quarter 1, the Housing Options Service is projecting a deficit of £679k. The net £41k projected salaries overspend is due to £121k unbudgeted temporary grant funded posts, and a projected £82k saving on the budgeted structure within the service area due to vacancies pending the planned restructure of the service. 			

B&B accommodation and associated security is forecast to overspend at £1,326k due to placement of rough sleepers in emergency accommodation, based on current arrangements. However with a further extension of the government's suspension on Evictions until the end of August opportunities to move people on into the private rented sector remain limited and guidance remains in place to accommodate anyone one at risk of

rough sleeping, means numbers are likely to remain high throughout Q2. Therefore we are projecting B&B accommodation will remain at similar same level of costs for Q2 as Q1. As will the associated costs of meals and security with a reduction in Q3/4.

We have assumed 70% recovery of B&B Housing Benefit. This is a reduced estimate to take into account that the block booking of rooms means there will be some void periods when HB is not claimable and to reflect that there are occasions when we accommodate people out of hours who then do not present to Housing Options to fill in any paperwork.

Risks remain around the cost of repairs and maintenance of G&T sites, however, as at Q1, costs are within budget.

Economy & Environment Capital	Quarter 1 2020/21			
	Budget	Projection Q1	Budget Future Years	Projection Future Years
	£m	£m	£m	£m
 Economy & Environment Total	82.8	73.2	192.1	204.9
<ul style="list-style-type: none"> Despite the additional problems created due to Covid 19 the key projects in the programme are progressing well. A summary is set out in the sections below:- 				
 Economy & Development	37.4	41.2	93.1	93.2
<ul style="list-style-type: none"> The main budgeted areas of spend include, Major Projects - Urban Centre £15.9m which includes Transforming cities £8.54m, CCQ Cinema £4.68m and the Station Forecourt £1.56m. Major Projects - Transport £13.96m which includes West Moor Link road £7.54m and DN7 Hatfield Link road £5.84m. The other significant major project is the Doncaster cultural and Learning centre £1.66m. In Property services there is £4.17m to be spent on Strategic Asset Management of which £3.14m relates to the Strategic Acquisition fund. There is also £1.35m of Statutory planned maintenance. 				
 Strategic Housing	37.7	23.3	98.8	111.3
<ul style="list-style-type: none"> The main areas of spend to include: Works to HRA properties £15.5m, Empty Homes Investment £3.0m and Council House New Build £2.3m, with some of the underspend on the latter being redirected to other programmes. The Capital programme has been severely disrupted by the Covid19 pandemic lockdown, with very little investment possible during the first quarter. Further disruption is anticipated despite increasing operations from July, as the availability of contractors, building materials and components will impact on delivery. The revised budget of £40.0m is now projected to be £24.6m, a projected underspend of £15.4m. All but one of the programmes is projecting to be under budget, with the main investments and variances as follows : <ul style="list-style-type: none"> -Mechanical and Electrical Works £1.8m investment (£3.0m under budget) -External Works £7.6m investment (£3.0m under) -Internal Works £1.9m investment (£0.6m under) -Council House new build £2.3m investment (£7.3m under) -Affordable Housing £0m investment (£1.5m under) -Empty Homes Investment Scheme £3.0m investment (£1.9m over budget) 				
 Environment	7.7	8.7	0.2	0.4
<ul style="list-style-type: none"> The main areas of expenditure in Environment are, Highways Asset Maintenance £6.7m Street Scene £0.34m. Street Light Improvement programme £0.58m. The 20/21 Highways LTP Capital allocation of £5.79m has a full schedule of works profiled against it, this funding is profiled to be maximised this year with the exception of £0.26k which will be carried forward to next year. The service intends to maximise external spend first. There is potential for significant future capital spend with future funding of £5.6m for Potholes, £4.9m Footway refurbishment as well as other funding 				

Learning and Opportunities; CYP Revenue		Quarter 1 2020/21		
		Gross Budget (£m)	Net Budget (£m)	Variance (£m)
	Learning & Opportunities Cyp Total	111.571	61.426	5.436
	Centrally Managed	8.231	0.203	0.000
	Partnerships & Operational Del	12.221	2.608	0.295

- Partnerships and Operational Development is forecast to overspend by £0.30m at month 3, which would be an underspend of -£0.07m without the impact of Covid 19 which is a pressure of £0.37m broken down as follows: £0.05m additional costs and loss of income £0.32m. The main overspends include: Estimated payments of £0.05m to PVI providers to support these settings financially during the Covid 19 pandemic, Traded Income Shortfall of £0.07m due to Covid 19, and the loss of Attendance Fixed Penalty Notice Fine income £0.25m based on the assumption that no fine income will be received from April to August with this beginning to start again at a reduced rate of 50% for the same period last year for September to November with fines estimated to be back to the same level as last year from December 2020. These are offset in part from managed staffing vacancies of -£0.05m in Starting Well and Early Years.

Dedicated Schools Grant (DSG) for 2020-21 is predicted to overspend by £1.33m mainly due to pressures within the High Needs Block which includes expenditure on Special Educational Needs Recoupment for children educated within other LA schools. There has also been an increase in children placed in SEN out of authority placements, which is due to a combination of levels of need and local schools provision, and there has been delays due to Covid 19 in delivering savings on CWD placements as part of the Future Placements Strategy. There is a significant amount of work being completed at both operational and strategic levels. Operationally funding requests are now submitted to the multi-agency Joint Resource Panel, which has a mandate to ensure all local options have been explored prior to any out of authority placement being agreed. There is an expectation that this will stem the flow and allow a greater grip on resource allocation. Strategically senior education leads in the council are liaising with schools around the devolution of elements of the dedicated schools grant to ensure that locally there are the right services in place to support children, improving outcomes and reducing costs.

	Commissioning & Business Devel	35.981	8.475	2.252
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- Commissioning and Business Development forecast to overspend by £2.25m at month 3, of which £0.25m is non Covid related with the remaining amount being due to the impact of Covid 19 which is broken down as follows: £0.90m net additional costs, loss of income £0.30m and a delay in the realisation of achieving savings £0.79m. The overspends include: Travel Assistance £1.55m, of which £1.12m is the potential net impact of Covid 19 from social distancing when schools are fully open less savings from reduced provision being required in April to July, and £0.43m is due to the impact of increased activity from 2019/20, Traded Income shortfall of £0.57m (£0.30m due to Covid 19), and £0.5m savings from the re-provision of Short Breaks as part of the Future Placements Strategy delayed due to Covid 19. These are offset in part by an underspend of -£0.1m in Educational Psychology due to managed staffing vacancies and -£0.33m from a one off insurance claim relating to the Music Service.

	Childrens Services Trust	55.137	50.140	2.889
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- The Doncaster Children's Services Trust is forecast to overspend by £2.89m to the 2020-21 contract value, of which £1.89m is non Covid related with the remaining amount due to the impact of Covid 19 broken down as follows: increased costs for Out of Area (OOA) Placements £0.29m, a projected three month delay to the opening of two bed homes £0.21, equipment costs £0.02m, and a potential 5% increase in Children in Care numbers when Schools fully reopen in September 2020 £0.48m. The non Covid overspend of £1.89m includes: Out of Area (OOA) Placements £0.58m, SGO/CAO's allowances £0.2m, Staffing, which is mainly agency cover, £0.62m, a delay in delivering Allowances savings £0.2m, and £0.16m for Ofsted inspection preparation costs.

Learning and Opportunities; CYP Capital		Quarter 1 2020/21			
		Budget	Q1 Projection	Budget Future Years	Projection Future Years
		£m	£m	£m	£m
	Learning & Opportunities - CYP Total	18.1	8.1	11.0	18.2

- Overall its forecast that expenditure for the LOCYP programme will be around £8k which is just under £7k lower than the budgeted figure. This is mainly due to project slippage on school places schemes of £5m and the reduction in scope & cost of the Rossington school project. There has also been some slippage and reduction in the expenditure relating to the Children's Trust programme.
- The biggest elements of the programme are the completion of the new Bader school at £3.8m & the school condition programme at £1.4m.

	<ul style="list-style-type: none"> The actual spend of just over a £1m is low compared to the budget but this is not unusual at this time of year as a lot of the work has not yet been undertaken and charges have not been made by Public works 				
✓	Centrally Managed	0.2	0.2	0.2	0.2
	<ul style="list-style-type: none"> The £200k budget is set aside for emerging schemes and to cover project overspends so forecasting is difficult. Its possibly some of this budget will be used to fund some refurbishments at Family Hubs this year. 				
✓	Commissioning & Business Development	16.2	6.9	10.1	16.7
	<ul style="list-style-type: none"> Total spend relates to add school places £0.6m, £3.8m for the completion of the new Bader school, School condition programme £1.4m, Safeguarding schemes £.1m, Future Placement strategy £.6m & Devolved school spending (DFC) £.4m. The variance from the original budget reflects slippage in school places schemes of £4.9m. There has also been a re-scope of the Rossington project so slippage here of £1.3m. The current year forecast has also been increased by £0.2m by slippage from last year's school condition programme. 				
✓	Partnerships and Operational Delivery	0.8	0.4	0.0	0.4
	<ul style="list-style-type: none"> The total forecast spend includes £.069m for the completion of the East Dene Centre & the refurbishment of Levett Upper. The balance of expenditure is unallocated monies for future SEND projects that are not yet developed. The underspend against the original budget is due to slippage of £.07m from 2019-20 & expected slippage of £.35m from unallocated project monies this year. 				
✓	Children's Services Trust	1.0	0.6	0.8	1.0
	<ul style="list-style-type: none"> The proposed Family Centre Refurb scheme has been cancelled at £250k. There has been identified a further £500k slippage on other supported housing projects, this is now expected to occur in 2021-22. 				

Council Wide Budgets Revenue		Quarter 1 2020/21		
		Gross Budget (£m)	Net Budget (£m)	Variance (£m)
✓	Council Wide Budget Total	17.373	-92.793	-1.319
✓	Change Programme Total	0.000	-0.150	0.000
✓	Gnrl Financing/Treasury Mngmen Total	7.595	6.934	-0.631
	<ul style="list-style-type: none"> The estimated outturn for Treasury Management is an underspend of £631k. The original budget had a planned underspend of £30k. The increased underspend is due to taking advantage of lower borrowing rates than originally forecast. In October 2019 we estimated that we would be paying interest on our new and replacement borrowing at 2%. However, following action taken, in March, by the Bank of England Monetary Policy Committee to reduce Bank Base Rate from 0.75% to 0.1%, to support the economy during the Covid 19 crisis, we have been able to borrow £68m of our £133m requirement at between 0.6% and 1%, generating an in year saving of £280k. In April 2020 we prepaid £41m of our pension liability for the next 3 financial years. We budgeted to obtain the loans from the PWLB at estimated rates of approx. 1.9%, (which were the rates at the time), however, again, following the fall in rates we were able to obtain the loans via the local authority market at rates of 1%, generating an in year saving of £320k after brokerage costs. 			
✓	Levying Bodies/Parish Precepts Total	16.266	16.266	0.000
⊘	Other Centrally Funded Total	2.076	-15.365	0.406
	<ul style="list-style-type: none"> Overspend (one-off) £180k YPO dividend - assuming only get half the normal YPO dividend in 20/21 per latest email from Wakefield; Overspend (one-off) £170k capital receipts - there is an estimated shortfall on capital receipts required to fund the capital programme in 20/21 so there are insufficient receipts available to transfer to revenue to offset the costs of disposal; Overspend (one-off) £57k buy-back of leave - expected shortfall on profile from previous years. Assumed due to Covid-19 as people not taking leave as normal. 			
✓	Revenue Costs Ex Capital Program Total	-21.185	0.000	0.000
✓	Technical Accounting Total	7.175	7.175	-0.803
	<ul style="list-style-type: none"> Underspend (one-off) £-803k. Amount consists of MRP charge and £500k funding of RCCO. Underspend is due to vehicle purchases in 2019/20 slipping to 2020/21 so there is a lower MRP charge and an additional budget of £278k in relation to borrowing pressures. 			
✓	Business Rate Retention Total	0.000	-112.919	0.000
✓	Severance Costs Total	5.446	5.267	-0.292
	<ul style="list-style-type: none"> Underspend (on-going) £-292k lower than expected pension costs for former employees. 			

Treasury Management Update – Quarter 1 2020-21

1. The estimated outturn for Treasury Management is an underspend of £533k. The original budget had a planned underspend of £30k. The increased underspend is due to taking advantage of lower borrowing rates than originally forecast.
2. In October 2019 we estimated that we would be paying interest on our new and replacement borrowing at 2%. However, following action taken, in March, by the Bank of England Monetary Policy Committee to reduce Bank Base Rate from 0.75% to 0.1%, to support the economy during the Covid-19 crisis, we have been able to borrow £68m of our £133m requirement at between 0.6% and 1%, generating an in year saving of £280k.
3. In April 2020 we prepaid £41m of our pension liability for the next 3 financial years. We budgeted to obtain the loans from the PWLB at estimated rates of approx. 1.9%, (which were the rates at the time), however, again, following the fall in rates we were able to obtain the loans via the local authority market at rates of 1%, generating an in year saving of £320k after brokerage costs.
4. As an authority we remain under borrowed by £81m which is 14% of our Capital Financing Requirement (borrowing need). Remaining under borrowed relies on utilising working capital and reserve balances to delay taking external debt. This minimises interest paid on external debt but is not a permanent solution and does carry some interest rate risk.
5. Interest rate risk (risk of paying higher rates when borrowing is taken) remains low as borrowing rates remain subdued, due to the Covid-19 pandemic (which has increased global growth uncertainty), trade disputes and the continued uncertainty (despite the election) of establishing beneficial trade agreements after Brexit. We have therefore reduced our forecast borrowing rate from 2% to 1.5% for the remainder of this financial year. During this period of uncertainty, there is a risk that we could see a liquidity squeeze in the local to local lending market, which could force us to utilise the higher rates from the PWLB. However, the liquidity risk is assessed as low.

Borrowing

Figure 1: The following table summarises the Councils forecast Debt Portfolio as at 30th June 2020: -

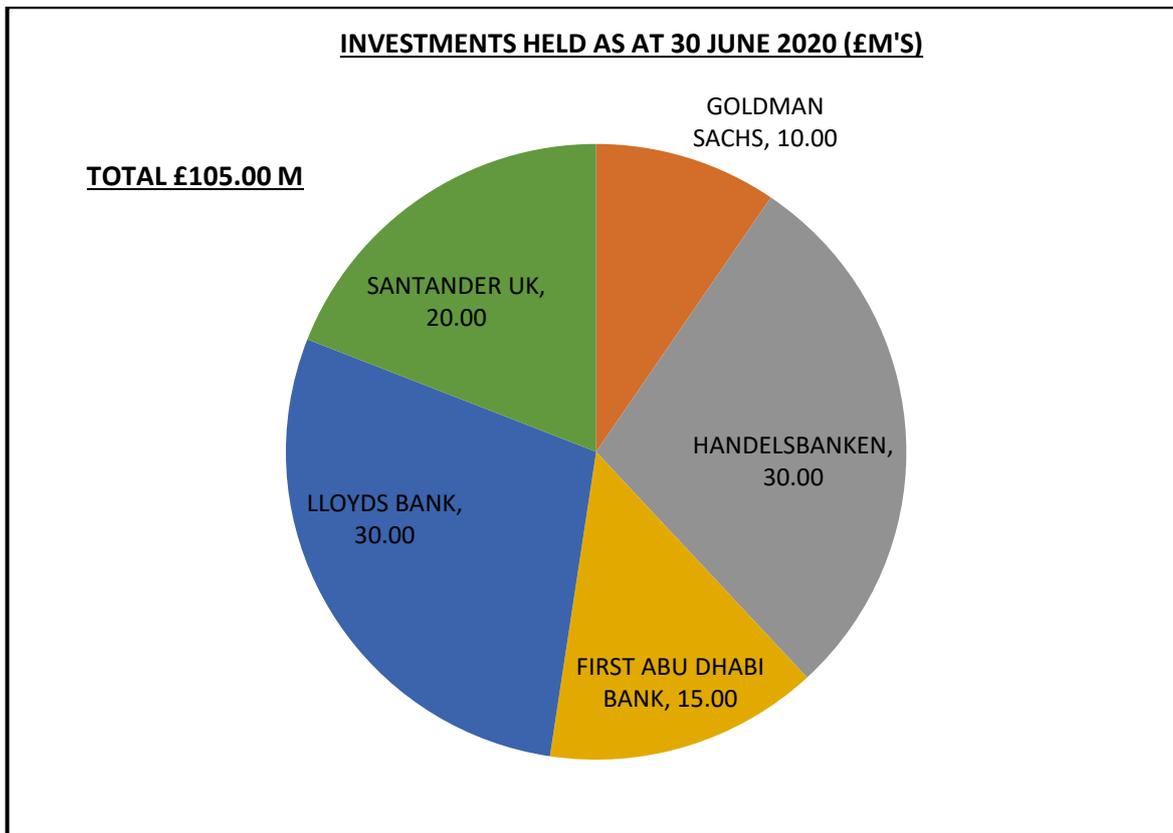
Doncaster Council Debt Portfolio and Maturity Profile as at 30th June 2020				
	Upper Limit %	Lower Limit %	Actual %	Actual £(m)
Under 12 Months	30	0	18.79	108.504
12 to 24 Months	50	0	12.33	71.156
24 Months to 5 Years	50	0	8.19	47.288
5 Years to 10 Years	75	0	4.01	23.160
10 Years to 20 Years	95	10		
20 Years to 30 Years				
30 Years to 40 Years			56.68	327.214
40 Years to 50 Years				
50 Years and above				
TOTAL			100.00	577.322

6. During the 2020/21 financial year, the Council has a borrowing requirement of £127.0m. £38.5m in new external borrowing to support the Capital Programme, £88.5m to replace loans maturing during the year.
7. Short-term interest rates are forecast to remain low during the remainder of the financial year. The Council should be able to arrange all its borrowings below the revised borrowing rate of 1.5% during this financial year.
8. Treasury Management Officers confirm that no Prudential Indicators, as set in the Treasury Management Strategy Statement agreed by Council on 5th March 2020, have been breached during this financial year.

Investment

9. The investment portfolio can be seen in Figure 2. The investments are a mixture of call and notice accounts for liquidity and fixed rate bank investments.
10. The current average investment rate is only 0.29% compared to the last financial year average return of 0.91%, however, this is due to the collapse of investment rates following the Bank of England Base Rate reduction of 0.65%. Despite increasing the liquidity of the portfolio to support the Councils response to Covid-19 and the uncertainty around current and future income streams, we continue to perform well against a benchmark rate of - 0.04%.
11. Officers can report that no investment limits have been breached during the financial year 2020/21.

Figure 2: The following chart summarises the Council's investment portfolio as at 30th June 2020.



Risks

12. Risks were reviewed during the quarter and were managed in line with the Annual Treasury Management Strategy Statement agreed by Council on 5th March, 2020. Key risks relate to our investment portfolio: -
- a. The risk of reduced investment interest rates is considered high. The Bank of England, Financial Markets, Think Tanks, Economists all indicate that the current level of low interest rates will need to remain in place until the economy shows signs of recovery and inflationary pressures return. This is very unlikely to be within the next 2 years.
 - b. Counterparty risks are reviewed weekly and action taken to minimise the risk that any investments placed are not returned on the due date. Creditworthiness data is received on a daily basis from our Treasury Consultants and action will be taken to reduce exposure or remove institutions from the list if negative indicators deem it appropriate.
 - c. The low interest rate environment makes it difficult to place surplus funds without a cost of carry to the council and it is therefore appropriate at this time to remain under borrowed and minimise the cost of holding funds until they are required.

Capital Programme Block Budget Allocations Quarter 1 2020-21

	Directorate	Allocation of block budget 2020/21 £m	Allocation of block budget Total £m
Section A – Retained Public Buildings			
Inpress Fire Alarm	Economy & Environment	0.015	0.015
Woodlands Library Boiler Replacement	Economy & Environment	0.050	0.050
Total Retained Public Buildings Allocated		0.065	0.065
Section B – Safeguarding block allocation			
Safeguarding & Security – Minor Projects	Learning & Opportunities: Children & Young People	0.008	0.008
Total Safeguarding block allocation		0.008	0.008
Section C – Investment & Modernisation Fund (IMF)			
CCQ Cinema Infrastructure	Economy & Environment	0.260	0.260
Danum Gallery, Library and Museum	Economy & Environment	0.320	0.320
DN7 Hatfield Link Road Project	Economy & Environment	3.500	3.500
Fleet Replacement Programme	Corporate Resources	0.210	2.210
Remodelling and repurposing areas in the Corn Exchange, Wool Market and Mexborough Market	Economy & Environment	0.230	0.475
Total IMF Allocated		4.520	6.765
Section D – Borrowing Block Budget			
15a South Parade	Economy & Environment	0.100	0.100
Balby Community Sports Village	Economy & Environment	0.118	0.118
Civic Multi Storey Car Park	Economy & Environment	0.075	0.075
Danum Gallery, Library and Museum	Economy & Environment	0.639	0.639
Essential Technology Infrastructure	Corporate Resources	0.500	1.704
Fleet Replacement Programme	Corporate Resources	1.396	1.396
Leisure Facility 2020 'Accelerated Investment'	Adults Health and Wellbeing	1.500	1.500
Mary Woollett Centre Car Park and Drainage	Economy & Environment	0.080	0.308
Redhouse Cemetery Extension	Corporate Resources	0.120	0.120
Replacement of Fire Alarm at North Bridge	Economy & Environment	0.098	0.098
Retained Public Buildings Improvement Programme	Economy & Environment	0.237	0.392
Total Borrowing Block Budget Allocated		4.863	6.450

Summary of the Borrowing Block Budget Allocation

2020/21 values are listed first and four year programme total values in brackets.

15A South Parade £0.1m

Demolition of existing structures (former Garage and premises) to allow safe removal of buildings and potential route into rear Council 'Pocket Park' area – rear of Doncaster Museum.

Several inspections have confirmed the ongoing deterioration of the building and recommended demolition for Health and Safety reasons.

Balby Community Sports Village £0.1m

The Community Sports Village building located off Springwell Lane in Balby suffered extensive damage as an outcome of repeated attacks of vandalism during the winter of 2018.

To bring the property back into use in its current form has been estimated to cost upwards of £590k. This is stifling current potential interest in the site from multiple community sporting organisations across the borough.

A more viable alternative to refurbishing the dated building would be to demolish it, thereby allowing interested organisations the opportunity to bring the Community Village sports pitches back into use in the short term whilst considering options for the provision of a modern, purpose built pavilion/sporting style facility on the site in the medium to long term.

The estimated cost of this scheme are subject to further scrutiny and will be updated.

Civic Multi Storey Car Park £0.1m

As per the condition survey that was undertaken by Faithful and Gould, it was identified that the height of the perimeter wall of the car park is not adequate. The work to increase the height of the perimeter wall (which is not to standard and therefore will need increasing to ensure compliance with standards) identified as a key priority and it is felt these works need to be completed at the nearest possible opportunity.

Health and safety requirements state that the car park walls should be 1.1m high.

Essential Technology Infrastructure £0.5m (£1.7m)

This scheme will provide the necessary capital funding to ensure our essential technology infrastructure is secure, robust, fit for future expansion and enables modern transformational ways of working. The overall technology infrastructure provides the foundation for service delivery across the Council, SLHD and DCST and will include:

Network & Telephony Infrastructure upgrades & replacement to provide a stable and robust data and telephony network enabling connectivity across a wide geographical area, supporting service delivery to the citizens of Doncaster.

Essential Desktop replacement to ensure the Council has secure, up to date modern technology that enables the agile, flexible and remote workforce we require.

VM Virtual Servers replacement to ensure that the Council's Business Critical Systems remain secure, resilient and fit for purpose and protects the Council's Business Critical Systems from major technical and infrastructure failure and ensures maximum service availability.

Threat Management replacement that will continue to provide a multi-layered perimeter defence system, which acts as a firewall and ensures all network traffic is scrutinised and filtered creating a strong secure boundary for our 3 organisations.

Fleet Replacement Programme Tranche 2 £1.6m (£3.6m)

Tranche 1 allocation 2018/19 has been completed in line with the Cabinet approved programme totalling circa £8 million. Tranche 2 will bring the programme to date and leave the authority in a reasonable position, to ensure support and protect its front line services, the vehicles in Tranche 2 will be aged, end of life vehicles which have become or will become beyond economic viability in the period 2020/21. (Note – to be updated for Cabinet report, the profile of funding is currently being reviewed and Portfolio Holder will be updated).

Leisure Facility 2020 'Accelerated Investment' £1.5m

This scheme aims to address issues at Askern Leisure Centre and Armthorpe Leisure Centre that have arisen due to continued underinvestment in the facilities and as identified in Condition Surveys completed late 2017 by Pick Everard. By addressing these issues, the centres will remain operational and be of an appropriate standard.

Mary Woollett Centre drainage and carpark resurfacing £0.1m (£0.3m)

Both the surface water and foul drainage systems at the front of Mary Woollett have been damaged by tree roots or have collapsed. The works are to replace sections that are too damaged to undertake repairs and repair other sections using a specialist liner.

Carpark resurfacing required as under Health & Safety Workplace Regulations we do have a duty to provide safe access to sites, traffic routes surfaces should not have holes or be uneven or slippery, and should be kept free of obstructions and from any article or substance which may cause a person to slip, trip or fall. The uneven surfaces, standing water and lack of lighting in the car park are creating a risk of injury.

Redhouse Cemetery Extension £0.1m

Redhouse cemetery is almost full and Bereavement Service is limiting the purchase of new graves (not allowing any pre-purchases). Despite this, based on current usage it is anticipated that no more than one year of burials can be accommodated (although this could be less if there is increased demand).

An extension to the cemetery is relatively straightforward as an adjacent field is owned by the Council and was leased to a farmer. This has been already been taken back and the ground ploughed and sown with grass in preparation. A planning application is being prepared to change the use of this land.

In order to operate as a cemetery extension the necessary access route, and driveways for funeral corteges have to be provided, along with fencing, hedge planting, water provision and minor alteration to existing cemetery. An initial estimate is circa £120k.

Replacement of Fire Alarm System covering North Bridge Depot £0.1m

The current Fire Alarm system covering North Bridge Depot is independent for each building on site.

The situation is currently managed by a personnel based procedure, which requires approval annually by SYF&R and is getting increasingly difficult to achieve. It is viewed currently as a significant managed risk.

Retained Building Budget - Various Sites £0.2m (£0.4m)

Various essential works to retained Council buildings to ensure that they are fit for purpose and a safe environment.

Virements for Elected Mayor / Cabinet / Portfolio Holder Approval

2020/2021 Quarter 1

Financial Procedure Rule B.14 – Proposals for virement between Directorates must be approved by the CFO, up to £250,000 and key decision approval is required for virements greater than £250,000 i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder. The value of the virement is defined as the gross annual budget.

The following virements are proposed for approval: -

	Reason	Directorate	£
1	Allocation of Covid-19 related Government Grants to offset costs incurred	AH&WB	2,139,500
		LO-CYP	2,547,030
		DCST	1,000,340
		CWB	(1,319,170)
		CR	2,303,040
		E&E	6,602,380
		Covid-19 ear-marked reserve	(13,273,120)



STRATEGIC RISK PROFILE

Failure to successfully prevent a major cyber attack	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	25	6	↑	15	15	15	15

The risk score has been increased this quarter to the highest level due to the amplified threat of cyber security during the corona virus situation. Continuous mitigating measures are in place and we are continuously monitoring and improving to ensure our security posture is the best it can be. Our PSN Accreditation and Cyber Essentials Plus health checks continue to inform our proactive risk mitigation actions.

Failure to deliver the Medium Term Financial Strategy (including the £16.5m of savings proposals) will result in significant budget overspends causing in an urgent need to identify further savings proposals with potentially significant on service delivery and the achievement of Council priorities	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	15	10	↑	10	10	10	10

Current situation

The outturn position shows a shortfall against the £7m 2020/21 savings targets. Individual shortfalls are largely due to delays as a result of the Covid-19 pandemic.

Mitigating actions

The above shortfall can be mitigated by government grant provided to help deal with Covid-19. Should the grant not be sufficient to meet all the costs of Covid-19 the Council will look to identify funding to meet the shortfall which will include reviewing unallocated and earmarked reserves, corporately held contingency budgets, in-year savings and potential savings in future years through a refresh of the Council's medium-term financial strategy.

The potential personal financial position facing individual citizens across Doncaster Borough may result in an increase of poverty and deprivation	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	15	9	↑	6	6	6	6

Current Position: Likelihood Increased. Covid19 will have had and will continue to have a negative impact upon the economy, to what extent is still uncertain, but we know the number of people claiming universal credit has increased dramatically in April and May. We anticipate people across the borough will be impacted with loss of income and/or work at least in the short to medium term.

Mitigating actions:

- Our Restart, Recovery and Renewal plan will set out key interventions to support people and businesses to be resilient and find new opportunities, for example a jobs and skills programme.

If adults services do not change effectively, then it will be more difficult for partners to help people to stay healthy and independent, which could result in more people needing health and social care support for longer as demand increases.	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	15	10	→	15	15	10	10

No changes identified at this time. There is still the same level of concern in Q1 due to the Covid19 pandemic

Failure to safeguard children and young people across the partnership may result in children and young people being vulnerable and susceptible to risk, which in-turn puts the partnership at significant reputational risk	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	15	12		15	15	15	New Risk

LOCYP Safeguarding Team Partnership working has been demonstrated through:

Attendance and contributions to DSCP/AB sub groups, Public Health, Prevent, JTAI audits, MST-CAN audits and DCST performance meetings. DCSTrust monthly performance meetings remain a success and this will now be extended to include the MAAP Manager, further enhancing safeguarding. The team are contributing to the revision of the Neglect Strategy. Daily/Weekly safeguarding updates provided to all educational establishments via EduLog. Weekly contact with the DfE PREVENT lead, ensuring all training includes the risk of on-line radicalisation and alerts provided to all educational establishments.

With a new Buy Doncaster Virtual safeguarding offer in place. Internal teams have benefited from virtual training and 394 school/education staff will access virtual training by 31st March 2021. The team have developed a new service support guidance for schools/academies supporting well-being of LGBTQ young people and are collecting partnership evidence for the LA CYPS Champions Award.

Doncaster Children's Safeguarding Trust virtual monthly performance meetings share ICPC data/ conference report statistics and LADO performance reflects the support of all Doncaster schools. During COVID19 performance is at 100%.

The LOCYP safeguarding team have revised the LA model safeguarding policy, reflecting National statutory guidance. A new safeguarding newsletter is in place, this alongside Edulog and Buy Doncaster Resource Bank ensures all schools have the latest advice and guidance, with supporting policies, procedures and comprehensive training programme. This includes a new Buy Doncaster Learning Futures virtual safeguarding training offer, with new modules due to be launched.

Partner relationships remain strong with an increase in schools signed up to Operation Encompass.

The LOCYP safeguarding team are due to launch a number of 3 minute safeguarding guides, some developed with partner agencies, ensuring all staff working in educational establishments understand local context. A new mini training the trainer offer will support this implementation, available from September 2020.

S175/157 Annual Safeguarding Reports over schools (as at 6-July-20) have completed the enable safeguarding audit .With a system in place to support all schools to ensure we have 100% response rate by Jun-20. The data enables the team to respond to areas identified and work with partners to identify and respond to key priorities.

The DSCP practitioner forum provides voice for schools and the team continue to work in partnership with all professionals to cascade and support any developments coming from this forum, strengthening safeguarding in partnership.

Headline Figures

- 100% of Doncaster schools judged are judged effective for safeguarding.
- Increase in schools supporting Operation Encompass - 101 schools (6-July-20)
- Education is the highest agency contributor to conference. (April 100% May 100% June 100%) for ICPC education representation at conference.
- 79 schools completed the S175 annual safeguarding audit. Target 100% by Jun-20. Due to covid19 extension agreed.
- Doncaster is currently ranked 11th Nationally for support for LGBTQ young people , this year working towards `gold
- New virtual safeguarding training offer in place for alternative education providers (6-July-20)
- 19 virtual training sessions delivered to a range of professionals and schools (17-March-20 – 6-July-20)

Children & young people may not achieve national standards in educational attainment, which may impact on their readiness for a fulfilling adult life.	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	12	12		12	8	8	16

No change to the risk assessment at this stage. This will need careful monitoring as children and young people return to school fully in September

Workforce issues in AH&Wb and support services, including vacancies, recruitment, staff development and sickness, reduce the ability to transform at the pace required in current plans	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	12	8		12	12	12	12

Recent recruitment has taken place and staff have been appointed to the following vacancies in July 2020-

Occupational Therapy Team

Team Leaders

Advanced Practitioner

DMBC have signed up and registered to the National Social Work Together campaign hosted by LGO giving instant access to staff for resources as and when required.

The consultation phase of the Head of Service re-shaping has been completed and recruitment to the posts will take place during August 2020. With a stable Senior Management Team in place to inform the areas of transformation, prioritisation can be agreed and with support from PIC plans will be in place to drive forward the change.

Without effective influence and engagement with the Sheffield City Region, there is a threat that Doncaster does not achieve economic potential benefit from the devolution deal	Current	Target	Trend	Q3 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	12	12		12	12	12	12

The risk level continues to be maintained. The City Region Renewal Action Plan has been through LEP Board and will be considered by the Combined Authority on Monday 27 June. Ongoing engagement through officers at SCR continues, and more focus will be placed on member engagement through thematic boards to ensure delivery of the action plan is aligned to, and delivered through, local delivery systems. Work continues through the LRF recovery cell to shape and align delivery at local and sub-regional level.

The agreed standards and policies are not adequately understood and implemented by practitioners who work with vulnerable adults increasing the risk of vulnerable people experiencing harm or abuse	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	10	10		10	5	5	10

A set of South Yorkshire Principles for safeguarding are published on the Intranet for staff. A new set of local operating procedures are in place and due for sign off by Senior Leadership following the confirmation of roles in the AHWB Head of Service reshaping. Consultation phase has been completed and recruitment to the posts will take place during August 2020.

A new policy for self-funders has been published and relevant communication and practice notes have been circulated to the workforce

Poor external agency ratings, ie Ofsted, may impact on the Councils reputation which could lead to government intervention, poor national profile and destabilise the partnership	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	10	10		10	10	10	10

Current position - the Council's inspection profile remains better than in any recent memory and work has continued despite the pandemic lockdown to ensure preparation for inspection, albeit that these are currently paused.

The focus has remained with JTAI preparation and work has continued to develop the Self evaluation for Mental health.

Mitigating actions - work is in warm storage and there are plans to resume, as soon as agencies are able to return to BAU.

Failure to implement the Partnership priorities within the Doncaster Growing Together Portfolio	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	9	6		9	9	9	9

Current Position: No Change Risk Remains the same. We have in place all programme boards and a portfolio board to oversee the DGT priorities and their delivery. There has been the introduction of the Response and Recovery cells across the partnership in response to COVID19. This will act as a catalyst to reviewing any future changes both to our long term priorities and to any future partnership arrangements.

Mitigating Action:

- Use the Restart, Recovery and Renewal plan to inform our Borough Strategy and future partnership review.
- Work towards the development of a new Borough Strategy for Doncaster that would be presented in Winter 2020. This would incorporate Doncaster Talks and other insight right across the partnership.

An underdeveloped local market and ineffective management affects the ability to change services, leading to market instability and difficulty in meeting the needs of vulnerable people	Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
	8	8		8	8	8	8

Current Position

The care market within Doncaster is considered to continue to be stable currently; (although the impact of COVID19 particularly re Care Home market is under review) there have been no unplanned exits from the market during the period. The quality of the regulated services market sector (as inspected and rated by CQC) continues to compare favourably across Y&H region peers.

Mitigating actions

Market management continues to be supported through contract management and monitoring meetings. Services are currently being delivered within the terms of the contracts in place.

Market Shaping and Development is being progressed within Strategic Commissioning. At the end of the quarter, this work has been impacted due to the Team Doncaster COVID19 Response work.

COVID19 Social Care Market support Update - Daily Customer Relationship Management based contact is maintained with social care and support providers by Commissioning and Contracts staff to provide a combination of support and operational problem solving assistance together with information sharing (including data collection to inform action planning orientated around provider, service type and locality) and routes to escalation within Team Doncaster as appropriate. A range of financial and in-kind support has also been put place including:-

- an advance (recoverable) payment to all CQC regulated commissioned services to support cash-flow
- Corporate Supplier Relief Scheme to cover COVID19 related extraordinary costs incurred by providers - currently subject to review regarding continuation of relief beyond original 30 June closure date
- Creation of the Social Care Academy to match potential employees with provider vacancies
- Access to Council sourced PPE equipment where providers own supply lines are disrupted
- Government MHCLG Infection Control Fund monies have been received and allocated across Doncaster's adult CQC regulated services to mitigate transmission and support infection control and prevention

Failure to maintain and improve the management of health and safety may impact on the councils reputation and it's ability to mitigate risk to both colleagues and members of the public.

Current	Target	Trend	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
8	8		8	8	8	8

The Corporate Health and Safety Team continue to monitor the effectiveness of all council health and safety arrangements through both active and reactive monitoring.

- The Corporate Health and Safety Team are supporting essential/priority council services with any H&S issues during the current COVID-19 Pandemic, including the development of COVID-19 Secure Risk Assessments
- Due to the current COVID-19 Pandemic the H&S Training Team are putting plans in place to ensure that any lapsed H&S training for suspended non-essential services is refreshed before operatives return to normal operations. Where possible H&S training is being delivered via MS Teams
- Fire Safety in High Rise Flats following the Grenfell disaster - Doncaster council's Fire Safety Advisor continues to attend the High Rise Fire Safety Group, advising and supporting St Leger Homes (SLH) where required. Where required virtual meetings will be carried out, or direct telephone updates undertaken.
- Residential Caravan Sites - St Leger Homes (SLH) continue to lead on fire safety action plans with input and advice from the Council's Environmental Health Officers (EHO's), South Yorkshire Fire and the Councils Fire Safety Advisor.
- The new Health and Safety Incident Reporting System SHE Assure software has had a recent significant upgrade which has improved functionality and gives managers more tools to interrogate incidents and trends across service areas. Plans are being developed to deliver a digital (MS Teams) training package across Directorates to ensure Managers have the skills to utilise the new functionality.



GOVERNANCE INDICATORS – Whole Authority

Whole Authority	Value	Target	DoT	Traffic Light
Sickness – Days per FTE	9.76	8.50	↑	🛑
PDR Completion - % of workforce with a PDR recorded	-	-	-	-
Internal Audit Recommendations - % completed that were due in period	30%	100%	↑	🛑
% of Large Transactions (over £25k) that are under contract	100%	100%	▬	✅
% of Service Plans elements updated within timescale	-	-	-	-
% of Freedom of Information Requests responded to within timescale	27%	95%	↓	🛑

Appendix D

COVID-19 Funding and DMBC allocations

Introduction

The COVID-19 pandemic has placed a huge strain on council services creating significant financial challenges.

This note considers the additional resources that have been made available to the Council.

The government has provided various additional funding streams. In this note they are split in to funding for “response” (shorter-term) and “recovery” (longer-term).

Response:-

- COVID-19 pressures funding
 - Received in 2 tranches totalling £18.7m from £3.2bn fund
 - Further £0.5bn has been announced nationally in July including £3.1m for Doncaster. Not clear when this will be paid. This increases the total to £21.8m.
 - Unringfenced funding to support discharge from hospital, children services, waste, homelessness and other COVID related services.
 - Additionally, the government has said where losses are more than 5% of a council’s planned income from sales, fees and charges, the government will cover them for 75p in every pound lost. Full details of this scheme aren’t yet available.
- Hardship Fund
 - Received £2.9m from the £500m hardship fund
 - Used to provide additional relief for the Local Council Tax Support scheme.
- Business grants
 - Received £64.4m to fund business support grants and, at 13 July, made 4,729 payments totalling just over £53m to local businesses in line with government requirements
 - Government then announced that 5% of the funding could be used for a “discretionary scheme”. Qualifying criteria have been approved by the Mayor and, at 13 July, made 100 payments totalling £0.7m
- Business rates reliefs
 - Additional rates reliefs are available for retail premises and nurseries. This reduces income to the Council but is fully funded by government. Estimate are £37m for Doncaster out of £9.7bn nationally.
- Infection control fund
 - £3.1m to be received from £600m fund
 - 75% has been given to residential care providers based on bed numbers and 25% to domiciliary care providers
- The Reopening High Streets Safely Fund
 - £50m from the European Regional Development Fund (ERDF) to councils across England to support the safe reopening of high streets and other commercial areas
 - £277k available for Doncaster
- Test, track and trace

- £2.23m will be received from a £300m fund to develop and roll out a test, track and trace programme
- Plans have been drawn up by the Public Health team and approved by the Mayor.
- Emergency Active Travel funding
 - £225m nationally including £7.4m for Sheffield City Region (subject to successful bid being submitted).
 - Doncaster likely to receive £0.3m in first tranche and £1.3m in 2nd tranche. Funding to be used on pop-up bike lanes, wider pavements, safer junctions etc.
 - First tranche needs to be spent within 8 weeks – a list of schemes has been approved by the Mayor.
- Emergency Assistance Grant for Food and Essential Supplies
 - £63m of funding to be provided by DEFRA to help local authorities to continue to support those struggling to afford food and other essentials.
 - Doncaster's allocation is £0.4m and plans are being drawn up as to how to make best use of the funding.
- Rough sleepers
 - £3.2m announced in March to help get rough sleepers off the streets. Doncaster was paid £18k
 - Further £105m announced in June to keep rough sleepers off the streets (short term element of Next Steps Accommodation programme). Following this, the longer term element of the Next Steps Accommodation programme was announced with an allocation of £161m (£130m of which is for capital). Councils need to submit bids by 20 August.
- In addition, we have received various announcements to speed up or defer payments that have assisted our cash flow.

Recovery:-

- Cultural Recovery Fund
 - Included in Summer Fiscal Announcement – A Plan for Jobs
 - £1.57bn allocated nationally for museums, galleries etc
 - Not clear if Council's can apply – detail not announced yet
- Apprenticeships
 - Additional £1,500 to £2,000 per new apprentice. Assumed that local authorities will be eligible.
- Local infrastructure projects
 - £900m to be provided through city regions
 - Doncaster will get £5.5m for additional Quality Streets
- Local road maintenance
 - Included in Summer Fiscal Announcement – A Plan for Jobs
 - £100m to deliver 29 schemes across England
 - Detail not announced yet
- School estates funding
 - Included in Summer Fiscal Announcement – A Plan for Jobs
 - £560m for schools across England
 - Detail not announced yet
- Additionally, "A Plan for Jobs" includes other funding without much detail yet.

Information updated on the 21 July 2020

Appendix E

Return to work interviews are in place across the AHWB directorate, in line with the council's procedure and have continued to take place for all absences throughout the pandemic. Whilst the HR system does not centrally record return to work interviews, regular audits are in place via the HR team to ensure that these are taking place and that employees are receiving appropriate support. A recent audit of 22 absences from the pandemic period across the directorate evidenced that return to work interviews had taken place on all occasions and we are confident this is reflective of all absences.

During the pandemic period there has been lots of additional support for staff to access. This has included:-

- A specific covid-related health and wellbeing page on the intranet.
- Updated information and resources on the corporate Health and Wellbeing intranet pages, including video resources on 'Mental Health and Managing Stress' and our new video 'Emotional and Psychological Trauma'
- A number of e-learning development modules available to all staff and these now include Mental Health, Personal Resilience, Stress Awareness/Management, Email Stress, Conference Call Etiquette, Healthy Lifestyles, Domestic & Emotional Abuse, Remote Working/Remote Working for managers
- A new healthy homeworking intranet page
- Our full range of occupational health services including health assessment, physiotherapy and the self-referral counselling services. To provide extra support we have also launched some new services to support homeworking and stress management. They can help manage stress with relaxation, meditation or mindfulness, or support any back, neck or shoulder aches, experienced whilst working from home.
- Advice and links for bereavement support

For staff working in frontline services within Adult Social Care, the Assistant Director has kept in touch with regular staff newsletters to ensure good communication channels covering up to date health and safety information and additional support, including promotion of the governments "Our Frontline" support service and the government's website "Every Mind Matters."

We have worked flexibly with staff in "vulnerable groups" to support them to feel safe at work, this has included individual risk assessments with staff that fall into one of the designated vulnerable categories to consider any modification and support needed on an individual basis.

Sickness Data

Org Area	Q4 2019/20	Q4 2018/19	Q1 2020/21	Q1 2019/20	July 2020
Adults Health & Wellbeing	13.29	11.73	13.06	11.44	13.36
Adult Social Care	12.63	14.75	13.30	13.30	13.57
Commissioning	14.05	26.23	16.79	7.15	17.36
Communities	13.84	12.30	13.05	11.54	13.53
Projects and Transformation	18.25	14.56	No Longer a service	No comparison	No longer a service
Public Health	9.38	14.36	9.22	5.00	7.50

When comparing the quarters, the average FTE sick days has increased in Q4 19/20 from Q4 18/19 and increased Q1 20/21 from Q1 19/20. The number of individual days off has increased however the number of occasions has reduced, therefore suggesting there are less instances of absence but the length of time those staff are off are longer than previously.

Breakdown by sickness type for Adults, Health & Well-being

Adult Social Care

Q4 2019/20			Q4 2018/19			Q1 2020/21			Jul-20		
Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost
Back/Shoulder	8	349.94	Back/Shoulder	22	358.25	Back/Shoulder	7	264.00	Back/Shou	7	216.00
Chest/Respiratory	14	357.40	Chest/Respiratory	20	86.24	Chest/Respiratory	14	170.40	Chest/Res	15	183.80
Coronavirus (COVID-19)	5	27.00	Coronavirus (COVID-19)	0	0.00	Coronavirus (COVID-19)	6	41.00	Coronavir	7	49.00
Genito Urinary/Gynaecological	9	123.61	Genito Urinary/Gynaecological	3	40.00	Depression/Anxiety	19	395.92	Depressio	16	352.20
Head/Dental/Sinus	9	48.60	Head/Dental/Sinus	6	34.00	Genito Urinary/Gynaecological	6	103.78	Genito Uri	7	111.92
Heart/Bld Pressure/Circulation	2	298.00	Heart/Bld Pressure/Circulation	7	85.60	Head/Dental/Sinus	7	86.00	Head/Den	7	83.60
Infection/Virus	63	302.28	Infection/Virus	65	408.60	Heart/Bld Pressure/Circulation	3	257.00	Heart/Bld	5	240.00
Neurological/Headache/Migraine	13	228.76	Neurological/Headache/Migraine	21	94.91	Infection/Virus	47	203.83	Infection/	40	160.52
Stress/Depression/Anxiety	56	1099.57	Stress/Depression/Anxiety	109	1603.18	Neurological/Headache/Migraine	11	114.78	Neurologi	10	105.87
Other Musculo/Skeletal	18	285.25	Other Musculo/Skeletal	46	465.51	Non Work Related/Personal Stress	17	404.14	Non Work	19	456.46
Pregnancy Related	3	36.00	Pregnancy Related	3	18.00	Other Musculo/Skeletal	21	524.84	Other Mus	18	507.66
Skin Conditions	3	12.00	Skin Conditions	0	0.00	Pregnancy Related	4	64.00	Pregnanc	4	64.00
Stomach/Liver/Kidney/Digestion	17	84.10	Stomach/Liver/Kidney/Digestion	47	399.26	Skin Conditions	3	12.00	Skin Cond	3	12.00
Grand Total	220	3252.51	Grand Total	349	3593.55	Stomach/Liver/Kidney/Digestion	15	146.52	Stomach/L	16	181.04
						Work Related and Personal Stress	13	377.00	Work Rela	15	513.95
						Work Related Stress	9	235.00	Work Rela	9	229.36
						Grand Total	202	3400.20	Grand Tot	198	3467.38

Commissioning

2019/20			2018/19			Q1 2020/21			Jul-20		
Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost
Back/Shoulder	2	14.00	Back/Shoulder	2	29.00	Back/Shoulder	2	14.00	Back/Shou	2	14.00
Chest/Respiratory	1	1.00	Chest/Respiratory	2	15.00	Chest/Respiratory	1	1.00	Chest/Res	1	1.00
Genito Urinary/Gynaecological	1	53.00	Genito Urinary/Gynaecological	0	0.00	Genito Urinary/Gynaecological	1	53.00	Genito Uri	1	53.00
Head/Dental/Sinus	2	5.65	Head/Dental/Sinus	0	0.00	Head/Dental/Sinus	2	132.00	Head/Den	2	155.00
Infection/Virus	12	50.86	Infection/Virus	10	40.00	Infection/Virus	11	42.86	Infection/	11	41.00
Neurological/Headache/Migraine	3	67.00	Neurological/Headache/Migraine	3	5.80	Neurological/Headache/Migraine	1	2.00	Neurologi	1	2.00
Non Work Related/Personal Stress	4	202.73	Stress/Depression/Anxiety	8	125.00	Non Work Related/Personal Stress	2	68.92	Non Work	2	83.43
Other Musculo/Skeletal	1	21.00	Other Musculo/Skeletal	3	38.00	Other Musculo/Skeletal	1	21.00	Stomach/L	4	13.00
Pregnancy Related	0	0.00	Pregnancy Related	2	18.00	Stomach/Liver/Kidney/Digestion	5	14.00	Work Rela	1	122.00
Stomach/Liver/Kidney/Digestion	7	21.00	Stomach/Liver/Kidney/Digestion	2	3.00	Work Related and Personal Stress	1	139.00	Work Rela	1	19.00
Grand Total	33	436.24	Grand Total	32	273.80	Work Related Stress	1	19.00	Grand Tot:	26	503.43
						Grand Total	28	506.78			

Communities

2019/20			2018/19			Q1 2020/21			Jul-20		
Reasons	Number of Occa:	Total FTE Days Lost	Reasons	Number of Occa:	Total FTE Days Lost	Reasons	Number of Occa:	Total FTE Days Lost	Reasons	Number of Occa:	Total FTE Days Lost
Back/Shoulder	26	563.92	Back/Shoulder	45	409.83	Back/Shoulder	21	532.18	Back/Shoulder	19	479.77
Chest/Respiratory	69	655.75	Chest/Respiratory	52	413.50	Chest/Respiratory	60	495.59	Chest/Respiratory	59	525.32
Coronavirus (COVID-19)	28	99.50	Coronavirus (COVID-19)	0	0.00	Coronavirus (COVID-19)	84	376.78	Coronavirus (COVID-19)	86	429.48
Genito Urinary/Gynaecological	13	230.79	Genito Urinary/Gynaecological	31	158.74	Depression/Anxiety	42	887.89	Depression/Anxiety	45	934.18
Head/Dental/Sinus	19	217.02	Head/Dental/Sinus	31	140.82	Genito Urinary/Gynaecological	15	103.95	Genito Urinary/Gynaecological	14	88.16
Heart/Bld Pressure/Circulation	5	104.03	Heart/Bld Pressure/Circulation	14	175.06	Head/Dental/Sinus	17	115.44	Head/Dental/Sinus	17	119.38
Infection/Virus	170	406.34	Infection/Virus	233	937.24	Heart/Bld Pressure/Circulation	12	110.84	Heart/Bld Pressure/Circulation	13	167.73
Neurological/Headache/Migraine	30	614.53	Neurological/Headache/Migraine	28	178.06	Infection/Virus	150	398.59	Ind - Head/Dental/Sinus	1	0.14
Stress/Depression/Anxiety	116	2383.50	Stress/Depression/Anxiety	226	2125.85	Neurological/Headache/Migraine	25	336.33	Ind - Other Musculo/Skeletal	1	23.52
Other Musculo/Skeletal	86	1831.40	Other Musculo/Skeletal	213	1577.70	Non Work Related/Personal Stres:	37	841.74	Infection/Virus	143	468.23
Pregnancy Related	9	46.83	Pregnancy Related	14	80.31	Other Musculo/Skeletal	74	1428.40	Neurological/Headache/Migraine	26	306.50
Skin Conditions	4	27.58	Skin Conditions	8	61.88	Pregnancy Related	5	32.73	Non Work Related/Personal Stres:	37	833.00
Stomach/Liver/Kidney/Digestion	85	485.57	Stomach/Liver/Kidney/Digestion	79	177.41	Skin Conditions	4	40.32	Other Musculo/Skeletal	69	1572.43
Grand Total	660	7666.76	Grand Total	974	6436.40	Stomach/Liver/Kidney/Digestion	60	402.04	Pregnancy Related	5	29.14
						Work Related and Personal Stres:	34	920.13	Skin Conditions	4	30.04
						Work Related Stress	6	245.41	Stomach/Liver/Kidney/Digestion	60	351.57
						Grand Total	646	7268.35	Work Related and Personal Stres:	36	941.64
									Work Related Stress	6	243.89
									Grand Total	641	7544.12

Projects & Transformation

2019/20			2018/19		
Reasons	Number of Occasions	Total FTE Days Lost	Reasons	Number of Occasions	Total FTE Days Lost
Chest/Respiratory	1	11.00	Chest/Respiratory	1	3.00
Genito Urinary/Gynaecological	0	0.00	Genito Urinary/Gynaecological	3	22.00
Heart/Bld Pressure/Circulation	0	0.00	Heart/Bld Pressure/Circulation	1	5.00
Infection/Virus	5	20.00	Infection/Virus	9	52.81
Other Musculo/Skeletal	1	4.00	Other Musculo/Skeletal	1	6.00
Neurological/Headache/Migraine	0	0.00	Neurological/Headache/Migraine	1	5.00
Stress/Depression/Anxiety	3	31.00	Stress/Depression/Anxiety	3	30.00
Stomach/Liver/Kidney/Digestion	4	7.00	Stomach/Liver/Kidney/Digestion	2	2.00
Grand Total	14	73.00	Grand Total	21	125.81

Public Health

2019/20

Reasons	Number of Occasions	Total FTE Days Lost
Back/Shoulder	0	0.00
Chest/Respiratory	2	7.00
Genito Urinary/Gynaecological	1	5.00
Head/Dental/Sinus	4	34.40
Infection/Virus	6	13.10
Neurological/Headache/Migraine	3	5.00
Other Musculo/Skeletal	3	35.00
Stress/Depression/Anxiety	6	255.94
Stomach/Liver/Kidney/Digestion	16	40.00
Grand Total	41	395.44

2018/19

Reasons	Number of Occasions	Total FTE Days Lost
Back/Shoulder	1	1.00
Chest/Respiratory	1	2.00
Genito Urinary/Gynaecological	0	0.00
Head/Dental/Sinus	2	4.00
Infection/Virus	27	86.03
Neurological/Headache/Migraine	1	0.81
Other Musculo/Skeletal	3	44.00
Stress/Depression/Anxiety	1	1.00
Stomach/Liver/Kidney/Digestion	18	37.03
Grand Total	54	175.87

Q1 2020/21

Reasons	Number of Occasions	Total FTE Days Lost
Chest/Respiratory	2	7.00
Depression/Anxiety	7	132.00
Genito Urinary/Gynaecological	1	5.00
Head/Dental/Sinus	4	30.00
Infection/Virus	5	9.05
Neurological/Headache/Migraine	3	5.00
Other Musculo/Skeletal	3	46.00
Stomach/Liver/Kidney/Digestion	15	31.27
Work Related and Personal Stress	1	114.06
Grand Total	41	379.39

Jul-20

Reasons	Number of Occasions	Total FTE Days Lost
Chest/Res	2	7.00
Depressio	7	109.00
Genito Ur	1	5.00
Head/Den	2	5.00
Infection/	6	15.05
Neurologi	3	5.00
Non Work	1	5.00
Other Mu:	3	46.00
Stomach/l	13	26.00
Work Rela	1	92.82
Grand Total	41	215.87



Doncaster Council

Report

Date: 3 September 2020

To the Chair and Members of the Overview and Scrutiny Management Committee

**St Leger Homes of Doncaster Ltd (SLHD) Performance & Delivery Update:
2020/21 Quarter One (Q1)**

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Glyn Jones, Cabinet Member for Housing and Equalities, Deputy Mayor	All	None

EXECUTIVE SUMMARY

1. As part of the Management Agreement and governance arrangements for SLHD, an Annual Development Plan (ADP) is produced in agreement with Doncaster Council (DC) officers, the Housing Portfolio holder and the Mayor. The ADP identifies the key deliverables, outcomes, milestones and performance measures. Part of the agreed governance framework is a quarterly report of key performance indicators to the Executive Board.
2. This report provides an opportunity to feedback on performance successes and challenges against the 2020/21 Key Performance Indicators (KPIs).

EXEMPT REPORT

3. This report is not exempt.

RECOMMENDATIONS

4. That Committee note the progress of SLHD performance outcomes and the contribution SLHD makes to supporting DC strategic priorities.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

5. As this report includes the current progress on the SLHD performance indicators, the implications of the contents may ultimately affect the delivery of services to the people of Doncaster.

BACKGROUND

6. As part of the Management Agreement and governance arrangements for SLHD, an Annual Development Plan (ADP) is produced in agreement with Doncaster Council (DC) officers, the Housing Portfolio holder and the Mayor. The ADP identifies the key deliverables, outcomes, milestones and performance measures. Part of the agreed governance framework is a quarterly report of key performance indicators to the Executive Board.

7. This report provides an opportunity to feedback on performance successes and challenges against the 2020/21 Key Performance Indicators (KPIs).

8. 2020/21 QUARTER 1

8.1. **Appendix A** contains the SLHD 2020/21 Performance summary for Quarter 1. Commentary on the performance against all indicators is provided below.

8.2. Targets and measures were reviewed with DC officers and elected members prior to the start of the financial year. Twenty KPIs were agreed with DC for 2020/21, although five of these are measured annually.

8.3. Performance in the first quarter has been heavily affected by the Covid19 lockdown and the requirement to move to delivery of business critical services only and home working where possible, from the end of March to end of May. Normal services resumed on a phased basis from early June.

8.4. The table below summarises the dashboard as at the end of Q1 2020/21. Comparatives have been included from 2019/20 as the KPIs are the same as last financial year, with one more annual KPI added for 20/21. There are nine KPIs not meeting target and commentary appears below :

	Q1 20/21	Q4 19/20	Q3 19/20	Q2 19/20	Q1 19/20
Green (on target)	5	10	6	7	7
Amber (in tolerance)	1	4	5	4	1
Red (below target)	9	4	3	3	5
No target ¹	1	2	1	1	1
Annual KPIs	5	-	5	5	5
Total	20	20	20	20 ²	19

1 One KPI for 2020/21 does not have a target at year end - KPI19 : our performance against comparable organisations
 2 During Q2 2019/20, KPI 14 was split in two - KPI14a and KPI14b - to separately report performance on training and employment support.

8.5. The tolerances which determine the red, amber and green status are now consistent with DC and Doncaster Children’s Trust measures. Please note performance data is cumulative year to date (YTD) rather than performance in the quarter, as this can be misleading when comparing to target.

- 8.6. As mentioned in 8.3 above, services were severely restricted for most of the quarter because of the Covid19 lockdown. Office based staff were all working from home from end of March and only business critical services were delivered to our customers, ie gas servicing, emergency repairs and emergency rehousing.
- 8.7. As anticipated, this had an adverse impact on a number of KPIs, and also budgets, and overall, in terms of the 'direction of travel', performance has deteriorated from the 2019/20 year end position.
- 8.8. KPI 1: Percentage of Current Rent Arrears against Annual Debit :**

Target **2.80%**
Q1 YTD Performance **3.12%** **WORSE THAN TARGET – RED**

Current rent arrears increased in mid-April and have been consistently between the 3.10% to 3.30% levels in the period since. In late March, the Mayor’s pledge of a twelve weeks rent ‘holiday’ for those affected by the Covid19 lockdown was announced, contributing to an initial increase from the year end position, along with furloughing of employees and other financial concerns.

There were other restrictions on our normal activities, such as limited court action (no court action taken for arrears) and extensions to notice periods for seeking possession, and all have impacted on the arrears position. We continue to work closely across the Income Management and Tenancy Sustainability Teams to focus on effective support and recovery actions and will continue to provide this in creative ways in the current environment.

The table below shows current performance against profiled target and comparatives from 2019/20.

Quarter	Current rent arrears %	Profiled rent arrears target %
Q1 19/20 ytd	2.77%	2.77%
Q2 19/20 ytd	2.95%	3.10%
Q3 19/20 ytd	3.29%	3.28%
Q4 19/20 ytd	2.79%	3.22%
Q1 20/21 ytd	3.12%	2.80%

Arrears Performance at the end of June (Q1) stood at 3.12%, representing an increase of arrears of £269k since the end of Q4 2019/20. However, arrears have reduced from the May month end figure of 3.20%. The reduction is due to the recovery actions we have put in place as a result of the Covid19 lockdown.

Whilst we will continue to make every effort to recover the arrears position following the three month reduction in our activities during lockdown, there remain some restrictions that are outside of our control, such as the ability to take cases to court (both to obtain court orders and also to use as a warning or sanction to persistent non-payers).

In addition, until the end of August 2020, any Notices of Seeking Possession must be served with a three month grace period (rather than the usual one month) before further action can be taken.

As at Q1, tenants who took advantage of the Mayor's Pledge on rent payments stands at 565 tenants with a net arrears increase since 22nd March of £137k. Of the 565 tenants, 414 (73%) have seen their arrears increase since lockdown. Since the height of the lockdown, the Tenancy Sustainability team have worked with over 250 additional cases and also achieved over £168k of financial gains.

We continue to work closely across the Income Management and Tenancy Sustainability Teams to focus on effective support and recovery actions and will continue to provide this in creative ways in the current environment.

8.9. KPI 2: Void Rent Loss (VRL) – Percentage of rent loss through vacant dwellings:

Target **0.50%**
Q1 YTD Performance **0.97%** **WORSE THAN TARGET – RED**

The table below shows current performance against profiled target and comparatives from 2019/20:

Quarter	% Void rent loss	% void rent loss target
Q1 19/20 ytd	0.72%	0.50%
Q2 19/20 ytd	0.64%	0.50%
Q3 19/20 ytd	0.59%	0.50%
Q4 19/20 ytd	0.59%	0.50%
Q1 20/21 ytd	0.97%	0.50%

The Covid19 lockdown is the main reason for the decline in performance. From end of March, the advertisement cycle and repair works were suspended in accordance with government guidelines and the number of voids held showed a weekly increase during April and May, until re-letting commenced.

Typically around 80 to 100 voids are available at any point, but this peaked at 223 at end of May, reduced to 205 at end of June and was 189 in mid-July. Of these, 86 were repaired and ready to let.

It should also be noted following the flooding event in November 2019, allocations of empty properties were also suspended then for a two week period and this also had an impact on performance in Q3 2019/20.

We will continue to closely monitor processes to ensure repair work is completed efficiently in voids, which will in turn increase the number of properties available to re-let. The focus now is to re-let the empty properties as soon as possible and start to reverse the KPI trend of the first quarter. During lockdown, the end to end process has been reviewed to ensure that going forward the whole void management process is Covid19 secure and this will change operations and extend the void period.

8.10. KPI 3: Average number of calendar days to re-let standard properties :

Target **20.00 days**
Q1 YTD Performance **55.05 days** **WORSE THAN TARGET – RED**

The table below shows current performance against profiled target and comparatives from 2019/20:

Quarter	Void re-let time (days)	Void re-let time (days) target
Q1 19/20 ytd	26.18	20.00
Q2 19/20 ytd	23.83	20.00
Q3 19/20 ytd	22.30	20.00
Q4 19/20 ytd	22.68	20.00
Q1 20/21 ytd	55.05	20.00

As with KPI2 above, the suspension of lettings and repair work on empty properties has had a significantly adverse impact on the KPI. Of all the voids held, over 100 only required standard repair work, but when re-let each one will have a negative impact on performance.

We will continue to closely monitor all teams involved in the key to key process to ensure work is completed efficiently and safely in voids and all teams are working collectively to ensure that all voids are re-let at the earliest opportunity. During lockdown, the end to end process has been reviewed to ensure that going forward the whole void management process is Covid19 secure and this will change operations and extend the void period.

8.11. KPI 4: Number of households placed in bed and breakfast (B&B) accommodation (NO TARGET)

Target YTD **5**
Q1 YTD Performance **243** **WORSE THAN TARGET – RED**

The target for the year is just 63 so this KPI will now be red all year. The placements and nights in B&B during the quarter is skewed by the government’s response to the Covid19 pandemic which extends the temporary rehousing to all potential rough sleepers. The table below shows comparatives for Q1 2019/20 and the impact the government announcement has had on the service and KPIs.

Month	Q1 20/21			Q1 19/20		
	Households Placed in B&B 20/21	Total Nights in B&B – New Placements 20/21	Total Nights in B&B – Paid For 20/21	Households Placed in B&B 19/20	Total Nights in B&B – New Placements 19/20	Total Nights in B&B – Paid For 19/20
Apr	78	1,013	1,040	9	17	17
May	83	813	2,100	10	34	34
Jun	82	848	3,511	9	16	16
Total	243	2,674	8,651	28	77	77

However, despite a 75% increase in the number of approaches to the service when compared to the previous quarter, the number of people placed has remained consistent at an average of 4 per day. No children have been placed in B&B this year to date.

8.12. KPI 5: Number of full duty homelessness acceptances :

Target YTD 40
Q1 YTD Performance 77 **WORSE THAN TARGET – RED**

The target for the year is just 160 so this KPI is under pressure and unlikely to be met for the year.

The number of cases reaching full duty decisions continues to be above average throughout the quarter, and reflects the high volume of cases opened since March and the reduced opportunities to prevent and secure alternative accommodation.

Quarter	No. of acceptances	Cumulative no. of acceptances	Cumulative target
Q1 19/20	40	40	33
Q2 19/20	66	106	66
Q3 19/20	36	142	99
Q4 19/20	86	228	130
Q1 20/21	77	77	40

8.13. KPI 6: Number of homeless preventions :

Target YTD 199
Q1 YTD Performance 159 **WORSE THAN TARGET – RED**

The table below shows current performance against profiled target and comparatives from 2019/20:

Quarter	No. of preventions	Cumulative no. of preventions	Cumulative target
Q1 19/20	207	207	153
Q2 19/20	244	451	305
Q3 19/20	274	725	458
Q4 19/20	240	965	610
Q1 20/21	159	159	199

The number of cases prevented during the quarter (average 53 per month) continued to be below the monthly average (69) for the same period last year. This reflects that the majority of presenting cases are homeless with little or no prior notice due to, for example, being asked to leave by friends or family or relationship breakdown, and therefore providing no or limited opportunity to prevent their homelessness.

8.14. KPI 7: Complaints – Percentage of complaints upheld against customer interactions :

Target 0.070%
Q1 YTD Performance 0.065% BETTER THAN TARGET – GREEN

We analyse the percentage of complaints upheld against all customer transactions. This provides us with a picture of our customer’s dissatisfaction and enables us to drill down further into the relevant service areas.

Complaints are reported one month in arrears to allow time for the complaint to be investigated and closed in line with our service standards. All complaints are investigated and either ‘upheld’ or not. Complaints are upheld where policies and procedures have not been followed.

The target for the year is to be below 0.070%.and overall complaints are less than last year as a result of a reduction in the number of transactions although we are noting an increased trend in complaints during May.

Period	Interactions	Complaints	Upheld	% Upheld	% Target
Mar, Apr, May 2018 Q1	83,189	197	31	0.037%	0.075%
Mar, Apr, May 2019 Q1	125,712	209	53	0.055%	0.070%
Mar, Apr, May 2020 Q1	67,639	155	44	0.065%	0.070%

8.15. KPI 8: Number of tenancies sustained post support :

Target 90.00%
Q1 YTD Performance 93.05% BETTER THAN TARGET – GREEN

This was a new KPI for 2019/20 to measure the success of the support provided to tenants by our tenancy sustainment service. The target for 2020/21 was increased to 90.00% from 85.00% for 2019/20

Period	Cases closed 6 months previously	No. of tenancies sustained after 6 months	% of tenancies active 6 months after support ended	Target %
Q1 19/20	214	199	92.99%	85.00%
Q2 19/20	211	200	94.79%	85.00%
Q3 19/20	262	247	94.27%	85.00%
Q4 19/20	313	292	93.29%	85.00%
2019/20 YTD	1,000	938	93.80%	85.00%
2020/21 YTD	259	241	93.05%	90.00%

Tenancy Sustainability performance ended the year with 93.80% of tenancies being sustained six months after support ended against the 2019/20 target of 85%. This strong performance has continued in the period since with June achieving a success rate of 96%, and year to date 93.05%, against the new target of 90%.

This means that of the 50 support cases that were closed six months ago, two have since ended their tenancy due to one being evicted for arrears (they failed to engage) and one moving back with family.

8.16. KPI 9: Number of repairs complete on first visit :

Target 92.00%
Q1 YTD Performance 93.83% **BETTER THAN TARGET- GREEN**

This was a new KPI for 2019/20 to measure the number of responsive repairs completed at the first visit without the need for the operative to return a second time because the repair was inaccurately diagnosed and / or did not fix the problem.

NB: In the period since Q1 2019/20, figures were restated to exclude certain repairs where it would not be possible to complete at first visit, and is more consistent with the Housemark definition, eg. glazing repairs where measuring up is required for replacement parts.

YTD performance for Q1 2020/21 was **93.83%**, therefore exceeding target.

Period	No. of repairs completed	No. of repairs completed first visit	% repairs completed first visit	Target %
Q1 19/20	10,444	9,421	90.20%	92.00%
Q2 19/20	10,892	9,790	89.88%	92.00%
Q3 19/20	12,660	11,348	89.64%	92.00%
Q4 19/20	11,138	10,169	91.30%	92.00%
2019/20 YTD	45,134	40,728	90.24%	92.00%
Q1 2020/21 YTD	7,517	7,053	93.83%	92.00%

The quarter was influenced by the lockdown and the table shows the reduction in volumes compared to last year. Performance for the month of June was slightly below the 92% target at 90.41%, as we started to address the pre lockdown backlog, with both April and May's performance being above target at 96.60%.

8.17. KPI 10: Gas servicing, percentage of properties attended against planned:

Target 100.00%
Q1 YTD Performance 99.96% **WORSE THAN TARGET - RED**

We commenced the 2020/21 gas servicing programme in February 2020, taking advantage of this change in legislation (MOT) to allow landlords to undertake gas servicing two months prior to the expiry date of the landlord's gas safety record.

Due to Covid19 and related issues, this KPI is currently at 99.96% performance, which represents three properties out of 8,274 attended.

Following the government's lockdown announcement relating to the Coronavirus and guidance on social distancing, gas servicing was suspended whilst landlords obtained Health & Safety Executive (HSE) and Regulator for Social Housing clarification on whether to continue with gas servicing. Once notice to continue was clarified, we recommenced gas servicing and followed Public Health England guidance. We commenced servicing again on 6 April but as a result, still have some outstanding appointments. Our weekly gas no access report continues to monitor the situation and we have targeted our gas engineer resources predominantly onto gas servicing to address these outstanding services.

All the servicing planned appointments are now back at 100% attendance, but the contract has slipped 10 days causing the KPI to not be met at Q1.

As a result of Covid19 we continue to see a significant increase in 'No Access' and refusals due to tenants initially self-isolating, with around 80 tenants shielding or too frightened to allow engineer access. It is therefore expected that a number of gas services will inevitably go overdue. We will however continue to follow our Gas Servicing policy and take legal enforcement action where required.

The Law Courts have very recently set up an all-electronic warrant applications system, where five SLHD hearings will now be heard through virtual means. The first hearing date has not been arranged for SLHD as yet.

8.18. KPI 11: Days Lost to Sickness per Full Time Equivalent (FTE) :

Target YTD **1.93**
Q1 YTD performance **1.22** **BETTER THAN TARGET – GREEN**

The table below summarises the number of days lost to sickness absence per FTE by quarter.

Quarter	Cumulative days lost to sickness	Cumulative days lost per FTE	Profiled target
Q1 19/20	1,471	2.01	1.92
Q2 19/20	2,965	4.05	3.75
Q3 19/20	4,501	6.18	5.80
Q4 19/20	5,969	8.22	7.90
Q1 20/21	861	1.22	1.93

June's absence per FTE has risen slightly from 0.36 days per FTE in May to 0.43 days per FTE, but remaining below target for the third month in a row and bringing the cumulative absence to 1.22 days per FTE against a target of 1.93.

The highest reason for absence continues to be stress, depression and anxiety accounting for 50% in total of all absence in June, which has risen slightly from May when it accounted for 47%.

June saw increases in both work and personal stress and non-work stress but a reduction in depression and anxiety.

Musculo-skeletal remains the second highest reason accounting for 22% of the overall absence.

<u>Sickness Reason</u>	<u>Days Lost to Sickness</u>	<u>%</u>
Work Related and Personal Stress	215	25%
Other Musculo/Skeletal	190	22%
Depression/Anxiety	140	16%
Non Work Related/Personal Stress	76	9%
Heart/Blood Pressure/Circulation	73	9%
Others	167	19%
Totals	861	100%

Attendance cases continue to be managed through the Managing Attendance policy.

8.19. KPI 12: Percentage of Local Expenditure :

Target	70.00%	
Q1 YTD performance	46.47%	WORSE THAN TARGET - RED

Local spend during Q1 was £1.03m (46%) of the overall £2.22m contracted spend for the quarter. This is against the target of 70%. In monetary terms this under performance is £521k.

Changing the balance of local spend is only potentially possible at the point that contracts are renewed and if local suppliers are appointed as part of this process. This is not always possible if local suppliers do not exist, do not put forward bids or tender submissions, are not part of consortia frameworks being utilised, or are unable to demonstrate value for money through legally required, transparent procurement processes. To address this, SLHD continues to actively participate in supplier events to encourage local business engagement in as many new procurement exercises as possible, as they occur.

In addition, the Procurement Strategy and Contract Standing Orders have been developed to try and optimise local spend and social value.

With a number of new contracts due to be procured throughout the coming year, SLHD will continue to try and engage and encourage as many local businesses as possible to participate in these procurement exercises to give the best possible chance of increasing local spend and meeting the target of 70%.

8.20. KPI 13: Anti-social behaviour (ASB) cases resolved as a percentage of all cases completed :

Target 95.00%
Q1 YTD performance 95.55% BETTER THAN TARGET – GREEN

The target for 2020/21 was increased to 95% from 90% in 2019/20. The table below summarises the year to date performances throughout 2019/20 and with Q1 2020/21.

Quarter	YTD % ASB cases resolved	% target
Q1 19/20	96.49%	90.00%
Q2 19/20	95.51%	90.00%
Q3 19/20	96.43%	90.00%
Q4 19/20	95.55%	90.00%
Q1 20/21	95.51%	95.00%

The number of cases for Q1 2020/21 is almost identical to the same period last year.

Performance has been generally consistent over the year to date and reflects strong performance in dealing with ASB cases.

8.21. KPI 14 a : Number of tenants and residents helped in to training and education:

Target 4
Q1 YTD performance 3 WITHIN TOLERANCE LEVELS – AMBER

For Q1 we have seen three residents supported into education or training this is lower than target by one and lower than the same quarter last year which saw four. This reflects the impact of the college closure during the pandemic from late March. Confirmation has now been received for our cohorts to recommence their learning and for the new cohort to be recruited.

KPI 14 b : Number of tenants and residents helped in to employment:

Target 5
Q1 YTD performance 1 WORSE THAN TARGET – RED

In Q1 we have seen one resident supported into employment against a target of five, which is lower than the same quarter last year which stood at six. This reflects the impact of the pandemic on employment. Requests have continued to be received for support with job applications and CV writing through this period.

9. Annual KPIs

9.1. For 2020/21, there are a number of annual KPIs that will be reported at the end of the financial year. Performance figures shown are based on most recent information where there are a number of annual KPIs that can now be reported on.

9.2. KPI 15: Tenant satisfaction levels :

Target	89.00%	
Performance	87.00%	(2019/20 STAR survey)

The main satisfaction level will be monitored through the bi-annual STAR Survey. A local, transactional, operational indicator has been developed to monitor satisfaction levels of some key transactional services to enable proactive management and results will be reported throughout the year as appropriate.

9.3. KPI 16: Percentage of homes meeting Decent Homes standard ANNUAL KPI:

Target	100.00%	
Performance	100.00%	(Q4 2019/20)

This was a new KPI for 2019/20 and will be reported annually.

9.4. KPI 17: Tenant satisfaction with property condition ANNUAL KPI :

Target	89.00%	
Performance	89.40%	(2019/20 STAR survey)

This was a new KPI for 2019/20 and is reported annually. As with KPI 15, a local, transactional, operational indicator has been developed to monitor satisfaction levels of some key transactional services to enable proactive management, and results will be reported throughout the year as appropriate

9.5. KPI 18: Energy efficiency ANNUAL KPI :

Target	41.53%	
Performance	n/a	

This is a new KPI for 2020/21, which requires all properties to achieve EPC Level C by 2030. SLHD are currently reviewing investment needs as part of a new environmental strategy. This indicator will be reported annually.

9.6. KPI 19: Our overall operational and financial performance against comparable organisations ANNUAL KPI (NO TARGET) :

This was a new KPI for 2019/20 and will be reported annually.

OPTIONS CONSIDERED

10. Not applicable

REASONS FOR RECOMMENDED OPTION

11. Not applicable

IMPACT ON THE COUNCIL'S KEY OUTCOMES

12.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>Work of SLHD impacts on Council key priorities, with implications on the quality of life for Doncaster Council's tenants and other residents and the communities they live in.</p>
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	

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

RISKS AND ASSUMPTIONS

13. Specific risks and assumptions are included in section 12 of this report

LEGAL IMPLICATIONS

SF, Asst. Director Legal & Democratic Services, 10.08.20

14. There are no legal implications for this report.

FINANCIAL IMPLICATIONS

JCr, Director of Corporate Services SLHD, 07.08.20

15. In 2020/21 SLHD will receive management fees of £33.57m from DC. This is made up of £32.21m from the Housing Revenue Account and £1.36m from the General Fund to pay for the general fund services managed by SLHD.

HUMAN RESOURCES IMPLICATIONS

AC, HR & OD Business Manager, 12.08.20

16. There are no specific Human Resource Implications for this report.

TECHNOLOGY IMPLICATIONS

PW, Technology and Governance Support Manager, 07.08.20

17. There are no specific technology implications for this report.

HEALTH IMPLICATIONS

KH, Public Health Improvement Coordinator, 11.08.20

18. Our homes have a powerful influence on our health and wellbeing and providing access to good housing for everyone is one of the most effective ways we can improve the wellbeing of our population. A healthy home is stable and secure, in good repair, warm, comfortable, and free from hazards. Poor quality housing is associated with a range of physical and mental health problems and the King's Fund suggest that every £1 spent on improving homes saves the NHS £70 over 10 years. Our social housing is a powerful local tool to promote health and reduce health inequalities. Access to decent, secure and appropriate housing is critically important and social housing has the potential to provide safe, secure and healthy homes for some of our most vulnerable residents, many of whom may also already experience multiple additional inequalities. In addition to this, having a healthy, stable housing situation can provide the foundations for families to thrive and contribute to society.

Evidence is emerging regarding the links between housing and the unequal impacts of COVID-19, for example related to overcrowding housing or to housing type, but there is already strong evidence that housing quality is fundamentally important to health. This year, people have spent more time in their own homes than they normally would expect to and the quality, stability and security of their home and tenancy can be expected to have an even greater impact than in usual times. In light of the significant economic and social impacts that the country is experiencing due to COVID-19 it is even more important that our social housing not only forms part of our financial recovery, but also delivers the foundations for healthy, sustainable communities.

EQUALITY IMPLICATIONS

19. Equality implications are considered in line with the Equality Act 2011 for the delivery of all SLHD services.

CONSULTATION

20. Consultation has taken place with key managers within SLHD, the Lead Member for Housing and Senior Officers within the Council.

BACKGROUND PAPERS

21. None

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

ADP	Annual Development Plan
APA	Alternative Payment Arrangement (for Universal Credit benefit)
ASB	Anti- Social Behaviour
CV	Curriculum Vitae
DC	Doncaster Council
DWP	Department for Work and Pensions
FTE	Full Time Equivalent

HRA	Homelessness Reduction Act
HSE	Health and Safety Executive
KPI	Key Performance Indicator
MHCLG	Ministry of Housing, Communities and Local Government
SLHD	St Leger Homes of Doncaster
STAR	Survey of Tenants and Residents
UC	Universal Credit
VRL	Void rent loss
WoW	World of Work
YTD	Year to date

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Appendix A - SLHD Key Performance Indicator Summary Q1 2020/21

KPI	Indicator	19/20 Outturn	Q1	Q2	Q3	Q4	Target	DoT	R/A/G
1	Percentage of current rent arrears against annual debit	2.79%	3.12%				2.80%	↓	🔴
2	Void rent loss (lettable voids)	0.59%	0.97%				0.50%	↓	🔴
3	Average Days to Re-let Standard Properties ytd	22.68	55.05				20.00	↓	🔴
4	Number of Households Placed in B&B Accommodation ytd	84	243				5 ytd	↓	🔴
5	Number of Full Duty Homelessness Acceptances ytd	228	77				40 ytd	↓	🔴
6	Number of homeless preventions ytd	965	159				199 ytd	↓	🔴
7	Complaints upheld as a % of customer interactions	0.061%	0.065%				0.070%	↓	🟢
8	Number of tenancies sustained post support	93.80%	93.05%				90.00%	↓	🟢
9	Number of repairs first visit complete	90.24%	93.83%				92.00%	↑	🟢
10	Gas servicing – % of properties attended against target	100.00%	99.96%				100.00%	↓	🔴
11	Days lost through sickness per FTE	8.22	1.22				1.93 ytd	↑	🟢
12	Percentage of Local Expenditure	59.06%	46.47%				70.00%	↓	🔴
13	ASB Cases Resolved as a % of All Cases Closed	95.55%	95.51%				95.00%	↓	🟢
14a	Number of residents undertaking training or education	53	3				4 ytd	↓	🟡
14b	Number of residents supported into employment	31	1				5 ytd	↓	🔴
15	Tenant satisfaction levels	87.00%	Annual KPI	Annual KPI	Annual KPI	Annual KPI	89.00%		
16	Percentage of homes maintaining decent standard	100.00%	Annual KPI	Annual KPI	Annual KPI	Annual KPI	100.00%		
17	Tenant satisfaction with property condition	89.40%	Annual KPI	Annual KPI	Annual KPI	Annual KPI	89.00%		
18	Energy efficiency	99.96%	Annual KPI	Annual KPI	Annual KPI	Annual KPI	41.53%		
19	Our performance against comparable organisations	No target	Annual KPI	Annual KPI	Annual KPI	Annual KPI	No Target		

Notes :

- Direction of travel (DoT) is against performance in the previous quarter. ↑ = Improving, ↔ = No Change, ↓ = Deteriorating.
- Targets are for the end of the year performance unless indicated otherwise (ytd = cumulative year to date).
- R/A/G status is against the cumulative year to date (ytd) or year-end target. R/A/G 🔴 🟡 🟢

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Doncaster Council

To the Members of the OSMC

Performance Challenge of Doncaster Children's Services Trust: Quarter 1, 2020/21

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Nuala Fennelly Cabinet Member for Children, Young People and Schools	All	None

EXECUTIVE SUMMARY

1. As part of the Management Agreement and governance arrangements for Doncaster Children's Services Trust (DCST) the Trust provides a quarterly report of operational and financial performance.
2. This report provides an opportunity to feedback on performance successes and issues against the 2020/21 key performance indicators and management information.

EXEMPT INFORMATION

3. Not exempt.

RECOMMENDATIONS

4. That the OSMC note the progress of DCST performance outcomes and the contribution that the Trust makes to support the Council's strategic priorities.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

5. This report includes current progress of DCST's performance, including the response to the Covid-19 local epidemic curve which may impact on the delivery of services to the people of Doncaster, as well as the reputation of public services across the Borough. The Trust has taken steps to mitigate this risk, working closely with DMBC and DMBC's Director of Children's Services.

BACKGROUND AND CURRENT POSITION

6. As a result of the new governance arrangements since April 2019, officers in DMBC and DCST have worked together to devise a new service specification with associated

metrics. The 42 KPIs are separated out into 12 contractual KPIs and 30 strategic partnership indicators, two of which are annual measures.

7. In addition to these operational performance indicators the latest monthly management accounts report is shared with officers in DMBC and is included in this report.
8. This report provides a summary overview of operational and financial performance.
9. The Trust continues to respond to Covid-19, risk rating all children and young people and ensuring all visits to children and young people are at the forefront. Performance demonstrated through the DfE Covid Vulnerable Children Survey is comparable with national, regional and statistical neighbours.
10. Finalised 2019/20 outturns for Children in Need and Children Looked After are strong with the majority of measures showing improved performance in comparison to the previous year. 2019/20 outturns will not be published until later this year therefore current benchmarking is against the latest national data from 2018/19.
11. **Summary of Operational Performance and Management Information**
12. Of the 12 contractual indicators:
 - a. 7 are currently performing better than target;
 - b. 3 are reporting within target range; and
 - c. 2 have been suspended due to Covid-19 (agreed in the contract management framework)

13. Of the 30 strategic partnership indicators:

Service Area	Performance			Unavailable Measures		
	Outside target range	Within target range	Better than target	Not available due to Covid-19	Annual KPI not yet due	Target figure to be confirmed
Parent & Family Support		1	1			1
Child & Family Assessment	1	1	3			
Child Protection		1	2			2
Looked After Children	2	1			1	
Placements (Adoption, Fostering and SGO)	1		3			1
Care Leavers			2			1
Youth Offending				2		
Workforce			2			
Governance					1	
Total	4	4	13	2	2	5
% of reported	19%	19%	62%	-	-	-
% overall	13%	13%	43%	7%	7%	17%

14. Of the 30 strategic partnership indicators, two are annual measures and two are measures externally provided from the Youth Justice Board and have not been made available due to Covid-19. These KPI's are not included in this report. Of the measures reported this quarter, 17 out of the 21 (81%) are within or better than target

range. 4 measures sit outside target range and are covered in more detail later in this report. Where set and available, each target is based upon national benchmarking data that sets an ambition for performance to be at least comparable to good and outstanding organisations. Some indicators are locally derived (10 of the 30) and therefore have no benchmark. In these cases targets use historical trends to set ambitious targets that would demonstrate improvement.

15. The Trust monitors the demand for services daily in response to Covid-19; between the 9th March and the end of quarter 1 overall demand has decreased with 20% (1026) fewer contacts to children’s social care and 14% (213) fewer referrals in comparison to the same period last year. Referrals from education and health have both decreased by 77% (240) and 48% (107) but referrals from the Police have increased by 32% (150), with 21% (88) more referrals for Domestic Abuse.
16. However, contacts to the social care front door started to increase throughout the last two months of quarter one and the gap has started to narrow but is still lower than the same period last year with 6% (338) fewer contacts. In the same period referral rates have also increased and now comparable to the previous year. In July there has been 40% (183) more referrals in comparison to July 2019 despite fewer children attending school due to Covid. This could be an early indication that referral rates will be set to increase from September if all children return to full time education.
17. Due to the increase in referrals there has been a 2% (53) increase in the number of children in need at the end of this quarter but an 8% (202) decrease in comparison to the same period last year. The number of children in care has increased by four children but the long term trend of reducing the number of children in care continues with 10 fewer children in comparison to the same period last year.
18. Social worker caseloads are monitored closely for average, maximum caseload and the proportion of workers carrying high caseloads. Due to the 2% (53) increase of children in need, caseloads have increased slightly at the end of this quarter but all three measures have reduced in comparison to the same period last year.
19. As demand increases at the front door this may lead to increases in the numbers of children on protection and entering care. The Children in Care strategic group continues to meet and is effective in safely reducing the number of children entering care as well as increasing the numbers safely discharged from care, however if children do need to enter care these numbers will increase. Support and challenge forums have been introduced to review placement options to ensure that they are carefully and safely matched to children’s needs.

Demand Measure	2019/20				2020/21	%Change against...	
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Previous quarter	Same quarter last year
Contacts to CSC	5687	5590	5262	6150	5349	-13%	-6%
Referrals	1200	924	946	1052	1117	6%	-7%
Children in Need	2519	2289	2221	2264	2317	2%	-8%
Looked After Children	523	537	519	509	513	1%	-2%

20. **Operational performance against contractual KPIs indicators**

21. Analysis covering the performance against each indicator is provided below and summarised in the table at appendix one.

22. Contract KPIs better than target range

- **Timeliness of single assessments.** The Trust has continued to carry out assessments in timescale throughout the Covid-19 epidemic with 95% (891) completed in timescale. The latest regional in year dataset for quarter 4 demonstrates the average timeliness for assessments completed in 45 days is 81%, Doncaster ranked 6th of the 15 LAs across the region, and now 14% above this average. Outturns for 2019/20 for this measure at 91%, better than target and the previous year.

The Trusts re-alignment was in place from the 1st June, creating three new assessment teams at the front door. It is the expectation that the time to negotiate a safe 'step down' of cases to non-statutory services will be achieved in this timescale. Each assessment team has access to tracking reports to ensure that assessments are timely.

- **Children in need with an appropriate and current plan in place:** Performance at 96% (1,615). The routine monitoring of plans through regular case supervision, case tracking, six-monthly reassessment and audit has stabilised performance at an average of 95% throughout the last year.

All cases have been risk assessed and RAG rated in response to Covid-19, the fortnightly national DfE Covid Vulnerable Children Survey demonstrates better performance than that of national, regional and statistical neighbours.

Regular dip samples of those where a plan does not appear up to date take place; these cases tend to relate to instances where plans are in transition or at closure stage. Weekly tracking reports ensure that delayed plans do not drift.

- **Percentage of children subject to child protection plan seen within expected timescales.** Throughout the Covid-19 epidemic the Trust continues to set an expectation that children subject to a child protection plan are seen in person every two weeks whilst adhering health and safety guidance to reduce the risk of infections to them and to families during this time. 95% (276) children have been seen within the last 2 weeks with 99% (290) seen within the last 4 weeks, the national measure.

The fortnightly national DfE Covid Vulnerable Children Survey demonstrates better performance than that of national, regional and statistical neighbours for children on protection seen in the last two and four weeks.

- **Percentage of child protection conferences held within 15 working days of section 47 enquiry.** 100% (111) of all initial child protection conferences held in throughout this quarter are in timescale. These high rates mean that families that are taken through this process do not experience the anxiety of delay.

All child protection conferences have been undertaken virtually due to Covid-19. The Trust has seen the benefits of undertaking virtual conferences, proving to be easier to convene and are better attended. As lockdown restrictions are now being lifted, blended conferences will be introduced, requesting the child

protection chair, children and families attend in person whilst running virtually with partners.

2019/20 outturns demonstrate good performance for child protection, 100% of cases reviewed in timescale, 60 fewer ICPCs and 95% conversion from initial conference to a protection plan, 11% better than the previous year. 99% of ICPCs were in timescale which significantly outperforms comparative neighbours.

- **Proportion of children in care experiencing three or more placements in a 12 month period. This measure is known as the “short term stability measure.”** Performance at 9%, with 50 children experiencing 3 or more placement moves in the last 12 months. This has been better than target for three consecutive quarters. This measure will include children with very challenging behaviours as well as planned moves early in a child’s care pathway where they may be moved to long term or adoptive placements and where placements moves are in the child’s best interests.

The Trust’s Independent Reviewing Officer Manager monitors placement stability weekly and monthly, pre-placement breakdown meetings are in-place chaired by IROs and all children receive a review of their plan on a six-monthly basis. A tracker has been implemented for all children who are subject to 2+ placements. All placements moves are reviewed at Children in Care Support and Challenge forum where clear recommendations are made which have included further placement support meetings.

Finalised outturn for 2019/20 is 8.5%, better than target and 3.5% better than the previous year.

- **Proportion of looked after reviews completed within timescale.** Performance at 95%, with 470 of the 494 reviews recorded in timescale, and a further 107 mid-way reviews undertaken by the child’s Independent Reviewing Officer. 92% of children and young people made a meaningful contribution in their review in this quarter and 99% of care plans are in timescale. The Trust have been exploring video conferencing for distant reviews and for contribution, these have been trialled over the last quarter due to Covid-19 and where appropriate children have been consulted via a range of multimedia options, which were not previously available. Video conferencing is not appropriate for all children and the use of multi-media must be with the child’s consent and in their best interests.

Finalised outturn for 2019/20 is 99%, increasing by 2% in comparison to the previous year and 4% better than target.

- **Percentage of care leavers that the Trust remains in touch with.** Performance remains better than target at 97% (199). Continued use of the case tracking and management oversight means we are consistently in touch with 97% of care leavers in their 17th-21st year and work hard to maintain engagement. Performance over the previous eight consecutive quarters demonstrates continued high in touch rates with care leavers and continues to be better than the latest regional and statistical neighbour performance.

23. Contract KPIs within target range

- **Care Leavers with pathway plans that have been reviewed in timescale:** Performance at 92% (176), increasing by 3% throughout this quarter. Overall this continues to remain a challenging target, but as Inspiring Futures have embedded

the new Pathway Plan App the Trust has seen an increase in the timeliness and the participation of plans being completed online and reviewed in timescale.

The Inspiring Futures team recruited three additional Personal Advisors to manage this caseload and to return performance to tolerance. There are currently 192 care leavers aged between 17 and 21; of the care leavers open to the Inspiring Futures Team 95% of pathway plans are in timescale for the 17-21 year olds and 96% for 19-21 year olds.

- **Front line staff receiving supervisions in timescale.** Performance at 85%. 833 front line staff supervisions were undertaken throughout this quarter. Staff supervision recorded for each of the front line teams who are case holding at the end of June is at 95%; better than target.

Due to the Trusts realignment some teams have not recorded all supervisions which have taken place throughout the first two months of this quarter. Continued monitoring by the new service managers in post will ensure the supervision trackers are completed each month to reflect the staff supervision which has been undertaken for these specific teams.

- **Proportion of cases audited graded as “Good” or better.** Audit activity demonstrates 70% (32) of all Social Care cases audited were graded as good or outstanding. In the previous three consecutive quarters 82% (128) of audits have been consistently graded as good or outstanding.

During the first two months of this quarter due to Covid-19 reflective discussions and direct observations were not taking place, some children were not being seen alone and some staff were off sick or shielding. This impacted on the potential moderation and resulted in a higher proportion of audits which have been graded as requires improvement and inadequate. Of the Audits completed in June, 92% (11) were graded as good or better. To increase the audit coverage a revised audit tool and framework has been implemented in July.

In addition to case file audits, thematic and deep dive audits continue to be undertaken, identifying key themes from performance information

24. Contract KPIs currently outside target range

- There are no Contract KPIs outside target range.

25. **Strategic Partnership Indicators**

26. The Trust’s has 30 “strategic partnership” indicators. These are differentiated from the contractual measures as they measure outcomes and activity that are either:

- not entirely within The Trust’s direct control and therefore impacted by the partnership’s response and practice in the Covid pandemic; or
- closely linked to an existing contractual indicator, so reported in addition.

24. The table at paragraph 14 provides a summary breakdown of these indicators reporting that 81% (17) are within or better than target range with a further 19% (4) yet to be reported; these will be reported by exception – those better than target and those outside target tolerance.

25. The 17 measures reported as better than target or within target range are:

- Improved outcomes for families that have received family support on closure
- Length of intervention from family support services
- Re-referrals in the last 12 months
- Timeliness of Single Assessments: less than 20 days
- Percentage of CiN open 6 months to 1 year
- Percentage of CiN open 1 to 2 years
- Percentage of children becoming subject of a child protection plan for a second or subsequent time within a two-year period
- Percentage of Child Protection Plans lasting two years
- Percentage of monthly case file audits rated as 'requires improvement or better'
- Percentage of Trust residential settings rated good or better
- Average time in days between the Local Authority receiving a court order to placing a child and deciding on a match to an adoptive family
- Average time in days between a child entering care and moving in with their adoptive family
- Children ceasing to be looked after due to a Special Guardianship Order (SGO).
- Percentage of Care Leavers in suitable accommodation
- Percentage of Care Leavers in employment, training and education
- Percentage of permanent posts covered by Agency Staff
- Staff turnover rates

26. The 4 measures reported outside target tolerance are:

- **Percentage of children in need for two or more years.** Performance at 31%, decreasing by 1% since quarter 4. There are currently 2,317 open cases, of which 31% (726) have been open over 2 years. 89% (643) of these cases are long-term open cases as children in care or care leavers, where two years or more would be typical. The remaining cases are those open as a child in need case or where the plan is complete and is awaiting next step. Although one percent higher than the current target this is now lower than the latest national average and local authorities graded as 'Outstanding' and 'Good'.

Regular case tracking continues to ensure all cases are re-assessed every six months and plans are reviewed in timescale to match the Trust's expectation.

We anticipate that throughout quarter 2, fewer plans will be de-escalated or stepped down in the current climate which could impact on this measure.

- **Care Proceedings on Track to be completed within 26 weeks.** Performance at 56%, decreasing by 5% since quarter 4. 98 of the 176 cases in proceedings are on track to complete in 26 weeks. The proportion of care proceedings cases on-track to meet the national expectation of 26 weeks remains a challenge for the Trust as well as other authorities.

Due to Covid-19 the Courts have been closed throughout the first two months of this quarter and are now in the early stages of conducting Hybrid Hearings since lockdown restrictions have been lifted. These hearings require witnesses to still be in court whilst running virtually. Early indications demonstrate that due to the logistical issues of witnesses and technology, cases are taking longer to conclude at the final hearing than previously and will continue to increase the number of weeks cases are in proceedings which will impact this measure for possibly the next twelve months.

National and local statistics to benchmark against timeliness have not yet been released from CAF/CASS and the FJB to understand the fuller impact of the Court closures and the Hybrid Hearings.

- **Long-term placement stability children in care.** Placement stability for children in their placement over 2 years is 53% (103), a 1% reduction on quarter 4. There are regular placement stability meetings which has minimised disruption and increased placement support available to carers. This is part of wider Trust arrangements to monitor the progress and experiences of our children in care, and discussed as part of the monthly Support and Challenge Forums.

This measure will include planned moves that were in the best interests of the child, including young people moving into independent living arrangements as they prepare for adulthood. As the Trust continues to manage placement costs and develops the placement offer some young people in care will change placement this will, in turn, impact on this measure. The Independent Reviewing Officer Manager monitors placement stability weekly, pre-placement breakdown meetings are in place chaired by IROs and all Looked after Children receive a review of their plan on a six monthly basis.

This measure is to be considered alongside the “short-term” placement change measure, which identifies those children experiencing three or more moves in a year. Performance has improved for this measure demonstrating that strategies early into care are stabilising placements and these now need to be applied to longer-term care cases.

2019/20 outturns at 60.4%, better than target and although this is lower than the previous year this is better than the predicted outturn figure of 54%.

- **Percentage of children in care adopted.** Performance at 12%. Three of the twenty-five children leaving care this quarter were adopted. 22% of children were discharged to an SGO, the highest percentage throughout 2019/20.

The average number of days from a child entering the care of the Trust to being placed with their adoptive families was 241 days. This outperforms the national average of 486 days. The average time between receiving the court order to place a child and deciding on a match to an adoptive family reduced to 55 days in quarter 1, reducing from 106 days in quarter 4 and 137 days less than the latest regional outturns where Doncaster is ranked the 4th highest performer across the fifteen local authorities

Finalised outturns for 2019/20 demonstrate thirty-two children have been adopted, equating to 15% of the children leaving care. In the latest regional dataset for quarter 4, Doncaster was ranked 7th of the fifteen Local Authorities with 15.5% of children being adopted, higher than the regional average of 14.1%.

27. **Financial performance - Summary**

28. The Children’s Trust forecast 2020/21 as at June 2020 is an **operating** overspend of £1.7m and a total overspend (incl. Covid-19 costs of £1.2m) of £2.9m; a reduction of £0.13m since month two. The Trust underspent last year by £1.24m.
29. Some cost-pressures (particularly care ladder) were brought forward into 2020/21 (highlighted at quarter 4) on a reduced budget. Additionally, there are roughly twice as many (11) social work staff on maternity compared to average, creating an agency social worker cost pressure.

30. The Trust has action plans to reduce the overspend, including care ladder and agency spend. Some cost pressures are due to phasing rather than not being achieved. DMBC are involved in our updated MTFS discussions and the current assumptions are to balance to the original three year MTFS overall.
31. The pressures due to Covid-19 are: increased costs for Out of Area (OOA) Placements £0.29m; a three month delay to the opening of two bed homes £0.21m; a potential 5% increase in Children in Care numbers £0.48m (based upon schools likely to open in September 2020, but noting this is an initial estimate and as-yet limited data), and £0.16m loss of funding for Ofsted preparation which is no longer available due to the impact of Covid 19 on the Council's finances.
32. The projected overspend of £1.7m not due to Covid-19 is mainly Out of Area (OOA) Placements £0.6m, SGO/CAO allowances £0.2m, Staffing (mainly agency) £0.5m, and a delay in processing MTFS Allowances savings of £0.2m (these will move to year 2 of the MTFS). The 2020/21 projected outturn summary is:

33.

Overall Heading	2020/21 Budget			2020/21 Outturn			2020/21 Variance			Variance due to Covid 19
	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Gross £000's	Income £000's	Net £000's	Net £000's
Children Looked After	32,411	-3,948	28,463	34,657	-3,932	30,725	-2,246	-15	-2,262	-974
Other Children and Family Services	1,544	0	1,544	1,557	0	1,557	-13	0	-13	0
Family Support Services	3,086	0	3,086	2,981	0	2,981	105	0	105	0
Youth Justice	1,846	0	1,846	1,808	0	1,808	38	0	38	0
Safeguarding Children and Young People's Services	13,197	-39	13,159	13,510	-40	13,470	-313	1	-312	-26
Services for Young People	292	0	292	307	0	307	-15	0	-15	0
Contract Value	0	-51,468	-51,468	0	-51,490	-51,490	0	22	22	0
Support Services and Management Costs	4,670	-1,591	3,079	4,751	-1,200	3,551	-81	-391	-473	-161
Grand Total	57,045	-57,045	-0	59,572	-56,662	2,910	-2,527	-383	-2,910	-1,161

34. Introduction

35. The 2020-21 contract value at month three is £55.2m, and there is a projected operating overspend of £1.7m and a total overspend (including Covid-19 costs of £1.2m) of £2.9m against the contract.
36. The forecast is based on the current cohort of placements plus an assumption that there is an increase of 5% in Children in Care numbers when Schools fully reopen in September 2020. The number of Children in Care of DCST at the end of June is 511 which is five more than before lockdown began. The number of 511 may increase if the status of some 16+ children are re-categorised as Children in Care by a review being carried out by the Trust and nationally; there may be additional costs too.
37. The number of children in an OOA placement is 44; this is one less than at the end of May. With the closure of Tickhill Square there are 5 fewer in-house residential beds. The Trust is reviewing proactively the OOA and the Future Placements Strategy and the 4 x 2 bed homes should reduce OOA placements by 8.
38. The fostering placement split is 42% (48% Q1 19/20) Independent Fostering Agency (IFA) and 58% (52% Q1 19/20) In-House meaning that the Trust is on its MTFS target.
39. The Trust has a similar level of agency as 2019/20, mainly social workers, whereas the budget for agency cover has been reduced in the MTFS, causing an overspend. Plans are in place to reduce agency numbers and have been shared with the Council.

40. In addition to the contract sum, the month three figures assume the Trust can draw down its £220k underspend from 2018/19 from the Council's earmarked reserves to use on Ofsted preparation and to offset the current overspend. Prior to Covid-19 the Trust requested £161k of its £1.24m 2019/20 underspend to support its quality work; this is no longer available due to the impact of Covid 19 on the Council's finances.
41. There are potential future budget implications from Ofsted proposals that 16+ homes may be registered for the current SILS provision and future provision proposed as part of the Future Placements Strategy, and these are included in the updated MTFS.
42. **Key Variances over/under £100k:**
43. There are four significant (£100k+/-) variances - Looked after Children, Family Support Services, Safeguarding, and Support Services and Management costs:
44. **Looked After Children - £1.3m operating overspend (£2.3m total overspend including £0.97m due to Covid-19):**
45. **In-house Residential, including two bed homes, £0.27m overspend**
46. There is a projected overspend of £0.12m for the existing In House Residential homes due to current staffing numbers being over-establishment. The assumption is the additional staff will move to the two-bed homes in October 2020 in preparation for the first two homes opening in January 2021.
47. The assumption for the second round of two bed homes opening has been brought forward four months to March 2021 which has resulted in unbudgeted 2020/21 projected spend of £0.15m as the MTFS assumed an opening of July 2021. For a period of up to three months there will be double-funding: incurring the cost of the OOA placement and the start-up costs of appointing and training staff. The double-funding was included in the Future Placements Strategy modelling. Whilst bringing forward the second batch of 2 x 2 bed homes means this period of double-funding is incurred in 2020/21 (£0.15m), it does mean the full savings are then delivered in 2021/22 (rather than nine months as originally included in the MTFS).
48. **Out of Area Placements - £0.58m operating overspend (£1.3m total overspend including £0.74m due to Covid-19)**
49. At June there are 44 OOA placements which is 1 less than May. With the closure of Tickhill Square there are five fewer in-house residential beds. The forecast assumes that 4 placements move to the two-bed homes in January 2021 and 4 move to the second batch of two bed homes in March 2021, and there are two children who turn 18 in the autumn moving to the 18+ service. A further net reduction of two placements has been factored into the forecast. Therefore the target is to have 32 OOA placements by the end of March 2021, similar to budget.
50. The pressures due to Covid-19 are increased costs for Out of Area (OOA) Placements £0.29m, a three month delay to the opening of two bed homes £0.21m, and the potential 5% increase in Children in Care numbers £0.24m.
51. The budgeted funding from the DSG High Needs Block was increased to £3.2m for 2020/21, and the projected income is currently £24k above this.

52. **Independent Fostering Agencies - £0.05m operating overspend** (£0.22m total overspend including £0.17m due to Covid-19)
53. The main reason for the projected overspend is due to Covid-19 as the forecast assumes a 5% increase in Children in Care numbers with additional costs of £0.17m. The forecast also assumes that the continued trend of IFAs converting to In-House Fostering continues and the 40% / 60% split is achieved by March 2021.
54. **In House Fostering - £0.12m operating overspend** (£0.19m total overspend including £0.07m due to Covid-19)
55. The overspend is a combination of the current average cost of placement being above budget and the potential impact of Covid-19 as the forecast assumes a 5% increase in Children in Care numbers with additional costs of £0.67m. Like IFAs, the forecast assumes that the required number of IFAs convert to In-House Fostering to achieve the 40 % / 60% split target by March 2021.
56. **Child Arrangement Orders and Special Guardianship Orders - £0.20m overspend**
57. The projected overspend is due to increased activity. The budget was based on the actual numbers at Feb 2020, which were 525, plus in year net growth of 30. At the end of June the numbers are at 549 plus there are 15 to be approved over the next 3 months, with a similar number factored in as net growth for Sept to Mar. The numbers are projected to be 580 at March 2021 (25 more than budget).
58. **Allowances Savings target - £0.20m not achieved in 2020/21**
59. As part of the MTFS for 2020/21 there is a savings target of £0.3m from the review of allowances. The policy is due to go live in July 2020 with calculations and notice periods to take at least 3 months after that; therefore the forecast is that £0.1m of the saving will be achieved in 2020/21 with £0.2m in 2021/22.
60. **Family Support Services - £0.1m operating underspend**
61. There is an underspend in this service due to staffing vacancies.
62. **Safeguarding Children - £0.29m operating overspend** (£0.31m total overspend including £0.02m due to Covid-19):
63. The reason for the overspend is due to increased staffing costs, mainly due to agency cover for vacancies and abnormally high maternity leave, against a reduced budget. Assumptions have been made in the forecast about future recruitment of newly qualified social workers. Agency posts are reviewed regularly and forecast to reduce.

64. **Support Services and Management Costs - £0.31m operating overspend (£0.47m total overspend including £0.16m due to Covid-19):**
65. Prior to Covid-19 the Trust requested £161k of its £1.2m 2019/20 underspend for Ofsted preparation work; this is no longer available due to the impact of Covid 19 on the Council's finances. The one-off £220k from the Council's earmarked reserves is allocated here as-is the DfE income (assumed to reduce in 2020/21); the Trust has reduced its costs although there is an overspend forecast so efficiencies need to be found to offset this pressure.
66. **Action being taken to achieve 2020/21 efficiencies and reduce the overspend**
67. The Trust is actively reviewing a number of headings in order to reduce the overspend, (both Covid-19 and non-Covid-19 related), such as:
- All OOA placements are reviewed by a HoS with a focus on pathway progression. This is anticipated to support the return of children home to the Borough, families and friends. This detailed plan has been shared with the Council.
 - The CiC strategic Group that has been successful in reducing the overall Looked After Children numbers down from 593 to 511 (14% reduction) in less than two years, and will continue to pursue proven successful strategies.
 - The number and cost of agency has reduced significantly since the start of the Trust. Following the recent service realignment the number and use of agency workers will be reviewed, as well as balancing caseloads across the Trust. The Trust will share its review in relation to a potential "social worker academy" and the recruitment and retention of social workers.
 - Included in the MTFs was an intention to reduce allowances by c. £300k. A new policy will be launched soon and it is hoped that this amount is still achievable, albeit a later implementation date.
 - The costs of children supported prior to becoming Looked After is being undertaken to establish how this supports children, as well as contain costs.
 - Other general efficiencies will be pursued. For example, the benefits and savings that may accrue from homeworking.
68. **External scrutiny and evaluation within Quarter 1 2020/21**
69. There were no Ofsted inspections in quarter 1.
70. **Activity in Quarter 1 2020/21**
71. The Trust was involved in the following activities in Q1:
- April – June 2020 - Hidden Child Campaign – partnership campaign with DMBC encouraging people to speak out if they are worried about domestic violence
 - April to June 2020 – COVID 19 Communications for staff - incl. wellbeing
 - 28 April 2020– Virtual Parenting Classes
 - 6 May 2020 – Special Guardianship Team One Year Anniversary
 - 8 May 2020 - VE Day
 - 15 May 2020 - Social Worker Recruitment Campaign
 - 11 May to 24 May 2020 - Fostering Fortnight
 - 18 to 24 May 2020 – Mental Health Awareness Week
 - 1 to 7 June 2020 - Volunteers Week

- 17 June 2020 – Fostering Information Event

72. Activity in Quarter 2 2020/21

73. The Trust continues to work with colleagues in DMBC on the delivery of the Council’s Integrated People’s Solution (DIPS / Mosaic project), including secondment of DCST staff into the project team and in the form of subject matter experts, and regularly feed into the Project Board progress and impact.
74. The Trust has responded quickly to Covid-19, risk rating all children and young people and has continued to ensure visits to children and young people are at the forefront since the start of the local epidemic curve. Ninety-nine percent of children subject to protection plan have been seen within their two-week timescale.
75. The Trust has taken a number of actions in response to Covid-19 including: regular meetings with the Council, the Council’s DCS and the Children’s Directorate, updated its business continuity plans, developed action plans to support our work, supported vulnerable children to attend school, updated internal performance measures and worked with Team Doncaster partners.
76. During Covid-19 we will continue to use Public Health England and local Public Health to guide our decisions, return to ‘business as usual’ when possible, review the contract with DMBC to reflect current circumstances, promote the wellbeing of our colleagues and use technology where possible e.g. virtual CP conferences.
77. The following events are scheduled or have taken place in quarter 2:
- July 2020 – Promotion of Pathways to Progression
 - 15 July 2020 – Fostering Information Event
 - 20 July and throughout the Summer Holidays – Promotion of the Summer Staycation Offer in partnership with Doncaster Council and partners
 - 1 August – Yorkshire Day
 - 6 August – National Stress Awareness Day
 - 13 August 2020 – Ministerial Virtual Visit to hear about the Improving Mental Health Assessment of Children Entering Care Pilot Project in Doncaster
 - 13 August 2020 – Social Worker Online Recruitment Information Event
 - 19 August – Fostering Information Event
 - 23 September – Fostering Information Event
 - September – Doncaster homes for Doncaster children – Fostering campaign

78. IMPACT ON COUNCIL’S KEY OBJECTIVES

Outcomes	Implications
<p>All people in Doncaster benefit from a thriving and resilient economy:</p> <ul style="list-style-type: none"> • Mayoral priority – creating jobs and Housing • Mayoral priority: Be a strong voice for our veterans • Mayoral priority: protecting Doncaster’s vital services 	<p>The Council and The Trust as major partners in the Children and Families Partnership Board share the Children’s plan outcome that all children should achieve their potential – in removing barriers and developing good quality service delivery children will be able to access the benefits of a thriving economy and will themselves be participants in creating and sustaining the strength of the economy.</p>
<p>People live safe, healthy, active and</p>	<p>Ensuring children and young people are free</p>

Outcomes	Implications
independent lives: <ul style="list-style-type: none"> • Mayoral priority: Safeguarding our Communities • Mayoral priority: Bringing down the cost of living 	and feel from harm are key ambitions of both the Council and The Trust.
People in Doncaster benefit from a high quality built and natural environment: <ul style="list-style-type: none"> • Mayoral priority: creating jobs and Housing • Mayoral priority: Safeguarding our communities • Mayoral priority: bringing down the cost of living 	Delivering against the service delivery contract between the Council and The Trust has clear implications for safeguarding communities, in reducing risk and exposure of risk to children; improved early help and thus better outcomes for families.
Working with our partners we will provide strong leadership and governance	Ofsted, in its inspection report commented favourably on the relationship and governance arrangements between the Council and The Trust, recognising that formal arrangements for monitoring and challenge exceed the requirements set out in the contract between the two organisations.

79. RISKS AND ASSUMPTIONS [RM 18/08/2020]

Risks and assumptions specific to the key performance indicator set, operational and financial context are identified in the body of this report.

80. LEGAL IMPLICATIONS [RM 18/08/2020]

There are no legal implications directly arising from this report except for the potential aforementioned amendments to contractual measures to reflect Covid-19.

81. EQUALITY IMPLICATIONS [LE 18/08/2020]

There are no equality implications directly arising from this report.

82. HUMAN RESOURCE IMPLICATIONS [LE 18/08/2020]

There are no specific human resources implications directly arising from this report.

83. TECHNOLOGY IMPLICATIONS [RM 18/08/2020]

There are no information technology implications directly arising from this report.

84. HEALTH IMPLICATIONS [JM 13/08/2020]

Health and social care services are inextricably linked and are working in robust partnership to improve health and wellbeing outcomes for children and families. The move towards integrated health and social care delivery models supports these partnerships and create shared outcome objectives. Health colleagues are keen to support Doncaster Children's Trust to achieve the quality and performance levels they aspire to as this will impact on the wider health and wellbeing outcomes for Doncaster families.

85. **FINANCIAL IMPLICATIONS [RM 18/08/2020]**

Included within the body of the report. The financial impact of Covid-19 for 2020/21 is estimated at this time pending schools' reopening.

86. **CONSULTATION**

Consultation has taken place with key managers and Directors.

ATTACHMENTS

Appendix 1: Summary of key performance indicators for quarter 1 2020/21

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Appendix I Contractual and Strategic Key Performance Indicators

MEASUREMENT DETAILS				TARGETS AND COMPARATORS			PERFORMANCE						
Measure Type	Measure	Reporting Frequency	Polarity	Target Range		Benchmarking data available	2019/20				2020/21	Position	6 month Trend
				Target	Tolerance		Qtr1	Qtr2	Qtr3	Qtr4	Qtr1		
Contractual Key Performance Indicators	Assessments completed within <45 days	Quarterly	Bigger is better	90%	85%	Yes	87%	91%	96%	90%	95%	Better than target	Improving
	Children in need with an appropriate and current plan in place	Quarterly	Bigger is better	95%	90%	No	94%	96%	95%	95%	96%	Better than target	Improving
	Percentage of cases where the lead social worker has seen the child/young person in accordance with the timescales specified in the child protection plan. For all children who were the subject of a child protection plan during the year	Quarterly	Bigger is better	80%	75%	No	85%	95%	83%	98%	95%	Better than target	Improving
	Initial Child Protection Conferences achieved within the statutory 15 day timescale	Quarterly	Bigger is better	95%	90%	Yes	100%	96%	100%	98%	100%	Better than target	Improving
	Short term stability of placements of children in care: % of children experiencing 3 or more placements in the year	Quarterly	Smaller is better	9%	12%	Yes	11.0%	10.0%	8.0%	9.0%	9.0%	Better than target	Stable
	Statutory Looked After reviews completed in time scale	Quarterly	Bigger is better	95%	90%	No	91%	92%	94%	93%	95%	Better than target	Stable
	Children who wait less than 14 months between entering care and moving in with their adoptive family.	Quarterly	Bigger is better	Suspended***		Yes	71%	60%	42%	56%	-	-	-
	Care leavers the Trust is in touch with	Quarterly	Bigger is better	95%	90%	Yes	98%	98%	98%	96%	97%	Better than target	Stable
	Care Leavers with pathway plans which have been reviewed in timescale	Quarterly	Bigger is better	95%	90%	No	74%	79%	67%	89%	92%	In Tolerance	Improving
	Front line staff receiving Supervision in Timescale	Quarterly	Bigger is better	90%	80%	No	84%	86%	79%	80%	85%	In Tolerance	Improving
	Freedom of Information Requests responded to within timescale	Quarterly	Bigger is better	Suspended***		No	89%	94%	92%	90%	-	-	-
	Case file audits graded good or better	Quarterly	Bigger is better	80%	60%	No	72%	82%	83%	83%	70%	In Tolerance	Declining
Length of intervention for family support services (days)	Quarterly	Smaller is better	140 days	180 days	No	193	173	210	196	149	In Tolerance	Improving	

Appendix I Contractual and Strategic Key Performance Indicators

MEASUREMENT DETAILS				TARGETS AND COMPARATORS			PERFORMANCE							
Measure Type	Measure	Reporting Frequency	Polarity	Target Range		Benchmarking data available	2019/20				2020/21	Position	6 month Trend	
				Target	Tolerance		Qtr1	Qtr2	Qtr3	Qtr4	Qtr1			
Strategic Partnership Indicators	Families demonstrating improved outcomes at point of closure to Parenting and Family Support Team	Quarterly	Bigger is better	60%	40%	No	69%	82%	87%	83%	88%	Better than target	Improving	
	Referrals that have previously referred where no statutory service was provided	Quarterly	Smaller is better	TBD*	TBD*	No	74%	56%	55%	56%	49%	TBD*	Improving	
	Referrals that are re-referrals within 12 months	Quarterly	Smaller is better	22%	28%	Yes	27%	27%	26%	28%	26%	In Tolerance	Stable	
	Assessments completed within 20 days	Quarterly	Smaller is better	25%	15%	Yes	19%	18%	12%	11%	26%	Better than target	Improving	
	Percentage of Children in Need open for a) >6 months	Quarterly	In range is better	15%	20%	Yes	21%	14%	11%	13%	13%	Better than target	Stable	
	b) >1 year	Quarterly	In range is better	15%	20%		17%	15%	13%	12%	11%	Better than target	Improving	
	c) > 2 years	Quarterly	In range is better	25%	30%		32%	32%	33%	32%	31%	Outside Tolerance	Improving	
	Children becoming the subject of Child Protection Plan for a second or subsequent time	Quarterly	Smaller is better	10%	16%	Yes	24%	3%	3%	7%	6%	Better than target	Improving	
	Case file audits graded outstanding	Quarterly	Outstanding is better	RI+: 95% Good+ 80%	RI+: 90% Good+: 60%	No	13%	20%	17%	6%	15%	In Tolerance	Improving	
	Case file audits graded good						60%	61%	66%	77%	54%			Volatile
	Case file audits graded requires improvement						26%	16%	15%	15%	24%			Improving
	Case file audits graded inadequate						2%	2%	2%	2%	7%			Increasing
Child Protection Plans lasting two years or more for child protection plans which have ended during the year	Quarterly	Smaller is better	3%	5%	Yes	0%	0%	0%	3%	0%	Better than target	Improving		
CiN cases that close within 6 months of the child protection plan end date	Quarterly	Bigger is better	TBD*	TBD*	No	57%	62%	56%	59%	64%	TBD*	Stable		

Appendix I Contractual and Strategic Key Performance Indicators

MEASUREMENT DETAILS				TARGETS AND COMPARATORS			PERFORMANCE						
Measure Type	Measure	Reporting Frequency	Polarity	Target Range		Benchmarking data available	2019/20				2020/21	Position	6 month Trend
				Target	Tolerance		Qtr1	Qtr2	Qtr3	Qtr4	Qtr1		
	CiN cases that close within 6 months of the child leaving care	Quarterly	Bigger is better	TBD*	TBD*	No	32%	18%	36%	40%	19%	TBD*	Improving
	Young offenders aged 10-17 who reoffend	Quarterly	Smaller is better	42%	50%	Yes	41%	30%	30%	36%	Not Available	-	-
	Rate of first time entrants to youth justice (per 100,000)	Quarterly	Smaller is better	170	210	Yes	190	200	190	223	Not Available	-	-
	Care proceedings on track to be completed within 26 weeks	Quarterly	Bigger is better	80%	70%	No	65%	66%	65%	61%	56%	Outside Tolerance	Decreasing
	Long term stability of placement of children in care: %of long term children in care in stable placements	Quarterly	Bigger is better	70%	60%	Yes	62%	58%	55%	54%	53%	Outside Tolerance	Decreasing
	Percentage of LAC that had a missing incident in the year	Annual	Smaller is better	11%	13%	Yes	13%				-	In Tolerance	Stable
	Trust residential settings rated good or better	Quarterly	Bigger is better	100%	80%	Yes	83%	83%	80%	80%	80%	In Tolerance	Stable
	Average time in days between Local Authority receiving court authority to place a child and deciding on a match to an adoptive family	Quarterly	Smaller is better	121	200	Yes	55	90	154	69	55	Better than target	Improving
	Average time in days between a child entering care and moving in with their adoptive family	Quarterly	Smaller is better	426	460	Yes	285	378	372	365	241	Better than target	Improving
	Children ceasing care to be looked after under a Special Guardianship Order (SGO)	Quarterly	Bigger is better	15%	10%	Yes	20%	11%	19%	20%	22%	Better than target	Improving
	Children ceasing care to be looked after under a Child Arrangement Order (CAO)	Quarterly	Bigger is better	TBD*	TBD*	No	17%	17%	4%	9%	0%	TBD*	Decreasing
	Rate of children adopted from care	Quarterly	Bigger is better	19%	14%	Yes	17%	13%	17%	15%	12%	Outside Tolerance	Decreasing
	Rate of 19 & 20 year olds Staying Put with their foster carers after their 18th birthday	Quarterly	Bigger is better	TBD*	TBD*	Yes	New contract measure for 2019/20	30%	30%	23%	26%	TBD*	Improving
	Care Leavers in suitable accommodation (age 19-21)	Quarterly	Bigger is better	85%	80%	Yes	96%	94%	95%	95%	93%	Better than target	Stable

Appendix I Contractual and Strategic Key Performance Indicators

MEASUREMENT DETAILS				TARGETS AND COMPARATORS			PERFORMANCE						
Measure Type	Measure	Reporting Frequency	Polarity	Target Range		Benchmarking data available	2019/20				2020/21	Position	6 month Trend
				Target	Tolerance		Qtr1	Qtr2	Qtr3	Qtr4	Qtr1		
	Care Leavers in Employment, Training and Education (age 19-21)	Quarterly	Bigger is better	48%	40%	Yes	52%	51%	50%	45%	51%	Better than target	Improving
	Full time equivalent posts covered by agency staff	Quarterly	Smaller is better	8%	12%	Yes	6%	5%	6%	5%	5%	Better than target	Stable
	Staff turnover rate	Quarterly	Smaller is better	16%	18%	No	12%	14%	12%	14%	15%	Better than target	Stable
	Achieve a minimum of Bronze level rating in child friendly rating	Annual	NA**	NA**	NA**	No	Awaiting data from DMBC regarding accreditation process set up with DMBC Young Advisors				-	NA**	-

* To be determined. Currently in discussions with the Council to agree target and tolerance

** Not applicable. Measure is reported for note, but a target or tolerance will not be set

*** Suspended due to Covid-19



Doncaster Council

3rd September 2020

**To the Chair and Members of the
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

OVERVIEW AND SCRUTINY WORK PLAN 2020/21

Relevant Cabinet Member(s)	Wards Affected	Key Decision
The Mayor	All	None

EXECUTIVE SUMMARY

1. The Committee is asked to agree an overview and scrutiny work programme for 2020/21.

EXEMPT REPORT

2. This report is not exempt.

RECOMMENDATIONS

3. The Committee is asked to:
 - Consider the draft 2020/2021 Overview and Scrutiny work programme for approval - draft attached in Appendix A.
 - Consider the Council's Forward Plan of key decisions attached at Appendix B; and

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Regular review of the Overview and Scrutiny work plan enables the Committee to ensure it remains relevant and is responding to important issues for citizens and the borough. The work plan update helps support openness, transparency and accountability as it summarises outcomes from overview and scrutiny activities. Citizens are able to contribute to the work of overview and scrutiny by attending meetings or contributing to reviews.

BACKGROUND

5. Overview and Scrutiny has a number of key roles, which focus on:
 - Reviewing decisions made by the Executive of the Council;
 - Policy development and review;
 - Monitoring performance (both service indicators and financial); and
 - Considering issues of wider public concern.
6. Overview and Scrutiny Management Committee (OSMC) manages the work programmes for itself and the standing Panels. In addition the Health and Adult Social Care Panel has some autonomy to incorporate additional items as it has statutory responsibilities relating to Health Scrutiny.
7. The Panels endeavor to deliver a more outcome focused Scrutiny function concentrating on delivering evidence based recommendations whilst OSMC focus on effective Scrutiny and performance monitoring and co-ordination of the wider Overview and Scrutiny activities.
8. The statutory responsibilities that Overview and Scrutiny must undertake include an annual review of the Community Safety Partnership, consultation on budget and policy framework issues and health scrutiny issues.

Issues to consider

9. OSMC and the standing Panels held work planning sessions during July and August 2020 with a view to identifying a small number of topics for consideration for the remainder of the municipal year. A copy of the draft work plan is attached at Appendix A, which the Committee is asked to approve, ensuring that the issues identified are relevant, no significant issues are omitted and the capacity and resources are available to deliver the programme of work.
10. In agreeing it's future work programme, the Committee will need to ensure it focuses on topics that add value to the delivery of services, benefit and help deliver the Borough's ambitions and improve decision making.
11. Once agreed, the Committee will also need to ensure that it manages and co-ordinates the work of the Panels to ensure there is an even balance across the Scrutiny function, key issues are being considered and Chairs receive the advice and support to deliver their work plans. Scrutiny Chairs are asked to regularly report back to the Committee on the progress of their reviews.

Council's Forward Plan of Key Decisions

12. Attached at Appendix B is the Council's Forward Plan of key decisions for consideration by the Committee.

Monitoring the Work Programme

13. An updated version of the work plan will be regularly presented to OSMC and the Panels for their consideration. The work of OSMC and the Panels will be reported annually to full Council and the progress of the standing Panels will

be reported to OSMC where appropriate and to the Chairs and Vice Chairs Liaison Group.

Links with Team Doncaster

14. The Committee and Panels are asked to continue maintaining an overview and understanding of partnership activities. As the delivery of Borough priorities relies on a partnership approach, the Panels are requested to make the necessary arrangements to secure links with relevant partnership bodies. This could include regular updates from the partnership body or Council representative. Information on Team Doncaster is also accessible through Twitter and the Team Doncaster website <http://www.teamdoncaster.org.uk>. It is suggested that a flexible approach to working with the partnership will enable the identification of future work plan issues and help ensure Members gain a greater awareness of partnership activity.

OPTIONS CONSIDERED AND REASONS

15. There are no specific options to consider within this report as it provides an opportunity for the Committee to agree its work plan for 2020/21.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

16.

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

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

RISKS AND ASSUMPTIONS

17. To maximise the effectiveness of the Overview and Scrutiny function it is important that the work plan is manageable and that it accurately reflects the broad range of issues within its remit. 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 work plan will continue to be reviewed at each ordinary meeting and officers will advise on the capacity available to undertake any additional work. This provides an opportunity to ensure work plans can be regularly monitored and reviewed.

LEGAL IMPLICATIONS [SRF 15/08/20]

18. The Council's Constitution states that subject to matters being referred to it by the Full Council, or the Executive and any timetables laid down by those bodies, Overview and Scrutiny Management Committee (and its Panels) will determine its own Work Programme (Overview and Scrutiny Procedure Rule 6a). Specific legal implications and advice will be provided as required on matters brought to the Committee and Panels.

FINANCIAL IMPLICATIONS

19. No implications were sought for this report.

HUMAN RESOURCES

20. No implications were sought for this report.

TECHNOLOGY IMPLICATIONS

21. No implications were sought for this report.

HEALTH IMPLICATIONS

22. No implications were sought for this report.

EQUALITY IMPLICATIONS (CR 14.08.20)

23. This report provides an overview on the work programme 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

24. During July and August 2020, OSMC and the standing Panels held work planning sessions to identify issues for consideration during 2020/21.

BACKGROUND PAPERS

25. Agenda, guidance and draft work plan produced following Overview and Scrutiny work planning events held during July and August 2020.

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Please note dates of meetings/rooms/support may change

OVERVIEW & SCRUTINY WORK PLAN 2020/21

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
May	Friday 1st May, 2020 11am – Briefing Session				
	OSMC and Vice Chairs - way forward during the Covid-19 pandemic period.				
	Wednesday 13th May, 2020 5pm – Briefing Session				
	How the Local Authority is identifying and responding to the needs of vulnerable people				
	Thursday 28th May 2020 5pm – Briefing Session				
	Use of grant funding and impacts				
June	Thursday 11th June 2020 5pm – Briefing Session				
	Street scene services, cleaner and greener; Household Waste Centres				
	Thurs, 25th June 2020, 10am (AS)				
	<ul style="list-style-type: none"> • Qtrly Finance & Performance Report – Qtr 4 <ul style="list-style-type: none"> • DMBC • SLHD • DCST • Scrutiny Work Plan 				

Please note dates of meetings/rooms/support may change

July	Cancelled Thurs, 16th July 2020, 10am	Cancelled Thurs, 2nd July 2020, 10am	Thursday 9th July 2020 5pm – Briefing Session	Thursday 23rd July 2020, 5pm – Briefing session	Wed, 29th July 2020, 10am
			<ul style="list-style-type: none"> Home schooling during Covid-19 pandemic – schools approach and support and advice available Potential impact on educational outcomes 	<ul style="list-style-type: none"> Impact on delivery of major projects during the covid-19 pandemic 	<ul style="list-style-type: none"> Update on Environmental Strategy and Climate Commission Work planning meeting
	Wed 29th July 2020 1pm	Mon 27th July 2020 12.30 pm	Cancelled Thurs, 23rd July 2020, 4:30pm	Thurs 30th July 2020 5pm	
	Work planning meeting	Work planning meeting		Work planning meeting	
		Tues 28th July 2020 11am South Yorkshire Regional Joint Scrutiny Virtual Meeting			
Aug		Thurs 6th August 2020 5pm	Mon 3rd Aug 2020 5pm		
		Mental Health (include suicide prevention) – impact from the covid-19 pandemic	Work planning meeting		
Sept	Thurs 3rd Sept 2020, 12:30pm Cancelled - 10th Sept 2020, 10am – meeting moved to 3rd September				
	<ul style="list-style-type: none"> Qtrly Finance & Performance Report – Qtr 1 (specific issue staff sickness and back to work interviews) (c) <ul style="list-style-type: none"> DMBC SLHD DCST O&S Workplan – Sept Update (c) Licensing Strategy (c) 				

Please note dates of meetings/rooms/support may change

	Tues, 22nd Sept 2020 at 4pm Briefing Session		Thurs, 17th Sept 2020, 4:30pm		
	<ul style="list-style-type: none"> Planning White Paper Consultation (c) 		<ul style="list-style-type: none"> Theme - Early intervention in localities supporting families in the place (c) 		
			Ext Tues, 29th Sept 2020, 5:00pm		
			<ul style="list-style-type: none"> Theme – Participation Child Friendly Borough (c) Doncaster Offer (Youth Strategy) (c) 		
Oct	Thurs, 8th October 2020, 10am	Thurs, 1st October 2020, 10am (CM)		Mon, 12th Oct 2020 at 1pm rescheduled from Wed, 14th Oct	Thurs, 22nd October 2020 at 10am
	<ul style="list-style-type: none"> Council Compliments and Complaints (c) 	<ul style="list-style-type: none"> Ensuring access to day support and short breaks during the Covid 19 pandemic (c) Health Protection Assurance Report (deferred from meeting in March 2020) (c) 		<p>Economic impact arising from COVID (c)</p> <ul style="list-style-type: none"> To include Business Support Grants (main fund and discretionary fund) <ul style="list-style-type: none"> how has this been utilised. 	<p>Flooding</p> <ul style="list-style-type: none"> Section 19 Report Winter preparations for flooding assurance ahead of winter period Water Management Consortium and Doncaster East Internal Drainage Board– update following 2018/19 Flood Review (deferred from 2019/2020 tbc)
Page 155	Wed, 21st October 2020, 4pm Members Seminar –OSMC led				
	<ul style="list-style-type: none"> Planning White Paper Consultation (c) 				

Please note dates of meetings/rooms/support may change

Nov	Mon 2nd Nov 2020, 10am rescheduled from Thurs, 5th Nov	Thurs, 26th Nov 2020, 10am	Extraordinary- Wed 11th November, 2020 4.30pm		Date TBC
	<ul style="list-style-type: none"> Digital Recovery & Renewal Strategy(c) (tbc) 	<ul style="list-style-type: none"> Winter Planning Partnership Plan to including hospital discharges to care homes, track and trace (local) and CV-19 Doncaster position 	<ul style="list-style-type: none"> Theme Education, Skills and Curriculum Recovery Achievements in relationships with Academies; Reintegration into education; NEET; Skills and transition into employment. Learning Provision Organisation Strategy; Education achievement and attendance; 		<ul style="list-style-type: none"> Domestic Abuse (during the pandemic)
Dec	Thurs 3rd Dec 2020, 10am (AS)		Thurs, 10th Dec 2020, 4:30pm		
	<ul style="list-style-type: none"> Qtrly Finance & Performance Report – Qtr 2 <ul style="list-style-type: none"> DMBC SLHD DCST 		<ul style="list-style-type: none"> Theme – Safeguarding Whole System including demand management; Doncaster Children's Safeguarding Board Annual Report 		
Jan	Wed, 20th Jan 2021 10am	Thurs, 28th Jan 2021, 10am			
		<ul style="list-style-type: none"> Childhood obesity Get Doncaster Moving 			
Feb	Thurs, 4th Feb 2021, 10am				Wed, 10th Feb 2021, 10am
	<ul style="list-style-type: none"> Budget Corporate Plan 				<ul style="list-style-type: none"> Crime and Disorder Committee Reflection on Covid period 2020

Please note dates of meetings/rooms/support may change

	Thurs, 25th Feb, 2021 10am				
	<ul style="list-style-type: none"> • Qtrly Finance & Performance Report – Qtr 3 <ul style="list-style-type: none"> ○ DMBC ○ SLHD ○ DCST 				
March		Thurs, 18th March 2021, 2pm	Thurs, 11th March 2021, 4:30pm	Wed, 3rd March 2021 – 10:00am, Council Chamber	
		<ul style="list-style-type: none"> • Health Protection Assurance Report 	<ul style="list-style-type: none"> • Theme – Health and well-being of children; How to promote and transition of children with learning disability into Adult Education. 	-	
Apr	Thurs, 1st April 2021, 10am				
May					

POSSIBLE ISSUES FOR FUTURE CONSIDERATION OR TO BE SCHEDULED

Page 157	Youth Justice Plan – being dealt with through a different process in 2020	Changes to Adult Social Care Charges 1 year on – first meeting in 2021/22	Education and Skills 2030 Strategy – going as part of DGT	Housing Delivery Plan – October/early November	Environmental/Climate Change <ul style="list-style-type: none"> • Climate Change Commission Report – Oct • Transportation (link to Climate Change/Covid) – Review – timing tbc • Hatfield Moors Fires
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FP – Forward Plan Decision

CR, CM or AS – Officer Responsible

Please note dates of meetings/rooms/support may change

					<ul style="list-style-type: none"> Environment Strategy (Cleaner/Green proposed early January) <p>Other areas arising out of the above will be reviewed throughout the year and maybe rolled over on a continual basis.</p>
	DGT 2 and Borough Strategy (Early January 2021)	RDaSH Quality Accounts – December 2020	All Age Learning Disability Strategy (TBC)		
	Budget 21/22 – October 2020 onwards (including CSR settlement)				
	Ward budgets – 6 months on – addressing community vibrancy, lessons learnt particularly operating through Covid-19, barriers - review				
	Contract commissioning – roll over to 2021/22				
Page 158		<p><u>Briefing Note</u></p> <p>Adults Safeguarding – January/February 2021</p>		<p><u>Briefing Notes</u></p> <ul style="list-style-type: none"> Homelessness – <ul style="list-style-type: none"> response to homelessness (in response to Covid 19) and implications on housing stock/budget/support ending of suspension of evictions for those renting in private renting (23rd Aug) 	<p><u>Briefing Notes</u></p> <ul style="list-style-type: none"> Rapid Improvement Programme Future parks' and green space Social Isolation and Loneliness Alliance Update

Please note dates of meetings/rooms/support may change

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 159</p>				<p>when court actions can resume</p> <ul style="list-style-type: none"> ○ impact on number that could be made homeless ○ support to those finding new accommodation/sustaining tenancies <ul style="list-style-type: none"> ● Council Properties Rent Payments; <ul style="list-style-type: none"> ○ Impact from job losses/redundancies/delays in Universal Credit ○ measures in place to support those impacted. ● Flooding– flooding being addressed by C & E so may need to review what is covered to avoid duplication and ensure the issues remained linked <ul style="list-style-type: none"> ○ Flood resilience and housing – how we can become more resilient to flooding. ○ Economic impact from flooding ● SCR Devolution 	
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Please note dates of meetings/rooms/support may change

				<ul style="list-style-type: none">• Funding Streams and progress made eg. Towns Fund January 2021	
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DONCASTER METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN FOR THE PERIOD 1ST SEPTEMBER, 2020 TO 31ST DECEMBER, 2020

The Forward Plan sets out details of all Key Decisions expected to be taken during the next four months by either the Cabinet collectively, The Mayor, Deputy Mayor, Portfolio Holders or Officers and is updated and republished each month.

A Key Decision is an executive decision which is likely:-

- (a) to result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority;
- (c) any decision related to the approval or variation of the Policy and budget Framework that is reserved to the Full Council.

The level of expenditure/savings which this Authority has adopted as being financially significant are (a) in the case of the revenue budget, gross full-year effect of £250,000 or more b) in the case of capital budget, £1,000,000 or more in respect of a single project or otherwise across one financial year.or the decision has a significant impact on 2 or more wards.

Please note in addition to the documents identified in the plan, other documents relevant to a decision may be submitted to the Decision Maker. Details of any additional documents submitted can be obtained from the Contact Officer listed against each decision identified in this plan.

In respect of exempt items, if you would like to make written representations as to why a report should be considered in public, please send these to the contact officer responsible for that particular decision. Unless otherwise stated, representations should be made at least 14 days before the expected date of the decision.

KEY

Those items in **BOLD** are **NEW**

Those items in **ITALICS** have been **RESCHEDULED** following issue of the last plan

Prepared on: 31st July, 2020 and superseding all previous Forward Plans with effect from the period identified above.

Damian Allen
Chief Executive

MEMBERS OF THE CABINET

Cabinet Member For:

Mayor - Ros Jones

Deputy Mayor - Councillor Glyn Jones

Councillor Nigel Ball

Councillor Joe Blackham

Councillor Rachael Blake

Councillor Nuala Fennelly

Councillor Chris McGuinness

Councillor Bill Mordue

Councillor Jane Nightingale

- Housing and Equalities

- Public Health, Leisure and Culture

- Highways, Street Scene and Trading Services

- Adult Social Care

- Children, Young People and Schools

- Communities, Voluntary Sector and the Environment

- Business, Skills and Economic Development

- Customer and Corporate Resources.

Some Decisions listed in the Forward Plan are to be taken by Full Council

Members of the Full Council are:-

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Phil Cole, John Cooke, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Glyn Jones, R. Allan Jones, Ros Jones, Ken Keegan, Majid Khan, 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, Dave Shaw, Derek Smith, Frank Tyas, Austen White, Sue Wilkinson, Jonathan Wood, Paul Wray.

WHEN DECISION IS EXPECTED TO BE TAKEN	KEY DECISION TO BE TAKEN	RELEVANT CABINET MEMBER	DECISION TO BE TAKEN BY	CONTACT OFFICER(S)	DOCUMENTS TO BE CONSIDERED BY DECISION MAKER	REASON FOR EXEMPTION – LOCAL GOVERNMENT ACT 1972 SCHEDULE 12A
1 Sep 2020	Quarter 1 2020-21 Finance and Performance Report and the 'Delivering for Doncaster' Booklet	Mayor Ros Jones	Cabinet	Faye Tyas, Chief Financial Officer and Assistant Director of Finance faye.tyas@doncaster.gov.uk, Louise Parker, Head of Service Strategy & Performance Unit Manager Louise.Parker@doncaster.gov.uk		Open
1 Sep 2020	St Leger Homes Performance Report 2020/21 Quarter 1	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Equalities.	Cabinet	Julie Crook Tel: 01302 862705		Open
Page 163 Sep 2020	DCST 2020-21 Quarter 1 Finance and Performance Report	Councillor Nuala Fennelly, Portfolio Holder for Children, Young People and Schools.	Cabinet	Rob Moore, Director of Corporate Services and Company Secretary rob.moore@dcstrust.co.uk		Open

1 Sep 2020	Market Operator Temporary Financial Assistance Report	Councillor Joe Blackham, Portfolio Holder for Highways, Street Scene and Trading Services, Councillor Bill Mordue, Portfolio Holder for Business, Skills and Economic Development	Cabinet	Drew Oxley, Head of F M - Trading Services drew.oxley@doncaster.gov.uk		Part exempt 3
1 Sep 2020	Enforcement services - Environmental Crime and Fixed Penalty Notices for North Lincolnshire Council	Councillor Joe Blackham, Portfolio Holder for Highways, Street Scene and Trading Services	Cabinet			Open
15 Sep 2020	Disposal of the former Truman Street depot and Cooke Street office site, Bentley for the development of affordable housing specifically for older people via the Housing Association Programme.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Equalities.	Cabinet	Adam Goldsmith, Head of Local Investment Planning adam.goldsmith@doncaster.gov.uk		Open

15 Sep 2020	To bid for the Green Homes Grant - Local Authority Delivery fund and to accept, if successful, a funding award from government	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Equalities.	Cabinet	Richard J Smith, Energy Manager richardj.smith@doncaster.gov.uk	Local Authority Delivery Scheme.	Open
15 Sep 2020	To provide revenue support to Doncaster Culture and Leisure Trust (DCLT) to enable them to continue their viability and re-establish operations and services impacted by Covid 19.	Councillor Nigel Ball, Portfolio Holder for Public Health, Leisure and Culture	Cabinet	Andy Maddox, Business Development Manager andy.maddox@doncaster.gov.uk		Part exempt 3
17 Sep 2020	To accept grant funding from the Department for Transport to undertake the renewal and replacement of structurally deficient flagged footways.	Portfolio Holder for Highways, Street Scene and Trading Services	Portfolio Holder for Highways, Street Scene and Trading Services	Lee Garrett, Head of Service - Waste and Highways Infrastructure lee.garrett@doncaster.gov.uk		Open
Not before 21st Sep 2020	To accept forward funding in relation to the Hexthorpe Safer Streets Fund	Mayor Ros Jones, Councillor Chris McGuinness, Portfolio Holder for Communities, Voluntary Sector and the Environment.	Mayor Ros Jones	Joanne Evans, Stronger Communities Manager joanne.evans@doncaster.gov.uk, Bill Hotchkiss, Head of Service - Community Safety bill.hotchkiss@doncaster.gov.uk	Police Crime Prevention Initiative EVA template - Hexthorpe OPCC Grant purpose letter OPCC Grant Award letter	Open

29 Sep 2020	Updated Medium-term Financial Strategy (MTFS) 2021/22 to 2023/24.	Mayor Ros Jones	Cabinet	Faye Tyas, Chief Financial Officer and Assistant Director of Finance faye.tyas@doncaster.gov.uk		Open
29 Sep 2020	Doncaster's Flood Recovery.	Councillor Chris McGuinness, Portfolio Holder for Communities, Voluntary Sector and the Environment.	Cabinet	Gill Gillies, Assistant Director of Environment gill.gillies@doncaster.gov.uk		Open
29 Sep 2020	To consider the future of the Town Centre Public Spaces Protection Order	Councillor Chris McGuinness, Portfolio Holder for Communities, Voluntary Sector and the Environment.	Cabinet	Pat Hagan, Head of Localities and Town Centre pat.hagan@doncaster.gov.uk	Anti-Social Behaviour Powers – Home Office Statutory Guidance for Frontline Professionals	Open
29 Sep 2020	Update on the development of the new Big Picture project	Councillor Nuala Fennelly, Portfolio Holder for Children, Young People and Schools.	Cabinet	Martyn Owen martyn.owen@doncaster.gov.uk		Part exempt

17 Nov 2020	Learning Provision Strategy in Doncaster.	Councillor Nuala Fennelly, Portfolio Holder for Children, Young People and Schools.	Cabinet	Neil McAllister, School Organisation Manager neil.mcallister@doncaster.gov.uk	Open
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