

<b>MEETING:</b>	Full Council
<b>DATE:</b>	Thursday, 29 November 2018
<b>TIME:</b>	10.30 am
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## AGENDA

### 1. Declarations of Interests

To receive any declarations of interest of a pecuniary or non-pecuniary nature from Members in respect of the items on this agenda (other than those already recorded within the minutes contained within the Minute Book).

### 2. Minutes (Pages 5 - 18)

To approve as a correct record the minutes of the meeting of the Council held on the 27<sup>th</sup> September, 2018.

### 3. Communications

To consider any communications to be submitted by the Mayor or the Chief Executive.

### 4. Questions by Elected Members

To consider any questions which may have been received from Elected Members and which are asked pursuant to Standing Order No. 11.

### 5. Questions relating to Joint Authority, Police and Crime Panel and Combined Authority Business

**Minutes of the South Yorkshire Pensions Authority, South Yorkshire Fire and Rescue Authority, Sheffield City Region Combined Authority, and Police and Crime Panel**

*Any Member of the Council shall have the opportunity to comment on any matters referred to in the following minutes.*

*The relevant representatives shall then be given the opportunity to respond to any comments made by Members on those minutes.*

### 6. Police and Crime Panel (Draft) - 3rd September, 2018 (Pages 19 - 30)

### 7. Sheffield City Region Combined Authority - 10th September, 2018 (Pages 31 - 36)

### 8. Sheffield City Region Combined Authority - 29th October, 2018 (Pages 37 - 44)

### 9. South Yorkshire Pensions Authority - 4th October, 2018 (Pages 45 - 52)

### 10. South Yorkshire Fire and Rescue Authority - 17th September, 2018 (Pages 53 - 58)

11. South Yorkshire Fire and Rescue Authority (Draft) - 15th October, 2018 (*Pages 59 - 66*)

#### **Minutes of the Regulatory Boards**

12. Audit Committee - 19th September, 2018 (*Pages 67 - 74*)
13. Planning Regulatory Board - 25th September, 2018 (*Pages 75 - 78*)
14. Planning Regulatory Board - 23rd October, 2018 (*Pages 79 - 80*)
15. General Licensing Regulatory Board - 24th October, 2018 (*Pages 81 - 86*)
16. General Licensing Panel - Various (*Pages 87 - 90*)
17. Appeals, Awards and Standards - Various (*Pages 91 - 94*)

#### **Minutes of the Health and Wellbeing Board**

18. Health and Wellbeing Board - 2nd October, 2018 (*Pages 95 - 100*)

#### **Minutes of the Scrutiny Committees**

19. Overview & Scrutiny Committee - 11th September, 2018 (*Pages 101 - 108*)
20. Overview and Scrutiny Committee - 9th October, 2018 (*Pages 109 - 112*)
21. Overview & Scrutiny Committee - 30th October, 2018 (*Pages 113 - 118*)

#### **Minutes of the Area Councils**

22. North Area Council - 17th September, 2018 (*Pages 119 - 124*)
23. Central Area Council - 27th September, 2018 (*Pages 125 - 132*)
24. North East Area Council - 27th September, 2018 (*Pages 133 - 140*)
25. Dearne Area Council - 1st October, 2018 (*Pages 141 - 146*)
26. Penistone Area Council - 4th October, 2018 (*Pages 147 - 152*)
27. South Area Council - 26th October, 2018 (*Pages 153 - 158*)
28. Representation on Outside Bodies

To consider the following appointment to Outside Bodies:

Shaw Lands Trust

Proposed – 1 vacancy

29. Community Governance Review 2017/8 - Final Proposals (*Pages 159 - 176*)

To consider a report of the Executive Director Core Services presenting the final proposals arising from the Community Governance review undertaken during 2017/18.

## **RECOMMENDATION**

- (i) That the outcome of the Community Governance Review set out in Appendix 1 to the report be received and the final proposals summarised below (as detailed within Paragraphs 4.2 and 4.3) be approved:
  - That the number of Parish Councillors be reduced in the following Parish Councils:
    - Cawthorne Parish Council – reduced from 9 – 7
    - Dunford Parish Council – reduced from 7 to 5
    - Wortley Parish Council – reduced from 9 to 5
  - That the Oxspring-Hunshelf Parish Boundary in the Sheffield Road area of Oxspring be changed to place the whole of the playing field in that area into the Oxspring Parish Council area as shown on the plan at Appendix B to the Community Governance Review Report
- (ii) That the Executive Director Core Services be authorised to issue an order to implement the changes with effect from 2<sup>nd</sup> May, 2019.

## **Recommendations to Council**

*All reports detailed below are subject to Cabinet recommendation and are available to download from the Council's website. The Cabinet Spokesperson for the Service in question will respond to any comments or amendments concerning these minutes.*

- 30.** Barnsley Council's Social Media Policy 2018-2020 (Cab.31.10.2018/6) (Pages 177 - 190)

**RECOMMENDED TO COUNCIL** that the Social Media Policy for 2018-20, as detailed at Appendix A of the report, be approved, subject to revisions/additions to the following effect:-

- (a) the addition at Section 5 of the Policy of examples of social media comments made by the public against which the Council will take action;
- (b) clarification of how employees can escalate concerns about social media comments;
- (c) links to relevant guidance for Members on GDPR; and
- (d) clarification for employees that not re-tweeting or liking Members' social media comments relates only to those with Party political content.

31. Changes to Ward Alliance Governance Framework (Cab.31.10.2018/8) (*Pages 191 - 212*)

**RECOMMENDED TO COUNCIL:-**

- (i) that the changes to the Ward Alliance Governance Framework, as outlined in Section 4 of the report submitted, be implemented from 1<sup>st</sup> October, 2018; and
- (ii) that responsibility for the review process outlined in Section 4.10 of the report be delegated to the Executive Director Communities in consultation with the Cabinet Spokesperson for Communities.

32. Treasury Management Activities and Leasing Review - Quarter 2 ending 30th September 2018 (Cab.28.11.2018/9) (*Pages 213 - 228*)

**RECOMMENDED TO COUNCIL** that the revised 2018/19 Investment Limits, as set out in the table at paragraph 6.7, be recommended to Full Council for approval

**Minutes of the Cabinet Meetings**

- 33. Cabinet Meeting - 19th September, 2018 (*Pages 229 - 234*)
- 34. Cabinet Meeting - 3rd October, 2018 (*Pages 235 - 238*)
- 35. Cabinet Meeting - 17th October, 2018 (*Pages 239 - 240*)
- 36. Cabinet Meeting - 31st October, 2018 (*Pages 241 - 242*)
- 37. Cabinet Meeting - 14th November, 2018 (*Pages 243 - 244*)

**(NB. No Cabinet decisions have been called in from these meetings)**



Diana Terris  
Chief Executive

Wednesday, 21 November 2018

<b>MEETING:</b>	Full Council
<b>DATE:</b>	Thursday, 27 September 2018
<b>TIME:</b>	10.30 am
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## MINUTES

### Present

The Mayor (Councillor S. Green)

Central Ward

- Councillors Bruff

Cudworth Ward

- Councillors Hayward, Houghton CBE and C. Wraith MBE

Darfield Ward

- Councillors Coates, Markham and Saunders

Darton East Ward

- Councillors Miller and Spence

Darton West Ward

- Councillors Burgess, Cave and Howard

Dearne North Ward

- Councillors Phillips

Dearne South Ward

- Councillors C. Johnson, Noble and Sixsmith MBE

Dodworth Ward

- Councillors P. Birkinshaw, Riggs and Wright

Hoyland Milton Ward

- Councillors Franklin, Shepherd and Stowe

Kingstone Ward

- Councillors Williams

Monk Bretton Ward

- Councillors Richardson and Sheard

North East Ward

- Councillors Ennis OBE, Hampson and Higginbottom

Old Town Ward

- Councillors Lofts, Newing and Pickering

Penistone East Ward

- Councillors Hand-Davis and Wilson

Penistone West Ward

- Councillors David Griffin, Kitching and Millner

Rockingham Ward

- Councillors Andrews BEM, Lamb and Sumner

Royston Ward

- Councillors Cheetham, Clements and Makinson

St. Helen's Ward

- Councillors Leech, Platts and Tattersall

Stairfoot Ward

- Councillors Bowler, K. Dyson and W. Johnson

Wombwell Ward

- Councillors Frost, Daniel Griffin and R. Wraith

Worsbrough Ward

- Councillors Pourali

### 99. Declarations of Interests

Councillors Coates, Pourali, and Makinson each declared a non-pecuniary interest in minute 122 in relation to their positions on the board of Berneslai Homes.

Councillor W. Johnson declared a non-pecuniary interest in minute 127 in relation to his employment as a market trader.

## **100. Minutes**

The minutes of the meeting held on 26<sup>th</sup> July, 2018 were taken as read and signed by the Chair as a correct record.

## **101. Communications**

### **(a) Council IT Systems**

Members were reminded of the serious IT incident the Council suffered on the 5th September, 2018. As an organisation, the issue was dealt with exceptionally well with services reverting seamlessly to their business continuity plans and issues were communicated using a mixture of technology and by colleagues talking to one another.

Thanks were given to several people in the IT team who worked outside their normal remit and hours to deal with the serious problems, and a particular team of individuals who went over and above what would normally be expected of them. The officers worked throughout the night, not leaving the data centre until 5am in a couple of instances, and helped ensure that IT systems were ready for services to start using again the morning after. Thanks were given to Mark Wade, Rob Walker, Steve Furniss, Bryan McDonald, John Mitchell and Glynn Shore for their dedication and commitment.

The Mayor and Members of the Council expressed their congratulations to all concerned in the usual manner.

### **(b) Yorkshire In Bloom – Barnsley Results 2018**

260 communities participated in the Royal Horticultural Society's Yorkshire in Bloom regional competition this summer.

Barnsley welcomed 6 new groups, taking the In Bloom family to a staggering 28 entries. New entries were submitted this year into the categories of Parks & Open Spaces, Young Peoples Award & It's Your Neighbourhood.

All the entries were judged on community participation, environmental awareness and horticultural quality, and at the Yorkshire in Bloom event in York, Barnsley received 31 awards. These included three Platinum and 11 Gold Awards and three Discretionary awards given by the Yorkshire in Bloom Executive.

The three outstanding awards were:-

Team Green Moor gained Gold and was category winner for Small village, Best Overall Village, and Joint Best New Entry;

Carlton Marsh Nature Reserve received Platinum award and Best Conservation Project; and

Oxspring Primary School was Gold and Category Winner out of 23 schools in Yorkshire.

It was recognised that groups in Barnsley continue to work tirelessly year after year and the awards showed the commitment to improving local areas for the benefit of everyone. A huge thanks was given to the Parks Team for the invaluable support to our community groups, with Janet Sutton and Paul Marsh specifically mentioned.

The Mayor and Members of the Council expressed their thanks to all involved in the usual manner.

## **102. Questions by Elected Members**

The Chief Executive reported that she had received the following questions from Councillor Kitching in accordance with Standing Order No. 11:-

- (i) Ongoing disruption in Mapplewell lasting over 100 days has severely impacted on the many shops and businesses in the village that rely on passing trade. Scheduled village improvement works have now been completed but there has been further work ongoing in the village from utility companies resulting in ongoing temporary traffic lights. The disruption in the village has left many shops struggling. Businesses have closed and jobs have been lost. On what date will the disruption end?

Councillor Miller Responded as follows:- A rather large housing estate had been built, which had provided a contribution to improve the infrastructure in the village. Councillors had consulted on the works with residents and business, but unfortunately there had been a slight delay due to the utility company. One business has closed, but this was due to the end of a short term lease on a small shop. On-going work is being carried out and resurfacing is due to take place on a Sunday morning to avoid disruption to businesses, and meetings have taken place with businesses to discuss this, with relatively positive feedback from the businesses that attended.

Councillor Kitching asked the following supplementary question: - 'Would the Council be able to commit to further consultation processes with the business owners and residents in the village before they undertake any more planned works in the next 12 months. We understand the works have to be undertaken, but can we have a reassurance please that the consultation will be ongoing?'

Councillor Miller responded as follows:- Contact had been made with a number of shopkeepers, who would like further meetings, which would be held, and consultation will continue.

- (ii) I have read the press reports regarding slow progress to install gas central heating systems in homes in Woolley Colliery village, leading to some of our most vulnerable people being at risk over the coming winter. I note the deep

concern expressed by Councillors Howard and Miller over the issue. What urgent action is the Council taking to resolve the issue before another winter kicks in?

Councillor Miller responded as follows: - Most of the houses in the area use coal fired central heating, with many elderly people experiencing difficulties. Gas is available in the village but the supply needs extending to the properties, with some residents unable to meet the costs of doing so. Consultation will take place with residents, recognising the importance of protecting the elderly and vulnerable.

Councillor Kitching asked the following supplementary question:- 'Are you at the point now where you have scheduled dates for the work to take place for central heating to be installed in Woolley Colliery Village?'

Councillor Miller responded as follows:- Dates are being considered, and it was agreed that they be supplied after the meeting.

- (iii) Does the Cabinet member believe that withdrawing the facility for kerbside paper recycling and asking residents to pay for an alternative is a good way to maintain and increase recycling rates in the borough?

Councillor Miller responded as follows: - A kerbside collection was installed in 2014/15 and every property within the borough was provided with four bins. A number of properties did not want the blue bins and returned them. It was stated that service was not being taken away but that the collection of paper and card was being combined, which many authorities are doing. There has been a decline in the tonnage of paper collected, and a corresponding increase in the cardboard, and a strategic decision had been taken which had made recycling easier. Residents were not asked to pay for bins, but for their delivery. Barnsley has a very high return and an increase of 5-10% in recycling had been seen following the introduction of co-mingled service.

Councillor Kitching asked the following supplementary question: - 'Would Councillor Miller be willing to meeting with me, relevant officers and any of my colleagues who would like to join us, to discuss a discretionary one off waiver of the delivery charge for residents who have never had a blue bin and would like to continue recycling their paper waste?'

Councillor Miller responded as follows: - That he is happy to meet Councillor Kitching but would not be looking to support the waiver of the delivery charge due to the cuts to public services.

- (iv) Councillor Miller will be aware of the recent PR disaster in Sheffield, where the Council pressed ahead with its incredibly unpopular programme of felling healthy street trees, despite widespread public opposition from individuals keen to preserve greenery, air quality and wildlife habitat. There is increasing public opposition to the Council's plans to turn Penny Pie Park into a gyratory system, including from local school children. What lessons has the Leader learned from the controversy in Sheffield, and will he consider alternatives to the proposed plans which preserve homes and this public green space?



Councillor Miller responded as follows:- For some time there had been an difficulties with vehicle congestion on Dodworth Road, 34 potential schemes had been considered to improve traffic flows from the motorway in to Barnsley. One of the schemes considered was to install a filter lane to turn left, which would have meant the loss of garden for 10 houses and two houses would be lost completely, which would only increase capacity for five years, with the gyratory proposed providing capacity for 25 years. A number of people living in the area were happy that the Council had been looking at the issue.

Issues with standing traffic on the motorway slip road and the traffic lights being used incorrectly were noted. Though meetings were being held with protestors, the issues many users of the route had experienced with delays when getting to the hospital due to the volume of traffic had also to be taken into account

Assurances were given that genuine concerns will be listened to and addressed where possible, but wider aspects such as the impact on business, on the hospital and the future growth of Barnsley had to be taken into account.

Councillor Kitching asked the following supplementary question: - 'If the Cabinet Member believes that people are incapable of using traffic lights correctly, how is he going to explain to my residents from the west of the borough how they now have to go through one set of traffic lights to having to go through four sets of traffic lights will improve their journey time?'

Councillor Miller responded as follows:- The gyratory scheme would allow the traffic lights be sequenced to ensure a better traffic flow away from the roundabout to town. A left hand filter lane is vital to those accessing the hospital.

Meetings will continue to be held and concerns will be listened to but the overriding concerns were congestion and air quality at the junction, which need to be improved.

- (v) How many full time Trade Union convenors does the Council employ as officers and therefore pay salaries for? What is the cost to the Council of each of these individuals?

Councillor Franklin responded to as follows:- The Council employs 5 full time convenors at a cost is £165,000, of this two salaries are met out for the schools budget. One GMB member at £34,000, two Unison full time convenors at £82,000, with the NASUWT position at £48,000, and the NEU (NUT branch) convenor post currently being vacant. Employing convenors meant that it was easier to deal with a small number of individuals rather than a large number, with the latter leading to services being unavailable and having a corresponding impact on the economy.

Councillor Kitching asked the following supplementary question:- 'Has this spending led to an overspend on the Human Resources budget in the Council?'

Councillor Franking responded as follows:- It had not.

**103. Questions relating to Joint Authority, Police and Crime Panel and Combined Authority Business**

The Chief Executive reported that she had received the following questions from Councillor Kitching in accordance with Standing Order No. 12.

- (i) 'The recent Judicial Review decision in the High Court means that that South Yorkshire must now abandon the unlawful duty system of 'Close Proximity Crewing' it has been operating at four fire stations, during the last four years, including at Tankersley since 2015. In light of this can the Member assure us all that, in finding something to replace CPC, there will be no reduction in fire service immediate response cover within the Barnsley Metropolitan Borough?'

Councillor Lamb replied as follows:-

With real term cuts of 29% over the last 8 years to South Yorkshire Fire and Rescue Authority, the CPC system was introduced to reduce the costs on the service while protecting the safety of the South Yorkshire residents at all times, bringing about savings of £1.4m per year.

25% of Fire and Rescue Services in England and Wales operate the CPC or similar system and therefore South Yorkshire was not unusual in this respect.

However the local Fire Brigades Union (FBU) brought about the judicial review and on the basis that there was no collective agreement had been reached following 6 years of negotiations, Lord Justice Kerr claimed that the issue may be with the law, not with the crewing system, but as the law stands the crewing system was in breach of regulation 10 of the Working Time Directive. Consequently the Authority met in July, 2018 to discuss the way forward as it was now facing a shortfall of £1.4m per year in the budget.

A process of redeveloping an Integrated Risk Management Plan (IRMP) had started, the production of an IRMP being a requirement of Government, which would consider the change in circumstances, which could impact on the resources and the risk in the community.

Following this, there would be draft recommendations put to the Fire Authority, which would then be widely consulted on.

As it was not certain what the outcome of the reconsideration of the IRMP would be, no guarantees could be given that the services in any part of South Yorkshire would be unaffected.

Discussions had taken place with senior local representatives of the FBU in order to discuss whether a collective agreement could be reached, however this was refused. Assurance was also sought that the FBU would

not go back through court if efforts were made to work with the CP system, which was also refused. Therefore respecting the view of the FBU and supporting collective decision making through trade unions, this resulted in the process of developing a revised IRMP, which will be widely consulted on.

Councillor Kitching asked the following supplementary question:- 'How will South Yorkshire Fire and Rescue Authority ensure that the residents of Barnsley will be fully informed of the reasons for embarking on a new IRMP and how will they ensure that they are fully involved in the consultation process particularly where cuts to their fire service are involved?'

Councillor Lamb responded as follows: - The government requires that the production of an IRMP and assurances were given that a full and lengthy consultation process would be undertaken at the appropriate point.

- (ii) (a) What are the direct legal costs that have been accumulated to South Yorkshire council taxpayers caused by the insistence of Labour Fire Authority Members in fighting the FBU's legal case against the Close Proximity Crewing system in South Yorkshire, despite Labour Fire Authority Members and the Chief Fire Officer knowing they were rolling out an unlawful duty system?
- (b) What are the potential detriment payments to 61 firefighters who are working under the Close Proximity Crewing system in South Yorkshire?

Councillor Lamb responded as follows:- the costs to South Yorkshire Fire and Rescue Authority, including the awarding of costs to the FBU was around £70,000 but these costs were offset against savings of £700,000 in 2014, £1.4m in 2015, £1.4m in 2016, £1.4m in 2017 and savings up to date in the current financial year, totalling in excess of £5m.

Tribunal hearings are ongoing, so at the moment the costs of detriments were unknown. The Fire Authority sought to contain costs wherever possible, however if any members of staff had suffered a genuine and proven detriment it was only right that compensation was paid.

Councillor Kitching asked the following supplementary question:- 'Could I ask to be kept informed when that decision is made by the tribunal please?'

Councillor Lamb responded as follows:- The minutes and live webcast of the Fire Authority meetings will be available at the appropriate time, containing all the information needed.

- (iii) 'With regards to the Sheffield City Region deal, signed by the Leader on behalf of the authority in 2015, could he please tell me how much monies were profiled to be spent in 2016/2017 and in 2017/18? How much of these monies were actually spent in each of these financial years? Could he also please supply me with how much was profiled to be spent and

actually spent so far this financial year, since the election of our new mayor for the Sheffield City Region?’

Councillor Houghton responded as follows:-

The proposed deal from that period had never been enacted and therefore there had been no financial scheduling or any expenditure incurred.

Councillor Kitching asked the following supplementary question:- ‘both Members and residents are bearers of the cuts to services and could some of these budgetary shortfalls be addressed by drawing down the monies attached to the deal Councillor Houghton signed in 2015 or are we at a point where the failure to work with Sheffield City Council acts as a block to the authority accessing any of the money’

Councillor Houghton responded as follows:- the proposed Sheffield City Region deal was an economic deal and did not include wider council services and therefore offered no relief against cut to services. In relation to the deal itself, it had not been signed off, and therefore had not been implemented. Barnsley Council and Doncaster Council, on withdrawal of five other authorities from the proposals, had decided to consider other options, which culminated in the proposals for a One Yorkshire Devolution Deal.

Barnsley Council continues not to sign the Sheffield City Region deal in a way that would prevent a Yorkshire-Wide deal taking place due to Barnsley residents voting for a wider deal with 85% of residents expressing a preference for this.

**104. Police and Crime Panel - 2nd July, 2018**

**RESOLVED** that the minutes be noted.

**105. South Yorkshire Fire and Rescue Authority (Draft) - 23rd July, 2018**

**RESOLVED** that the minutes be noted.

**106. Sheffield City Region Combined Authority (Draft) - 30th July, 2018**

**RESOLVED** that the minutes be noted.

**107. Planning Regulatory Board - 24th July, 2018**

Moved by Councillor Richardson - Seconded by Councillor R. Wraith, and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Planning Regulatory Board held on 24<sup>th</sup> July, 2018 be received.

**108. Planning Regulatory Board - 4th September, 2018**

Moved by Councillor Richardson - Seconded by Councillor R. Wraith, and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Planning Regulatory Board held on 4<sup>th</sup> September, 2018 be received.

**109. General Licensing Panel - Various**

Moved by Councillor C. Wraith, MBE – Seconded by Councillor Sixsmith; and

**RESOLVED** that the details of the General Licensing Panel held on 28<sup>th</sup> August, 2018 be received.

**110. Appeals, Awards and Standards - Various**

Moved by Councillor Shepherd – Seconded by Councillor Makinson; and

**RESOLVED** that the details of the various Appeals, Awards and Standards Regulatory Board Panels held in the last cycle of meetings together with their decisions be received.

**111. Overview and Scrutiny Committee - 10th July, 2018**

Moved by Councillor Ennis – Seconded by Councillor W. Johnson; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Overview and Scrutiny Committee held on 10<sup>th</sup> July, 2018 be received.

**112. Central Area Council - 2nd July, 2018**

Moved by Councillor Riggs - Seconded by Councillor Pourali; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Central Area Council held on 2<sup>nd</sup> July, 2018 be received.

**113. North Area Council - 16th July, 2018**

Moved by Councillor Leech – Seconded by Councillor Platts; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the North Area Council held on 16<sup>th</sup> July, 2018 be received.

**114. Penistone Area Council - 19th July, 2018**

Moved by Councillor Wilson – Seconded by Councillor Millner; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Penistone Area Council held on 19<sup>th</sup> July, 2018 be received.

**115. North East Area Council - 26th July, 2018**

Moved by Councillor Hayward – Seconded by Councillor C. Wraith; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the North East Area Council held on 26<sup>th</sup> July, 2018 be received.

**116. Dearne Area Council - 30th July, 2018**

Moved by Councillor Noble – Seconded by Councillor C. Johnson; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the Dearne Area Council held on 30<sup>th</sup> July, 2018 be received.

**117. South Area Council - 31st August, 2018**

Moved by Councillor Stowe - Seconded by Councillor Shepherd; and

**RESOLVED** that the minutes as printed and now submitted of the proceedings of the South Area Council held on 31<sup>st</sup> August, 2018 be received.

**118. Appointments to Regulatory Boards and Outside Bodies**

Moved by Councillor Howard – Seconded by Councillor Daniel Griffin: and

**RESOLVED** that the following Members be appointed to the Regulatory Boards and Outside Bodies indicated:

General Licensing Regulatory Board

Councillor Kitching to replace Councillor Stowe

Standing Advisory Council on Religious Education

Councillor Tattersall

Friends of Locke Park

Councillors Murray and Williams

Barbers Relief in Need Charity

Councillor Howard

Shaw Lands Trust

Councillor Williams

**119. Appointment of Independent Persons Localism Act 2011**

Moved by Councillor Howard - Seconded by Councillor Daniel Griffin, and

**RESOLVED** that Ms J Cairns and Mr D Waxman be appointed as Independent Persons for the purposes of the relevant provision of the Localism Act 2011 for the remainder of the Municipal Year subject to reappointment on an annual basis at the Annual Council, such reappointment not to extend beyond May, 2022.

**120. Annual Report of the Corporate Parenting Panel 2017/18 (Cab.5.9.2018/8)**

Moved by Councillor Bruff - Seconded by Councillor Saunders, and

**RESOLVED:-**

- (i) That the Annual Report of the Barnsley Corporate Parenting Panel for 2017/18, as detailed in the report now submitted, be noted; and
- (ii) That the progress and achievements made by the Corporate Parenting Panel in supporting children and young people in care, together with care leavers, be noted.

**121. Selective Voluntary Early Retirement and Voluntary Severance Schemes (Cab.19.9.2018/7)**

Moved by Councillor Franklin - Seconded by Councillor Howard, and

**RESOLVED** that the amendments to the Selective Voluntary Early Retirement and Voluntary Severance Schemes be approved with effect from 5<sup>th</sup> September, 2018.

**122. Changes to the Council's Lettings Policy 2018 (Cab.19.9.2018/8)**

Moved by Councillor Miller - Seconded by Councillor Platts, and

**RESOLVED** that the recommendations made as a result of the review of the Lettings Policy for 2018 be approved and the proposed changes to the Policy, as detailed in the report now submitted, be implemented.

**123. Cabinet Meeting - 11th July, 2018**

Moved by Councillor Sir Stephen Houghton, CBE – Seconded by Councillor Andrews BEM; and

**RESOLVED** that the minutes as printed and now submitted of the Cabinet Meeting held on 11<sup>th</sup> July, 2018 be received.

**124. Cabinet Meeting - 25th July, 2018**

Moved by Councillor Sir Stephen Houghton, CBE – Seconded by Councillor Andrews BEM; and

**RESOLVED** that the minutes as printed and now submitted of the Cabinet Meeting held on 25<sup>th</sup> July, 2018 be received.

**125. Cabinet Meeting - 5th September, 2018**

Moved by Councillor Sir Stephen Houghton, CBE – Seconded by Councillor Andrews BEM; and

**RESOLVED** that the minutes as printed and now submitted of the Cabinet Meeting held on 5<sup>th</sup> September, 2018 be received.

**126. Exclusion of the Public and Press**

**RESOLVED** that the public and press be excluded from the meeting during consideration of the following items, because of the likely disclosure of exempt

information as described by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, as follows:-

<u>Minute Number</u>	<u>Type of Information Likely to be Disclosed</u>
127	Paragraph 3
128	Paragraph 3

#### **127. The Glassworks Development (Cab.19.9.2018/14)**

Moved by Councillor Miller, CBE – Seconded by Councillor Frost; and

##### **RESOLVED:-**

- (i) that the progress made to date in the delivery of Phase 1 of the Glass Works development, as detailed in Section 4 of the report now submitted, be noted;
- (ii) that approval be given to proceed with the construction of the Glass Works scheme and the wider town centre redevelopment at a total estimated cost of £178.1m including completion of the Phase 1 construction, construction of the Phase 2 retail and leisure element, town centre public realm works and construction of the Mark Gate Bridge (referred to in Section 5 of the report);
- (iii) that the £11.3m of pre-opening costs be that will be incurred prior to the development becoming fully operational (as detailed in Section 5 of the report) be noted;
- (iv) that approval be given to the remaining £115.7m resources required to complete the wider scheme (noting that £73.8m has previously been approved via separate reports), to be funded via a combination of borrowing and reserves previously set aside (as referred to in Section 6 of the report);
- (v) that the projected ongoing costs of managing and operating the Glass Works together with the annual income yields which are projected to be delivered (as set out in Section 8 of the report) be noted;
- (vi) that the estimated additional business rate income from the Glass Works of £0.8m which will serve to reduce the estimated annual cost of funding the overall scheme be noted, this income having been reflected in the Council's updated Medium Term Financial Strategy (as detailed in Section 9 of the report);
- (vii) that a provision of £2.6m to be set aside within the Medium Term Financial Strategy to fund the ongoing annual net costs to the Council of owning and operating the development (as noted in Section 13 of the report);
- (viii) that the Glass Works Board, led by the Executive Director Place in conjunction with the Executive Director Core Services, be tasked to continue to stringently review all costs and income projections associated with the development to ensure value for money continues to be achieved;
- (ix) that a further report be prepared on the final Phase 2 construction price prior to formally entering into a contract with the preferred bidder;



- (x) that the Executive Director Core Services be authorised to extend the current Pre-Construction Services Agreement with the short listed bidders up to an estimated cost of £0.680m, with this cost being contained within the total approval requested at recommendation (ii) above;
- (xi) that the Executive Director Core Services be authorised to enter into a contract with Yorkshire Water for the diversion of sewers necessary for the progression of the Glass Works Phase 2 scheme; and
- (xii) that the development of a Glass Works asset management strategy be noted, the outcome of which will be the subject of a future report.

**128. Disposal of Trust Land Containing Park House Residence and former Brierley Town Council Maintenance Depot at Grimethorpe Welfare Park, Grimethorpe (Cab.19.9.2018/16)**

Moved by Councillor Miller, CBE – Seconded by Councillor Frost; and

**RESOLVED:-**

- (i) that subject to the statutory procedures under the Charities Act 2011 being complied with, the Council in its capacity as Trustee of the Grimethorpe Miners Welfare Scheme, approve the sale of a section of the land at Grimethorpe Welfare Park, shown edged black on the attached plan to the report submitted;
- (ii) that the Corporate Asset Manager on behalf of the Council as Trustee dispose of the land in question, as directed by the independent surveyor acting for the Council as Trustee, to achieve best value in accordance with the Charities Act 2011;
- (iii) that the Executive Director Core Services be authorised to address any representations made by the general public to the proposal on behalf of the Council as Trustee and to conclude the necessary legal documentation relating to the disposal of the land in question; and
- (iv) that the Executive Director Core Services be authorised to deal with the net proceeds in accordance with the Trust Deed and agreed with CISWO and Charity Commission.

.....  
Chair

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## **SOUTH YORKSHIRE POLICE AND CRIME PANEL**

**IN MEETING ROOM 14, TOWN HALL, CHURCH STREET, BARNSELEY, S70 2TA**

**3 SEPTEMBER 2018**

PRESENT: Councillor A Khayum (Sheffield City Council) (Chair)

Councillor S Sansome (Rotherham MBC) (Vice-Chair)

Councillors: R Frost (Barnsley MBC), D Nevett (Doncaster MBC), B Johnson (Sheffield City Council), J Otten (Sheffield City Council) and S Wilkinson (Doncaster MBC)

Independent Co-opted Members: Mr A Carter and Mr S Chu

Dr A Billings (South Yorkshire Police and Crime Commissioner), M Buttery (OPCC), M Clements (OPCC), S Mawson (OPCC) and K Wright (OPCC)

Officers: D Cutting, M McCarthy, L Noble and A Shirt (Barnsley MBC)

Guest in attendance: P Hollingsworth (Barnsley MBC – Item 8)

Apologies for absence were received from Councillor B Cutts (Rotherham MBC), Councillor M Dyson (Barnsley MBC) and Councillor M O'Rourke (Sheffield CC)

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were noted as above.

2 **ANNOUNCEMENTS**

None.

3 **URGENT ITEMS**

None.

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

None.

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

None.

6 PUBLIC QUESTIONS:-

6A TO THE POLICE AND CRIME COMMISSIONER

There were no public questions to the Police and Crime Commissioner.

6B TO THE POLICE AND CRIME PANEL

There were no public questions to the Police and Crime Panel.

7 MINUTES OF THE MEETING HELD ON 2 JULY 2018

Councillor Sansome referred to the discussion at the last meeting with regard to the 'Abuse of Position' letter dated 2<sup>nd</sup> October 2017 on the HMICFRS website.

He asked the Commissioner, what actions / plan was in place to prevent similar situations happening in future. Furthermore, he asked how the Commissioner was being visible in holding the Force to account on this issue.

The Commissioner replied that he did press the Chief Constable at the Public Accountability Board on this issue, which Councillor Sansome had attended and also at other meetings with the Force. Additionally, these issues would be picked-up by the HMICFRS on their next visit to South Yorkshire.

Councillor Sansome explained that he was seeking reassurance from the Commissioner that the contents of the letter from HMICFRS were now a past issue. He added that the people of South Yorkshire needed trust and confidence in South Yorkshire Police and reassurance that issues relating to counter corruption would not be reoccurring.

The Commissioner replied that the Chief Constable was seeking to increase staff in the area of counter-corruption. Additionally, the Chief Constable was the national police lead for this area of business. The Commissioner was satisfied with the response of the Chief Constable to the HMICFRS's letter.

M Buttery reported that, in relation to the counter corruption inspection, the evidence had not been available to satisfy the Inspector against a particular criteria. It was confirmed that this issue had been picked up by the Force.

Furthermore, since the letter was written, the Commissioner had asked that an Officer from the OPCC was now in attendance at Force meetings where discussions regarding Force inspections were being held to understand the methodology that the Inspectors were going to use, the information requested from the Force in advance of inspection and any risk areas for the Force where evidence was not available in order to satisfy the Inspectorate.

A Carter thanked the Commissioner for making arrangements for Members of the Panel to visit Atlas Court; the visit had been very beneficial for those Members in attendance.

The Commissioner thanked Councillors Khayum, Sansome, Otten and Mr Carter for attending the visit to Atlas Court. If any other Members of the Panel wished to visit Atlas Court, arrangements could be made via the Commissioner's Office.

A Carter expressed an interest in observing a YOYO session. It was agreed that L Noble would make arrangements via the Commissioner's Office for Panel Members to observe a YOYO session.

Councillor Sansome referred to an article published in the Rotherham Advertiser on 10<sup>th</sup> July 2018, which stated that "*South Yorkshire Police's Top Cops during Jay Report period were being probed by Police Watchdog*".

Whilst noting that the investigation would not involve any serving officers within South Yorkshire Police, Councillor Sansome asked how the Commissioner would be involved in supporting the IOPC in their investigation and ensuring transparency where appropriate.

The Commissioner replied that with regard to this investigation his responsibility was towards the Chief Constable by holding him to account. In relation to former officers it was for the IOPC to make its investigations first.

RESOLVED –

- i) That the minutes of the Police and Crime Panel held on 2 July 2018 be agreed and signed by the Chair as a correct record.
- ii) That L Noble would make arrangements via the Commissioner's Office for Panel Members to observe a YOYO session at a location suitable to them.

## **8 COMMISSIONING BUDGET REPORT - FEEDBACK FROM DISTRICTS**

Councillor Khayum welcomed Phil Hollingsworth, Service Director, Safer, Stronger Healthier Communities, Barnsley MBC to the meeting. He thanked P Hollingsworth for stepping in for the Chair of Barnsley's CSP, Wendy Lowder.

Members were made aware that, unfortunately today's Panel meeting clashed with a CONTEST meeting and therefore, there were no CSP representatives from the other Districts available to attend today's meeting. The lines of enquiry set out in the briefing for the meeting would be circulated to the Chairs of the Rotherham, Doncaster and Sheffield CSPs.

To give context to the agenda item, Councillor Khayum reminded Members that a Commissioning report was submitted to the Panel in July, where Members had agreed that they would look to strengthen links with the District CSPs as set out in the 2012 guidance.

It was felt that it would be timely to invite CSP representatives to give their views on the relationship with the Commissioner's Office, the hot topics in their areas and how the Panel could help and support their work.

Councillor Khayum invited P Hollingsworth to address the meeting and inform the Panel about the work being carried out by the Safer Barnsley Partnership (SBP).

P Hollingsworth provided the Panel with a summary of the SBP's role, strategic priorities contained within the SBP Annual Plan 2018/19 and details of its relationship with the Commissioner's Office.

The SBP Annual Plan was refreshed annually and was currently open for consultation. The 2018/19 SBP Annual Plan was aligned with the priorities outlined in the Commissioner's Police and Crime Plan (2017 – 2021). The SBP's three strategic priorities for 2018/19 were: Protecting Vulnerable People, Preventing Crime, Tackling Anti-Social Behaviour and Promoting Community Tolerance and Respect.

Thematic Delivery Groups were in place for each of the strategic priorities, chaired by a local Councillor or a Police Officer. The Groups report back to the Performance and Delivery Group who in return report to the SBP.

Representatives from the Commissioner's Office regularly attend meetings of the SBP along with Councillors from Barnsley MBC. Councillor Dyson is the PCP's representative on the SBP.

In relation to the Commissioning Budget, the SBP had close contact with the OPCC and fed directly into the process annually with notification of its priorities. The budget allocated by the OPCC was monitored on a 6 monthly basis.

The SBP also feeds into the Countywide Community Safety Forum, which involves Community Safety Chairs from across the four districts and the OPCC. This Forum is chaired by the PCC and looks at priorities across South Yorkshire and how the CSPs can work together with the OPCC. Additionally, the Commissioner attends and supports key SBP events and initiatives held in Barnsley.

Councillor Sansome commented that he had attended a Countywide Community Safety Forum, where it had been announced by colleagues from Doncaster that they had been able to fund a Mental Health Officer. He asked if other CSPs were able to access this service. Additionally, he asked how much this service would cost if each CSP had to fund an officer from within their own district budget.

P Hollingsworth replied that he was unsure of the exact costs and was unaware of the specifics of the post in Doncaster. However, from a Barnsley perspective, the SBP had strengthened links with its Mental Health Services in relation to the SBP's Safer Neighbourhood Service; this partnership arrangement was working very well.

S Chu highlighted that 1-2% of the Commissioner's budget was used for commissioning services, other than the Police. He asked how the Commissioner made decisions on those commissioning services he sourced from the Police and those he sourced outside of the Police.

The Commissioner commented that the process was mainly historical; reviews were carried out yearly to review and understand how the commissioning budget

had been used. CSP funding was directly given to each CSP, and it was for them to decide how best to use the funds.

Following a question from S Chu regarding the promotion of prevention / social impact initiatives, the Commissioner informed the Panel that the Government had recently launched an Early Intervention Youth Fund (£22m over two years) which he had encouraged the district CSPs to work together on a joint bid. He was pleased to report that Doncaster, Barnsley and Rotherham CSPs would be formulating a joint bid via his Office.

The Commissioner stated that it would be a positive move in strengthening links between the Panel and CSPs if Members of the Police and Crime Panel were Members of their own district CSP. This would allow Members to understand the work taking place within their own district and relate those to the Panel's work in supporting and scrutinising the PCC.

RESOLVED – That Police and Crime Panel Members:-

- i) Thanked P Hollingsworth for his update.
- ii) Noted that L Noble would circulate the 'Key Lines of Enquiry' from the briefing to Sheffield, Doncaster and Rotherham CSP leads for response.

**9     IMPACT OF NEIGHBOURHOOD POLICING ON SOUTH YORKSHIRE - OUTCOMES**

A briefing paper was received to update Members on the impact of local uniformed Neighbourhood Policing.

Members noted that there had been a steady increase in the number of officers and staff working within neighbourhoods (up from 275 in April 2017 to 396 in June 2018).

The feedback received from the public and the positive impacts achieved within each district were presented within the paper for Members' information.

Councillor Wilkinson commented that she had noted from the Force's Budget Monitoring Report that a vacancy factor had been set to reflect that 1.5fte PCSO's were leaving the Force each month. She had also noted that there would be no further PCSO recruits during the year. Councillor Wilkinson asked if this would have an impact on the Neighbourhood Policing model, given that PCSO's were often the Officers most involved in neighbourhood policing.

The Commissioner replied that the Chief Constable was currently conducting a review of the powers, role and location of PCSO's. There would be a further discussion with the PCC prior to the Chief Constable concluding his review.

Councillor Sansome asked if the Chief Constable's review of PCSO's would be presented at future Panel meeting.

The Commissioner commented that details of the review would be presented at a number of forums, prior to being presented at a future Panel meeting.

S Chu stated that he welcomed the paper. He asked if any analysis would be carried out by the Force on a ward by ward basis to understand crime rates before and after the implementation of the new Neighbourhood Policing model.

The Commissioner commented that analysis work was vital to understand the situation before and after. Results would be presented in due course.

Councillor Sansome asked how the Commissioner would hold the Chief Constable / District Commanders to account when a district was failing and not meeting their targets.

The Commissioner commented that he would be holding the Chief Constable to account in this area at his PAB meeting, in private discussions with the Chief Constable and by requesting reports to be presented.

The OPCC also attended meetings of the Strategic Demand Group and Strategic Change Board where requests for distribution of district resources were considered; he asked questions at these meetings as part of holding the Force to account.

Councillor Nevett asked how the Force ensured that all communities were covered and not left vulnerable when the Force are re-routed elsewhere within the neighbourhood model and that a service remains in each area all the time.

The Commissioner replied that if there was a spike in demand, every District Commander understands their district and therefore, they would have to prioritise resources.

RESOLVED – That Police and Crime Panel Members noted the report.

10     BUDGET MONITORING REPORT 2018/19 - PERIOD ENDING 30TH JUNE 2018 (QUARTER 1)

A report of the Chief Finance and Commissioning Officer was submitted setting out the latest financial forecasts against revenue and capital budgets at the end of the first quarter of 2018/19. The report covered the costs of the Office of the Police and Crime Commissioner (OPCC), budgets managed by the OPCC and the budget managed by the Chief Constable (CC) of South Yorkshire Police Force (SYP).

Members noted that the overall revenue budget required a contribution of £7.347m from reserves in order to balance. The latest forecast position required £1.483m of reserves to balance, an improvement of £5.864m.

The Chief Constable's budget forecast a £4.018m underspend before the cost of legacy issues. The key reason for the forecast underspend related to the Crime Review and delays in recruitment of officers and staff.



Approval had been granted at the July PAB meeting to utilise £1m of the Force's underspend to create a £1m contingency towards potential costs of policing fracking sites.

The budget for 2018/19 included savings plans of £6.06m. SYP were forecasting to be on target to achieve this.

Legacy issues were currently forecast to underspend by £1.829m because costs will fall in the next financial years.

The PCC and OPCC budget was forecast to underspend by £0.017m.

The capital programme forecast expenditure was £15.97m after £1.16m of slippage. As at 31 March 2018, the overall level of revenue reserves available was £39.0m. This included general reserves of £13.4m and earmarked reserves of £25.6m.

S Chu asked what oversight the Commissioner had on the Force's Capital Programme.

The Commissioner commented that he was now the Chair of a revived Estates Board where the Force's Capital Programme was discussed and considered in detail.

RESOLVED – That Members of the Police and Crime Panel noted the financial outturns for 2018/19 for revenue and capital budgets.

**11     BUDGET MONITORING REPORT: 2018/19: OUTTURN REVIEW - ADDENDUM**

A report of the Chief Finance and Commissioning Officer was submitted to provide information on the updated financial position for 2017/18 as at 31 March 2018.

Members noted that the 2017/18 Budget Monitoring Report: Outturn Review report was presented at the Public Accountability Board meeting on 28 June 2018 (a copy of the report was circulated at the meeting for Members' information).

The final outturn position was an overall underspend of £6m with the overall level of revenue reserves of £38.9m.

Members were made aware that, following KPMG's annual audit of both the Chief Constable's and the PCC's draft Statement of Accounts, KPMG had requested that further provisions be made in the PCC's 2017/18 Statement of Accounts in relation to potential Child Sexual Exploitation (CSE) costs and Hillsborough Disaster related costs.

Provisions of £0.5m had now been included in the Accounts for potential future costs of CSE claims and £1m for Hillsborough Disaster related costs.

The effect of these changes had resulted in the overall outturn surplus reducing to £4.4m and the overall revenue reserves reducing to £37.3m.

RESOLVED – That Members of the Police and Crime Panel noted the report.

12 MONITORING DELIVERY OF THE POLICE AND CRIME PLAN - QUARTERLY REPORT (APRIL - JUNE 2018)

A report of the Police and Crime Commissioner was presented to provide Members of the Police and Crime Panel with the Police and Crime Commissioner's first Quarterly Report for the period April to June 2018. The report provided an overview of the progress against the Police and Crime Plan outcomes produced from the developing Police and Crime Commissioner's Police and Partners Performance Framework.

Members were informed at this stage, there were gaps in the data sets and information available to monitor contribution to, and achievement of, the outcomes in the Police and Crime Plan. It was noted that the OPCC were working closely with SYP colleagues and partners to continue the development of the data for use in the report.

Councillor Otten commented that he welcomed the Commissioner's independent report into South Yorkshire Police's handling of the Sheffield tree protests and the ten recommendations arising. He asked what progress had been made in implementing the recommendations. And secondly, did the decision need to be revised following the IOPC's decision to uphold complaints against the use of Trade Union legislation to arrest tree protestors in Sheffield, as reported in the Sheffield Star on 31 August 2018.

The Commissioner replied that the Force had received the report and had responded in writing to the Chair of the Independent Panel to inform them that they welcomed the report. The Force had also taken on board the recommendations contained within the report.

Moving forward, the Commissioner stated that he hoped for discussions between the contractor, Sheffield City Council and its residents would be progressed to allow the maintenance programme to go forward, so that fewer police officers would be in attendance when trees were felled.

S Chu asked what attempts were being undertaken in South Yorkshire to reduce violent crime, given that there was an increasing trend in violent crime across England.

The Commissioner commented that South Yorkshire was slightly above the national trend in violent crime. He confirmed that regular discussions with the Chief Constable were taking place with regard to this issue and in relation to knife crime, the Force had a better understanding of why this was occurring.

Councillor Frost queried if the new call handling service for the 101 system would be introduced in September. Additionally, could the Commissioner provide comment on what action the Force was taking to reduce inappropriate calls to both the 999 and 101 numbers.

The Commissioner replied that the Force was still to set a 'live' implementation date for the new call handling service. In relation to inappropriate calls, the Force were currently in the process of gathering a compendium of inappropriate requests which had been received. Discussions would take place with the Force to establish how they could educate the public in not making unnecessary calls.

Councillor Sansome suggested that a press release be issued by the Commissioner to highlight the inappropriate use of both 101 and 999 numbers.

The Commissioner acknowledged this suggestion. He added that the press had a big role in helping to address this issue.

Councillor Wilkinson commented that the number of individuals using the drug 'Spice' in Town Centres was becoming an increasing problem. She asked if the Panel could make a recommendation and write to the Home Secretary to ask for the re-classification of this drug to a higher category.

The Commissioner suggested that Councillor Wilkson could take-up this suggestion with her fellow colleagues at Doncaster MBC, due to there being a specific problem in Doncaster Town Centre.

In addition, the Commissioner stated that he would also take-up this suggestion with the Chief Constable, to understand if the re-classification of the drug would help, or whether there would be any consequences of doing so.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that the Commissioner would discuss Councillor Wilkinson's suggestion with the Chief Constable in relation to the Panel making a recommendation to write to the Home Secretary regarding the re-classification of the drug 'Spice'.

### 13 POLICE AND FIRE COLLABORATION UPDATE

A report was presented to inform Panel Members of the provisions of the Policing and Crime Act 2017, and the current position regarding collaboration between the emergency services in South Yorkshire, particularly the collaboration between South Yorkshire Police and South Yorkshire Fire and Rescue Service.

Members noted that the Policing and Crime Act 2017 ('the Act') placed a high level duty to collaborate on all three emergency services, to improve efficiency or effectiveness. The Act also enabled Police and Crime Commissioners (PCCs) to have greater involvement in Fire and Rescue governance.

Four options for consideration by PCCs under the Act were set out within the report for Members' information.

M Buttery reported that she was currently preparing a scoping document, outlining the advantages and disadvantages for South Yorkshire for each of the options provided for under the Act.

It was noted that South Yorkshire already had '*the Representation Model*', and that the focus would be the other Options. The Commissioner had asked for an objective assessment of options, without a conclusion being reached.

This work would be quality assured by an independent person. Although there was no legal requirement for consultation at this stage, the Commissioner intended to invite the Fire and Rescue Authority (or Chair only at this stage), the two services (SYFRS and SYP), the four local authorities, the Combined Authority, the trade unions/staff representatives and other key stakeholders (which included the Police & Crime Panel), to engage in the work, in order to incorporate wider views in the scoping document.

The Commissioner would then consider the options, and have further discussions.

Councillor Sansome commented that, in terms of the Panel holding the Commissioner to account, he felt that if the Commissioner took on the Fire and Rescue Service, the increase in the requirement to scrutinise two Services, the reduced powers of the Panel as opposed to the Authority would result in a lower level of scrutiny and, therefore, accountability to the public of South Yorkshire.

The Commissioner acknowledged Councillor Sansome's concern.

Councillor Wilkinson commented that if there was to be joint Police and Fire meetings, it would be difficult for the Commissioner to govern and scrutinise both bodies within the time available.

The Commissioner stated that business would have to be conducted differently if this option was progressed. He confirmed again that no conclusion had been reached.

In addition, the Commissioner reported that, on 12 January 2017 he had established a Police and Fire Collaboration Board to provide strategic oversight for collaborative activity between the two services. Examples of the achievements made were set out in the report for Members' information.

RESOLVED – That Members of the Police and Crime Panel noted the content of the report.

#### 14 RULES OF PROCEDURE - SUGGESTED REVISIONS

A report of the Solicitor / Panel's Legal Adviser was submitted to remind Members that the Rules of Procedure are kept under review and were last updated (and approved by the Panel) on 4<sup>th</sup> June 2018.

The report recommended one amendment to the Rules of Procedure:

1. A change of wording to Section 11 (11.1) in respect of questions from Members of the Panel to the Commissioner.

This change followed discussions at the previous Panel meeting and advice from the Host Authority's Monitoring Officer.

Councillor Otten commented that Section 11.2 (c) of the Panel's Rules of Procedure, as written, restricted the discussion of any case, which, he felt the Panel should be able to scrutinise the Commissioner on. He therefore, proposed an amendment to Section 11.2 (c) as follows: 'must not relate to individual cases, except where this has wider policy or governance implications'.

D Cutting stated that the Panel was free to adopt this proposal, however he would carry out checks to ensure that there were no legislative prohibitions in doing so.

Members agreed that the Chair and Vice-Chair would consider Councillor's Otten proposal outside of today's meeting with a decision being made at the December meeting to adopt or otherwise.

M Buttery stated that the Rules of Procedure were silent regarding how long the Commissioner had to respond to Members' questions prior to a Panel meeting. Members were requested to submit their questions earlier, rather than later to enable the OPCC to respond prior to a Panel meeting.

Councillor Khayum acknowledged M Buttery's request.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the report.
- ii) Agreed that the suggested amendment would be considered by the Chair and Vice-Chair outside the meeting.
- iii) That D Cutting would liaise with Councillor Otten on the wording for Section 11.2 (c).
- iv) Noted that D Cutting would carry out checks in relation to Councillor Otten's proposal in respect of paragraph 11.2 (c) to ensure that there were no legislative prohibitions for the Panel in adopting the proposal.
- v) That a decision would be made at the December Panel meeting to adopt or otherwise.

## 15 PCC DECISIONS

A report of the Police and Crime Commissioner was presented to provide Members of the Panel with information on the decisions taken by the Commissioner since the last meeting.

Councillor Sansome asked for confirmation as to the amount of funding which had been received from the Police Transformation Fund. He also asked if further details regarding the Fund could be provided to Panel Members.

M Buttery agreed to provide the information outside of today's meeting.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that the OPCC would provide Members with further information in relation to the Police Transformation Fund.

**16     LGA POLICE & CRIME PANELS WORKSHOP 11TH JULY 2018**

A report was presented to provide Members with a summary of the LGA Police and Crime Panels Workshop held on 11 July 2018 in London. The Workshop was attended by the Chair, Councillor Abdul Khayum, Vice-Chair, Councillor Stuart Sansome, Independent Member, Alan Carter and the Panel's Support Officer, Linda Noble.

The report highlighted key issues of work to be explored further in respect of South Yorkshire Police and Crime Panel.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the update.
- ii) Noted the areas to be explored further in respect of South Yorkshire Police and Crime Panel.

**17     WORK PROGRAMME (INCLUDING PAB DATES / ROTA)**

Members considered the 2018/19 Work Programme and were reminded that they could submit issues for the Work Programme that fall within the Panel's statutory role in supporting and / or holding the Commissioner to account.

All issues would be given full consideration by the Chair, Vice-Chair and Commissioner at the pre-agenda planning meetings.

Additionally, Members were asked to volunteer to attend meetings of the Commissioner's Public Accountability Board (PAB) to increase their operational knowledge.

S Chu confirmed that he would be attending the PAB scheduled for 27 September 2018.

RESOLVED – That Members of the Police and Crime Panel noted the contents of the 2018/19 Work Programme.

**18     DATE AND TIME OF THE NEXT MEETING**

RESOLVED – That the next meeting of the Panel will be held on Monday 3 December 2018, at 1:00 pm in Meeting Room 14, Town Hall, Church Street, Barnsley.

CHAIR

**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2018**

**PRESENT:**

Mayor Dan Jarvis MBE, Sheffield City Region (Chair)  
Councillor Chris Read, Rotherham MBC (Vice Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC  
Councillor Simon Greaves, Bassetlaw DC  
Councillor Sir Steve Houghton CBE, Barnsley MBC  
Mayor Ros Jones CBE, Doncaster MBC  
Sir Nigel Knowles, SCR LEP Chair

Fiona Boden, SCR Exec Team  
Steve Davenport, SCR / SYPTE  
Steve Edwards, SYPTE  
Councillor Chris Furness, Peak Park NPA  
Andrew Gates, SCR Exec Team  
Jeni Harvey, SCR Exec Team  
Sharon Kemp, Rotherham MBC  
Mark Lynam, SCR Exec Team  
Martin McCarthy, Deputy Monitoring Officer  
Dave Smith, SCR Exec Team  
Neil Taylor, Bassetlaw DC  
Diana Terris, Clerk / Barnsley MBC  
Mike Thomas, SCC / SCR Exec Team  
Craig Tyler, Joint Authorities Governance Unit  
Eugene Walker, S.73 Officer  
Paul Wilson, Derbyshire Dales  
Krysia Wooffinden, SCR Exec Team

Apologies for absence were received from Councillor J Dore, Councillor T Gilby, Councillor L Rose OBE, Councillor A Syrett, R Adams, H Bowen, A Frostdick, J Mothersole, J Miller and D Swaine

1 SCRMCA 18/044 APOLOGIES

Apologies were noted as above.

2 SCRMCA 18/045 ANNOUNCEMENTS

The Mayor informed the Authority of the launch of the new South Yorkshire active travel campaign, and commenting on why this is of importance, urged the Leaders to provide support to the campaign

The Mayor also noted the launch of the Working Win pilot.

Members were advised of intentions to move the CA meeting schedule from six weekly, to bi-monthly. It was noted the full findings of the Mayor's governance review were due to be presented to the next CA meeting in October. The Mayor thanked Leaders for their input into the review which seeks to make the CA a better decision making body.

The Mayor welcomed the announcements regarding the new SCR LEP Board members.

The Mayor informed the CA he is preparing a response to the All-Party Parliamentary Group investigating post-Brexit funding and will use this as an opportunity to reiterate why the SCR needs the 'best deal possible' from the new Prosperity Fund.

3 SCRMCA 18/046 URGENT ITEMS

No urgent items were requested.

4 SCRMCA 18/047 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None.

5 SCRMCA 18/048 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that voting rights would not be conferred on the non-Constituent districts for item 14 (Acceptance of the Enterprise Advisor Network Grant from the Careers and Enterprise Company) noting this matter only affects the Constituent districts.

It was agreed there were no further agenda items for which voting rights could not be conferred on the non-Constituent districts.

6 SCRMCA 18/049 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

7 SCRMCA 18/050 REPORTS FROM AND QUESTIONS BY MEMBERS



None received.

8 SCRMCA 18/051 RECEIPT OF PETITIONS

None received.

9 SCRMCA 18/052 PUBLIC QUESTIONS

None received.

10 SCRMCA 18/053 MINUTES OF THE MEETING HELD ON 30TH JULY

It was noted the previous minutes incorrectly recorded Cllr Chris Furness as being representative of Derbyshire Dales District Council. It was noted this should have referenced the Peak District National Park Authority.

RESOLVED, that the minutes of the meeting of the SCR Combined Authority held on 30<sup>th</sup> July are agreed to be an accurate record.

11 SCRMCA 18/054 SCR MASS TRANSPORT STRATEGY

It was noted the title of this item should read 'SCR Mass Transit Strategy'.

The report provided an update on the development of a strategic mass transit network for Sheffield City Region, which would provide intra-regional connectivity to enable growth and provide access to opportunities.

In addition, the Mayor reminded Members of the intention to have the revised SCR Transport Strategy produced before the end of the year.

It was noted the report provides an update on the outcome of the SCR Integrated Public Transport Network study (SCRIPT), as a means of identifying a corridor-based strategic transit network for the mass movement of people within the region. This network identifies the key movement corridors in support of growth and access to opportunities, and provides a case for future transport investment in route specific solutions, including potential tram expansion, bus rapid transit and tram/train (subject to a successful trial).

Members were asked to note that the mass transit project does not at this stage refer to specific modes of travel, but rather a bespoke network capable of the mass movement of people – be it by tram, bus rapid transit or tram/train.

It was noted the next stages of work will seek to identify costed options for schemes capable of delivering the mass transit vision. These, including options for the renewal of the existing Supertram network, will be presented at future CA meetings and timed to meet any obligations to report proposals to the Department for Transport.

Mayor Jones welcomed the mass transit concept but asserted the cost of Supertram renewal must be met through grants and fares, and not passed on to the local authorities.

Cllr Read welcomed the report's recognition of the need to also address air quality issues through the mass transit study, noting the effect negative air quality has on local residents.

RESOLVED, that the Combined Authority:

1. Notes the progress to date, through the SCRIPT study, to develop and identify a SCR-wide Strategic Mass Transit network for enhanced intra-regional connectivity, and the potential role of tram/train as a complimentary system to support and enable strategic transport initiatives such as HS2 and Northern Powerhouse Rail.
2. Endorses the development of the SCR Mass Transit network as part of the medium term financial strategy but reserves decisions on scheme approvals until the full financial implications of schemes are known.
3. Notes the additional work required to develop the funding and financial model for renewal of the existing Sheffield tram asset, including ongoing development costs and a local capital contribution, and notes Members' comments regarding the need for funding to be covered by grants and fares.
4. Notes the September commencement of a required period of public consultation on the Sheffield tram renewal options, as a mandatory part of developing the outline business case to the DfT.

## 12 SCRMCA 18/055 AUDIT COMMITTEE TERMS OF REFERENCE

A report was received advising Members of the requirement to amend the SCR Constitution to reflect best practice in approving the annual accounts, and clarify this is the responsibility of the SCRCA itself rather than the SCR Audit and Standards Committee.

It was requested that the full wording of the amendment be provided.

RESOLVED, that the Combined Authority approves the proposed amendment to the Mayoral Combined Authority Constitution to clarify that it is the function of the Mayoral Combined Authority to approve its statement of accounts.

## 13 SCRMCA 18/056 REVENUE AND CAPITAL BUDGET MONITORING

A report was received to provide the Q1 position for the revenue and capital programmes of the Sheffield City Region (SCR) Mayoral Combined Authority (MCA) for the financial year 2018/19.

RESOLVED, that the Combined Authority:

1. Notes the forecast underspend of c. £246k on the MCA/LEP Budget

2. Notes the forecast underspend of c. £28k on the MCA/LEP Revenue Programmes budget
3. Notes the forecast for the SY Transport Revenue Budget to come in on budget
4. Notes the increase in the South Yorkshire Transport Capital Programme from £44.747m to £53.053m, consequent of a roll forward of grant from 2017/18
5. Notes the budgetary variations (detailed at section 2.7 of the accompanying report) which are deemed required as a consequence of programme slippage.

14 SCRMCA 18/057 ACCEPTANCE OF THE ENTERPRISE ADVISOR NETWORK GRANT FROM CAREERS AND ENTERPRISE COMPANY

A report was received outlining the proposed Enterprise Adviser Network (EAN) programme and seeking approval for delegated authority to the Section 73 Officer to accept the grant offered by the Careers and Enterprise Company (CEC) to the SCR LEP to resource this work for a further two years.

The Mayor welcomed the report's confirmation of the offer of the grant and suggested initiatives such as these are important steps to the SCR realising its skills and business growth ambitions.

It was noted that for delivery in 2018/19 the CEC have offered a grant of £180k. This is the amalgamation of two previous grants that covered the existing EAN across South Yorkshire and additional funds allocated to Doncaster as an Opportunity Area for an additional fully funded Enterprise Co-ordinator.

It was noted that is accepted, the grant will cover one full time Enterprise Co-ordinator for the Doncaster Opportunity Area (OA) Enterprise Co-ordinator (£50k), a 50% contribution to 5 Enterprise Co-ordinators working in partnership with the four Local authorities (in addition to the Doncaster OA post), pro-rata based on the number of schools in each Local Authority (£125k), and an uplift to one of the Enterprise Co-ordinators to be designated a Senior Enterprise Co-ordinator (£5k).

RESOLVED, that the Combined Authority:

1. Endorsed the proposed programme as presented.
2. On behalf of the LEP, delegates authority to the S73 Officer in conjunction with the Head of Paid Services to accept £180,000 grant from the CEC for delivery of the Enterprise Adviser Network across the 4 south Yorkshire Local Authorities for the academic year 2018/19.

15 SCRMCA 18/058 ACCEPTANCE OF THE SKILLS BANK GRANT

A report was received seeking approval to accept a grant from the Education and Skills Funding Agency for the SCR Executive elements of the Skills Bank Phase 2 delivery programme.

Members were reminded that Skills Bank forms part of a 6-year Growth deal for £21.6 m between the Government and SCR LEP running from 2015-2021. The funding has been split into two phases with Skills Bank Phase 1 completing in March 2018 and Skills Bank Phase 2 in 2018-2021. The Skills Bank service is directly managed on our behalf by the Education and Skills Funding Agency through a Managing Agent , with an amount of resource allocated to the SCR Executive to fulfil its functions re the Skills Bank.

The Mayor welcomed confirmation of the grant offer and noted the successes achieved during the Skills Bank phase 1 period. However, it was noted there are a number of risks associated with the initiative that officers need to remain mindful of.

Assurances were provided that, subject to acceptance, the programme's activities would continue to be monitored closely by all parties to ensure the expected deliverables are achieved.

As Chair of the Skills Executive Board, Cllr Read expressed his thanks to the officers involved with progressing this matter.

RESOLVED, that the Combined Authority approves the acceptance of the grant and delegates authority to the S73 Officer in conjunction with the Head of Paid Services to accept the grant of £2,182,700 from the Education and Skills Funding Agency for Skills Bank Phase 2, subject to their acceptance of the terms of the agreement when this is received.

16 SCRMCA 18/059 DELEGATED AUTHORITY REPORT

A report was received to provide an update on CA approved delegations acted on in the last period.

RESOLVED, that the contents of the report are noted.

17 SCRMCA 18/060 RESOLUTION RECORD – BUSINESS GROWTH EXECUTIVE BOARD (17TH JULY)

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

CHAIR

**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 29 OCTOBER 2018**

**PRESENT:**

Mayor Dan Jarvis MBE, Sheffield City Region (Chair)

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

Cllr Chris Read, Peak Park NPA (Observer)

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

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

## Mayor's Introduction

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

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

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

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

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

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

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

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

### 1 SCRMCA 18/061 APOLOGIES

Members' apologies were noted as above.

### 2 SCRMCA 18/062 ANNOUNCEMENTS

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

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

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

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

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

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

3 SCRMCA 18/063 URGENT ITEMS

None.

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

None.

5 SCRMCA 18/065 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

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

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

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

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

7 SCRMCA 18/067 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 SCRMCA 18/068 RECEIPT OF PETITIONS

None received.

9 SCRMCA 18/069 PUBLIC QUESTIONS

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

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

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

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

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

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

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

11 SCRMCA 18/071 Q2 CAPITAL & REVENUE MONITORING



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

RESOLVED, that the Combined Authority:

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

12 SCRMCA 18/072 LGF CAPITAL PROGRAMME MONITORING

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

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

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

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

13 SCRMCA 18/073 CENTRAL INDEPENDENT APPRAISAL TEAM FRAMEWORK

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

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

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

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

RESOLVED, that the Combined Authority:

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

14 SCRMCA 18/074 LGF CAPITAL PROGRAMME APPROVALS

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

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

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

RESOLVED, that the Combined Authority:

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

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

15 SCRMCA 18/075 DELEGATED AUTHORITY REPORT

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

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

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

CHAIR

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# Item 9

## SOUTH YORKSHIRE PENSIONS AUTHORITY

4 OCTOBER 2018

PRESENT:

Councillor M Stowe (Vice-Chair)  
Councillors: A Bainbridge, A Hurst, A Sangar, I Saunders,  
R Wraith and K Wyatt

Trade Unions: D Patterson (UNITE) and G Warwick (GMB)

Officers: J Bailey (Head of Pensions Administration), N Copley (Treasurer), A Frosdick (Monitoring Officer), G Graham (Fund Director), M McCarthy (Deputy Clerk) and G Richards (Senior Democratic Services Officer)

J Thompson (Chair, SY Local Pension Board)

Apologies for absence were received from Councillor S Ellis, Councillor S Cox, Councillor S Durant, Councillor J Mounsey, Councillor A Teal and N Doolan-Hamer

1 APOLOGIES

M Stowe, Vice-Chair of the Authority, informed Members that the Chair had been delayed by a flight cancellation and therefore he would be chairing the meeting.

Apologies were noted as above.

2 ANNOUNCEMENTS

G Graham informed Members that the Annual Fund meeting would be held on Thursday 18 October 2018 at the Carlton Park Hotel, Rotherham at 5.30pm. All were welcome to attend.

3 URGENT ITEMS

None.

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

RESOLVED: That item 22, 'Senior Management Arrangements' would be considered in the absence of the public and press.

5 DECLARATIONS OF INTEREST.

None.

6 MINUTES OF THE ANNUAL AUTHORITY MEETING HELD ON 7 JUNE 2018

M McCarthy informed the Authority that there were two outstanding matters to resolve from the Annual meeting.

It was confirmed that Cllr A Sangar would be the s41 substitute for Sheffield CC.

It was proposed that Cllr R Wraith would be appointed to the Investment Board and Cllr A Teal be appointed to the Corporate Planning and Governance Board. This was carried by a majority vote; Cllr A Sangar voted against.

RESOLVED:

- i) That Cllr A Sangar be appointed as the s41 substitute member for Sheffield CC.
- ii) That Cllr R Wraith be appointed to the Investment Board.
- iii) That Cllr A Teal be appointed to the Corporate Planning and Governance Board.
- iv) That the minutes of the Annual Meeting held on 7 June 2018 be agreed and signed by the Chair as a correct record.

7 MINUTES OF THE ORDINARY AUTHORITY MEETING HELD ON 7 JUNE 2018

RESOLVED: That the minutes of the Ordinary meeting held on 7 June 2018 be agreed and signed by the Chair as a correct record.

8 MINUTES OF THE CORPORATE PLANNING AND GOVERNANCE BOARD HELD ON 14 JUNE 2018

RESOLVED: That the minutes of the Corporate Planning and Governance Board held on 14 June 2018 be noted.

9 MINUTES OF THE CORPORATE PLANNING & GOVERNANCE BOARD HELD ON 19 JULY 2018

RESOLVED: That the minutes of the meeting of the Corporate Planning and Governance Board held on 19 July 2018 be noted.

10 MINUTES OF THE INVESTMENT BOARD HELD ON 21 JUNE 2018

Cllr Sangar queried when the agriculture portfolio would be reviewed. G Graham replied that this would be done alongside the Investment Strategy Review and be presented to the Authority and the end of 2019/beginning of 2020.

If it was decided to hold the portfolio it would have to be decided the best way to manage and structure the portfolio. If it was decided not to hold the portfolio the best way to dispose of the assets would have to be decided in conjunction with advisors.

RESOLVED: That the minutes of the meeting of the Investment Board held on 21 June 2018 be noted.

11 MINUTES OF THE LOCAL PENSIONS BOARD HELD ON 7 JUNE 2018

RESOLVED: That the minutes of the meeting of the Local Pension Board held on 7 June 2018 be noted.

12 WORK PROGRAMME

The Authority considered its Work Programme. Members were reminded that their contributions of additional items for the Work Programme would be welcomed.

RESOLVED: That the Work Programme be noted.

13 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Members from Barnsley and Rotherham noted an increase in questions from constituents. Members were reminded that G Graham and J Bailey were happy to provide responses if so required.

14 PERFORMANCE SNAPSHOT REPORT 2018/19: Q1

The Authority considered the Performance Snapshot Report for 2018/19 Quarter 1.

Members noted the improved performance of the Administration team.

It was also noted that the staff turnover figures were artificial; 6 staff members had left but had TUPE transferred to Border to Coast.

The Fundamentals training percentage was lower than normal due to new Members not yet having completed the training; the training would be held over the coming months.

RESOLVED: That the report be noted.

15 SOUTH YORKSHIRE LOCAL PENSION BOARD ANNUAL REPORT 2017/18

The Chair welcomed Jill Thompson, Chair of the Local Pension Board, to the meeting to present the Board's Annual Report.

J Thompson highlighted the Board's work throughout the year, including assisting in the development of a Reporting Breaches of the Law procedure.

Attendance had been good throughout the year with 6 members attending every meeting, although it had been difficult to get the district councils to either appoint or attend on a regular basis.

Training events had been well attended including the recent Seminar and several Board members would be attending the Fundamentals training in the coming months.

J Thompson thanked G Boyington and members for their commitment to the Board.

In answer to a question from a Member, M McCarthy explained that, as major employers, the district councils had been offered two places on the Board on a two-year rotation. From the outset attendance had been poor and this year one Authority had failed to appoint. Discussions were ongoing amongst officers to try and resolve the situation.

The Chair thanked J Thompson for attending to present the report.

RESOLVED: That the report be noted.

16 CP&GB AUDIT COMMITTEE FUNCTIONS ANNUAL REPORT 2017/18

The Authority considered the Corporate Planning and Governance Board's Audit Committee Function Annual Report.

The report covered the Board's:

- Roles and responsibilities.
- Membership.
- Meetings and attendance; and
- Achievements and outcomes.

The report was intended to provide reassurance in support of good governance.

RESOLVED: That the report be noted.

17 GOVERNANCE ARRANGEMENTS

A report was submitted which set out various immediate and longer term changes to the Authority's governance arrangements.

Members were reminded that the Chair, Cllr S Ellis, had been appointed as a Non-Executive Director of the Border to Coast Board.

Whilst a good result in terms of composition of BCPP's Board, the appointment raised conflicts of interest issues for the Authority. Also, an individual elected as a NED of BCPP was specifically excluded from membership of the BCPP Joint Committee.

Longer term, the Authority's current governance arrangements were designed for a very different organisation to the one that pooling would create.

It was proposed to disestablish the Investment Board and the Corporate Planning and Governance Board and deal with all business, with the exception of audit, through the full Authority.

An Audit Committee, comprised of the s41 members and one Councillor not from the majority party, would be constituted and would meet three times per year to deal with all internal and external audit matters.

It was also proposed to constitute a Staffing, Appointments and Appeals Committee to be chaired by the Chair of the Authority and with a remit to deal with staffing matters to make specific officer and other appointments (such as the appointment of Independent Advisors), and handle appeals which required to be heard by members).

The proposed arrangements would reduce the number of meetings by nearly 40%. The freeing up of time would provide the opportunity to run more informal sessions for members for either learning and development or policy development.



Another issue to be resolved was how to address shareholder matters and decision making in relation to routine shareholder resolutions relating to Border to Coast which fell outside the Authority meeting cycle. The two options proposed were:

- a) The Fund Director (or other appropriate officer) would advise the Chair on the detailed subject of the resolution and recommends how the Authority should vote; or
- b) As option (a), but with additional consultation, either with the Vice-Chair or the s41 members.

Another item absent from the Authority's governance arrangements was an "urgent business procedure". It was proposed that in the event of a decision being required to be taken urgently, they be taken by the relevant statutory officer (Clerk, Fund Director, Monitoring Officer or Treasurer) in consultation with the Chair and Vice-Chair and then reported at the next meeting of the Authority.

The Authority discussed the proposals in detail and, whilst recognising there was further work to be done on the finer details, generally accepted the proposals.

**RESOLVED:**

- a) To approve the changes to the arrangements for the chairing of the Authority's Boards for the remainder of the municipal year as set out in paragraph 3.3 of the report.
- b) That the Vice-Chair of the Authority will represent the Authority on the Border to Coast Joint Committee and act as the Authority's shareholder in the operating company until the end of the municipal year.
- c) That Cllr Ian Saunders would act as substitute to the Vice-Chair in the event he was unable to attend a meeting of the Joint Committee.
- d) To approve the disestablishment of the Investment Board and the Corporate Planning and Governance Board with effect from the beginning of the next municipal year, with their functions being passed to the full Authority.
- e) To approve the establishment of an Audit Committee to meet 3 times per year constituted as described in paragraph 3.10(b) of the report.
- f) To approve the establishment of a Staffing, Appointments and Appeals Committee with the role and membership as described in paragraph 3.10(c) of the report.
- g) That routine shareholder decisions in relation to Border to Coast which fall outside the Authority meeting cycle may be taken by the Fund Director in consultation either with the Vice-Chair or the s41 members.
- h) That officers bring forward an amended constitution for adoption at the Authority's next Annual Meeting.

- i) To approve the institution of an Urgent Business Procedure as set out in paragraph 3.17 of the report.

**18 CONTRACT STANDING ORDERS**

A report was submitted to seek approval of updated Contract Standing Orders.

Members were informed that the Authority's Contract Standing Orders were last reviewed in 2016. Recent procurement exercises had identified some deficiencies in the Contract Standing Orders, in particular the fact that they did not accommodate recent regulations requiring the use of electronic tendering.

The revised Contract Standing Orders fully incorporated e-procurement as the standard means by which the Authority would operate, and in addition the Authority had signed up to Yortender, the regional procurement portal to facilitate that.

Further work was being done with Barnsley MBC's procurement team to finalise a complete contract register which would be published on the Authority's website.

**RESOLVED:** That the Authority approve the revised Contract Standing Orders, as set out at Appendix A to the report, for immediate inclusion in the Authority's constitution.

**19 GENDER PAY GAP**

The Authority considered report which provided details of the organisation's gender pay gap.

Members noted that in terms of action to be taken to address the pay gap, steps would be considered as part of the HR and Organisational Development Strategy which was to be developed as part of the corporate planning process.

**RESOLVED:** That the report be noted.

**20 GOVERNMENT ACTUARY'S DEPARTMENT SECTION 13 VALUATION**

A report was submitted to make members aware of the result of the Government Actuary's 2016 Section 13 Valuation of the Local Government Pension Scheme and highlight implications for the Authority.

GAD look at LGPS as a whole and the individual funds using four themes.

*Compliance:* GAD concluded that the aims of s13 had been met in the local valuations. They commented that more consistency in presentation and the definitions used in valuations had been achieved.

*Consistency:* GAD made a recommendation for the fund actuaries in terms of the presentation of disclosures within the valuation reports. They made a recommendation that the Scheme Advisory Board look to achieve greater consistency in assumptions unless specifically justified by local factors.

*Solvency:* With regard to solvency, GAD noted an overall improvement in funding levels but noted issues with a number of individual funds which are furthest away from full

funding or are potentially at risk in a stress situation. South Yorkshire was one of the four funds flagged as amber in relation to an asset shock test. GAD had determined that they would flag funds where an asset shock would result in a contribution increase for statutory employers of 3% or more of core spending power. Members were reminded that SYPA had put in place its equity protection strategy in, consultation with the statutory employers, to protect the fund against the sort of shock that GAD was testing in this case. Officers had made this point to GAD who acknowledged this in their report in positive terms.

*Long-term cost efficiency:* GAD noted the overall improvement in funding levels, but highlighted some funds which had extended their deficit recovery periods and recommended that funds reviewed their funding strategy statements to ensure that the treatment of surpluses/deficits were fair to both current and future taxpayers.

RESOLVED: That the report be noted.

## 21 POOLING UPDATE

The Fund Director gave members an update on activities within the Border to Coast Pooling Partnership (BCPP).

- Shareholder resolutions had been received to approve the appointment of Cllrs Sue Ellis and John Weighell as non-executive directors of BCPP.
- The last of the three equity transitions, the emerging markets portfolio, was currently taking place. It was noted that the cost of the previous transfers had been well within limits and the emerging markets was expected to be similar.
- The next meeting of the Joint Committee would be in November. Key items on the agenda included:
  - Practical measures for securing scheme member representation on the Joint Committee .
  - Annual review of the Responsible Investment policy and voting guidelines. This would be brought back for approval from the individual funds.
  - Officers had begun discussing the BCPP budget and business plan for the coming year. This would require a shareholder resolution early next year
  - BCPP continued to recruit to fill the gaps in their structure which was mainly at the moment junior investment roles.
  - The first performance report from BCPP was expected to be presented to the next meeting of the Investment Board. It was expected that BCPP's CIO would attend to present the report.

## 22 SENIOR MANAGEMENT ARRANGEMENTS

A report was considered which sought to secure the Authority's approval for changes in the senior management arrangements.

RESOLVED: That the Authority approve:

- a) The flexible retirement of the current Head of Finance on the basis set out in the report.

- b) The establishment of a fixed term role (to 31.12.20) at 0.4 FTE of Head of Transition.
- c) The redeployment of the current Head of Finance into the above mentioned role.
- d) The re-designation of the Head of Finance role as Head of Finance and Corporate Services from 31.01.19, and approve arrangements for recruitment into that role.
- e) The proposed changes to reporting lines and other restructuring proposals affecting the Finance Team as set out in the report.

CHAIR

# Item 10

## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

17 SEPTEMBER 2018

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

CFO J Courtney, QFSM, ACFO A Johnson, S Booth and  
L Murray (South Yorkshire Fire & Rescue Service)

D Terris, A Brown, M McCarthy, M McCoolle, D Cutting and  
I Rooth (Barnsley MBC)

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

Apologies for absence were received from Dr A Billings,  
N Copley, A Frosdick, L Noble and DCFO M Blunden

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

None.

### 3 URGENT ITEMS

None.

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

None.

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

None.

### 6 REPORTS BY MEMBERS

Members provided a summary of the visits and meetings attended since the last Authority meeting held on 23 July 2018. Visits had been made to a number of premises which supported and housed individuals with autism, mental health and physical disabilities, which had received sprinkler installation following SSCR

funding. Members had also visited Rotherham Fire Station's open day, the Bradway Fun Day at which a crew from Low Edges Fire Station had been in attendance, the Control Room and the Communications Department at Fire Headquarters.

All Members would be provided with a copy of SYFR's Workforce Diversity Profile, which had been provided to a Member at a recent Equality and Inclusion Improvement Board meeting.

7 RECEIPT OF PETITIONS

None.

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

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 23 JULY 2018

Members requested that consideration be given to the Facilities Management's tender documentation specifying that contractors would pay the foundation living wage to their employees.

Members requested that a report be submitted to the Authority, to provide the details of the full financial implications in relation to the detriment claims relating to Close Proximity Crewing (CPC) as a matter of urgency upon conclusion of the hearing, which was scheduled to be held during the last week of September and the first two weeks of October 2018.

It was agreed that the Performance and Scrutiny Board would consider, as part of its work programme, SYFR's staffing review, following the reorganisation undertaken and the review of the Facilities Management contract.

In relation to the outcome of the Facilities Management tender exercise, the evaluation process had concluded that a contract would be awarded to a nominated preferred bidder for Lot 1 for hard FM. Lots 2 and 3 in relation to soft FM and integrated FM had been cancelled; no new contractors had been appointed to the soft FM. It was proposed to continue to utilise the current incumbent suppliers for cleaning services, waste management, pest control and grounds maintenance. Invitations would now be sought for the separate lots for each of the activities which fell beneath the soft FM. J.F. Tomlinson, from Beeston, Nottingham had been nominated as the preferred supplier; a 10 day standstill period, due diligence and a 4 week mobilisation would now be undertaken. No tenders had been received from South Yorkshire based firms.

RESOLVED – That Members:-

- i) Agreed that the minutes of the meeting held on 23 July 2018 be signed by the Chair as a correct record.
- ii) Noted that a report be submitted to the Authority, to provide the details of the full financial implications in relation to the detriment claims relating to Close Proximity Crewing (CPC) as a matter of urgency upon conclusion of the hearing.
- iii) Agreed that the Performance and Scrutiny Board would consider, as part of its work programme, SYFR's staffing review.

10 PROGRESS REPORT ON ESTATES AND FACILITIES SERVICE IMPROVEMENTS

A report of the Chief Fire Officer and Chief Executive was submitted detailing progress on improving the Estates and Facilities Service (formerly Property Services) within South Yorkshire Fire and Rescue (SYFR). An unqualified Value For Money opinion had been received for the Procurement service from SYFR's external auditors. The Authority would be provided with updates on Estates and Facilities only from this point forward.

Members noted that separate structure reviews for SYFR and SYP were currently being undertaken, together with the Estates strategy for SYP and an Asset Management Plan for SYFR, with a view to eventually being brought into one structure. The terms of reference and scope had been drafted to enable future consideration, and would shortly be presented to the Fire and Police Collaboration Delivery Board. Members would be provided with a copy of the existing structure chart, together with the draft structure chart which was under development.

Engagement had been made with the Chartered Institute of Public Finance and Accountancy (CIPFA), who had a best practice model which would be used to deliver the Asset Management Plan, policy strategy and action plan in liaison with the Estates and Facilities team. The current estimated cost for the work undertaken by CIPFA was £12,000, which was envisaged to be completed by the end of the year.

Members suggested that in the future, consideration should be given to securing planning permission for the sites of former fire stations, prior to sale, which had the potential to increase the capital revenue.

The Head of Joint Estates (SYFR and SYP) was a member of the Joint Assets Board at Sheffield City Region (SCR), which received early information on funding opportunities. She was liaising with SCR regarding the One Public Estate Seven Programme, which may focus upon collaboration opportunities; the prospectus was expected later in the month. Members would be provided with feedback as the matter progressed.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Endorsed the ongoing, positive progress and improvements made so far in Estates and Facilities as part of the Service's improvement journey towards becoming an effective and efficient support service of SYFR.

**11 POLICE AND FIRE COLLABORATION BOARD UPDATE**

A report of the Chief Fire Officer and Chief Executive provided Members with an update on the progress being made on current areas of collaboration with South Yorkshire Police (SYP), a view on the continuing fire – fire collaboration and background information on the Policing and Crime Act 2017. The report formed a standing agenda item on all Authority meetings.

On 23 July 2018 the Section 1 Legal Agreement had been formally signed by SYP and SYFR.

The Ambulance Service was in a process of constant change, which had proved difficult for wider blue light collaboration. Matters were progressing with the installation of defibrillators at some SYFR stations; work was ongoing to ascertain which fire stations would be utilised, together with training and maintenance of the equipment.

Members noted the draft infographic of 'Our Collaborative Journey' to date. M Buttery would provide Members with an updated version of the infographic.

RESOLVED – That Members noted the contents of the report.

**12 REVISED FIRE AND RESCUE NATIONAL FRAMEWORK FOR ENGLAND - ASSESSMENT OF SOUTH YORKSHIRE FIRE AND RESCUE'S COMPLIANCE**

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was submitted providing gap analysis against the revised Fire and Rescue National Framework for England, which had shown that SYFR was compliant with all of the requirements set out within the revised National Framework.

RESOLVED – That Members:-

- i) Endorsed the contents of the report.
- ii) Agreed that there were no areas for improvement to be referred onto the Performance and Scrutiny Board.



**13     LOCALISM ACT 2011 - ARRANGEMENTS FOR DEALING WITH ETHICAL STANDARDS COMPLAINTS: APPOINTMENT OF INDEPENDENT PERSONS**

A report of the Clerk and Treasurer sought Authority confirmation of the recent appointment of two Independent Persons to assist the Monitoring Officer in dealing with Ethical Standards complaints as required by the relevant provisions of the Localism Act 2011.

In April 2018, a recruitment process had commenced to appoint two Independent Persons, and the shortlisted candidates had been interviewed on 17 July 2018. The appointed individuals would serve on the Authority for a four year term, and receive an annual allowance of £737.00 paid monthly, to be split equally between the Authority, Barnsley MBC and Sheffield CC.

RESOLVED – That Members confirmed the appointment of Ms J Cairns and Mr D Waxman as Independent Persons for the purposes of the relevant provisions of the Localism Act 2011 for the remainder of the municipal year, subject to reappointment on an annual basis at the Annual Meeting of the Fire and Rescue Authority; such reappointment not to extend beyond May 2022.

**14     CONFERENCE REPRESENTATION - LOCAL GOVERNMENT ASSOCIATION (LGA) ANNUAL FIRE CONFERENCE AND EXHIBITION 2019 ON 12 - 13 MARCH 2019**

A report of the Clerk to the Fire and Rescue Authority sought expressions of interest from Members to attend the LGA Annual Fire Conference and Exhibition 2019, on Tuesday 12 – Wednesday 13 March 2019, at the Hilton Brighton Metropole Hotel, Brighton.

Members were requested to inform the Deputy Clerk of their expressions of interest to attend the event.

RESOLVED – That Members approved representation at the LGA Annual Fire Conference and Exhibition 2019.

**15     AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2017/18**

The Audit and Governance Committee Annual Report for 2017/18 was submitted for consideration.

Members noted that, in support of good governance, the Audit and Governance Committee produced an Annual Report for the Authority which outlined the role of the Audit and Governance Committee, the responsibilities undertaken by its Members and the programme of work.

Councillor Lamb expressed his thanks to Councillor Haith for her sterling work as Chair of the Committee, together with the other Members on the Committee.

RESOLVED – That Members:-

- i) Considered the Annual Report of its Audit and Governance Committee.
- ii) Agreed to publish it on the Authority's website.

16 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 23 JULY 2018

Members were informed that a meeting of the SSUK Shareholders (the Authority) was to take place following this meeting. The minutes of the Shareholder Board meeting would be presented to the Authority meeting on 15 October 2018 for Members consideration.

RESOLVED – That Members:-

- i) Noted the draft minutes of the Audit and Governance Committee held on 23 July 2018.
- ii) Noted that the minutes of the meeting of the SSUK Shareholders Board would be presented to the Authority meeting in October 2018 for Members consideration.

17 DRAFT MINUTES OF THE LOCAL PENSION BOARD HELD ON 29 JUNE 2018

RESOLVED – That Members noted the draft minutes of the Local Pension Board held on 29 June 2018.

18 MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS' ASSOCIATION HELD ON 5 JULY 2018

RESOLVED – That Members noted the minutes of the Yorkshire and Humber Employers' Association held on 5 July 2018.

CHAIR

## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

15 OCTOBER 2018

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

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

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

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

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

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

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

3 URGENT ITEMS

None.

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

RESOLVED – That agenda Item 23 ‘Contingency Firefighting Arrangements’ to be considered in the absence of the public and press.

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

None.

**6      REPORTS BY MEMBERS**

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

**7      RECEIPT OF PETITIONS**

None.

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

None.

**9      MINUTES OF THE AUTHORITY MEETING HELD ON 17 SEPTEMBER 2018**

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

**10     2018/19 FINANCIAL PERFORMANCE REPORT: AN UPDATE**

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

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

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

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

RESOLVED – That Members:-

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

## 11 ANNUAL REPORT FOR 2017/18

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

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

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

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

RESOLVED – That Members:-

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

**12 JOINT VEHICLE FLEET MANAGEMENT STRATEGY**

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

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

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

**13 IRMP - POST JUDICIAL REVIEW**

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

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

RESOLVED – That Members approved the outlined plan.

**14 SSCR SPRINKLER FUND**

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

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

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

**15     CLOSURE OF TRADING COMPANY - SSUK**

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

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

RESOLVED – That Members noted:-

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

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

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

**17     FINAL REPORT ON IMPROVEMENTS TO THE PROCUREMENT SERVICE**

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

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

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

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

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

RESOLVED:- That Members noted:-

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

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

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

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

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

19 POLICE AND FIRE COLLABORATION BOARD

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

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

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



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

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

RESOLVED – That Members noted the update.

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

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

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

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

22     EXCLUSION OF THE PUBLIC AND PRESS

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

23     CONTINGENCY FIREFIGHTING ARRANGEMENTS

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

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

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

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

CHAIR

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<b>MEETING:</b>	Audit Committee
<b>DATE:</b>	Wednesday, 19 September 2018
<b>TIME:</b>	4.00 pm
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Richardson (Chair), Barnard, Clements and Lofts together with Independent Members - Ms K Armitage, Ms D Brown, Mr S Gill, Mr P Johnson and Mr M Marks

### 24. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no declarations of interest from Members in respect of items on the agenda.

### 25. MINUTES

The minutes of the meeting held on the 20<sup>th</sup> July, 2018 were taken as read and signed by the Chair as a correct record.

### 26. RISK MANAGEMENT ANNUAL REPORT 2017/18 AND LOOK FORWARD 2018/19

The Service Director (Financial Services) submitted a report summarising the activity in 2017/18 towards the achievement of the goals and objectives set out in the Council's Risk Management Policy and signposting further work to be undertaken in 2018/19.

The report, which was presented by Mr A Hunt, Risk and Governance Manager, indicated that the Framework was currently under review and would be considered by the Committee later in the year. He continued to lead on the provision of Risk Management, Insurance and Corporate Governance activities within the Council and had some considerable success during the year.

All risks were logged on the Council's Strategic Risk Register and had been reviewed and updated twice during 2017/18. In addition, the Council's Risk Profile had slightly decreased.

The Council's previous Risk Management Database had been replaced and 'SharePoint' was now being used to publish all operational risk registers and this was proving to be advantageous to all users and was assisting in the dissemination of information.

The 2017/18 Annual Governance Review had been completed and the subsequent Annual Governance Statement had been signed and approved.

In the ensuing discussion the following matters were highlighted:

- It was noted that the number of risks had increased during the period which was in part due to registers being published in SharePoint. This new arrangement had raised the profile, encouraged engagement which in turn had led to an increase in the number of risk register reviews taking place
- Because of the increased engagement, it was possible that a number of risk register reviews may be outstanding, however, the Risk and Governance Manager was in the process of attending all Departmental Management Team meetings and it was hoped, therefore, that all would be complete by the end of the year
- The report provided a breakdown of project risks by category as at June, 2018. It was noted that whilst there had been a significant increase in the number of Category 1 & 2 red risks, these were project related rather than strategic. A detailed discussion ensued during which reference was made to the need to be provided with additional information on the types and categories of risks, those risks over which it had limited control (such as those relating to Brexit) together with mitigation factors introduced. The Risk and Governance Manager agreed to provide additional information; however, he assured members that mitigations were not 'slipping'. The Authority was better at identifying and logging risks but it was also undertaking projects that had perhaps more inherent underlying risks.
- In response to detailed questioning, the Risk and Governance Manager explained the rationale for moving from a bespoke risk management database to Excel which was then saved into SharePoint and the benefits to be gained from this

#### **RESOLVED:**

- (i) That the Risk Management Annual Report, and the assurances provided, as part of the overall consideration of the Council's control framework for the purposes of the Annual Governance Statement, be noted; and
- (ii) That the Committee receive further periodic reports during the year to monitor the progress in achieving the actions identified for 2018/19

#### **27. CORPORATE FINANCIAL PERFORMANCE - QUARTER 1 ENDING 30TH JUNE 2018 (CAB.5.9.2018/10)**

The Executive Director Core Services submitted, for information, a report, which had been considered by Cabinet on the 5<sup>th</sup> September, 2108 on the financial performance of the Authority during the first quarter ended June, 2018 and assessing the implications against the Council's Medium Term Financial Strategy.

It was noted that the position for Council services was a projected operational underspend of £0.245m in 2018/19. The overall position for the council in 2018/19 was a projected operational underspend of £0.745m including Corporate budgets.

The Cabinet had requested Executive and Service Directors (where appropriate) to provide detailed plans of how their forecast overspends would be brought back into line with existing budgets on a recurrent basis. It had approved the write off of £1.402m of historic debts that were detailed within the Corporate Budgets section of the report and had also approved various Virements as detailed within Appendix 1.

In the ensuing discussion the following matters were raised:

- There was a discussion of the Business Rates stretch target for 2018/19. It was noted that these targets were currently being exceeded and the reasons for this were touched upon. The Service Director Finance commented upon the volatility of this type of debt and upon the external pressured that could have a negative impact throughout the financial year. The financial position for this year was stable and laid solid foundations for the difficulties the Authority may face in future years
- The Service Director Finance reported on the targeted approach to the collection of high value debts and to the use of a specialist firm in relation to recovery of such debts
- There was a discussion of the overspend on the Dedicated School Grant which mainly related to the high needs funding block and the increasing numbers and cost of out of Borough Special Educational Needs Placements. The Authority was currently examining ways of reducing this overspend and a Placement and Sufficiency Strategy was seeking to address demand and, in addition, build capacity within Borough. This area, however, remained an area of concern and additional information could be provided. The Executive Director Core Services reminded that specialist out of Borough provision was often very expensive and a few complex cases that could not be handled locally could quickly skew the budget. The Audit Manager also commented that a review of this service area was to be undertaken and a report would be submitted in the fourth quarter

**RESOLVED** that the report be received.

**28. CAPITAL PROGRAMME PERFORMANCE - QUARTER 1 ENDING 30TH JUNE 2018 (CAB.5.9.2018/11)**

The Executive Director Core Services and Service Director Finance (Section 151 Officer) submitted, for information, a report, which had been considered by Cabinet on the 5<sup>th</sup> September, 2108 on the financial performance of the Council's Capital Programme to the quarter ended June, 018 and assessing the implications against the Council's Medium Term Financial Strategy.

The key headlines for the report indicated that:

- The position of the Capital Programme for the 2018/19 financial year was currently projected to be lower than anticipated expenditure of £7.031m; and
- The position of the Capital Programme over the five year period to 2022/23 was currently projected to be lower than anticipated expenditure of £0.919m

The Cabinet had noted the 2018/19 and overall five year Capital Programme positions and had approved the 2018/19 scheme slippage totalling £6.095m (which, it was noted could be well handled). It had also approved a total net decrease in scheme costs in 2018/19 of £0.936m and a net increase in scheme costs in future years of £0.017m.

**RESOLVED** that the report be received.

**29. TREASURY MANAGEMENT ACTIVITIES AND INVESTMENT PERFORMANCE - QUARTER 1 ENDING 30TH JUNE 2018 (CAB.5.9.2018/12)**

The Executive Director Core Services and Service Director Finance (Section 151 Officer) submitted, for information, a report, which had been considered by Cabinet on the 5<sup>th</sup> September, 2108 reviewing the Council's Treasury Management and leasing Activities during the first quarter of 2018/19 in accordance with the CIPFA Treasury Management Code and CIPFA Prudential Code.

The report gave details of the following:

- The agreed Treasury Management Strategy for 2018/19
- An Economic Summary
- The Council's borrowing and leasing activity
- The Council's Investment activity
- Prudential and Treasury Indicators for 2018/19

The Cabinet had noted the Treasury Management and Leasing Activities carried out within the first quarter together with the Prudential and Treasury Indicators as detailed within Appendix 1 of the report.

The Committee briefly discussed the increase in interest rates and the implications this could have for the Authority. It was reported that the increase in rates had been anticipated and there was a further discussion of possible increases over the next 18 months.

**RESOLVED** that the report be received.

**30. HEALTH, SAFETY AND EMERGENCY RESILIENCE ANNUAL REPORT 2018 (CAB.5.9.2018/13)**

The Executive Director Core Services submitted, for information, a report, which had been considered by Cabinet on the 5<sup>th</sup> September, 2018 presenting issues raised within the 2017/18 health and Safety report and providing a comprehensive overview of health and safety performance within the Authority.

The Executive Director particularly commented on the excellent work and success of the Team given the limited number of officers involved in the Service.

Mr S Dobby, Head of Corporate Health, Safety and Emergency Resilience reported that there had been fewer accidents over the year which compared favourably to national data. The majority of audits had shown a satisfactory level of compliance with the Council's Governance arrangements for health and Safety and the FIDOR reportable accident performance, when compared to national statistics, remained favourable. Opportunities for further improvement, however, had been identified and an action plan, had been prepared which outlined the action to be taken.

The Cabinet had noted the Annual Report and had supported the continuous efforts to improve upon performance in this area.

**RESOLVED** that the report be received.

### **31. INFORMATION COMMISSIONERS OFFICE AUDIT - FINAL ACTION PLAN AND OUTCOMES**

The Service Director Customer, Information and Digital Service submitted a report providing information on the final data protection audit outcomes and giving details of the progress made against each of the recommendations of the Information Commissioner following the consensual audit undertaken in October, 2017.

The Committee was reminded that the audit had focussed on three areas, namely, training and awareness, records management and Freedom of Information processes. A follow up review had been planned for the 24<sup>th</sup> September, 2018 but this had been delayed at the request of the Information Commissioner's Office until October, 2018. Due to the excellent progress made, however, the Council had continued its commitment to have the process completed by the end of September as planned and, therefore, it would be submitted on the 21<sup>st</sup> September, 2018.

Of the 108 recommendations made:

- Training and awareness – all 25 recommendations had been completed
- Records management – 40 out of the 48 recommendations were complete
- Freedom of Information – 27 of the 35 recommendations were complete (it was noted that 5 of the recommendations had been rejected by the Council as they were not reflective of the Council's processes or procedures.

Ms Hydon reported on the reasons for the delay in completing the recommendations which largely related to the scale of work required, the need to change processes and procedures across the Council as well as the introduction of new systems such as SharePoint. An internal pre audit was due to be completed next week and in relation to records management, it was noted that the ICT systems policy was in the final stages of preparation.

In the ensuing discussion reference was made to the following:

- In response to questioning, reference was made to the arrangements for dealing with Freedom of Information Act requests and to the discussions undertaken on occasions to try to ensure that information could be provided in a way which did not breach the 'time' threshold
- Arising out of the above,
  - there was a discussion of the ways in which charges could be levied in relation to FOI requests and to the Authority's stance on this
  - information was provided on the types of 'recurrent' FOI requests that were received
- Of the outstanding recommendations for Records Management, 5 were in the 'urgent' category and these had been delayed because of the need to introduce new systems such as SharePoint. Work had started on this but it was anticipated that this would not be complete until around 2020. The new systems would give a better coherence around the collection and storage of electronic data

## **RESOLVED:**

- (i) that Ms S Hydon Head of IT (Service Management) be thanked for attending the meeting and for answering Members questions; and
- (ii) that the report be received and the progress made in addressing the issues arising from the ICO audit be noted.

## **32. SICKNESS ABSENCE 2017/18**

The Service Director Human Resources and Business Support submitted a report on the position with regard to sickness absence for the financial year 2017/18 and providing a comparison and summary for the whole of the financial year 2017/18 with the previous financial year 2016/17.

In summary, the report indicated that the total lost days per employee of 7.87 days was an improvement on the overall days lost compared to both 2015/16 and 2016/17 and this was less than the public sector average of 8.5 days absence in the previous year. This figure was, however, higher than the private sector of 5.6 days lost per employee.

Whilst this was an improving picture, there was still a need to significantly improve the management of sickness absence to achieve the Council's future performance indicator target of 6 days per employee for 2018/19.

The report then went on to outline:

- the ways in which the Human Resources Wellbeing and Targeted Intervention Team would provide advice and support to managers
- other initiatives including Wellbeing Initiatives and Work Place Health Champions all of which aimed to improve sickness absence.

In the ensuing discussion the following matters were raised:

- it was noted that the main reason for absence during 2017/18 was due to mental health issues including stress, anxiety and depression. In response, an action plan had been prepared to try to identify the signs of stress so that appropriate mechanisms could be put in place to give additional help and support
- the difficulties of identifying causation factors of stress were discussed and the involvement of Occupational Health in this was highlighted
- arising out of the above, the Service Director referred to recently commissioned Government research on thriving at work which, amongst other things, examined interventions and the importance of recognising when staff were under stress
- The involvement of the Senior Management Team was referred to and it was noted that the Team also has a mental Health Champion
- It was noted that appropriate training events were being planned for the near future
- The impact of the staffing reductions over the last 10 years were referred to which, it was suggested, might be one of the causation factors of stress. The



reduction in the number of days absence per employee was, however, something to be applauded

**RESOLVED** that the report be received and that Mrs A Brown be thanked for attending the meeting and for answering Members questions.

### **33. EXTERNAL AUDIT - AUDIT FEE LETTER**

The Council's External Auditor (Grant Thornton) submitted their Audit Fee Letter detailing the planned audit fees (including the way these had been calculated) for the work to be undertaken during 2018/19. It was noted that this fee was £104,718.

The report also outlined the scope of the audit, the billing schedule and audit timetable together with information about the arrangements for undertaking additional work for which separate fees would be agreed.

**RESOLVED** that the audit fee letter be received.

### **34. EXTERNAL AUDIT PROGRESS REPORT AND SECTOR UPDATE - SEPTEMBER 2018**

The Council's External Auditor (Grant Thornton) submitted a report giving details about their work both nationally and internationally, their work with the Public Sector, their audit approach, the progress made as at 6<sup>th</sup> September, 2018 and outlining the audit deliverables for 2018/19 together with a Sector Update summarising emerging national issues and developments.

The report was introduced by Mr G Mills (Grant Thornton Engagement Lead) and was accompanied by Mr T DeZoysa who were welcomed to this their first meeting of the Audit Committee.

**RESOLVED** that the external audit progress report and Sector Update be noted.

### **35. AUDIT COMMITTEE WORK PLAN 2018/19**

The Committee received a report providing the indicative work plan for the Committee for its proposed scheduled meetings for the remainder of the 2018/19 municipal year and for 2019/20.

The Executive Director Core Services reported that update report on the Glassworks project would be submitted to the December meeting.

It was noted that the Workshop meeting was planned for the 31<sup>st</sup> October, 2018 and any members with suggestions for topics for discussion should contact the Chair.

**RESOLVED** that the core work plan for 2018/19 and 2019/20 meetings of the Audit Committee be approved and reviewed on a regular basis.

### **36. GENERAL DATA PROTECTION REGULATIONS (GDPR) - DATA PROTECTION OFFICER'S UPDATE REPORT**

The Data Protection Officer submitted a report providing an update regarding the discharging of his role and the general approach to testing compliance with the requirements of the General Data Protection Regulations and the Data Protection Act 2018.

The Executive Director Core Services reported that there was a clear strategy in place to ensure compliance with all the regulations. Evidence around compliance would now be obtained and this would enable the identification of specific priority areas. The Authority's procedures and processes were well advanced compared to many other areas within the sector.

Particular thanks were expressed to the Head of ICT (Service Management) and her team for all their hard work both in respect of the Information Commissioner's Audit but also for ensuring that the appropriate and necessary IT processes were in place in preparation for the introduction of this new legislation.

**RESOLVED:**

- (i) That the report be received and that the Committee notes that the Data Protection Officer role is being effectively planned and discharged and provides the Council with appropriate information and assurances with regard to compliance with the General Data Protection Regulations;
- (ii) That DPA information and assurance reports be submitted to Committee on a six monthly basis; and
- (iii) That a further information/awareness session be held on the General Data Protection Regulations and the role/work of the Data Protection Officer.

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Chair

<b>MEETING:</b>	Planning Regulatory Board
<b>DATE:</b>	Tuesday, 25 September 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Council Chamber, Town Hall, Barnsley

## MINUTES

### Present

Councillors Coates, Franklin, David Griffin, Hampson, Hand-Davis, Higginbottom, Lamb, Leech, Makinson, Richardson, Riggs, Spence, Stowe, Tattersall, Wilson and R. Wraith

**In attendance at site visit** Councillors Makinson and Richardson

**In attendance at meeting** Councillors Andrews BEM and Miller

### 36. Site Visit

Prior to the meeting Members visited the site of Planning Application No. 2018/0362, application for external alterations including partial demolition works, formation of new building entrance, changes to window design and alterations to external parking and manoeuvring at Barnsley Mencap Centre, Burton Road, Monk Bretton.

### 37. Election of Chair

**RESOLVED** that, in the absence of Councillor D Birkinshaw, Councillor Richardson be elected Chair for this meeting.

Note: Councillor Richardson in the Chair.

### 38. Declarations of Pecuniary or Non-Pecuniary Interests

Councillors Coates and Makinson declared Non-Pecuniary interests in **Planning Application 2018/0969** – [Keresforth Centre, houses 1-12, Keresforth Close, Barnsley] in their capacity as Members of Berneslai Homes Board, which was the applicant in respect of this application.

### 39. Minutes

The minutes of the meeting held on 4<sup>th</sup> September, 2018 were taken as read and signed by the Chair as a correct record.

### 40. Barnsley Mencap Centre, Burton Road, Monk Bretton - 2018/0362 - For Approval

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0362** [external alterations at Barnsley Mencap Centre, Burton Road, Monk Bretton, Barnsley].

Mr Kevin Luty addressed the Board and spoke against the officer recommendation to grant the application.

**RESOLVED** that the application be granted in accordance with the officer recommendation.

**41. Land off Halifax Road, Thurgoland - 2018/0028 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0028** [residential development of 25 dwellings and access (outline with all matters reserved apart from access) at land off Halifax Road, Thurgoland].

The report incorporated further information regarding the access to the site, which had been requested by Members in deferring consideration of the application at the Board meeting on 4<sup>th</sup> September, 2018.

Mr Mark Johnson (of Johnson Mowet) addressed the Board and spoke in favour of the officer recommendation to grant the application.

Mr Robert Blythe (Thurgoland Parish Council) addressed the Board and spoke against the officer recommendation to grant the application.

**RESOLVED** that the application be granted in accordance with the officer recommendations.

**42. Land to the rear of 7 - 29 May Terrace, Barnsley - 2018/0888 - For Refusal**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0888** [erection of 1 dwelling (outline with all matters reserved apart from means of access) to the rear of 7–29 May Terrace, Barnsley, S70 6HS].

Mr David Oliver addressed the Board and spoke against the officer recommendation to refuse the application.

Mr Beaumont addressed the Board and spoke in favour the officer recommendation to refuse the application.

**RESOLVED** that the application be refused in accordance with the officer recommendations.

**43. Land parallel to Ings Lane and south of Bulling Dyke (Site A) and land south of Aspen Grove, Fern Close, Celandine Grove, Maytree Close, Mulberry Close and Honeysuckle Close (Site B) - 2017/1264 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2017/1264** [wetland and habitat creation scheme at Ings Lane and south of Bulling Dyke (Site A) and land south of Aspen Grove, Fern Close, Celandine Grove, Maytree Close, Mulberry Close and Honeysuckle Close (Site B)].

**RESOLVED** that consideration of the application be deferred to allow Members to visit both sites referred to in the application.

**44. Car Park, Fieldsend Road, Goldthorpe - 2017/1701 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2017/1701** [erection of 9 three-storey town houses, car park at Fieldsend Road, Goldthorpe, Rotherham, S63 9LX].

**RESOLVED** that the application be granted in accordance with the officer recommendations.

**45. Ashroyd Business Park, Ashroyd Way, Platts Common - 2018/0864 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0864** [development of site at Ashroyd Business Park for employment uses within classes B1(B) research and development, B1(C) light industrial, B2 general industrial and B8 storage and distribution with ancillary offices 9,180m<sup>2</sup> GEA and associated access, parking and circulation areas, infrastructure and landscaping (outline with all matters reserved)].

**RESOLVED** that the application be granted in accordance with the officer recommendation, subject to an additional condition that the orientation of the site lighting should be considered at reserved matters stage in order to avoid light pollution into the adjacent residential area.

**46. Keresforth Centre, Houses 1 - 12, Keresforth Close, Barnsley - 2018/0969 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0969** [conversion of disused former NHS residential accommodation at the Keresforth Centre into 13 dwelling units and associated work including alterations to access road, landscaping, provision of bin stores and street lighting].

**RESOLVED** that the application be granted in accordance with the officer recommendations.

**47. Worsbrough Mill Museum and Country Park, Park Road, Worsbrough Bridge - 2018/0839 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0839** [retention of temporary toilet building with access balcony and disabled ramp at Worsbrough Mill Museum and Country Park].

**RESOLVED** that the application be granted in accordance with the officer recommendations.

#### **48. Planning Appeals - 1st to 31st August**

The Head of Planning and Building Control submitted an update regarding cumulative appeal totals for 2018/19.

The report indicated that four appeals were received in August 2018, and one additional appeal decided in July, which had not been previously reported, and had been dismissed. The report noted that, since 1<sup>st</sup> April 2018, nine appeals have been decided, five appeals (56%) having been dismissed and four appeals (44%) having been allowed.

**RESOLVED** that the report be noted.

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Chair

<b>MEETING:</b>	Planning Regulatory Board
<b>DATE:</b>	Tuesday, 23 October 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Council Chamber, Town Hall, Barnsley

## MINUTES

### Present

Councillors D. Birkinshaw (Chair), Coates, M. Dyson, Franklin, Gollick, David Griffin, Hand-Davis, Higginbottom, Leech, Makinson, Markham, Richardson, Riggs, Saunders, Spence, Stowe, Tattersall, Wilson and R. Wraith

### In attendance at site visit

Councillors D. Birkinshaw (Chair), Coates, Makinson, Richardson, Tattersall, Wilson and R. Wraith.

### 49. Declarations of Interest

There were no declarations of Pecuniary/Non-Pecuniary interest in respect of any of the items on the agenda.

### 50. Minutes

The minutes of the meeting held on 25<sup>th</sup> September were taken as read and signed by the Chair as a correct record.

### 51. Various sites at Wombwell - 2017/1264 - For Approval

The Head of Planning and Building Control submitted a report on **Planning Application 2017/1264** [Various sites at Wombwell: Site A Land parallel to Ings Lane and south of Bulling ; Site B Land south of Aspen Grove, Fern Close, Celandine Grove, Maytree Close, Mulberry Close and Honeysuckle Close and land South of Doveside Drive/Everill Gate Lane, Wombwell, Barnsley].

**RESOLVED** that the application be granted in accordance with the Officer recommendation subject to an additional condition requiring a management plan establishing long term future maintenance responsibilities with full involvement of local residents.

### 52. Former William Freeman Site, Wakefield Road, Mapplewell, Barnsley S75 6DN - 2017/1718 - For Approval

The Head of Planning and Building Control submitted a report on **Planning Application 2017/1718** [Residential development for up to 102 dwellings with associated infrastructure and access (Outline with All Matters Reserved apart from access) at former William Freeman Site, Wakefield Road, Mapplewell, Barnsley, S75 6DN.

**RESOLVED** that the application be granted in accordance with the Officer recommendation.

**53. Land off Wakefield Road, Mapplewell, Barnsley - 2017/1716 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2017/1716** [Erection of food store with associated access and car park at land off Wakefield Road, Mapplewell, Barnsley]

**RESOLVED** that the application be granted in accordance with the Officer recommendation which includes amendments to conditions 2 (approved plans to include up to dale levels and landscaping plan) 4 (visibility splays reduced to 2.4 m x 90 m when speed limit altered to 30 mph and provision of central pedestrian refuges as part of the highway mitigation works; 15 (air quality impact plans pre-occupation); 5 (condition surveys pre- and post-completion) and deletion of conditions 13 and 19 as these are no longer necessary.

**54. Jumble Lane Level Crossing, Kendray Street/Midland Street/Market Gate/Barnsley Town Centre S70 1DB - 2018/0989 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/0989** [Erection of new pedestrian footbridge and associated works and structures including alterations to public realm at Jumble Lane Level Crossing, Kendray Street/Midland Street/Market Gate/Barnsley Town Centre, Barnsley, S70 1DB].

**RESOLVED** that the application be granted in accordance with the Officer recommendation.

**55. Wombwell Main Community and Sports Association, Windmill Road, Wombwell, Barnsley S73 8PW - 2018/1149 - For Approval**

The Head of Planning and Building Control submitted a report on **Planning Application 2018/1149** [Proposed change of use to create junior training pitch including grading works at Wombwell Main Community and Sports Association, Windmill Road, Wombwell, Barnsley S73 8PW].

**RESOLVED** that the application be granted in accordance with the Officer recommendation.

**56. Planning Appeals - 1st to 30th September 2018**

The Head of Planning and Building Control submitted an update regarding cumulative appeal totals for 2018/19. The report indicated that 6 appeals were received in September 2018. It was reported that 10 appeals have been decided since 1 April 2018, 6 of which (60%) have been dismissed and 4 of which (40%) have been allowed.

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Chair



<b>MEETING:</b>	General Licensing Regulatory Board
<b>DATE:</b>	Wednesday, 24 October 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

### Present

Councillors C. Wraith MBE (Chair), P. Birkinshaw, Frost, Daniel Griffin, C. Johnson, Lamb, Lofts, Markham, Millner, Murray, Newing, Richardson, Saunders, Sixsmith MBE, Sumner, Tattersall, Williams and Wilson

### 33 Declaration of Interests

There were no declarations of pecuniary and non-pecuniary interest from Members in respect of items on the agenda.

### 34 Minutes

The minutes of the meeting held on the 25<sup>th</sup> April, 2018 were taken as read and signed by the Chair as a correct record.

The Chair apologised for the delay since the previous meeting which was largely due to the restructure that had taken place within the Licensing Service which was now located within the Core Services Directorate.

The Chair also commented on the receipt, by all Members of the Council, of an email received from a member of the Licensing Trade which had expressed some concerns about the operation of the Licensing Service and about the delay in making a decision regarding the installation of CCTV in licensed vehicles.

The Chair felt that the concerns were totally unfounded. With regard to the introduction of CCTV in taxis, the Council's position was to await further information from the Government before a decision was made as to whether or not this should be a mandatory requirement. The individual raising these issues should also have been aware of this as he was a member of the trade association which held regular liaison meeting with the Council on various aspects of taxi licensing.

It was also reported that the Service Director Legal Services had provided a response to the correspondent outlining the Council's position with regard to CCTV and rebutting all the accusations made against the Licensing Service. This response had also been copied to all Elected Members.

### 35 Enforcement Update

The Service Director Legal Services submitted a report providing an overview of the work of Licensing Enforcement Officers undertaken recently.

Licensing Enforcement Officers had proactively embarked on a number of taxi licensing enforcement operations as follows:

- (a) 18<sup>th</sup> September, 2018 – a day time operation involving Licensing Enforcement Officers and Vehicle Examiners from the Smithies Lane Depot. The operation focused on Springwood School and the drivers and vehicles that were contracted to transport children to and from the school on a daily basis.
  - Of the 31 vehicles, 26 were found to be compliant. Five vehicles were issued with immediate suspension notices for a variety of defects including faulty lights and tyres below the legal limit
  - In addition, 2 drivers had been issued with Written Warnings for failing to complete their daily vehicle checks
- (b) 10<sup>th</sup> October, 2018 – a day time multi agency operation involving Licensing Enforcement Officers, Vehicle Examiners, HMRC, South Yorkshire Police and Barnsley Safer Neighbourhood Team focusing on Private and Hackney Carriage vehicles and drivers in the Town Centre.
  - Of the 14 vehicles stopped and inspected 11 were found to be compliant
  - 2 vehicles were issued with immediate suspension notices for defects including inoperative lights, for having a dirty vehicle and for having the private hire plate being incorrectly displayed in the rear window
  - On unlicensed vehicle had been stopped and inspected and Officers removed a Rotherham Private Hire Sign. Details of this had been referred to Rotherham Council for action
  - In addition, one driver had been issued with a Written Warning for failing to complete the daily vehicle checks

Vehicle compliance continued to be an issue at the forefront of every enforcement operation and with every Vehicle Examiner whilst undertaking vehicle inspections. Defective vehicles were not acceptable and could not be excused and this, coupled with failing to complete basic vehicle inspection sheets was a continuing concern as not only had the Trade requested this , but it was a valuable tool that ensured the safety of the licensed vehicle.

Further proactive enforcement operations would continue to be undertaken to ensure that drivers, operators and vehicle proprietors took responsibility for their failures and made appropriate changes as this was key to ensuring the safety of the travelling public.

In the ensuing discussion, and in response to questioning, particular reference was made to the following:

- It was reported that, whilst enforcement action could not be taken against any vehicles/drivers licenced by other authorities, details of any failures identified would be referred to those authorities for appropriate action
- It was noted that vehicles found to have defects were suspended until such time as those defects were rectified and the vehicle resubmitted for inspection. The loss of earnings was also regarded as a penalty. Written Warnings were not generally issued for bulb failures largely because they could occur at any

time irrespective of whether or not lights had been checked prior to commencing work

- Arising out of the above, the Chair reminded the Board that drivers had been advised to carry spare bulbs so that failures could be immediately rectified at the roadside
- There was a discussion as to whether or not the Authority had 'strict' enough standards for licenced vehicles. The Licensing Officer outlined the current requirements and indicated that vehicles had to be legally compliant in a similar manner to all other vehicles on the road.
- Reference was made to the requirement in some other local authority areas for tyres on licensed vehicles to be a minimum of 2mm whereas Barnsley's minimum was 1.6mm. Some Members were surprised that some neighbouring authorities had higher requirements than applied in Barnsley. Arising out of this it was suggested that stricter standards should apply and that sanctions/punishments for contravening licensing requirements should be harsher
- Arising out of the above, reference was made to the decision made several years previously to outsource vehicle inspections and to the rationale for this decision. It was suggested that further consideration be given to whether or not this decision should be reviewed in the light of the current failure rates many of which related to the same types of issues (lights and tyres). The Licensing Officer reported that following the Service's move to the Core Services Directorate, all policies and procedures were being reviewed and consultation would take place with this Board on any proposals for change. Members particularly stressed the urgency of completing this review
- In response to specific questioning, the Licensing Officer reported that a Written Warning remained on a driver's record for 12 months and all drivers receiving three Written Warnings within a 12 month period required a driver to appear before a General Licensing Regulatory Board Panel
- Concern was expressed at an unlicensed vehicle being found with a Rotherham MBC plate. The Licensing Officer stated that this was the first time in over 20 years that this had been observed and such issues were not, therefore, considered to be a major issue. A discussion ensued in relation to the Barnsley requirements in relation to the return of 'defunct' plates. It was noted that if an owner/driver chose not to renew their vehicle licence there was no requirement to hand those plates back to the Licensing Service. This was not thought to be an issue as the licences no longer remained 'live' and, therefore, had no value. Licence plates were required to be returned in the event that a vehicle licence was suspended or revoked. Some Members were, however, concerned that plates not returned could then be used illegally. In response, the Licensing Officer reported that this was not an issue within Barnsley. The Licensing Trade was generally 'self-policing' and any illegal drivers identified would be reported to the Licensing Service for appropriate action
- In relation to the failure to complete the daily check sheets, it was suggested that a technological solution might be the a way forward, however, it was noted that such systems would be difficult to enforce given that some drivers frequently moved from one operator to another and also, the completion of an electronic record still did not mean that the necessary checks would have been undertaken. It was disappointing that some drivers were still failing to

complete their daily check sheets as this was something that the Trade had requested be introduced

- Arising out of the above, it was suggested that the review currently being undertaken could introduce more stringent penalties so that in the event of a daily check sheet not being completed a driver could be suspended for one day

#### **RESOLVED:**

- (i) that the Board place on record their thanks and appreciation to the staff within the Licensing Service, Smithies Lane Depot and Barnsley Safer Neighbourhood Team and within other services for all their hard work in undertaking enforcement activities and ensuring the continued safety of the travelling public and for the outstanding results currently being achieved; and
- (ii) That the proposals for a review licensing conditions be supported and Officers be requested to bring back consultation proposals to this Board as a matter of urgency.

### **36 Taxi Demand Survey - Update**

The Service Director Core Services submitted a report providing an update on progress in relation to issues raised by the taxi demand survey undertaken and reported to Board in December 2017.

The Board was reminded of both the positive and negative findings of the survey which, amongst other things identified:

- there was a highly significant unmet demand mainly in the early hours of the morning at weekends
- There was a shortage of private hire vehicles at peak times which was increasing the pressure on other private hire and hackney carriage vehicles
- The trade saw the requirements for new drivers as being too onerous (although the Licensing Service considered that these were necessary in order to maintain the standard of suitably qualified and trained drivers)
- There appeared to be a lack of vehicles working unsociable hours but any increase in the number of vehicles would not guarantee additional vehicles being available at peak times

Since the survey results had been issued the Council had been working closely with the Trade to try to resolve the issues identified. Regular meetings of the Taxi Liaison Group had been held when discussions had focused on the need to encourage drivers to work during unsociable hours and on the recruitment of new drivers who might be willing to work at such times.

In relation to the entry requirements, Licensing Officers had made available a theory test guidance document to help educate and support new applicants into the Trade.

It was noted that a further survey was to be undertaken within 12 months of the original survey so that an assessment could be made of the changes that had occurred and to confirm if issues identified had been addressed. Based on the findings of that review, a decision would then have to be made as to whether the limit

on the number of Hackney Carriage Vehicles should remain, increased or removed entirely.

In the ensuing discussion, the following matters were highlighted:

- There was a general understanding of why drivers may not want to work unsociable hours but concern that the standard of those drivers should be maintained and improved. In response to this, the Licensing Officer
  - outlined the way in which the Theory Test Guidance Document had been developed and used. Multiple test papers were available at the time of the test and from December 2018 it was hoped that all tests would be undertaken electronically so that each applicant undertaking the test would get an individualised test paper.
  - explained the importance of addressing the unsociable hours unmet demand issue, of ensuring that public safety was maintained and that 'customers' were taken home from the town centre in an appropriate and timely manner
- It was acknowledged that there were some relatively new Members on the Board and it was important that they received a copy of the original Unmet Demand Survey report

Arising out of the discussion the following issues were raised:

- Members were encouraged, wherever possible, to attend enforcement events so that they could see, at first hand, the work of officers in the very important aspect of their work; and
- Members had previously requested, and the Board noted the importance of, training on all aspects of licensing. The asked if an appropriate training course could, therefore, be provided as a matter of urgency.

**RESOLVED:**

- (i) that the report be received; and
- (ii) That a copy of the December 2017 Unmet Demand Survey report be circulated to all Members of the Board; and
- (iii) That further training be provided for members of the Board , and particularly for the 'newer' Members, on all aspects of Licensing.

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Chair

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## **NOTES OF GENERAL LICENSING REGULATORY BOARD PANEL**

**2<sup>nd</sup> October, 2018**

**Present:** Councillors C Wraith MBE (Chair), Lofts and Sixsmith MBE together with Councillor Sumner (Reserve Member).

Members of the Public and Press were excluded from all meetings.

### **1 Declarations of Interests**

There were no declarations of pecuniary or non-pecuniary interest from Members in respect of items on the agenda.

### **2 Hackney Carriage and Private Hire Driver's Licence – Application – Mr K A**

The Panel considered a report of the Service Director Legal Services on an application for the grant of a Hackney Carriage and Private Hire Driver's Licence by Mr K A.

Mr K A was in attendance and gave evidence in support of his case.

After considering all the information and representations made the Panel decided that in view of the evidence submitted and, taking account of the manner in which he presented himself, the applicant was a fit and proper person to hold such a licence and the application was granted until 8<sup>th</sup> March, 2021 on the following grounds:

- There was sufficient justification to warrant a deviation from the Council's Guideline Policy for Criminal Convictions in relation to migrant workers
- He entered the country as an asylum seeker in 2015, became a naturalised citizen in 2016 and had the right to live and work in the UK until 8<sup>th</sup> March, 2021
- He had undertaken a course of study at college in Sheffield and had an excellent command of the English language which he had learned in a very short space of time
- Whilst resident in his country of origin he had confirmed that he had no criminal convictions recorded against him
- His Enhanced DBS check had come back clear and had been since he came into the UK

The decision of the Panel was unanimous.

### **3 Hackney Carriage and Private Hire Driver's Licence – Determination – Mr M C**

The Panel considered a report of the Service Director Legal Services requesting the determination of the Hackney Carriage and Private Hire Driver's Licence held by Mr M C.

Mr M C was in attendance together with Mr D W (Licensing Consultant) who gave evidence in support of his case. They referred to a reference submitted prior to the

meeting and they circulated a further reference and photographic evidence in support of his case.

After considering all the information and representations made the Panel decided that Mr M C be allowed to retain his licence subject to him undertaking and passing, at his own expense, a Council Approved Driver Awareness Course within three months and also the issuing of a Written Warning to be kept on file for 12 months as to his future conduct

#### **4 Hackney Carriage and Private Hire Driver's Licence – Application – Mr A T**

The Panel considered a report of the Service Director Legal Services on an application for the grant of a Hackney Carriage and Private Hire Driver's Licence by Mr A T.

Mr A T was in attendance and gave evidence in support of his case.

After considering all the information and representations made the Panel decided that in view of the evidence submitted and, taking account of the manner in which he presented himself, the applicant was a fit and proper person to hold such a licence and the application was granted on the following grounds:

- There was sufficient justification to warrant a deviation from the Council's Guideline Policy for Criminal Convictions in relation to migrant workers
- He entered the country as an asylum seeker in 2011, became a naturalised citizen in 2017 and had indefinite right to live and work in the UK
- He had lived in the UK for a number of years, had held a position of work and had run his own business
- Whilst resident in his country of origin he had confirmed that he had no criminal convictions recorded against him
- He had an excellent command of the English Language
- His Enhanced DBS check had come back clear and had been since he came into the UK

The decision of the Panel was unanimous

**30<sup>th</sup> October, 2018**

**Present:** Councillors C Wraith MBE (Chair), Ennis OBE and Newing together with Councillor Shepherd (Reserve Member).

Councillor Ennis OBE left the meeting prior to item 6 and his place was taken by Councillor Shepherd.

#### **5 Hackney Carriage and Private Hire Driver's Licence – Determination – Mr S M**

The Panel considered a report of the Service Director Legal Services requesting the determination of the Hackney Carriage and Private Hire Driver's Licence held by Mr S M.



Mr S M was in attendance and gave evidence in support of his case. He also submitted an email from his solicitor explaining the circumstances of his case together with a copy of his recently returned DBS Certificate.

After considering all the information and representations made the Panel decided that the Hackney Carriage and Private Hire Driver's Licence held by Mr S M be revoked as he was not considered to be a fit and proper person to hold such a licence due to his failure to adhere to licensing conditions and concerns about the safety for the travelling public.

The decision of the Panel was unanimous

## **6 Hackney Carriage and Private Hire Driver's Licence – Application – Mr J C F**

The Panel considered a report of the Service Director Legal Services on an application for the grant of a Hackney Carriage and Private Hire Driver's Licence by Mr J C F.

Mr J C F was in attendance together with Mr D W (Licensing Consultant) who gave evidence in support of his case. The Panel also received a second reference from a Charity for whom the applicant worked in a voluntary capacity.

After considering all the information and representations made the Panel decided that application by Mr J C F be refused due, amongst other things, to the previous revocation of his Hackney Carriage and Private Hire Driver's Licence and the insufficient time that has elapsed since that occurred.

The decision of the Panel was unanimous.

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# Item 17

## APPEALS, AWARDS AND STANDARDS REGULATORY BOARD

### **(a) School Admission Appeals Panel – 18<sup>th</sup> September, 2018**

High View PLC	1 Refused 1 Withdrawn
Heather Garth Primary	1 Refused
Laithes Primary	2 Withdrawn
Greenfield Primary	1 Refused

### **(b) School Admission Appeals Panel – 20<sup>th</sup> September, 2018**

Athersley South Primary	1 Withdrawn
Athersley North Primary	2 Withdrawn

### **(c) School Admission Appeal Panels – 21<sup>st</sup> September, 2018**

Kirk Balk	1 Allowed
Thurlstone Primary	1 Withdrawn
Penistone Grammar	1 Allowed 1 Refused 2 Withdrawn
Holy Trinity	1 Withdrawn

### **(d) School Admission Appeals Panel – 25<sup>th</sup> September, 2018**

Horizon College	1 Allowed 3 Refused
Milefield Primary	1 Refused 1 Withdrawn

### **(e) School Admission Appeals Panel – 26<sup>th</sup> September, 2018**

Wellgate Primary	1 Withdrawn
Mapplewell Primary	2 Withdrawn
Brierley C of E Primary	1 Refused

**(f) Standards Board Pre-assessment Panel – 1<sup>st</sup> October, 2018**

A complaint against Councillors 'X' and 'Y' investigated by a Pre-Assessment Panel comprising Councillors Makinson (Chair), Millner and Noble.

The Panel found:

- There was no breach of the Elected Member Code of Conduct
- That the concerns raised regarding the management and operation of Ward Alliances be taken into account in the review currently being undertaken
- that Councillors 'X' and 'Y' be asked to provide an apology to the complainant

**(g) School Admission Appeals Panel – 5<sup>th</sup> October, 2018**

Kexborough Primary	1 Withdrawn
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**(g) School Admission Appeals Panel – 9<sup>th</sup> October, 2018**

Holy Trinity	3 Refused
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Queens Road Academy	1 Refused
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Summer Lane Primary	1 Refused
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**(h) School Admission Appeals Panel – 18<sup>th</sup> October, 2018**

Outwood Academy Carlton	2 Allowed 1 Refused
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**(i) School Admission Appeals Panel – 19<sup>th</sup> October, 2018**

Dearne ALC	1 Refused
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**(j) School Admission Appeals Panel – 24<sup>th</sup> October, 2018**

Darton Academy	1 Allowed
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Worsbrough Common Primary	1 Refused
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**(k) School Admission Appeals Panel – 26<sup>th</sup> October, 2018**

Cherrydale Primary	1 Allowed
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Horizon College	2 Refused 2 Withdrawn
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**(l) School Admission Appeals Panel – 5<sup>th</sup> November, 2018**

Penistone Grammar	1 Refused
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**(m) School Admission Appeals Panel – 15<sup>th</sup> November, 2018**

Holy Trinity	1 Withdrawn
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**(n) Exclusion Review – 12<sup>th</sup> November, 2018**

Dearne ALC	1 Dismissed Pupil permanently excluded
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**Appeals withdrawn prior to the allocation of a date**

Birkwood Primary	1 Withdrawn
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Darton College	5 Withdrawn
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The Ellis C of E Primary	1 Withdrawn
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Penistone Grammar	5 Withdrawn
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The Forest Academy	1 Withdrawn
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Gawber Primary	1 Withdrawn
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Horizon College	2 Withdrawn
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Dearne ALC	1 Withdrawn
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Holy Rood Primary	1 Withdrawn
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Ladywood Primary	1 Withdrawn
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Milefield Primary	2 Withdrawn
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Oakhill Primary	1 Withdrawn
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Summer Lane Primary	2 Withdrawn
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Thurlstone Primary	1 Withdrawn
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<b>MEETING:</b>	Health and Wellbeing Board
<b>DATE:</b>	Tuesday, 2 October 2018
<b>TIME:</b>	4.00 pm
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

### Present

Councillor Sir Stephen Houghton CBE, Leader of the Council (Chair)  
 Councillor Margaret Bruff, Cabinet Spokesperson - People (Safeguarding)  
 Councillor Jenny Platts, Cabinet Spokesperson - Communities  
 Wendy Lowder, Executive Director Communities  
 Julia Burrows, Director Public Health  
 Lesley Smith, Chief Officer, NHS Barnsley Clinical Commissioning Group  
 Adrian England, HealthWatch Barnsley  
 Bob Kirton, Barnsley Hospital NHS Foundation Trust  
 Salma Yasmeen, Director of Strategy, South West Yorkshire Partnership NHS Foundation Trust  
 Helen Jaggar, Chief Executive, Berneslai Homes

### 10 Declarations of Pecuniary and Non-Pecuniary Interests

Councillor Platts declared a non-pecuniary interest in Minute 22 in respect of the Hospital Services Review in her capacity as a Member of the Barnsley Hospital NHS Foundation Trust Council of Governors.

### 11 Minutes of the Board Meeting held on 5th June, 2018 (HWB.02.10.2018/2)

The meeting considered the minutes of the previous meeting held on 5<sup>th</sup> June, 2018.

**RESOLVED** that the minutes be approved as a true and correct record.

### 12 Minutes from the Children and Young People's Trust Executive Group held on 27th April, 8th June, and 13th July, 2018 (HWB.02.10.2018/3)

The meeting considered the minutes from the Children and Young People's Trust Executive Group meetings held on 27<sup>th</sup> April, 8<sup>th</sup> June and 13<sup>th</sup> July, 2018.

**RESOLVED** that the minutes be received.

### 13 Minutes from the Safer Barnsley Partnership held on 9th May and 8th August, 2018 (HWB.02.10.2018/4)

The meeting considered the minutes from the Safer Barnsley Partnership meetings held on 9<sup>th</sup> May and 8<sup>th</sup> August, 2018.

**RESOLVED** that the minutes be received.

**14 Minutes from the Provider Forum held on 13th June, and 12th September, 2018 (HWB.02.10.2018/5)**

The meeting considered the minutes from the Provider Forum meetings held on 13<sup>th</sup> June and 12<sup>th</sup> September, 2018.

**RESOLVED** that the minutes be received.

**15 Minutes from the Stronger Communities Partnership held on 21st May and 20th August, 2018 (HWB.02.10.2018/6)**

The meeting considered the minutes from the Stronger Communities Partnership meetings held on 21<sup>st</sup> May and 20<sup>th</sup> August, 2018. The meeting noted the work of the Partnership to develop a forward plan of activity and that this would be circulated to this Board for information.

**RESOLVED** that the minutes be received.

**16 Minutes from the South Yorkshire and Bassetlaw Shadow Integrated Care System Collaborative Board held on 9th February, 2018 (HWB.02.10.2018/7)**

The meeting considered the minutes from the South Yorkshire and Bassetlaw Shadow Integrated Care System Collaborative Board held on 9<sup>th</sup> February, 2018.

**RESOLVED** that the minutes be received.

**17 Public Questions (HWB.02.10.2018/8)**

The meeting noted that no public questions had been received for consideration at today's meeting.

**18 Barnsley Safeguarding Adults Board Annual Report 2017-18 (HWB.02.10.2018/9)**

Bob Dyson, the Chair of the Barnsley Local Safeguarding Adults Board, attended the meeting to present the Board's Annual Report for 2017/18. The meeting noted the Board's priorities and achievements during the year, as set out in the report, which was written in a briefer, more accessible, style, supplemented by a number of videos available on line. The meeting noted the positive contributions made by all agencies in the work of the Board in maintaining the overall commitment in Barnsley to keeping vulnerable adults safe.

**RESOLVED** that the Annual Report be received and the progress being made by the Safeguarding Adults Board be welcomed.

**19 Barnsley Safeguarding Children Board Annual Board 2017-18 (HWB.02.10.2018/10)**

Bob Dyson, the Chair of the Barnsley Local Safeguarding Children's Board, attended the meeting to present the Board's Annual Report for 2017/18. The meeting noted the Board's priorities and achievements during the year, as set out in the report,



which was written in a briefer, more accessible, style, supplemented by a number of videos available on line. The meeting noted the positive contributions made by all agencies in the work of the Board in maintaining the overall commitment in Barnsley to keeping vulnerable children safe.

The meeting noted that the Ofsted Inspection of Children's Social Care in Barnsley had started on 1<sup>st</sup> October. Bob Dyson commented that Barnsley was well placed to respond positively to the inspection, in view of the improvements he had seen during his time as Board Chair.

The meeting noted the liaison arrangements that were in place between the Safeguarding Adults, Safeguarding Children and Safer Barnsley Partnership Boards to consider the connections and interdependencies between those areas of work and to streamline activity/processes where possible.

**RESOLVED** that the Annual Report be received and the progress being made by the Safeguarding Children's Board be welcomed.

## **20 Public Health Strategy 2018 - 2021 - Renewing Action for a Healthier Barnsley (HWB.02.10.2018/11)**

The meeting received a report on proposals to refresh the Public Health Strategy for 2018-2021, retaining the focus on the previous three priority areas whilst adding three new priorities in relation to alcohol, emotional resilience and food. The refreshed Strategy sought to respond to those issues raised by residents of the Borough in the production of the 2018 Director of Public Health Report. The three earlier priorities, smoking, physical activity and oral health, had now had established work programmes and were progressing successfully with significant results, and similar work programmes would be developed for the three new priorities.

The Board commented on the step change that had been achieved in dealing with the initial three priorities, particularly in relation to making smoking invisible. The contribution of partner agencies was acknowledged, and similar contributions would be sought in taking forward the three new action plans.

### **RESOLVED:-**

- (i) that the Public Health Strategy for 2018-2021, that has been produced in consultation with key partners, be noted; and
- (ii) that the Health and Wellbeing Board and individual partner agencies support the delivery of the new Public Health Strategy and further work be undertaken with partner agencies to develop action plans and programmes of activity.

## **21 Public Health Food Plan (HWB.02.10.2018/12)**

The meeting received a report setting out the proposed Public Health Food Plan to take forward one of the priorities in the refreshed Public Health Strategy. The action plan envisaged a range of activity to promote access to good quality food and, developing the local supply chain, as well as seeking to reduce calorie intake. In particular, the Plan envisaged working with hot food takeaways to develop more

healthy options, and perhaps provide accreditation of “healthy takeaways” alongside the normal food hygiene ratings to encourage behavioural change.

The meeting noted that the work with the hot food takeaway trade provided an opportunity to promote greater environmental awareness, particularly to reduce reliance on single use plastics and other materials.

**RESOLVED:-**

- (i) that the aims and priorities of the Public Health Food Plan is supported; and
- (ii) that partner agencies assist in the implementation of the Plan and offer support in its delivery.

**22 Hospital Services Review - Strategic Outline Case (HWB.02.10.2018/13)**

The meeting received information on the progress of the Hospital Services Review, with the development of a Strategic Outline Case following the publication of the final report in May 2018. The document set out the overall direction for the South Yorkshire and Bassetlaw Integrated Care System, with particular focus on shared working between acute providers, a shift of activity out of hospital into the primary and community care sectors, and transforming workforce roles and clinical pathways. The document also considered modelling options for the maternity and paediatrics services, moving to three or four sites for emergency gastrointestinal bleeds out of hours and considering options to support stroke services through better joint working. It was confirmed that the current distribution of district general hospitals would remain and, in general, patients would receive care in their local hospital.

The arrangements for better joint working between Trusts between South Yorkshire and Bassetlaw were already underway. It was likely that work on reconfiguration would begin in January 2019, with progress being reviewed through the Health and Wellbeing Board.

**AGREED** that the report be noted.

**23 Excess Winter Deaths and Cold Related Illnesses (HWB.02.10.2018/14)**

The meeting received a report and presentation on progress in the multi-agency work to tackle excess winter deaths and cold related illnesses in Barnsley and prepare for Winter 2018/19 and beyond. The presentation identified the activity progressed following discussion at the Health and Wellbeing Board in April 2018 and the action plan for 2018-2021, focusing in particular on prevention and early help, with a range of collaborative actions across partners.

The presentation noted the importance of agencies working together to identify and assess vulnerable adults at risk from early winter deaths and cold related illnesses and to support in particular the development and delivery of the Warms Home Single Point of Access. The meeting noted in particular the importance of a joint communication plan in this area, but using media most likely to reach those groups most affected provided through a range of settings. The meeting discussed the importance of focusing on respiratory issues as a key component to tackling excess winter deaths. The use of specialist respiratory nurses through the Breathe service

was important, and there was also a need to focus on flu vaccination and ensuring the availability of rescue medication for patients. The meeting also discussed the importance of connecting this work to the A&E Delivery Board, which was also aware of the issues related to social care and discharge/reablement arrangements.

**RESOLVED:-**

- (i) that the progress made on the action plan for tackling excess winter deaths and cold related illnesses as set out in the report and presentation be welcomed;
- (ii) that the proposed calls for action for the Health and Wellbeing Board and partner agencies be supported, including:
  - Identification of vulnerable adults at risk from excess winter deaths and cold related illnesses;
  - Support for commissioning arrangements for the Warm Homes Single Point of Access;
  - Ensuring that planning includes identifying relevant local interventions and providers across integrated care, including assessment, admission and discharge arrangements;
  - Support for the joint communication plan for tackling early winter deaths; and
- (iii) that arrangements be put in place for the necessary action and communications across stakeholders to take forward the action plan.

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Chair

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<b>MEETING:</b>	Overview and Scrutiny Committee
<b>DATE:</b>	Tuesday, 11 September 2018
<b>TIME:</b>	1.00 pm
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## MINUTES

### Present

Councillors Ennis OBE (Chair), Bowler, G. Carr, Charlesworth, Clarke, Clements, Frost, Gollick, Daniel Griffin, Hampson, Hand-Davis, Hayward, W. Johnson, Makinson, Murray, Phillips, Pickering, Sheard, Sixsmith MBE, Tattersall, Wilson and Wright together with co-opted members Ms P. Gould and Ms K. Morritt.

### In attendance

Councillors Barnard, C. Johnson, Millner, Riggs, C. Wraith.

### 17 Apologies for Absence - Parent Governor Representatives

No apologies for absence were received in accordance with Regulation 7(6) of the Parent Governor Representatives (England) Regulations 2001.

### 18 Declarations of Pecuniary and Non-Pecuniary Interest

Councillors Carr, C. Johnson, Sixsmith MBE, Tattersall and Wilson declared non-pecuniary interests in minute numbers 20, 21 and 23 due to their positions on the Corporate Parenting Panel.

### 19 Minutes of the Previous Meeting

The minutes of the meeting held on 10<sup>th</sup> July, 2018 were approved as a true and accurate record.

Councillor Carr made Members aware of the current situation in relation to Worsbrough Dale Park Pavillion and the suggestion that the building was not fit for purpose. The Parks Department had been identified as the customer in the case in question

In relation to issues with heating systems, Councillor Carr said that she had been made aware that a number of residents had been told that there would be no further investment at this time. It was suggested that this issue feeds in to the Overview and Scrutiny Task and Finish Group on Social Housing.

### 20 Barnsley Safeguarding Adults Board (BSAB) Annual Report 2017-18

The following witnesses were invited to the meeting:-

Bob Dyson - Independent Chair, BSAB

Rachel Dickinson, Executive Director – People, BMBC

Chief Superintendent Scott Green, Barnsley District Commander, SYP

Lennie Sahota, Service Director, Adult Assessment and Care Management, BMBC

Cath Erine, Barnsley Safeguarding Adults Board Manager

Monica Green, Head of Service – Safeguarding and Quality Assurance, BMBC  
Sarah MacGillivray, Designated Nurse For Safeguarding Adults, BCCG – Chair of the Pathways and Partnership Subgroup  
Councillor Margaret Bruff, Cabinet Spokesperson – People (Safeguarding)  
Michael Potter – Service Director, Organisation and Workforce Improvement, BMBC  
Will Boyes - Business Improvement Advisor, Performance Improvement Team, BMBC

Members heard how the annual report had been designed to be brief and more public friendly and inclusion of case studies, supplemented by videos on the website. Questions were invited from Members and the following lines of enquiry were challenged and pursued:-

With regards to the types of vulnerable adults dealt with by the Police, Members heard that there was a wide range of vulnerabilities seen which may impact on individuals capacity to make decisions, each was dealt with on their own merit. Within the past year increases in domestic violence and abuse had been seen, and there had also been increased evidence of hoarding and self neglect, though there were no current areas of concern.

When dealing with victims of crime that were vulnerable, Members heard how vulnerability would be assessed and referrals made appropriately. Assurances were given that the Police and Adult Social Care worked in partnership at all levels, and this was bolstered by an escalation policy, which highlighted issues to a more senior level should partner organisations not be in agreement.

With regards to performance against previous years and that of neighbours, Members heard how the previous 12 months had generally been positive, especially in areas such as removal of risk following intervention, and in reducing the numbers of cases with risks remaining. Members also heard how the Adult Social Care Users Survey showed that greater proportions felt safe in Barnsley than nationally and compared to neighbours. Members heard how improvements had been made in collecting performance information, with a move to considering more multi-agency data, with increased narrative, and a programme of audit for quality assurance.

When Members questioned what they could do to assist, it was suggested that it was important that awareness was raised for Members to identify issues when working with the public, and be able to signpost appropriately.

With regards to the effectiveness of the board, the committee heard how BSAB board members held each other to account, and an annual self-assessment was completed in addition to regular performance data being provided to each Board meeting. Board members were of a senior level, who had authority to take responsibility, and be held to account.

Members noted the Safeguarding Adult Review requests and the decision to commission one independent review. Learning from all the cases is monitored via the sub groups and Board and will be published on the website.. Also noted were the peer reviews undertaken to provide feedback and identify any areas for improvement.

In relation to partnership working it was noted that sharing of information worked well between all partners. The reintroduction of a neighbourhood model for community safety did assist in providing local knowledge, including knowledge of those potentially vulnerable in the area, and helped to ensure positive partnership working at a local level.

The committee discussed the prevalence of neglect, and it was acknowledged that the issue of self-neglect was high on the agenda of the board. Much work had been undertaken to develop the self-neglect and hoarding policy, including the development of tools and programme of multi-agency training for staff in both the statutory, private and voluntary/community sector.

Discussion turned to the vulnerable individuals who had issues, but the capacity to make decisions, and refused assistance. It was acknowledged that this presented a challenge and can limit the support agencies can provide. Members heard how a person centred approach is adopted and often the relationship between a certain member of staff or family can help to remove barriers so support can be accessed. Members were assured that in cases such as these, perseverance and a commitment to providing support were important.

The meeting discussed how agencies supported elderly and vulnerable residents, who may be victims of anti-social behaviour, and how this may change depending on the nature of the situation and of the victim. However, it was recognised that if referrals were made from Elected Members, then feedback on the situation to them could be improved. It was noted that if the individuals in question were Berneslai Homes residents, then tenancy support and mental health support workers were available, and that they worked closely with other partners.

Members stressed the importance of appropriate transition arrangements when young people became adults and it was noted that transition protocols and policies were in place. Support for vulnerable young people in the form of targeted information, advice and guidance and through the targeted youth support service was noted.

Members questioned whether members of the public were aware of how to report concerns, and the work undertaken as part of Safeguarding Awareness Week was highlighted. This was held across the county, and was featured in many parts of the media. In addition websites had been revamped to be more user friendly, and the pathways subgroup was considering accessibility and use of language, assisted by the Safe group.

Queries were raised in relation to the high proportion of abuse within care homes, and Members were made aware of the work of the CCG with the Council to look at standards of care in care homes. Regular risk assessment, with audits, and a programme of inspection was in place. The board was proud of the work in place to keep the majority of adults safe. Members heard of the over reporting of concerns by care homes and the work with the CQC to ensure decisions were taken at appropriate levels, which could see the over reporting reduce.

**RESOLVED:-**

- (i) That thanks be given for the attendance of all witnesses;
- (ii) That the report be received;

- (iii) That all agencies consider how feedback is provided to Elected Members following referrals.

## **21 Barnsley Safeguarding Children Board (BSCB) Annual Report 2017-18**

The following witnesses were welcomed to the meeting:-

Bob Dyson, Independent Chair, BSCB

Rachel Dickinson, Executive Director – People, BMBC

Mel John-Ross, Service Director, Children's Social Care and Safeguarding, BMBC.

Monica Green, Head of Service – Safeguarding and Quality Assurance, BMBC

Angela Fawcett, Designated Nurse Safeguarding Children and Looked After Children, BCCG

Emma Cox, Named Nurse For Safeguarding Children, South West Yorkshire Partnership NHS Foundation Trust (SWYPFT)

Chief Superintendent Scott Green, Barnsley District Commander, SYP

Nigel Leeder, Barnsley Safeguarding Children Board Manager, BMBC

Councillor Margaret Bruff, Cabinet Spokesperson – People (Safeguarding)

Questions were invited from Members and the following lines of enquiry were challenged and pursued:-

In relation to the greatest impact on resources, Members heard how neglect had been the most common area of concern over the previous 12 months. A significant piece of work had been undertaken to develop policies around this issue. In addition Members noted that early help intervention helped to improve outcomes whilst also being a more efficient use of resources in the longer term.

The Multi-Agency Safeguarding Hub (MASH) had worked particularly well with staff sharing office space to foster greater partnership working, and that recording and sharing information of digitally generally worked well even though changing operational systems did provide challenges. It was noted that information sharing protocols were in place in order to share information between agencies, when in the best interests of a child.

The plans of previous governments to implement a national database for data sharing were discussed, and it was acknowledged that though this was not implemented information did follow the child for children subject to a child protection plan or children in care should they move. For those not subject to statutory protocols, agencies were vigilant in making contact to ensure that information was passed on to relevant authorities.

When asked about achievements, and areas requiring improvements, Members heard how the Safeguarding Awareness Week had included a wide range of agencies cross county, and the board was also proud of the work on neglect. Members also noted the recent change of the subgroup focused on Child Sex Exploitation (CSE), following recognition that this should be broader and more holistic covering exploitation.

In relation to the refresh of the Anti-Bullying, Hate and Harassment Strategy, the widening of this was noted, and the recognition that schools were expected to take action wherever the issue occurred. It was hoped that this would help keep children safe from bullying and help ensure attendance at school.



Members questioned what they could do to assist, and again I was suggested that they could raise awareness, signpost and refer as with adults. Members reiterated the need for feedback to them where cases had been referred, recognising the need to maintain confidentiality.

Questions were raised regarding communications and it was recognised that a communications strategy was important, with the board worked closely with BMBC Communications, with an example being the Safeguarding Awareness Week had been promoted extensively. The importance of information being accessible with understandable language was stressed, and it was noted that the website had been revamped to take account of this.

Questions were raised as to whether all relevant policies and procedures were in place and were robust and effective, and that the board was self-aware so that there would be no surprises in future. In response the journey from 2012 was stressed, with a culture of openness, and ability to challenge now embedded. In relation to performance management, this was supplemented by audits, which provided relevant checks to help reinforce quality, and to raise learning points. Also noted was the consideration of the serious case reviews conducted in other areas, in order to take account of any learning that could be useful to Barnsley.

Members asked how accurate the self-assessment undertaken by schools was, and those present noted that the assessments relied on honesty but that there was a positive working relationship with schools. With regards to external moderation it was noted that Ofsted would take account of safeguarding within schools.

**RESOLVED:-**

- (i) That witnesses be thanked for their attendance;
- (ii) That the report be noted;
- (iii) That organisations consider how their feedback to Members could be improved following referrals.

## **22 Exclusion of the Public and Press**

**RESOLVED** that the public and press be excluded from the meeting during the consideration of the following item because of the likely disclosure of exempt information as described by the specific paragraphs of Part I of the Schedule 12A of the Local Government Act 1972 (as amended) as follows:

<u>Item Number</u>	<u>Type of information likely to be disclosed</u>
23	Paragraph 1

## **23 Children's Social Care Performance**

The following witnesses were welcomed to the meeting:-

Mel John-Ross, Service Director, Children's Social Care and Safeguarding, BMBC  
Councillor Margaret Bruff, Cabinet Spokesperson for People (Safeguarding)

Members were given an overview of the report circulated, which provided data to the end of July, 2018. Of significant note was the increase in numbers of Early Help

interventions closing, which was due to a recent exercise to chase information from agencies in order to ensure records were up to date.

The number of children with a child protection plan had increased, but did not present any cause for concern and all visits were on time, with cases subject to regular review and oversight.

The numbers of looked after children had reduced to 290, with rates lower than the national and statistical neighbour averages. Performance in relation to adoption was positive, however timescales remained challenging.

Proportions of care leavers define as NEET (not in employment, education or training) had declined, but it was noted that this agenda still needed focus and drive.

Though school attendance for those in care was high when compared with national rates, the need for continued high attendance rates to ensure positive outcomes was acknowledged.

Members heard how average caseloads had increased across many teams, however those for the Disabled Children's Team remained stable following a reduction from January.

The committee was reassured of the general positive picture the performance report provided.

Questions were invited from Members and in the ensuing challenge and discussion, the following points were noted:-

Following transition to school or between schools it was noted that schools will be made aware which children were already known to social care. Assistance is given to schools, including via the training given to safeguarding leads, so that schools are best placed to identify children requiring support.

With regards to caseloads, Members asked whether the increase in social worker numbers impacted on this. It was noted that there had been a significant investment in social workers, and generally retention was high. However some did move on, including being promoted internally which did leave some vacancies which were being recruited to. It was acknowledged that resources had to be managed effectively, and it was important to ensure teams were supported.

In relation to children with Special Educational Needs, questions were raised as to whether there were difficulties in accommodating any needs in placements. Assurances were given that for all Looked After Children who had been identified in the category, appropriate placements were available and all needs identified were being met.

With reference to the Strengths and Difficulties Questionnaire (SDQ) Members challenged the drop in completion rates, and in response it was acknowledged that this needed to be improved and should be driven by Social Workers, and also by Fostering Support Groups.

Questions were raised in relation to home schooling and whether any Looked After Children (LAC) were home-schooled, and it was confirmed that none were currently.

In relation to the recent children's services peer review it was noted that the findings were mostly positive and the service was in the process of implementing the recommendations. It was agreed that that the full report would be shared with the committee.

Members noted the offer of training on understanding the performance report should any new or existing members require this.

**RESOLVED:-**

- (i) That the witnesses be thanked for their attendance;
- (ii) That the reports be noted;
- (iii) That the peer review report be circulated to Members of the Committee.

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<b>MEETING:</b>	Overview and Scrutiny Committee
<b>DATE:</b>	Tuesday, 9 October 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## MINUTES

### Present

Councillors Ennis OBE (Chair), Bowler, G. Carr, Clarke, Franklin, Frost, Gollick, Daniel Griffin, Hampson, Hayward, W. Johnson, Makinson, Phillips, Pickering, Pourali, Sheard, Tattersall, Williams and Wright together with co-opted members Pauline Gould and Kate Morritt

### 24 Apologies for Absence - Parent Governor Representatives

No apologies for absence were received in accordance with Regulation 7(6) of the Parent Governor Representatives (England) Regulations 2001.

### 25 Declarations of Pecuniary and Non-Pecuniary Interest

There were no declarations of pecuniary or non-pecuniary interest.

### 26 Minutes of the Previous Meeting

The minutes of the meeting held on 11<sup>th</sup> September 2018 were approved as a true and accurate record.

### 27 Highways & Engineering Services Future Council Improvement Review

The following witnesses were welcomed to the meeting:

- Councillor Robert Frost, Cabinet Support Member for the Place Directorate
- Matt Gladstone, Executive Director – Place
- Matt Bell, Head of Highways, Engineering & Transportation, Place Directorate
- Rachel Tyas, Head of Transformation, Environment & Transport, Place Directorate
- Ian Wilson, Group Manager, Highway Delivery, Highways and Engineering

Cllr Frost introduced this item and explained that a comprehensive Future Council Improvement Review (FCIR) has been instigated to ensure the Highways and Engineering Service remains efficient and effective in its operation and in doing so seeks to modernise and improve the delivery of every element of the service. It was highlighted that the majority of front line posts will be unaffected as the focus will be on delayering and reorganising management although some existing vacancies will be offered up as savings.

In the ensuing discussion, and in response to detailed questioning, the following matters were highlighted:

It was felt that the report does not do justice to the depth and breadth of the review as it represents a twelve month programme of work. Employees and Trade Unions were fully involved in the review, with regular meetings and numerous opportunities to put forward their views around what needed to change, working patterns etc. The public have been involved through the National Highways & Transport Network (NHT) public satisfaction survey, which indicated that maintenance of the asset is the primary concern. It was acknowledged that the public need to be more involved and a Twitter feed has been launched as a conduit to get better information out to the public and to receive information back in. The possibility of customer forums and increased use of social media for pothole reporting and winter service issues is being explored.

A Member asked if it would be possible to put measures in place to minimise the disruption caused by utility and broadband companies repeatedly digging up roads. It was highlighted that works with statutory undertakers are coordinated wherever possible, and new software is being used to co-ordinate this more effectively but the fact remains that contractors have a legal right to do this work and it can be difficult to manage. There are also associated budget implications. Regular meetings take place with bodies such as Yorkshire Water and Northern Powergrid and sub-contractors to identify areas of conflict which are then discussed further to resolve and rationalise. The working relationship is generally very good. It would be possible to serve notice when problems are being experienced but this has not yet been necessary. There is a fine balance between pushing hard whilst wanting to also encourage economic growth.

The improvements will deliver value for money. Although there is pressure to generate revenue savings, this will be done whilst improving service delivery using reduced resources. The service wants to deliver services to be proud of with positive feedback from the public and improved efficiency through use of technology.

The review will deliver improvements through: galvanising the service, linking officers together in close proximity with a clear steer; effective use of social media and internal communications to positively raise the profile of the service and building a relationship with Elected Members. It was highlighted that there is a need to use Member influence with the public and to build a more transparent relationship. It was pointed out that the value of the asset is in the region of £2.1 billion, with £14 million needed annually for maintenance.

In terms of risks, staff buy-in and commitment is needed together with a need to align with the Council's vision and values. Ambitious development schemes such as Junction 36 are a massive opportunity but there is a risk that if they are not delivered, City Regions will not continue to fund them, which has happened in Doncaster with a project which was behind schedule. Barnsley does have a good track record in terms of delivery but there is always an element of risk.

In terms of impact on staff, it was reported that staff retention is not an issue, although more than 60% of staff are aged over 50 and will be retiring in the near future. Succession planning is essential and an apprenticeship scheme is also being introduced to plan for this. Better links need to be established with colleges and universities but this will take time to establish. The HS2 project will snap up the majority of engineering graduate over the next few years and there is a shortage of

civil engineers. At the moment the service is carrying vacancies at 15-20% vacancies. It is envisaged that in the new structure this will be no more than 5%.

It was felt that communication between Members and the service has improved somewhat over the last three years. A mobile technology solution introduced around 5 years ago was effective initially but very rapidly became outdated, with issues arising with the supplier and SAP integration (workflow). Currently alternatives are being explored but there will be a significant cost and there are also capacity issues. This will be picked up again at some point but for the time being the current system does provide management data and performance feedback.

The Council uses four main subcontractors to provide services no longer provided in-house with agreed specifications, milestones and payments. If quality is poor, the job will not be signed off. 95% of annual maintenance work is carried out by the Council with subcontractors used for specialist work. Concern was expressed that the Council is often blamed for poor workmanship when the work has been done by subcontractors. Members were advised to direct such concerns to the insurance section.

Work permits are required for main roads, outside schools and where there are known engineering problems. If a permit is in place contractors are able to do the work under a statutory undertaking. The work is checked throughout the process and action is taken if any problems arise if the service is made aware of them but it is not possible to monitor every scheme of work. Members were advised to send any highways related queries to the bespoke Members inbox. If the enquiry relates to potholes, damaged kerbs etc., the e-form should be used. If an issue is sensitive, a direct email should be sent. Members were asked to identify specific areas within their areas requiring maintenance in next year's programme.

A Member pointed out that Liverpool had received a damning report following the annual road condition survey. Every Local Authority has a statutory responsibility to measure integrity of highway network and report back. Members were reassured that Barnsley is not in the same position as Liverpool. Every year the results of the survey are discussed in detail. There is always room for improvement but results of the survey indicate that less than 2% of roads in Barnsley require immediate attention, whereas in other areas of the country between 8% and 10% require immediate attention.

**RESOLVED** that:

- (i) Witnesses be thanked for their attendance and contribution
- (ii) An All-Member visit be arranged to see first-hand how the new system works.

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<b>MEETING:</b>	Overview and Scrutiny Committee
<b>DATE:</b>	Tuesday, 30 October 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## MINUTES

### Present

Councillors Ennis OBE (Chair), Bowler, G. Carr, Charlesworth, Clarke, Clements, Frost, Gollick, Daniel Griffin, Hampson, Hayward, W. Johnson, Makinson, Mitchell, Murray, Phillips, Pickering, Tattersall, Williams, Wilson and Wright together with co-opted members Ms P. Gould and

### 28 Apologies for Absence - Parent Governor Representatives

Apologies for absence were received from Ms Kate Morritt in accordance with Regulation 7(6) of the Parent Governor Representatives (England) Regulations 2001.

### 29 Declarations of Pecuniary and Non-Pecuniary Interest

Councillors Carr, Charlesworth, Tattersall and Wilson declared non-pecuniary interests with regard to Minute 32 of the agenda due to their role as members of the Corporate Parenting Panel.

### 30 Minutes of the Previous Meeting

The minutes of the meeting held on 9<sup>th</sup> October 2018 were approved as a true and accurate record.

### 31 Barnsley Child and Adolescent Mental Health Services (CAMHS)

The following witnesses were welcomed to the meeting:

Martin Tune, Acting Chief Nurse, Barnsley CCG  
Patrick Otway, Head of Commissioning (Mental Health, Children's and Maternity)  
Barnsley CCG  
Dave Ramsay, Deputy Director of Operations for SWYPFT  
Claire Strachan, General Manager, Barnsley CAMHS, SYPWFT  
Mark Smith, Vice-Chair, Healthwatch Barnsley

Patrick Otway introduced this item and gave Members an overview of the report which detailed the performance of the Barnsley Child and Adolescent Mental Health Service (CAMHS). It was explained that Barnsley CAMHS reflects national trends in terms of rising demand and insufficient capacity to meet this huge unmet need. There are lengthy waiting times, particularly for children and young people with a learning disability or with a diagnosis of Autistic Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD). Barnsley is currently undertaking a peer review, 'buddying' with Doncaster. This has already highlighted a number of

issues, including difficulties around the transition from children's to adult services together with a need for a more robust workforce strategy. A final meeting is to be held on 9<sup>th</sup> November, from which an action plan will be developed.

In the ensuing discussion, and in response to detailed questioning, the following matters were highlighted:

Chilypep and its sub-group, OASIS had led on the consultation with young people to ensure they were fully involved in shaping mental health services as part of the Local Transformation Plan (LTP). Chilypep's report will be used to develop a service improvement plan. Care leavers and looked after children were actively involved in the consultation.

Healthwatch had also consulted with 73 parents and carers and 65 professionals in their revisit to their report on CAMHS in 2015. It was highlighted that Healthwatch's consultation in 2018 identified lack of support from GPs, with 45 out of 65 people not offered support following referral to CAMHS. Referrals from GPs had risen recently, due in part to a GP training event and a single point of access (SPA). ASD and ADHD steering groups have now been established to offer support to individuals waiting to hear from CAMHS.

The Wellspring Academy Trust is funded to lead on the provision of school-led mental health therapeutic support across Barnsley's 10 secondary schools. Mindspace provides low level emotional health and wellbeing support to secondary school pupils and has built up strong collaborative partnerships with CAMHS, Chilypep and Early Help services. It is hoped that this support will be mirrored in primary schools. Training is also provided in schools around anxiety, self-harm and other mental health issues.

A member expressed concern that the service was now fragmented, with some duplication, lack of coordination and communication difficulties evident. Reassurances were given that the service provides value for money and is fully integrated but is delivered flexibly in a variety of places.

Members were advised that there are a number of pathways for young people aged 17 to access mental health services; they do not have to wait until they are aged 18 to access adult services. It was explained that an initial assessment will be carried out within 5 weeks to identify how their needs can be best met. If significant needs are identified, they will be referred to adult services. The IAPT service meets the needs of 16/17 year olds and there is a clear transition policy in place. Cases are discussed by a multi-disciplinary team of professionals to decide the best pathway. At the point of initial referral they will also be signposted to support networks, social care and family centres etc., for family support. Crisis response times are very good.

It was acknowledged that in terms of waiting times, 280 people had been waiting for more than 6 months for intervention, which is too long. Mindspace had been evaluated positively by children and young people in schools but as yet this is not reflected in reduced waiting lists. No information is held with reference to how many people choose to access ASD/ADHD services privately due to the lengthy waiting list.

It was explained that the Accessing Information 'one-stop shop' previously led by the YOT Manager is now part of the Chilypep work as part of a universal scheme. In addition, the Mindspace website is developing a service 'map' which will help young people identify the services available and to self-refer. For young people who do not have a mobile phone to access this, a town centre hub is also being developed, staffed by volunteers and with self-referral options, similar to a scheme in Birmingham.

Members expressed concern at the number of other authority looked after children who were accessing Barnsley CAMHS services and felt that this could be at the detriment of Barnsley children. It was felt that a report should be submitted to the Corporate Parenting Panel to address this.

A Member queried what would happen if a child was referred to a particular pathway which was deemed inappropriate at a later date and if they would then have a further wait. It was explained that although needs can change, the pathway should remain the same following a combined assessment as there are a range of different interventions to meet needs, delivered by different agencies.

When questioned regarding meeting the needs of children from BME or LGBT communities, the committee were advised that assessments are comprehensive and take account of all a child's needs. If specialist skills are required then these are sought however this has not been the case in Barnsley. If required, interpreters would be brought in to assist those where English is an additional language.

No data is available around the number of children and young people 18 and under who self-harm and are already known to CAMHS. Public Health collate data up to the age of 25. Work is ongoing with colleagues at the hospital regarding children who present in a crisis situation at the Accident and Emergency department. There is limited data available on their experience.

As yet there is no information about Barnsley's expression of interest in becoming an NHS England 'Trailblazer' pilot. The successful Trailblazer sites will be announced in the next two weeks. If Barnsley is successful, decisions about priorities and how the funding will be spent will be made collectively with partners to ensure that it is the best fit for the Barnsley community and for families.

**RESOLVED** that:

- (i) The report be noted and witnesses be thanked for their attendance and contribution;
- (ii) A six-monthly update be provided regarding GP referral;
- (iii) A detailed evaluation be provided regarding the effectiveness of Mindspace and Thrive together with data on pathway timescales for various conditions;
- (iv) Parenting workshops be provided specifically in relation to dealing with children and young people who self-harm;

- (v) Reports are submitted to the Corporate Parenting Panel in relation to other authority looked after children who access Barnsley CAMHS, and that;
- (vi) Future reports to the Committee are written concisely in Plain English, avoiding acronyms, addressing key points and including a glossary of terms, with supplementary information included in the appendices.

## **32 Barnsley Corporate Parenting Panel (CPP) Annual Report 2017-18**

The following witnesses were welcomed to the meeting:

Rachel Dickinson, Executive Director - People, BMBC  
Mel John-Ross, Service Director - Children's Social Care and Safeguarding, BMBC  
Liz Gibson, Virtual Headteacher for Looked After Children, BMBC  
Andrea Scholey, Named Nurse Children in Care, 0-19 Service, BMBC  
Councillor Margaret Bruff, Cabinet Spokesperson - People (Safeguarding)  
Councillors Carr and Wilson - Barnsley Council Elected Members on the CPP

Councillor Margaret Bruff introduced this item and provided an annual update of the work of the Council's Corporate Parenting Panel (CPP) for 2017-18, which Members proceeded to consider and challenge.

Key points to note include:

Significant progress has been made regarding waiting times for access to CAMHS services for looked-after children since the report was published. There is now a clear pathway for looked after children into CAMHS with specific support. Barnsley children can be tracked as they progress along the pathway. There are still some gaps which need to be closed, but progress is being driven by the Children's Trust Executive Group (TEG).

The Care4Us Council is very important and has been heavily involved in designing the local offer, including the Regent Street 'Hub'. Real progress has been made in listening to, taking seriously and responding to young people, although there is still more to do. The Care4Us Council involves children and young people of varying ages through meaningful participation. One young person is a full member of the CPP.

Young people were recently involved in recruitment to a new dedicated health team and worked with the CCG to develop a video to give young people coming into care information about their health assessment. They have also been involved in reviewing the care summary which is compiled when a young person leaves care.

The Virtual Head has been instrumental in driving forward a robust Personal Education Plan (PEP) system and has ensured that children in care are tracked closely in terms of progress, attainment and future directions. Pupil Premium Plus (PPP) funding is child-led according to individual needs. There is strong collaborative working, with a robust collective voice and support, which has impacted on pupil progress and reducing exclusions, with more young people moving into higher education.

Feedback from young people indicates that Personal Advisers are highly valued, continuing to support young people emotionally and with issues such as housing, education and training. Young people can continue to access the service up to age 25 and beyond as they are vulnerable and need support and guidance.

Members were reminded that they are all corporate parents and were thanked for their involvement in this vital role.

**RESOLVED** that:

- (i) The report be noted, and
- (ii) Witnesses be thanked for their attendance and contribution.

### **33 Exclusion of the Public and Press**

**RESOLVED** that the public and press be excluded from the meeting during the consideration of the following item because of the likely disclosure of exempt information as described by the specific paragraphs of Part I of the Schedule 12A of the Local Government Act 1972 (as amended) as follows:

<u>Item Number</u>	<u>Type of information likely to be disclosed</u>
23	Paragraph 1

### **34 Children's Social Care Performance**

Mel John-Ross, Service Director – Children's Social Care and Safeguarding, BMBC and Cllr Margaret Bruff, Cabinet Spokesperson – People (Safeguarding) were welcomed to the meeting.

The Service Director introduced this item and gave an overview of performance indicators for children's safeguarding and social care for September 2018. It was reported that there are no significant changes and performance remains good across children's social care, including Early Help.

A Member noted that 'front door' improvements are significant. There is now a strengthened, integrated front door. Capacity in the system has been realigned, with all partners fully involved and aware of the thresholds. The 'step-up' and 'step-down' approach is now operating seamlessly. More families now receive the early help offer they need, and appropriate intervention, so that the number of referrals to social care has reduced. Assessments are of good quality and timely. There is more to do, but there has been a vast improvement.

A discussion ensued regarding dental health. It was explained that poor dental hygiene can be an indicator of neglect. Under the partnership arrangements of the Safeguarding Children's Board, training has been delivered around this topic. Work has been underway with local chemists and dentists to promote the strategy, with performance indicators developed.

It was highlighted that the performance data around dental health of looked after children is better than that of statistical neighbours and that this may be due to a

good Early Help offer, excellent partnership working and strong and stable communities, often with extended family care.

**RESOLVED** that:

- (i) The report be noted; and
- (ii) Witnesses be thanked for their attendance and contribution.

<b>MEETING:</b>	North Area Council
<b>DATE:</b>	Monday, 17 September 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 1, Barnsley Town Hall

## MINUTES

### Present

Councillors Leech (Chair), Cave, Charlesworth, Howard, Lofts, Miller, Platts, Spence and Tattersall

### 10 Declarations of Pecuniary and Non-Pecuniary Interests

Councillor Howard declared a non-pecuniary interest in Minute No. 14 on the agenda, as she has family members who are resident in Woolley Colliery Village.

### 11 Minutes of the North Area Council meeting held on 16th July 2018

The Area Council received the minutes of the previous meeting held on 16<sup>th</sup> July 2018.

**RESOLVED** that the minutes of the North Area Council meeting held on the 16<sup>th</sup> July 2018 be approved as a true and correct record.

### 12 Housing Migration Officer (Presentation) - Zoe Wardle

Zoe Wardle, Housing Migration Officer, was welcomed to the meeting and delivered a presentation about her role in the Private Sector Housing and Enforcement Service.

It was explained that the service deals with all issues capable of having a detrimental effect on others, including ASB, environmental issues, property/housing conditions, private sector housing, fly-tipping, littering and socio-economic and social issues. The service works closely alongside other agencies such as South Yorkshire Police, South Yorkshire Fire and Rescue, Adult and Children's Social Services, landlords/letting agents and other voluntary and community sector agencies, referring clients on where appropriate to other agencies such as Social Care (including Mental Health), Age UK, Berneslai Homes and DWP.

The aim of the service is to empower communities to work towards setting their own standards in terms of behaviour, environmental standards and housing and property standards and thus create and sustain safe and pleasant communities.

A number of case studies drawn from Darton East and Old Town wards were highlighted, together with a breakdown of the number of tasks undertaken across the years. It was noted that the majority of jobs fall into the category of 'waste', followed by 'fly-tipping'. The largest number of referrals were received from St Helens Ward, followed by Old Town.

Members asked a number of questions to which appropriate responses were given. Members were aware of a number of long-standing issues in their local areas such as ASB, gang related issues, drug problems, vulnerable families and younger children at risk which are now on the way to being resolved for the first time in many years. It was felt that this role had provided a much enhanced service, with brilliant outcomes and that if the service were to be decommissioned, would leave a massive gap in service.

**RESOLVED** that Zoe be thanked for the excellent work carried out to date, her attendance and contribution at the meeting.

### **13 Youth Participation Worker - Mark Glymond & Kelly Taylor**

Mark Glymond and Kelly Taylor were welcomed to the meeting and gave Members a brief introduction to their work as Youth Participation Workers.

It was highlighted that building up relationships in communities is a key priority for the service, looking specifically at young people. Young people have been involved in consultations at Darton Park, work has been done with the Youth Council and attempts are being made to get into schools – contact with Horizon has been arranged. Detached youth work with young people who are difficult to engage takes place on Tuesdays, Thursdays and Fridays in the community. Mark and Kelly have been to all Ward Alliance meetings (with the exception of St. Helens, which is planned in the near future) and have also attended a number of local meetings/coffee mornings etc. A walkabout in Old Town is being planned.

**RESOLVED** that Mark and Kelly be thanked for their attendance and contribution.

### **14 Social Isolation and Cold Homes Prevention Procurement Update**

The Area Council Manager introduced this item and updated Members of the North Area Council with regard to the current position of development, procurement and implementation of the commissioned service that is intended to address loneliness and isolation and prevent excess winter deaths in the North Area.

It was explained that the proposal suggested in the report would be complementary to the Energy Efficiency Works in Woolley Colliery Village, whereby residents would benefit from installation of first time central heating systems available for private homes made feasible by the monies secured from round one of the National Grid Warm Homes Fund. Many residents of Woolley Colliery Village have coal fired systems and thus experience genuine fuel poverty. Housing and Energy colleagues will also be bidding for Round 3 Funding, which will be for vulnerable and low income tenants which would again benefit some Woolley Colliery residents.

The Area Council Manager pointed out that six organisations who submitted tender responses had been interviewed, with tenders evaluated on a split of 80% quality, 20% cost. The moderation process was completed on 26<sup>th</sup> July. DIAL Barnsley scored 73.1% overall and are the preferred provider. DIAL will be invited to attend the next North Area Council meeting. It was highlighted that DIAL already have a presence in the area and that it will be exciting to get this project off the ground. It is expected that the project will be fully operational from December 2018.



**RESOLVED** that

- (i) Members note the outcome of the procurement process;
- (ii) DIAL Barnsley will be invited to attend the North Area Council Meeting on 19<sup>th</sup> November 2018.

## **15 Priority Working Groups**

The North Area Council Manager introduced this item and highlighted the function of the Priority Working Groups, giving appropriate background information. It was reported that the working groups have been invaluable in ensuring that each ward is represented in the planning, development and delivery of Area Council service design and projects designed to benefit the North Area as a whole and that it is now necessary for each ward to adopt at least one priority or project per member.

It was explained that volunteers are being sought for a number of priorities and projects, including:

1. Opportunities for Young People
2. Health and Wellbeing
3. Environment
4. Anti-Poverty
5. Economic Regeneration
6. Community Magazine Editorial Group
7. Stronger communities grants (2019/20)

Members were asked to confirm with their ward colleagues that they are happy to be aligned to a specific priority project.

**RESOLVED** that

- (i) The North Area Council Members consult with their Ward colleagues and adopt at least one priority or project per member, and
- (ii) In doing so, the representative agrees to participate in priority working groups to ensure that each ward is represented in planning, development and delivery of projects that benefit the North Area as a whole.

## **16 Commissioning, Project Development and Finance Update**

The Area Council Manager provided Members with a financial position and forecast for expenditure based on the projects that have been proposed, highlighting the forecast underspend of approximately £156,278 for 2018/19 and that the in-year balance exceeds the annual budget by £54,726. This excess is caused by the decisions to stop the Positive Progressions project, the delay in recruiting to the Private Sector Housing Support Officer role and recycled FPN income of £31,073 for 2017/18 which has now been received.

Members were reminded that no further recycled income will be received from environmental enforcement as the service has now ceased. However, it is hoped that the project will have led to behaviour change in communities.

A discussion took place about the Housing Migration Officer contract, which will be due for renewal from 18<sup>th</sup> January 2019.

Members were provided with the production timescale for the autumn issue of the Community Magazine. The Area Council funds the twice-yearly distribution costs of approximately £3,200 per issue.

Members were asked to alert the Area Council Manager to any proposed commissioning profile variations so that feasibility can be considered at the earliest opportunity.

**RESOLVED** that

- (i) The North Area Council note the existing budget position, current financial position and forecast for the funding commitments.
- (ii) Members renew the contract of the Housing Migration Officer on a fixed term basis for a period of 12 months.
- (iii) Members note the recruitment update for the Youth Participation Support Worker.
- (iv) Members note the update on the Social Inclusion and Fuel Poverty Reduction project proposal

**17 Fresh Street St Helen's Extension - vouchers £8,500 for 6 months**

The Area Manager provided Members with an update on Sheffield University's FRESH Street Project which has been active in Athersley North since March 2018.

It is proposed that due to the positive impact observed to date that the project should be extended by a further 6 months, as agreed in principle at the July North Area Council meeting. The extension to the project requires a further investment of £8,500 and all funding allocated must be spent within the designated time period.

**RESOLVED** that Members approve the further 6 months funding, valued at £8,500 as per the in-principle agreement at the July 2018.

**18 Performance Management Report - Commissioned Projects & Grant Funded Project Summary**

The item was introduced by the Area Council Manager. Part A of the Performance Management Report provides North Area Council members with an aggregate picture of how all the North Council contracted services contribute to achievement of agreed outcomes and social value objectives; Part B provides a summary performance management report for each of the contracted services for the 2018/19 Quarter 1 (April – June 2018) and Part C provides a summary of performance information from the Strong Communities Grants Projects.

Members discussed a number of issues arising out of the report:

It was felt that more flexibility is required in the Twiggs contract so that goodwill is not lost. There seems to be some confusion around the community interface, specific aims and objectives, types of work undertaken, volunteer split, and involvement in activities such as litter picking and removal of green waste.

Members were reassured that no funding had been lost due to the collapse of Homestart, It is unfortunate that this service has been lost altogether.

The success of the DIAL project was highlighted. The service has generated over £900,000 in overall benefit gain. Word of mouth continues to generate new customers. DIAL recently attended an 'hourbank' event at the Church Hall and continues to go from strength to strength.

Members were reminded that the Town Hall Open Day is on 6<sup>th</sup> December and that they should contact Nicola Grierson in the first instance, should they wish to book a stall.

**RESOLVED:-**

- (i) that Members note the content of the report; and
- (ii) that the Area Council Manager meet with Twiggs to discuss issues raised and identify a way forward

**19 Report of the Ward Alliance Fund**

The North Area Council Manager updated Members with regard to the financial position of the individual Ward Alliance budgets. Members were encouraged to identify projects for funding which could meet a recognised need for the Ward, which meet the wider public interest and which represent value for money.

**RESOLVED** that:

- (i) Each Ward in the North Area notes the update on the financial position of individual Ward Alliance budgets, and;
- (ii) Prioritises the efficient expenditure of the Ward Alliance Funds 2017/18, in line with the guidance on spend.

**20 Notes from the Ward Alliance Fund**

The meeting received the notes from the Darton East Ward Alliance held on 10<sup>th</sup> July, Darton West Ward Alliance held on 9<sup>th</sup> July; Old Town Ward Alliance held on 3<sup>rd</sup> July and St Helen's Ward Alliance held on 5<sup>th</sup> July 2018.

The following updates were received:

*Darton East* – Funds have been allocated to spring bulbs and Christmas and there are other projects in the pipeline – more details will be provided at a later date. The Rotary Club have donated a memorial bench which will be installed in the Memorial Garden. In terms of the village centre improvements, pavements have been replaced and kerbs heightened to ensure pedestrians are protected at all times.

Road work is to be completed shortly. It was reported that all the plants in the planter at Eastfield Arms have been stolen.

*Darton West* – The dog bin at Harry Road Recreational Ground is to be moved. The defibrillator which was funded by the Ward Alliance is being monitored, as it needs checking every two weeks – this is currently done by volunteers. The bug hotel 'Buggingham Palace' at Harry Road had been destroyed, which caused upset to children. Other projects are in the pipeline with Horizon school. A Christmas tree is to be erected at Redbrook, which means there will be 3 in the area.

*Old Town* – Cllr Lofts has spoken to the Emmanuel Church to seek clarification before signing the application for the Community Volunteer Co-ordination project as there is a need to get more volunteers. There was no gala this year due to a lack of volunteers. There will be 5 real Christmas trees in the Ward this year and the whole area will be lit up with solar powered lights. There is lots of potential for developing parkland in the ward and in the Pogmoor area particularly.

*St Helens* – The artnership meeting had developed and compiled a 'what's on' leaflet, which is being delivered to residents. 100 metres of crocuses are to be machine planted on greenspaces across the estates. There are to be 3 Christmas trees this year, plus a memory tree at the chapel. The gala in July was well attended and improves year on year. There is new legislation regarding health and safety which need to be complied with. Community events will be used to host Christmas events this year. David and Ruth have resigned from volunteering and will be sadly missed. They were thanked for their input and dedication.

**RESOLVED** that the notes of the respective Ward Alliances be noted.

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Chair

<b>MEETING:</b>	Central Area Council
<b>DATE:</b>	Thursday, 27 September 2018
<b>TIME:</b>	9.30 am
<b>VENUE:</b>	Meeting Room 3, Barnsley Town Hall

## MINUTES

**Present** Councillors Riggs (Chair), P. Birkinshaw, Bowler, Bruff, K. Dyson, W. Johnson, Pourali and Williams.

### 14. Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of pecuniary or non-pecuniary interests.

### 15. Notes of the Meeting of Central Area Council Members held on 3rd September, 2018 (Cen.27.09.2018/2)

The meeting received the notes from the meeting of Central Area Council Members held on 3<sup>rd</sup> September, 2018 (as appended to the minutes).

Members considered the recommendations contained within the notes. With regards to the recommendations relating to Members taking part on tender evaluation panels, it was suggested that the Area Council Manager circulates the potential dates for Members to consider their availability.

Those present discussed the proposed Peri-natal Emotional Wellbeing Home Visiting and Community Support service, and it was noted that the service would work closely with the 0-19 team and with the Mental Health Midwife, with officers offering to assist with the procurement exercise to ensure the service procured was of the highest quality.

#### RESOLVED:-

- (i) That the minutes of the Central Area Council held on 2<sup>nd</sup> July, 2018 be approved as a true and correct record;
- (ii) That thanks be given for the presentation on Future Foster Carers;
- (iii) That the recruitment of fostering champions in the Central Area be supported;
- (iv) That an application to each of the Ward Alliances to support the work of the fostering champions be encouraged;
- (v) That the Performance Management Report be noted;
- (vi) That the overview of Central Area Council's priorities, current contracts and procurement, including associated timescales, be noted;
- (vii) That the outcome of the Clean and Green review be noted;
- (viii) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to Create a Sustainable Clean and Green Environment In Partnership with Local People at a cost of £95,000 per annum for one year with the option to extend for two further periods of one year;
- (ix) That two elected Members take part in the tender evaluation panel for the service to Create a Sustainable Clean and Green Environment In Partnership with Local People;

- (x) That the Area Council Manager develops necessary material in order to progress the procurement of a further Environmental Enforcement service in the Central Council Area;
- (xi) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support at a cost of £50,000 per annum for one year with the option to extend for two further periods of one year;
- (xii) That two elected Members take part in the tender evaluation panel for the procurement of a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support;
- (xiii) That the financial position for 2017/18, and the projected expenditure for 2018/19-2020/21 be noted;
- (xiv) That the notes from the Ward Alliances be received;
- (xv) That the report on Ward Alliance Funds be noted.

## **16. Environmental Enforcement (Cen.27.09.2018/3)**

The Area Council Manager introduced the item and reminded Members of the previous discussions held at the workshops and at the previous meeting of Central Area Council Members. In summary there still remained issues with dog fouling and littering in the area, but it was recognised that many of the Fixed Penalty Notices had been issued for cigarette ends, and there had been difficulty in witnessing dog fouling incidents.

However, Members noted the deterrent effect, and the relatively small cost of the service. In readiness for the discussion, the Area Manager had revised the service specification, responding to previous concerns. If approved the service would focus on litter other than cigarette ends and increase the use of intelligence to focus patrols, with feedback to be provided on a street level where patrols had taken place. In addition the service would also have flexibility to be operational on evenings and weekends.

Members discussed the service, noting that it was still proposed to be zero tolerance, with a right to appeal. Issues with ensuring consistency if officers were to apply their own discretion were acknowledged.

Two other Area Councils had expressed an interest in commissioning an enforcement service, so it was suggested that these be put out to tender together but with three distinct lots.

It was suggested that the service be operational initially for 12 months with the option to extend for two further periods of 12 months, and it was suggested that the revised service be reviewed prior to the extension.

### **RESOLVED**

- (i) That the Executive Director Communities be authorised to approve the service specification and associated documentation in order to procure an Environmental Enforcement Service at a cost of up to £45,000 per annum for an initial period of one year with the option to extend for two further periods of one year;

- (ii) That the Executive Director Communities be authorised to approve a Service Level Agreement with BMBC Safer Neighbourhood Service to deliver an Environmental Enforcement Support Service, as outlined in the report, at a cost of £5,000 per annum for an initial period of one year with the option to extend for two further periods of one year.

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Chair



<b>MEETING:</b>	Meeting of Members of Central Area Council
<b>DATE:</b>	Thursday, 27 September 2018
<b>TIME:</b>	9.30 am
<b>VENUE:</b>	Meeting Room 3, Barnsley Town Hall

## NOTES

### Present

Councillors Riggs (Chair), P. Birkinshaw, Bowler, Bruff, K. Dyson, W. Johnson, Pourali and Williams.

### 7. Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of pecuniary or non-pecuniary interests.

### 8. Minutes of the Previous Meeting of Central Area Council held on 02.07.2018 (Cen.03.09.2018/2)

Members received the minutes from the previous meeting of Central Area Council held on 2<sup>nd</sup> July, 2018.

The Area Council Manager made Members aware of discussions with colleagues in Berneslai Homes to discuss the scope of an exercise to consider the borough wide service delivered locally. The scope had been agreed and a report from Berneslai Homes was expected in mid-September, with a workshop to discuss the matter further arranged to take place with Berneslai Homes on 11<sup>th</sup> October, 2018.

**RECOMMENDED** that the minutes of the Central Area Council held on 2<sup>nd</sup> July, 2018 be approved as a true and correct record.

### 9. Fostering Champions - Central Area (Cen.03.09.2018/3)

The Area Council Manager introduced the item by welcoming Mandy Williamson, who was a fostering champion for the Central Area.

Members heard of the successful pilot, held in the North East area, to increase the numbers of foster carers. Mandy had been a foster carer for 23 years and stressed the need for foster carers in Barnsley to ensure that children would be placed near to their roots in their own community. It was noted that independent agencies are often more costly and children were more likely to be placed out of the borough.

Currently around 145 homes foster, and 37 families were approved last year. It was also noted that numbers do fluctuate, and families were always in demand. Members applauded the high standards of the Council, to ensure children fostered received the highest quality care.



In order to raise the profile of fostering, and start conversations with prospective carers, the team were attending events such as community galas. Members were made aware of games and prizes offered in order to engage families and start conversations. The current focus was around Christmas events.

Members supported the recruitment drive and agreed to support activities within their Ward. An application to each of the Ward Alliance Funds was suggested in order to support the work of the fostering champions.

**RECOMMENDATION:-**

- (i) That thanks be given for the presentation;
- (ii) That the recruitment of fostering carers in the Central Area be supported;
- (iii) That an application to each of the Ward Alliances to support the work of the foster champions be encouraged.

**10. Performance Management Report Q1 (Cen.03.09.2018/4)**

The item was introduced by the Area Council Manager who made members aware that for all of the five services commissioned and four Youth Resilience Fund projects there were no issues.

Members were reminded that the Youth Resilience Fund project delivery had ceased on 31<sup>st</sup> August, 2018, but that two of the four projects had been successful in gaining external funds and would therefore continue independently.

The service provided by Royal Voluntary Service continued to target the younger end of their age range, and the case studies circulated helped to demonstrate the value of the service provided.

Performance against the contract with the YMCA was positive and two sessions per ward continued to be delivered each week, with 120 in total being delivered in the quarter. It was noted that the Ardsley Community Centre was no longer available for use and therefore alternative venues were being considered.

Members considered the Environmental Enforcement service, noting that there were fewer Fixed Penalty Notices than in the same quarter last year, and that there had been changes in staff. It was acknowledged that since the end of the previous quarter, there had been a positive trend in the issuing of notices.

The meeting discussed the difficulties in witnessing owners not picking up their dog's fouling, and also noted the high proportion of notices issued for cigarette ends.

Members acknowledged the social action projects undertaken by Twiggs Grounds Maintenance and the case studies circulated which demonstrated added value.

Those present heard that the group of volunteers, previously supported by the Homestart Home Visiting Service, continued to meet at Hope House Church, and were supported by the Area Team.

The case studies related to the Youth Resilience Fund projects were received, and Members acknowledged the positive impact the fund had made.

**RECOMMENDED:-** that the report be noted.

#### **11. Procurement and Financial Update (Cen.03.09.2018/5)**

The Area Council Manager introduced the item referring to the current situation following Homestart going into administration. Support was being provided by the Central Area Team and a number of volunteers, and discussions were taking place about the possibility of this becoming part of the weekly programme offered by Hope House.

An update was provided with regards to the SLA to provide support to new tenants in the low cost private rented sector. An appointment had been made to the post, and it was hoped that the officer would start early October. Details would be circulated to Members in due course.

In relation to the Targeted Household Fly-tipping Enforcement and Education SLA, the post had been advertised on 17<sup>th</sup> August, with a closing date of 31<sup>st</sup> August, 2018. Members heard how 24 applications had been received, and shortlisting would commence soon.

Members noted the recent review of the Clean and Green priority, which had recommended that the clean and green service delivered in partnership with local people be recommissioned. However, it was suggested that this had an increased focus on involving local people and sustainability. Members noted the importance of a contract such as this to provide support to a great number of volunteers. Members supported the recommendations to procure a service at around £95,000 per annum, and endorsed the draft specification circulated.

Discussions at the clean and green review group had been inconclusive in relation to the continuation of an environmental enforcement service. Members discussed the service, noting that many of the fines had been for cigarette ends which had not impacted greatly on the visibility of litter in the area. Also noted was prevalence of dog fouling and the difficulties in prosecuting offenders. However, Members also noted the relatively small net cost of providing the service and the deterrent effect of the service. Taking everything into account Members were minded to recommission a revised enforcement service, with more flexibility within the service.

Members noted the feedback from the working group convened to consider the family support priority. The service specification to provide a service to support new mothers with low level emotional wellbeing issues was considered and Members noted that this would be closely linked to the midwifery service. The meeting discussed the relatively small numbers expected to access the service, but the important impact this could have. A suggestion was made that to measure the impact on participants would be important.

Members supported the procurement of the service, and also supported Member involvement in the tender evaluation panel.

The financial position for the Area Council was then considered, with approximately £127,000 expected to be remaining for allocation in 2018/19, with a further £53,000 in 2019/20. A discussion took place around how best to allocate the finance and it

was suggested that it would be useful to undertake an analysis to consider each priority and the level of investment prior to any decision being taken.

**RECOMMENDED:-**

- (i) That the overview of Central Area Council's priorities, current contracts and procurement, including associated timescales, be noted;
- (ii) That the outcome of the Clean and Green review be noted;
- (iii) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to Create a Sustainable Clean and Green Environment In Partnership with Local People at a cost of £95,000 per annum for one year with the option to extend for two further periods of one year;
- (iv) That two elected Members take part in the tender evaluation panel for the service to Create a Sustainable Clean and Green Environment In Partnership with Local People;
- (v) That the Area Council Manager develops necessary material in order to progress the procurement of a further Environmental Enforcement service in the Central Council Area;
- (vi) That the Executive Director, following consultation with the working group, be authorised to approve the service specification and associated procurement documentation to procure a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support at a cost of £50,000 per annum for one year with the option to extend for two further periods of one year;
- (vii) That two elected Members take part in the tender evaluation panel for the procurement of a service to deliver Peri-natal Emotional Wellbeing Home Visiting and Community Support;
- (viii) That the financial position for 2017/18, and the projected expenditure for 2018/19-2020/21 be noted.

**12. Notes of the Ward Alliances (Cen.03.09.2018/6)**

The meeting received the notes of the following meetings of the Ward Alliances within the Central Area: - Central Ward Alliance held on 27<sup>th</sup> June and 25<sup>th</sup> July, 2018; Dodworth Ward Alliance held on 19<sup>th</sup> June, and 17<sup>th</sup> July, 2018; Kingstone Ward Alliance held on 27<sup>th</sup> June, and 8<sup>th</sup> August, 2018; Stairfoot Ward Alliance held on 9<sup>th</sup> July, 2018; and Worsbrough Ward Alliance held on 20<sup>th</sup> June, and 26<sup>th</sup> July, 2018.

**RECOMMENDED** that the notes from the Ward Alliances be received.

**13. Report on the Use of Ward Alliance Funds (Cen.03.09.2018/7)**

The Area Council Manager provided an update on the current financial position for each of the Ward Alliance Funds in the Area.

Central Ward Alliance had £15,613.24 remaining from an opening balance of £20,000.

Dodworth Ward Alliance had £12,504.45 remaining from an opening balance of £20,685.

Kingstone Ward Alliance had £14,827.00 remaining from an opening balance of £23,418.

Stairfoot Ward Alliance had £16,409.00 remaining from a opening balance of £20,975.

Worsbrough Ward Alliance had £18,615.70 remaining from an opening balance of £22,874.

Members were reminded that around six months remained of the financial year and that plans ought to be in place for ensuring finance was expended.

**RECOMMENDED** that the report be noted.

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Chair

<b>MEETING:</b>	North East Area Council
<b>DATE:</b>	Thursday, 27 September 2018
<b>TIME:</b>	2.00 pm
<b>VENUE:</b>	Meeting Room 3 - Barnsley Town Hall

## MINUTES

**Present** Councillors Hayward (Chair), Ennis OBE, Hampson, Makinson, Richardson, Sheard and C. Wraith MBE

### 13 Declarations of Pecuniary and Non-Pecuniary Interests

There were no declarations of pecuniary or non-pecuniary interests.

### 14 Minutes of the Previous Meeting of North East Area Council held on 26th July 2018.

**RESOLVED** that the minutes of the North East Area Council held on 26<sup>th</sup> July, 2018 be approved as a true and correct record.

### 15 Notes of the Following Ward Alliances with Feedback from each Ward Alliance Chair

The meeting received notes from the following Ward Alliance meeting:

- Cudworth – 23<sup>rd</sup> August, 2018
- Monk Bretton – 31<sup>st</sup> August, 2018

The following updates were noted:

#### Cudworth

- Barnsley Metropolitan Band had played in Cudworth Park on the 16<sup>th</sup> September, 2018. The event had been extremely well attended and a fantastic time was had by all
- Yorkshire in Bloom had resulted in another successful year for the area:
  - Parks and Gardens
    - Carlton Marsh nature Reserve had received a Platinum Award and was joint best conservation project throughout Yorkshire
    - Friends of Cudworth Park had received a Gold award
  - It's your Neighbourhood
    - Cudworth Environment Group had received an Outstanding award
    - Robert Street Allotments had received an Outstanding award
  - Young Peoples Award
    - Birkwood School had received a Gold award which was an outstanding achievement

Thanks were expressed to all the wonderful volunteers who devoted their personal time to this campaign. Their commitment and effort was truly appreciated

Reference was also made to the awards night which had been a tremendous success. It was pleasing and touching to note that there had been a memorial/tribute to the late Paul Jolley

- Recent Grants had been awarded as follows:
  - Cudworth Women's Circle – 3400
  - Age UK Barnsley - £350 to provide an interactive pantomime for people aged 50+ in the local Church Hall. This event would be held between 2.00 pm – 4.00 pm on Friday 30<sup>th</sup> November, 2018. In addition, local schools would be invited to attend
- Christmas Lights – the Cudworth business community had worked tirelessly and over £3,500 had been raised. It was noted that insurance costs were a particular expense
- Forthcoming events included:
  - Health Fayre – Saturday 24<sup>th</sup> November, 2018 at 10.30 am – 12.00 noon
  - Christmas Tree Lights Switch on Event – Tuesday 27<sup>th</sup> November 2018 at 4.30pm at which schools would be involved
  - Cudworth Christmas Fayre – 24<sup>th</sup> November, 2018 organised by the Cudworth Business and Communities together group and supported by the Ward Alliance

#### Monk Bretton

- The Health Fayre had been held on the 21<sup>st</sup> September, 2018 had been a success with approximately 20 stalls at the event
- The Park had received a Gold award in the Yorkshire in Bloom competition
- Planting was to take place on the 16<sup>th</sup> October, 2018 and would involve pupils from St Helen's Primary School
- Christmas lights were to be switched on as follows:
  - Carlton – 4<sup>th</sup> December, 2018
  - Monk Bretton – 7<sup>th</sup> December, 2018
  - Burton Grange – 8<sup>th</sup> December, 2018
- Members asked to place on record their condolences to the family and friends of a long term supported and former Barnsley Chronicle reporter Mr D Booker whose funeral was to be held tomorrow

#### North East

- The Ward Alliance had supported two successful galas:
  - Brierley Fund Day on Sunday 19<sup>th</sup> August, 2018
  - Bruce Dyer Love Live Festival on the 27<sup>th</sup> August, 2018
- It was possible that a new fishing group would be forming at the Dell, Grimethorpe. The Ward Alliance had agreed to contribute £500 for future set up costs
- The Ward had, for the first time, 2 entries in the Yorkshire in Bloom Competition
  - Grimethorpe War Memorial (involving Ladywood School) had been judged as improving
  - Milefield Farm (involving the community) had received a Silver award
- Recent grants had been awarded as follows:
  - Friends of The Acorn Centre (Children's Group – Lego Club) - £240.78

- Grimethorpe Village OAP's – Support Social Isolation - £500
- 71<sup>st</sup> Barnsley Guides – Activities for girls aged 10 – 14 - £500
- Forthcoming events included Christmas Tree Light switch on events
  - Shafton – Thursday 29<sup>th</sup> November, 2018
  - Great Houghton Welfare Hall – Tuesday 4<sup>th</sup> December, 2018
  - St Luke's Grimethorpe – Wednesday 5<sup>th</sup> December, 2018
  - Due to renovation works at Brierley St Paul's Church, the £805 identified for similar activities as shown above may have to be re-allocated
- It was noted that former Ward Alliance Member Fr I McCormack was leaving the area after the Remembrance Sunday. Members asked to place on record their thanks and appreciation of his services

### Royston

- The Brass Bands event in the Park on the 2<sup>nd</sup> September, 2018 had been a great success
- School children from various Primary Schools were to be involved in the Autumn bedding plant in the park on the 12<sup>th</sup> November, 2018
- The achievement awards were planned for the 12<sup>th</sup> March, 2019
- A date for the Health Fayre was to be arranged - the events group was to meeting next week to plan the event
- Christmas Tree Light switch on events were to be held at various venues throughout the Ward
- There had been several successes in the Yorkshire in Bloom Competition. The Canal Group had achieved a gold and a level 4 'thriving' had been awarded in the 'It's your Neighbourhood category' which was only one level from an outstanding. Good feedback had been received and this was to be shared with group members to see if improvements could be made in time for the next competition
- The 6 week programme of summer free swimming sessions offered by Barnsley Premier Leisure had been extremely well received
- In relation to the renovation of the Pavilion, the assistance of NPS had been outstanding and it was estimated that this was equivalent to around £14,500 in monetary terms. Work was progressing with the renovations and, in addition, the Bandstand was to be painted. Reference was also made to the contribution being made by 13 students from Carlton who were to undertake a City and Guilds course by joining in the project

Arising out of the above, the Chair made reference to 'in kind' contributions and support received from businesses for the Milefield Community Farm as well as other 'in kind' projects which were being undertaken or developed throughout the Area Council area.

### **RESOLVED**

- (i) that the notes from the Ward Alliances be received; and
- (ii) that Christie McFarlane (Community Development Officer) be welcomed to this, her first Area Council meeting.

**16 Dale Sparks, the Head of Commercial and Operational Service Support, will update the Councillors regarding Parking Services**

Mr Dale Sparks, Head of Commercial and Operational Service Support gave a presentation on Parking Services.

He explained that a reorganisation of the Service had taken place last year and gave details of the type of work undertaken and the number of officers involved in this work. He made particular reference to the following:

- Pay and display operations
- Yellow line enforcement
- District and resident parking zones
- School safety zones and bus stop clearways with particular reference to the times at which such these areas were targeted
- Pay and display machines including the move to cashless systems
- The use of NPR technology
- Parking appeals administration
- The checks made in relation to parking fines for other agencies working in the area
- The Council's Parking Strategy which was currently under review. It was noted that the strategy aimed to align to the British Parking Association positive parking agenda. The priorities aimed at, amongst other things, reducing congestion, improving road safety and air quality and working together to make parking enforcement more efficient and fair

In the ensuing discussion reference was made to the following:

- The abuse of Blue Badge Parking – it was noted that the issuing of Blue Badges was not within the remit of the Service, although enforcement of any abuses identified would be undertaken. Work was also being undertaken with the Corporate Fraud Team on this
- Action could be taken in relation to parking on dropped kerbs although this had to be witnessed by parking officers before any action could be taken
- Work was continuing with other enforcement teams to collect fines. Work was progressing with regard to the apportionment of fines to the various Area Councils. It was noted that in total, in the last three years this amounted to £75,883. Money raised could not be used on any other services
- There was a brief discussion of issues and situations which could result in traffic regulations not being enforceable – and example was given in relation to 'breaks' in yellow lines
- Council parking enforcement officers were not currently provided with protective clothing or body cams (which it was noted were used by Kingdom) and this had been raised as part of the review. Arising out of this, reference was made to the relationship with third party providers which meant that scarce resources could then be utilised in other areas.

**RESOLVED** Mr Sparks be thanked for attending the meeting, for his presentation and for answering Members questions.



## **17 North East Area Council Project Performance Report**

The Area Council Manager introduced this item and provided Members with a detailed update report regarding performance of the North East Area Council's commissioned projects together with a summary performance management report and individual cases for each service.

Particular reference was made to the following case studies:

- Barnsley Community Build – Apprenticeships and Employability – the case studies demonstrated the difference that the commission was achieving for young people within the area
  - one apprentice had, within weeks, changed his life and had left the programme and found employment
  - one further apprentice with previously poor prospects had been involved in the construction programme had joined the Environmental Team and became a valued member of that Team
- in relation to the Royston Pavilion scheme it was noted that in relation to project planning, contributions 'in kind' amounted to £7,165 (at the time of writing the report) but this was now estimated to be much higher
- the work being undertaken in relation to the 'Lunch Time Period' project which linked to Outwood Academy Shafton and Outwood Academy Carlton and which was being piloted for one year was highlighted. It was noted that this scheme would complement work being promoted by the Ward Alliance
- the Lets Dance project at Great Houghton was continuing to be an outstanding success and was transforming how participants felt, provided emotional wellbeing and kept them fit
- Physical Futures, a resource centre based in Carlton was continuing to provide opportunities to help adults with learning and physical disabilities to have a fulfilling life. Service users had been involved in the Carlton Gala held on the 4<sup>th</sup> August, 2018 which had been a tremendous success, so much so that participants were keenly looking forward to the gala next year

**RESOLVED** that the update report be noted.

## **18 Report on the use of Area Council Budgets and Ward Alliance Funds**

The Area Council Manager introduced this item and updated Members regarding the North East Area Council budget and the progress in each ward in expending the Ward Alliance Fund, in line with priorities. The report also highlighted that £16,191 of the Area Council Budget remained uncommitted.

**RESOLVED:**

- (i) That the current position of the Area Council Devolved Ward Budget and Ward Alliance Funds be noted; and
- (ii) That each ward continue to prioritise the efficient expenditure of the Ward Alliance funds in line with the guidance on spend.

## **19 The Environmental Enforcement Commission**

The Area Council Manager submitted a report seeking to recommission for one year (with the option to extend for two periods of one year) the Environmental Enforcement Service.

The proposals had been subject of discussion at a Steering Group of Councillors which had reviewed the contract in depth and would provide a zero tolerance enhanced services and include more visible uniformed presence and an educational element.

It was noted that Councillor C Wraith MBE had also been in attendance at the Steering Group meeting held on the 1<sup>st</sup> August, 2018.

It was noted that the tender may be issued in lots alongside amended Enforcement Services to be delivered by the South Area Council and the Central Area Council and appendices to the report provided:

- The invitation to Tender – Project overview and Scope of Service
- Instructions for Tendering and Tender Evaluation
- Pricing Schedule and Form of Tender
- Form of Contract
- Timeline

### **RESOLVED:**

- (i) That the zero tolerance enhanced Environmental Enforcement Service including more visible uniformed presence and an educational element be recommissioned as detailed within the report and appendices now submitted; and
- (ii) That the service specification and associated procurement documentation to procure an Environmental Enforcement Service be approved for one year at a total cost of £70,000 per annum with the option to extend for a two further periods of one year subject to satisfactory performance, continued identified need and availability of finance.

## **20 Repairs at Royston Road Park due to anti-social behaviour**

The Area Council Manager submitted a report seeking approval to repair the safety surfacing damaged by anti-social behaviour at the Royston Park Play area.

It was noted that if the safety surfacing could not be repaired, the swings would have to be removed for health and safety reasons. The play area was frequently used by local families and several requests had been received for this to be repaired.

The estimated cost of the project was £750.

**RESOLVED** that approval be given to the repair of the safety surfacing at Royston Park Play area at a cost of £750.

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Chair

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<b>MEETING:</b>	Dearne Area Council
<b>DATE:</b>	Monday, 1 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Meeting Room, Goldthorpe Library

## MINUTES

**Present** Councillors Noble (Chair), Gollick, C. Johnson and Phillips.

### 10 Declarations of Pecuniary and Non-Pecuniary Interests

There were no declarations of pecuniary or non-pecuniary interests.

### 11 Minutes of the Previous Meeting of Dearne Area Council held on 3rd July, 2018 (Dac.01.10.2018/2)

The meeting received the minutes from the previous meeting of Dearne Area Council.

**RESOLVED** that the minutes of the Dearne Area Council meeting held on 3<sup>rd</sup> July, 2018 be approved as a true and correct record.

### 12 Recruiting Foster Carers - Jackie Cumberbatch (Dac.01.10.2018/3)

Jackie Cumberbatch, Fostering Champion for the Dearne area was welcomed to the meeting.

Members heard about the campaign to recruit foster carers, with each of the Area Councils being assigned a lead social worker and fostering champion for the area. Those present heard of the low numbers of foster carers in the Dearne Area, and the need to increase this. The campaign aimed at increasing awareness and dispelling myths around fostering.

Posters were being displayed in prominent places, and there were posts on social media.

Fostering Champions aimed to provide a local face so that interested parties could have a discussion with someone already involved in fostering in an informal setting, as formal events such as at the Town Hall were often daunting to members of the public.

It was noted that children in foster care ranged from new born to age 18 with 'stay put' meaning often children stayed with foster carers until they were aged 21.

It was noted that posters tailored to the local area would soon be available and that these would be circulated to Members and the Area Team to circulate. It was also suggested that a local taster event be held to stimulate interest.

#### **RESOLVED:-**

- (i) That thanks be given for the presentation;
- (ii) That the work of the fostering champions be supported; and

(iii) That the organisation of a local taster event be supported.

### **13 Smoke Free Schools - Kaye Mann (Dac.01.10.2018/4)**

Kaye Mann – Public Health Senior Practitioner, was welcomed to the meeting. The Smoke Free campaign in Barnsley was a voluntary campaign to de-normalising smoking, and had been implemented in play parks, town centre zones and in markets.

The approach was now being rolled out to schools, and provided a whole school approach involving staff, young people, and parents. A toolkit and resources was provided to schools, which included signage. The initiative was voluntary, with positive messages, and without any enforcement. The aim was to make smoking invisible so that children never start.

Those present heard of the other benefits that may be seen, with decreased litter and the reduction in second hand smoke. Smoke free areas also provided support for those wishing to quit smoking.

The process was made as simple as possible for the schools to adopt, with all schools in the area now in receipt of the resources, with many already having agreed to support the campaign.

Members heard how smoking prevalence was reducing, and a smoke free generation was expected in 2025.

Members were asked to support the campaign, and encourage adoption in local schools.

Issues with staff at schools smoking in the vicinity were discussed, and it was noted that addressing this was part of the campaign.

Those present also discussed the issue of parents keeping their engines idling when parked near school, and the impact on air quality. It was noted that a pilot was underway to discourage this, and if successful would be rolled out more widely.

Smoke free parks were discussed, and it was noted that 24 key parks had adopted the scheme. Consultations were taking place regarding widening this from around the children's play equipment to cover the whole park in certain communities.

Members commented on the damaged signage in Thurnscoe Park and it was agreed that this would be replaced as soon as possible.

#### **RESOLVED:-**

- (i) That thanks be given for the presentation; and
- (ii) That the Smoke Free Schools campaign be supported.

### **14 b:friend (social isolation project) (Dac.01.10.2018/5)**

Mark and Jenny from b:friend were welcomed to the meeting. Members heard how b:friend is a charity established to reduce social isolation in older people through befriending for those who may have no family close by, or may have mobility issues.

The charity had been working in Doncaster over the past 18 months, but had been operating in the Dearne area more recently. Members heard how the service in the Dearne would include one-to-one support as well as engagement through social clubs, with the latter being arranged around the five ways to wellbeing.

To date 20 individuals had expressed an interest in volunteering to befriend and relevant checks were now being undertaken. Interested parties were asked to complete an online application, which would be followed by a meeting to chat with the prospective volunteer, and to gain any necessary identification to undertake DBS checks.

Referral to the service could be made through social prescribing, from council officers and also by self-referring.

Posters and flyers had been distributed throughout the area, including in GPs, chemists, cafés, and supermarkets. It was hoped that word of mouth would also promote the service.

It was noted that the service was aimed at those aged over 65, and that the service was not qualified to support those with dementia, but if identified would refer relevant individuals on to more specialist services. Often those younger than age 65 expressed an interest in becoming involved in the social clubs and where possible these requests were accommodated, encouraging them to volunteer.

Members acknowledged that the initiative was in its infancy in the area, and Jenny's role would be to help it become established, helping to run clubs, match volunteers to those wishing to be visited and undertake DBS checks.

Those present heard how links had been made with relevant organisations in the area such as Berneslai Homes and Keepmoat Homes, and the positive partnership working ethos of the team was stressed.

**RESOLVED:-**

- (i) That thanks be given to officers for the presentation given;
- (ii) That leaflets be provided to Members to distribute through their networks.

**15 Dearne Area Council Future Commissions and Finance (Dac.01.10.2018/6)**

The Area Council Manager introduced the item, referring to previous discussions at workshops held in order to consider issues with current services, and options for delivery in the area from March 2019 onwards.

Members noted that the service provided by Twiggs Grounds Maintenance was due to end on 31<sup>st</sup> March, 2019. Members were generally happy with the service. The impact seen in the area, and the progress now starting to be made in schools were recognised. After considering the options available Members were in support of a similar commission post March 2019 with revised scheduling of jobs. A focus on a single locality within the area for three days of each week, followed by a different locality the following week was felt important to concentrate efforts to lead to visible results, with two days per week for social action or reactive work.

Those present acknowledged that there would be changes in Neighbourhood Services and the need to ensure a new Education, Volunteering and Environment Service worked alongside and complemented this was stressed.

An indicative timescale for procurement was noted, and Members were in support of proposals.

The current Environmental Enforcement Service was then discussed, it was noted that the service was visible, but that little impact on littering in the area had been seen, with many Fixed Penalty Notices being issued for cigarette ends.

Following a discussion of options consensus was that the Area Council did not commission an enforcement service from April, 2019 onwards. It was suggested that further work be undertaken to explore alternative options to improve the littering problem, including through increased education.

Members went on to discuss the current service level agreement (SLA) with the Safer Neighbourhood Service to provide support in relation to private sector housing. It was noted that performance was positive with no issues, and Members agreed that the service provided a vital role in the area. After discussing potential options, extending the SLA for a further year was supported by Members.

The Area Council Manager provided an update with regards to the financial position of the Area Council. From an opening balance of £208,996.76 Members noted that £208,996.76 had been allocated. However, taking into account income from Fixed Penalty Notices £2,081.20 remained to allocate.

A brief update was provided in relation to the Dearne Development Fund. From £65,000 earmarked £32,425.10 remained. This followed allocations of £14,800 to Dearne Electronic Community Village, £6,300 to DIAL and £8,069 to Citizen's Advice Bureau.

Those present discussed a number of potential applications that may be forthcoming to the Dearne Development Fund, and acknowledged the importance of the fund in helping to increase the skills within local groups to apply for funds and successfully provide monitoring information.

**RESOLVED:-**

- (i) That the current financial position and the impact on future budgets from potential future commissions be noted;
- (ii) That the service specification and associated documentation be approved, and an Education, Volunteering and Environmental Service be procured at a cost of up to £75,000 per annum, initially for a period of two years with an option to extend for two further periods of a year;
- (iii) That no further commissioning on Environmental Enforcement take place, with alternative ways of reducing littering and dog fouling to be considered;
- (iv) That a Service Level Agreement with the Safer Neighbour Service be entered into to provide a Housing and Migration service for a year at a cost of £30,523.



**16 Notes from the Dearne Approach Steering Group held on 23rd July, 2018  
(Dac.01.10.2018/7)**

Members considered the notes from the meeting held on 23<sup>rd</sup> July, 2018. Feedback from the meeting was extremely positive with those in attendance finding it useful to share information and network.

**RESOLVED** that the notes from the Dearne Approach Steering Group be received.

**17 Notes from the Dearne Ward Alliance held on 6th September, 2018  
(Dac.01.10.2018/8)**

The meeting received the notes from the Dearne Ward Alliance held on 6<sup>th</sup> September, 2018. The meeting had discussed an evaluation of the summer fun initiative which had received positive feedback from throughout the community, and which was deemed a huge success.

**RESOLVED** that the noted from the Ward Alliance be received.

**18 Report on the Use of Ward Alliance Funds (Dac.01.10.2018/9)**

The meeting considered the report detailing the expenditure from each of the Ward Alliance Funds in the Area.

From an opening balance of £9,506.69 Dearne North had £4,887.57 remaining. Dearne South had £7,237.26 remaining to allocate from an opening balance of £11,021.36.

Members discussed possible projects for the use of finance, and it was suggested that the taster event to promote fostering could be supported, as could an initiative building on the success of the summer fun project, which could be held in the February half term.

**RESOLVED** that the report be noted.

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Chair

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<b>MEETING:</b>	Penistone Area Council
<b>DATE:</b>	Thursday, 4 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Penistone Town Hall

## MINUTES

**Present** Councillors Barnard (Chair), David Griffin, Hand-Davis, Kitching and Millner.

### 19 Declarations of pecuniary and non-pecuniary interests

No Members declared an interest in any item on the agenda.

### 20 Minutes of the Penistone Area Council meeting held on 19th July, 2018 (Pac.04.10.2018/2)

The Area Council received the minutes of the previous meeting held on 19<sup>th</sup> July, 2018.

**RESOLVED** that the minutes of the Penistone Area Council meeting held on the 19<sup>th</sup> July, 2018 be approved as a true and correct record.

### 21 Notes from the Penistone East and West Ward Alliance held on 26th July, and 6th September, 2018 (Pac.04.10.2018/3)

The meeting received the notes from the Penistone East and West Ward Alliance held on 26<sup>th</sup> July, and 6<sup>th</sup> September, 2018.

**RESOLVED** that the notes from the Penistone East and West Ward Alliance meetings held on 26<sup>th</sup> July and 6<sup>th</sup> September, 2018 be received.

### 22 Report on the Use of Ward Alliance Funds (Pac.04.10.2018/4)

The Area Council Manager spoke to the report, reminding Members that at the Area Council meeting on 19<sup>th</sup> July, 2018 a further £20,000 had been devolved from Area Council budgets to the Ward Alliance Fund.

From a total allocation of £40,000, £13,980.54 remained to allocate. A number of applications have already been received to be considered at the next meeting of the Ward Alliance.

Members noted the review of the Ward Alliance Governance Framework which was ongoing, and discussed the possibility of devolving future Area Council finance to the Ward Alliance Fund to be prescribed for allocation to specific priority areas.

It was noted that preparations were being made for the Area Council to consider the Area Priorities in the near future, and that the Ward Alliance may also wish to do so.

**RESOLVED** that the report be noted.

## **23 Interim Performance Report (Pac.04.10.2018/5)**

The Area Council Manager spoke to the report, previously circulated. Members noted that the document was an interim report and therefore the statistics remained the same as quarter one, but with an updated narrative.

In relation to the performance against the contract held by Twiggs Grounds Maintenance Members heard that the team had been proactive throughout the summer, working with businesses, schools and community groups. Members noted the improved promotion of regular volunteering opportunities.

Those present heard of the efforts being made to improve relationships with school and with Parish Councils in the area.

An update was given on the contract held by Age UK, with performance being positive. It was noted that more intense work with individuals was now taking place, and work was increasingly targeting outlying areas. Tankersley had been highlighted as an area with a concentration of loneliness and isolation and as a result a drop in session held over 4 weeks had been arranged.

Members noted the Winter Warmth event arranged to take place on 24<sup>th</sup> October, 2018 and the case study included as part of the report, which served to highlight the intergenerational benefits of the service.

The attention of Members was drawn to the performance information provided by Penistone Local Link. Members heard how the service had begun to promote volunteering, consult with residents and consider how the service may become more sustainable in the longer term. This included potentially extending the service to take shoppers to Fox Valley.

Members noted the brief update from Penistone Round Table regarding the Community Equipment Bank. Feedback was positive and the resource was used widely throughout the community. Members noted that there was an underspend, and it was advised that details of the proposed use of this will be taken back for decision to the Working together fund panel.

**RESOLVED** that the report be noted.

## **24 Procurement and Financial Update (Pac.04.10.2018/6)**

Members were reminded of the previous decision to extend the contract with Age UK in to a second year and it was noted that the contract was now in the final quarter.

In considering how to respond to the learning from the service to support isolated and vulnerable older people, a previous meeting of the Area Council had agreed to establish a grant fund to support this demographic. Members noted that necessary documentation and appropriate arrangements for the grant fund were currently being developed and it would be operational by the end of October, 2018.

It was suggested that the fund would be targeted in the first instance, and would then be advertised more widely. It was hoped that the fund would enable collaboration between larger and smaller groups.

With regards to the Working Together Fund a total of £202,038 had been made available and £3,608 remained. It was noted that a further application could be forthcoming to extend advice services in the area. It was suggested that Members consider options to fund further advice provision in the area at the next meeting of the Area Council, which may include extension of the Working Together Fund.

The attention of Members was drawn to the financial overview provided, with £186,709 allocated from the 2018/19 budget, and £18,448 remaining. £57,171 had been allocated from the 2019/20 budget.

**RESOLVED:-**

- (i) That the updates, as contained within the report be noted;
- (ii) That the financial position of the Area Council be noted;
- (iii) That the next meeting of the Area Council considers options for providing advice services in the Area.

**25 Safer Neighbourhood Service Update (Pac.04.10.2018/7)**

Inspector Andrew Norton was welcomed to the meeting to provide an update on the Safer Neighbourhood Service and their work in the area.

Members were reminded of the structure Members were previously briefed on, with a public service hub and locality based teams. The area was overseen by Inspector Norton, but with a team of PCs and PCSOs to support, working with Council officers to solve issues.

Those present heard of a number of significant incidents that had impacted on policing in recent weeks, but assurances were given that teams were now back to their normal working patterns.

Members heard how colleagues had worked with neighbouring authorities on the issue of cross border rural crime, and good practice had been shared.

The current focus of the service was on the dark nights period, with a phased approach being taken. A communication strategy had been developed and messages were being distributed through Police Alerts, Barnsley Chronicle, and work with schools with work being guided by South Yorkshire Fire and Rescue Service.

Those present heard work had started to promote responsible retailing, with test purchases of items such as eggs, flour, and fireworks being undertaken. ASB offenders were being visited, as well as the victims of repeated ASB. Young people were being signposted to diversionary activities such as Cycle Penistone in the area and Crucial Crew further afield.

With intervention prior to the event, it was expected that issues would be minor and low level.

Members were reminded of the current PACT priorities, which included issues around the Market Barn, and on the Trans-Pennine Trail. Those present were encouraged to continue to supply intelligence. It was noted that intelligence and

opinions of residents were taken together with statistics to inform the response in the local area.

Members were made aware of the changes to the website, with direct contact details provided, crime analysis, and details of current PACT priorities.

Those present were encouraged to use 101 and online reporting to feed in intelligence, and Members were assured that many of the issues associated with the service had been resolved.

The balance between providing information directly to officers and central was noted, and online reporting was now being actively encouraged.

Encouraging volunteering was discussed and it was noted that neighbourhood watch is being well supported throughout the area, and work is being developed around community safety speedwatch. The complications involved in utilising volunteers in roles such as at the front desk of the Police Station were noted but it was suggested that volunteers were essential in engaging the community and communicating messages such as PACT priorities.

Noted was the need for officers to have a balance between being operational within the community and having a base, and Members noted that there were currently no plans to close the Police Station in Penistone.

Quarterly data was available, and Members heard that the number of repeat callers has now reduced in Penistone, and work was ongoing to ensure those calling with issues such as mental health problems were referred to appropriate agencies.

Members acknowledged the strength of feeling within rural areas with regards to cross border crime, with some farms, and outlying communities such as Ingbirchworth feeling vulnerable. Members supported the work of the Safer Neighbourhood Service officers in both responding to incidents and working to prevent crime where possible.

Members heard how organised crime groups did often target affluent areas, and these often were operational regionally or nationally, and South Yorkshire Police worked with relevant partners on this issue.

**RESOLVED** that thanks be given for the update provided.

## **26 Section 106 Update (Pac.04.10.2018/8)**

Paul Doherty, Group Leader for Planning, Building Control and Enforcement was welcomed to the meeting.

Members were reminded of the basis of Section 106 payments, which were related to mitigating the site specific impacts of developments. Payments can be levied against areas such as affordable housing, improving community facilities, improving local transport, highways and public rights of way, lessening the impact on the local area, and local employment and training strategies. Members were made aware of the three tests applied to the use of Section 106.

An example was given about how around £8,000 per unit could be levied as a contribution to the provision of education, and it was noted that this was proposed to be increased to around £16,000 following the adoption of the local plan.

The provision of Traffic Regulation Orders by using Section 106 finance was discussed, and it was noted that the recent application to the Section 106 panel to provide an order around The Green area had been unsuccessful.

Members noted that a Section 106 Panel met bi-monthly and had been established in order to oversee the strategic allocation of funds. The method used to score potential schemes in order to provide objectivity was also acknowledged, and Members requested that more detail be provided on this if possible.

The meeting discussed CIL (Community Infrastructure Levy) and the reasons why this had been considered, but had not been adopted in Barnsley.

Members were presented with an overview of project delivery in Penistone from 2014 to date with almost £1.3m being allocated. Also considered were projects in the pipeline, totalling in excess of £550,000. Comments were received on the finance allocated to Cannon Hall Park. Whilst it was noted that this was a well-used facility, and of strategic importance in Barnsley, Members discussed whether there could be more local mitigation against the loss of green space and increased pressure on amenities due to housing development.

Those present noted the finance currently available, and requested to be consulted on any schemes being put forward which utilised Section 106 finance generated by developments in the area. In addition Members felt that there were a number of schemes they were aware of that could be funded through the provision of S106 finance; including a potential project to expand the show ground area, and the provision of an interchange at Penistone railway station.

Members noted the difficulties in providing affordable housing in the area, with developers often referring to viability issues. It was noted that options such as purchasing empty homes to bring them back into circulation was an option that could be considered in lieu of provision of housing units on site.

## **RESOLVED**

- (i) That thanks be given for the presentation;
- (ii) That Members be consulted on the potential use of Section 106 finance related to the Penistone Area;
- (iii) That the Area Council schedules the item for discussion 2-3 times annually.

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Chair

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<b>MEETING:</b>	South Area Council
<b>DATE:</b>	Friday, 26 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Meeting Room, The Hoyland Centre

## MINUTES

**Present** Councillors Stowe (Chair), Coates, Daniel Griffin, Lamb, Markham, Saunders, Shepherd, Sumner and R. Wraith.

### 16 Declarations of Pecuniary and Non-Pecuniary Interests

Councillors Shepherd and Lamb each declared a non-pecuniary interest in relation to minutes 20 and 21 and their positions as directors of Forge Community Partnership.

Councillor Markham declared a non-pecuniary interest in relation to her position on Age UK Barnsley board and minute number 22.

### 17 Minutes of the Meeting of South Area Council held on 31st August, 2018 (Sac.26.10.2018/2)

The meeting considered the minutes of South Area Council held on 31<sup>st</sup> August, 2018.

#### RESOLVED:-

- (i) that the minutes of the South Area Council held on 31<sup>st</sup> August be approved as a true and correct record;
- (ii) that the report on the use of Ward Alliance Funds be noted;
- (iii) that the Performance Report for quarter 1 be noted;
- (iv) that a letter of thanks be given to Zoe Ellis- Georgiou in recognition of her commitment whilst employed as part of the Advice Service in the South Area;
- (v) that details of the next Tidy Team steering group be circulated to all Members;
- (vi) that a group be convened to consider the issue of litter from food outlets near Junction 36 in more detail;
- (vii) that thanks be given for the presentation on fostering recruitment and Members pledge to support the drive to recruit foster carers in the South Area wherever possible.

### 18 Notes of the Ward Alliances (Sac.26.10.2018/3)

The meeting received the notes from the following Ward Alliances Hoyland Milton and Rockingham held on 5<sup>th</sup> September and Darfield Ward Alliance held on 20<sup>th</sup> September, 2018.

**RESOLVED** that the notes from the Ward Alliances be received.

### 19 Report on the Use of Ward Alliance Funds (Sac.26.10.2018/4)

The item was introduced by the Area Council Manager and the following was noted:-

Darfield Ward Alliance had £6,018.13 remaining from an opening balance of £10,975;

Hoyland Milton and Rockingham Ward Alliance had an opening balance of £20,086.25, of which £13,071.00 remained.

Wombwell Ward Alliance had £10,448.04 remaining from an initial starting balance of £11,308.04, however it was noted that since publishing the papers an additional £4,357 of finance had been allocated.

**RESOLVED** that the report be noted.

## **20 Performance Report (Sac.26.10.2018/5)**

The item was introduced by the Area Council Manager, who made Members aware that the performance against the SLA to work with those in private rented sector housing was significantly lower than target; however this was due to the officer delivering the service being absent from work due to illness. It was noted that since their return to work a meeting had taken place with the Area Council Manager in order to prioritise outstanding cases, dealing with those deemed most urgent.

In relation to the contract held by Kingdom Security, performance against all targets was positive. Members noted work undertaken around J36 of the M1 and in Darfield, with fixed penalty notices issued in both cases. Members heard that a case study was available for the work undertaken in Darfield and would be circulated.

With reference to the Tidy Team, it was noted that much more work was now being undertaken with business. Members acknowledged that the work was time intensive, with many business contacted, but only small numbers engaged. It was therefore noted that whilst most performance targets would be achieved, those related to engaging businesses may not, though progress was now being made.

Members were reminded of a Tidy Team litter pick arranged in Elsecar, which was hoped would engage businesses.

Members heard of discussion at the Tidy Team Steering Group regarding the winter programme and establishing an early warning system to identify problem areas, and support those most vulnerable in need of assistance.

Those present noted that the performance against the contract to deliver advice services was positive, with the session in Darfield now at capacity, and others at capacity or oversubscribed.

**RESOLVED** that the report be noted.

## **21 Procurement and Financial Update (Sac.26.10.2018/6)**

The item was introduced by the Area Council Manager who provided an update in relation to procurement.

The notice inviting tenders to deliver Tidy Team provision had been advertised with a closing date of 5<sup>th</sup> November, 2018, with an evaluation panel being convened on 3<sup>rd</sup> December. It was expected that the revised service would commence 1<sup>st</sup> April, 2019.

In relation to the current Tidy Team and their preparing for winter, a suggestion was made that finance be made available for the purchase of grit for use by the Tidy Team. A figure of up to £1,000 was proposed, with further detail to be submitted to the Area Council in due course.

In relation to procuring parking enforcement services, the OJEU notice of procurement had been issued and officers were awaiting details of the TUPE implications. An evaluation panel was expected to convene at the end of November, 2018. Members noted that the provision in the South Area had been added to that in Central and North East Areas, to be managed in three separate lots, in order to make the procurement more attractive.

In response to queries from Members, it was confirmed that the officers in question would have the powers to issue fixed penalty notices for dog fouling and littering should they come across these issues in their patrolling, though the focus would be on parking enforcement.

Members heard how the revised specification of requirements for advice services provision was still being drafted, but would be circulated to Members for comment in due course. The additional advice sessions funded through the Area Council were now operational, with appointments being scheduled for the most complex cases. A report on performance would be considered at the December meeting of the Area Council.

Members discussed the funding of potential revisions to a Traffic Regulation Order in relation to Blythe Street. After some debate it was suggested that further investigation be undertaken prior to this being considered by the Area Council.

A suggestion was made that traffic management could be the subject of an exercise to consider boroughwide services delivered locally, which met with support of the Area Council. It was suggested that, if possible, this be undertaken prior to the service to deliver parking enforcement becoming operational.

**RESOLVED:-**

- (i) That the current financial position as detailed in the report be noted;
- (ii) That up to £1,000 be allocated to the purchase of grit to be used by the Tidy Team, with further detail of the expected amounts and costs to be submitted to the December meeting of the Area Council;
- (iii) That the timescales for commissioning associated with the Environmental Tidy Team and for Parking Enforcement be noted;
- (iv) That the length of Environmental Tidy Team, Parking Enforcement, and Advice Services contracts be noted;
- (v) That further discussion around the revision of a Traffic Regulation Order in relation to Blythe Street take place prior to its reconsideration by the Area Council;
- (vi) That traffic management in the South Area forms the basis of an exercise to consider boroughwide services delivered locally.

## **22 Age UK pilot - presentation on progress (Sac.26.10.2018/7)**

Jane Holliday, Chief Executive Officer Age UK Barnsley was welcomed to the meeting. Members were reminded of the work of Age UK Barnsley, noting its autonomy in the borough and links with the national charity.

The health impact of loneliness and isolation was noted, both physical impacts such as high blood pressure and coronary heart disease, and impacts on mental health such as depression.

Members noted the scope of the pilot, to provide a worker in the areas of Cudworth and Wombwell to show what can be achieved with a small amount of finance, working in partnership, with a view to impacts being sustainable.

A worker has been operational for 25 hours per week in Wombwell, with the first part of their role being to establish the issues faced by residents. It was noted that there are a range of groups operating, however many of these have low numbers of users, which continue to dwindle. There is little in the way of coordination or communication between groups, which leads to users being unaware of other opportunities in the area.

Transport had also been highlighted as an issue, with areas other than Wombwell often easier to access than the town centre itself. Transport also added a further financial burden.

The worker had been working one-to-one with individuals, with 20 supported to date. Referrals had largely been made from medical services, and were from Wombwell and also from the surrounding areas. Each individual was assessed, with a range of interventions used to support.

Using the South Area Council's information, a directory of groups available had been further developed and the pilot had looked to recruit local volunteers. Five were now volunteering formally, with a further 3 undertaking the role informally. The difficulty in attracting volunteers was noted.

Members noted the provision of an Information and Advice Worker available for one day a week, with eight people supported so far.

To respond to the findings to date a 'Community Connector Service' was recommended, with support provided to existing groups, with individuals signposted via events such as a 'Pop up tea parties'. Members noted the efforts being made to recruit more volunteers in the hope that good neighbouring would remain once support from Age UK Barnsley was withdrawn.

Those present heard of the proposals to continue the provision of information and advice, the work with individuals, and also to hold events/roadshows focusing on issues faced by older people.

Members noted the pilot was funded until April 2019, and agreed for a further report on progress to be submitted to the Area Council in early 2019. Funding had been sought post April, with a submission to the Building Connections Fund through to the second round. If successful this would fund a worker for two years, working 30

hours a week, with additional support for a researcher at the beginning of the programme. If unsuccessful the pilot would provide a wealth of information for the South Area Council to consider how to address, with the support of Age UK Barnsley going forward.

Members noted the improvements being made in referrals from health professionals, and it was acknowledged that Age UK was a well known organisation, which assisted this.

Those present discussed the numbers of residents volunteering for family and friends in the area. Whilst these networks were largely positive, they could also lead to isolation for those without this support.

Members noted the interface between Age UK Barnsley, and LiveWellBarnsley, with all events and service on the site.

The meeting discussed the innovative approaches taken by Age UK Barnsley, including the Men In Sheds initiative which had engaged this often underrepresented group.

Those present discussed the interface between the Information and Advice given by Age UK Barnsley, and that provided through the Advice Services contract, with referrals being made to and from each service.

**RESOLVED:-**

- (i) That thanks be given for the presentation and update on findings;
- (ii) That the work of Age UK In the South Area be supported; and
- (iii) That a further update be considered by the Area Council in early 2019.

**23 Public Health in the South Area (Sac.26.10.2018/8)**

Kaye Mann, Public Health Senior Practitioner, was welcomed to the meeting. Members were made aware that, following on from discussion at the previous meeting, every school in the borough now had resources for Smoke Free Schools. Generally this has been received positively, and an evaluation will take place in due course.

At the previous meeting interest had been expressed in pursuing 'Smoke Free Areas' within the South Area, with the aim of contributing to making smoking invisible to children and reducing prevalence.

Following attendance at a business forum in Hoyland it was felt that a more systematic approach should be pursued. In order to further develop the approach, finance was available from the central Invest to Grow fund, and it was suggested that Magpie, an ethical marketing agency, be engaged. Magpie are experts in this field, who work in innovative and exciting ways with the community.

It was proposed that a social norms approach would be taken, fully involving the community, with positive rather than negative messages, and residents encouraged to act positively rather than using enforcement. It was suggested that Hoyland be utilised as a pilot area, with Wombwell used as a control in order to more fully

understand the impact. The approach would be fully evaluated and if successful could be rolled out wider.

Members noted the time taken to measure public health outcomes, therefore outputs such as perceptions of the area, and observational behaviour change would be measured. It was suggested that the adoption of smoke free areas was ground breaking and was likely to show the area positively in the regional and national press.

Those present were given assurances that, if the initiative was supported, they would be involved at each stage of its development.

Members were supportive of the proposals and acknowledged the need to carefully consider the size of the area to be smoke free, with too large being potentially unworkable and too small potentially lacking impact. The links with the Principal Towns Initiative were noted, as was the desire to extend the scope of the Smoke Free Play Area in Elsecar Park to cover the whole park.

**RESOLVED:-**

- (i) That thanks be given for the presentation; and
- (ii) That the development of an approach to the adoption of Smoke Free Areas in the South Area be supported.

-----  
Chair

## BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Executive  
Director Core Services**

### **Community Governance Review 2017/8 – Final Proposals**

#### **1. Purpose of report**

- 1.1 To present for consideration the final proposals arising from the Community Governance Review undertaken during 2017/8.

#### **2. Recommendations**

- 2.1 That the outcome of the Community Governance Review set out in Appendix 1 be received and the final proposals as summarised at paragraphs 4.2 and 4.3 be approved for implementation;
- 2.2 That the Executive Director Core Services be authorised to issue an order to implement them with effect from 2<sup>nd</sup> May 2019.

#### **3. Introduction**

- 3.1 Cabinet on 16<sup>th</sup> May 2018 agreed that the draft proposals arising from the Community Governance review be put to consultation.
- 3.2 The consultation began on 4<sup>th</sup> June 2018 and ended on 2<sup>nd</sup> July 2018. The responses received have been summarised below.
- 3.3 This report presents final proposals for consideration by full Council following the conclusion of the Community Governance Review.

#### **4. Proposal and justification**

- 4.1 The report on the outcome of the Community Governance Review is set out at Appendix 1. The overall conclusion is that the current arrangements are effective. However, there are concerns that the number of members on some parish councils in relation to the local electorate results in a difficulty in attracting sufficient candidates when vacancies arise.
- 4.2 As a result, it is proposed that the number of parish councillors be reduced in the following parish councils:
  - a) Cawthorne Parish Council – to be reduced from 9 to 7
  - b) Dunford Parish Council - to be reduced from 7 to 5
  - c) Wortley Parish Council - to be reduced from 9 to 5

Following a series of communications detailed in Section 9 we feel that sufficient reassurance has been provided from Little Houghton Parish Council and Tankersley Parish Council to remove the draft recommendations that related to these parish councils.

- 4.3 It is also proposed that Oxspring-Hunshelf parish boundary in the Sheffield Road area of Oxspring be changed to place the whole of the playing field in that area into Oxspring. This was suggested by Oxspring Parish Council and supported by Hunshelf Parish Council, and is shown on the plan at Appendix B to the Community Governance Review report.
- 4.4 With these exceptions, there are no further proposals to change the existing arrangements for Community Governance as they are considered to work effectively. The changes will take effect on 2<sup>nd</sup> May 2019, the date of the next scheduled Parish / Town Council elections.

## **5. Implications for local people / service users**

- 5.1 There are no direct implications for service users as there are no significant changes to the Community Governance arrangements proposed by the review.

## **6. Financial implications**

- 6.1 There are no financial implications for the Council arising from this report. If the proposals result in more Parish Council elections, this cost will need to be funded by the Parish Council concerned.

## **7. Employee implications**

- 7.1 None

## **8. Communications implications**

- 8.1 None

## **9. Consultations**

- 9.1 Two responses to the consultation were received from parish councils and a further response was received from an individual.
- 9.2 Response from Little Houghton Parish Council.

The following response was received by email from the Parish Clerk on 5<sup>th</sup> June 2018.

“The Parish Councillors discussed the letter received with regard to the Community Governance Review and the proposal that the number of Parish Councillors in Little Houghton be reduced from 7 to 5. The Parish Councillors were really concerned about this proposal and requested feedback on the following queries:

- Does the Parish Council have to comply with the proposal?



- What's the criteria that has been used to reach this proposal?
- What's the time lapse if it has to come into effect?
- What is happening in the surrounding Parish Councils which are of a similar size?

The Parish Councillors felt that a lot of time and effort had resulted in Little Houghton now having a full complement of seven Parish Councillors, and the variety, and effectiveness, of the skill sets of the Councillors was making a notable difference in the Parish. There had been significant improvements across the Parish community over the last twelve months, and the people who live, and work, in the Parish were very happy and appreciative of the improvements made."

The Elections Manager responded to this email on the same day answering with answers to the queries of the parish council.

The following communication was subsequently received:

"The Little Houghton Parish Councillors asked me to pass on their thanks for your reply to their questions. The Parish Councillors have given the matter careful thought and consideration, and discussed the Community Governance Review in depth at their last Parish Council meeting.

The Parish Councillors still feel that a lot of time and effort had resulted in Little Houghton now having a full complement of seven Parish Councillors, and the variety, and effectiveness, of the skill sets of the Councillors is making a notable difference in the Parish.

The Parish is made up of the two different communities of Little Houghton and Middlecliff, with different priorities and issues and the Councillors feel that therefore representation is need from both communities on the Parish Council. At the moment both communities have representation by Parish Councillors, which supports the requirement for seven Parish Councillors. Furthermore as the Village is getting bigger the seven Parish Councillors can currently share the increased work and duties required using their different skill sets.

There had been significant improvements across the Parish community over the last twenty four months, and the people who live, and work, in the Parish are very happy and appreciative of the communication improvements made, and the positive engagement which is taking place.

The Parish Councillors appreciate that the Community Governance Review only takes place every 15 years, and would like to highlight that they now have a Toolkit of Communication methods which they are using to consult with members of the community, and encourage participation and involvement. These communication and engagement tools includes:

- A new Parish Council Notice Board with Parish Council information regularly displayed, and updated, with dates of Parish Councils meetings, Parish Council minutes and audit information, as well as information celebrating the improvements that have been made across the Parish Council. Additionally Community Groups are

encouraged to put information in the Notice Board through contacting a Parish Councillor whose contact details are displayed in the Notice Board.

- Information Posters are regularly displayed in key access points such as the village shop, the sports club and the community centre, and distributed by the Parish Councillors, encouraging the Parishioners to make contact with the Parish Council with their views and concerns, and to help at the volunteer days.
- Regular Volunteer Days are held where the community is consulted and engaged in a relaxed and friendly environment
- The Summer Gala is supported by the Parish Councillors and residents are able to speak to the Parish Councillors at this event.
- The community is looking at starting a Neighbourhood Watch Parish scheme as a result of the Neighbourhood Watch Co-ordinator attending one of the Parish Council meetings
- The Parish Council is working on a funding bid to host their own web site, and all Parish Council information will be posted on this site, and Parishioners will be able to contact the Parish Councillors digitally. The Web Site will be managed by one of the Parish Councillors. It is anticipated the application will be submitted over the summer, and that the Web Site will be up and running at Christmas.

The minutes of the Parish Councils meetings over the last two years record a significantly higher attendance rate than previous years, which shows that these communication methods are being successful and local residents will either contact a Parish Councillor, or attend a Parish Council meeting if they have any matters to discuss. Furthermore there are now also a number of Parishioners who attend the Parish Council meetings on a regular basis.

The Ward Councillors have encouraged the Parish Council to become more active, and are delighted with all the positive improvements across the Parish. They fully support the Parish Council staying with seven Parish Councillors.

The Parish Councillors therefore feel that they have already significantly improved the way that they engage with the community over the past twenty four months, and that the Toolkit of Communication Methods which is in place is giving every member of the community the opportunity to ensure that their voices, concerns and ideas are heard and acted upon. Feedback to the Parishioners is always given either in person by a Parish Councillor, or posted on the Notice Board and made readily available at key access points. It will soon be accessible digitally through the web site as well. The new Super fast Broadband provision in the Parish, which has diligently and determinedly been advocated and encouraged by one of the Parish Councillors is finally now in place, and will support further digital communication methods going forward.

The Parish Councillors feel that the effectiveness of these communication methods to engage with every member of their community will continue, and grow, for at least the next 15 years, and beyond.

The Parish Councillors have said, only if deemed completely necessary, that as a compromise, but this is not their preferred option, that the seven Parish Councillors who are currently willing to serve their local community continue to do so, but if one of these Councillors resigns that vacancy would not be filled, until just 5 Parish Councillors remain. The Little Houghton Parish Councillors asked me to pass on their thanks for your reply to their questions. The Parish Councillors have given the

matter careful thought and consideration, and discussed the Community Governance Review in depth at their last Parish Council meeting.

The Parish Councillors still feel that a lot of time and effort had resulted in Little Houghton now having a full complement of seven Parish Councillors, and the variety, and effectiveness, of the skill sets of the Councillors is making a notable difference in the Parish.

The Parish is made up of the two different communities of Little Houghton and Middlecliff, with different priorities and issues and the Councillors feel that therefore representation is need from both communities on the Parish Council. At the moment both communities have representation by Parish Councillors, which supports the requirement for seven Parish Councillors. Furthermore as the Village is getting bigger the seven Parish Councillors can currently share the increased work and duties required using their different skill sets.

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- The community is looking at starting a Neighbourhood Watch Parish scheme as a result of the Neighbourhood Watch Co-ordinator attending one of the Parish Council meetings
- The Parish Council is working on a funding bid to host their own web site, and all Parish Council information will be posted on this site, and Parishioners will be able to contact the Parish Councillors digitally. The Web Site will be managed by one of the Parish Councillors. It is anticipated the application will be submitted over the summer, and that the Web Site will be up and running at Christmas.

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The Parish Councillors have said, only if deemed completely necessary, that as a compromise, but this is not their preferred option, that the seven Parish Councillors who are currently willing to serve their local community continue to do so , but if one of these Councillors resigns that vacancy would not be filled, until just 5 Parish Councillors remain.”

### 9.3 Response from Tankersley Parish Council.

The following response was received by email from the Parish Clerk on 24<sup>th</sup> May 2018.

“Councillors felt that a reduction in Councillor numbers would be detrimental to the Parish, and either deter new residents from the developing estates from applying, or result in the loss of knowledge and skills provided by the current elected Councillors.

The Parish Councillors believe that they hold a diverse range of opinions and originate from varied backgrounds, which gives full and considered conversation at all meetings. They feel that they are fully accountable to the community and consistently act in its best interests.

Councillors believe that by not holding on to the current vacant positions, they will not have the unique opportunity to engage new residents in the

community and create cohesion, with housing estates that were so greatly opposed by the electorate.”

Following a request for further information the parish council provided the following response on 11<sup>th</sup> October 2018.

“To elaborate further, Councillors originate from across the Parish, which consists of the distinct villages of Pilley and Tankersley, with boundaries extending towards Hoyland and Wentworth.

Councillors represent each street/estate/area which exists within the Parish, ensuring that discussions at meetings include fair representation of all residents. It is with this in mind, that Councillors requested that the two vacant posts be left in place, to allow a representative to be sought from the two new housing developments, which are planned for the Parish.

These developments will increase the number of households within the Parish significantly (approx. 15-20%), and will include varied family make-ups, due to the different homes which will be on offer.

Councillors have repeatedly discussed the need to welcome these residents to the community, not just the geographical area, and are planning to produce welcome packs for all homes, which will include information to actively seek new Councillors.

As discussed by the Clerk and Ian Turner, the Parish Council would review the vacancies in approximately four years time, when it is expected that more than half of these homes will be in place. At this point, the Parish Council would have a greater understanding of the community make-up, and the likelihood of these roles being filled. If at this point the roles had remained vacant, the PC would agree to readdress their numbers.

The work of the current Parish Council has been met with strong community support in previous years, with all actions resulting from the community consultation in 2013, having been completed or set in place. This would not be possible without the current Councillors, who each carry out varied roles for the PC and have specific knowledge and industry contacts, that allow resident needs and demands to be met.

Our community bonfire has grown in attendee numbers significantly in the last 5 years, resulting in all Councillors being required to take significant roles, whilst being supported by volunteers, to ensure this takes place safely. With the inclusion of residents from the new developments at such events, the additional support of new councillors would also be required.”

9.4 The comments received from both Little Houghton and Tankersley parish councils were considered. However, it was felt that they were unable to sufficiently justify why their representation should not be the same as the other similar sized parish councils to ensure consistency where possible across the borough.

9.5 Other responses.

A letter was also received from Mr Mick Drewry in which he gave some alternative proposals for Dunford Parish Council. These are proposals that should have been submitted in the initial consultation in June 2017. As these proposals were very far reaching it was not appropriate to consider them at this stage of the review.

## **10. Appendices**

### **10.1 Appendix 1 – Report on the Community Governance Review 2017/8**

## **11. Background papers**

### **11.1 Report to Cabinet on 16<sup>th</sup> May 2018 detailing the draft proposals of the Community Governance Review**

### **11.2 Government / Local Government Boundary Commission – Guidance on Community Governance Reviews, March 2010**

If you would like to inspect background papers for this report, please email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk) so that appropriate arrangements can be made

**Officer Contact:** A.C. Frosdick **Date:** 11<sup>th</sup> October 2018

# Barnsley Metropolitan Borough Council

## Community Governance Review – Draft Recommendations

In accordance with Local Government & Public Involvement in  
Health Act 2007

February 2018

## **1. INTRODUCTION**

### **1.1 Purpose**

To consider the draft recommendations of the project team and make recommendations to Council.

### **1.2 Background**

Since February 2008 principal councils have had responsibility for undertaking community governance reviews. With the exception of Brierley Town Council, which was abolished following a community vote in July 2015, no petition has been made that would trigger a review.

In April 2017, the Council decided to undertake a review under the provisions of the Local Government and Public Involvement in Health Act 2007, to take decisions about parishes and their electoral arrangements.

The terms of reference defined the purpose:-

- whether or not to establish new parishes, the name of any new or existing parish and the styling (i.e. parish, community, neighbourhood or village) of any new parish;
- the retention, abolition or alteration of the area of the existing parishes; and
- whether or not any new or existing parish should have a parish council (subject to the particular restrictions on recommendations in this area set out in s.94 of the 2007 Act) and the electoral arrangements of any new or existing parish council – including the ordinary year of election, warding and number of councillors.
- Whether or not to introduce any new community governance arrangements other than those relating to parishes and parish council's.
- the grouping (under a common parish council) of parishes.

## **2. DISCUSSIONS**

2.1 Since April the project team have met twice to consider relevant issues, submissions from key stakeholders (set out at Appendix A to this report) and consider draft recommendations.

2.2 Discussions took place around:-

- The relevance of current boundaries arising from developments since 1974 and proposed in the draft local plan
- Demographic/Geographic information about neighbouring parishes
- Proposals for the creation or abolition of parish or town councils
- Relationship with Barnsley Council's own current neighbourhood arrangements (Area Councils)



- The effectiveness of current Parish / Town Councils in representing their communities, particularly in terms of the number of elected members
- Options to improve the effectiveness of representation by merging or grouping of Parish Councils

### **3. ANALYSIS**

#### **Relevance of current boundaries**

- 3.1 The review group considered the residential and other developments that had taken place in the parished areas since current boundaries were established in 1974. Whilst noting that this was significant over such a relatively long period, this has been predominantly within settlements, rather than on the periphery or in areas close to the boundary with other parished areas. Similarly, the available demographic information for parished areas does not suggest that any changes to the boundaries are required for this reason. It is not therefore proposed that any boundaries of or between parishes should change.
- 3.2 Comments were received from Oxspring Parish Council that the boundary between it and Hunshelf Parish Council in the area of Sheffield Road, Oxspring is confusing because it cuts diagonally across the playing field in that area. It is therefore proposed that this boundary be adjusted to place the whole of the playing field within Oxspring parish. Hunshelf Parish Council supports this proposal.

#### **Proposals for the creation or abolition of parish or town councils**

- 3.3 No proposals for the creation or abolition of parish or town councils were received in response to the consultation undertaken as part of the Community Governance Review. There is therefore no evidence that parished communities consider the current arrangements to be ineffective or irrelevant. Equally, there is no public demand for new parish councils in other areas of the borough that are currently unparished. It is not therefore proposed to create or abolish any parish or town council as part of this review.

#### **Relationship with Barnsley Council's neighbourhood arrangements**

- 3.4 Barnsley Council's current neighbourhood arrangements were established in May 2013, with formal Area Council meetings supported by Ward Alliances. Whilst the neighbourhood arrangements prior to this did engage with parish and town councils, the current arrangements provide greater opportunities for this through the Ward Alliances and wider neighbourhood networks.
- 3.5 The Neighbourhood Governance Team has been part of the review group and considers the existing community governance arrangements through parish and town councils to be effective. This is based on the contribution that they

make to the Ward Alliances and activities generated through them, as well as work that the parish and town councils promote themselves in their areas.

### **Effectiveness of current Parish / Town Councils in representing their communities**

- 3.6 The number of elected members on each parish and town council was established in 1974 by the arrangements made under the Local Government Act 1972 and has not changed since that time. The only exception is Penistone Town Council, when some boundary changes and new warding arrangements were in 2007. Parish and town councils must have a minimum of five members, although most have more than this.
- 3.7 As part of the review, consideration was given to the average number of electors represented by each elected member to identify any areas of relative over- or under-representation. A further consideration is the extent to which elections for the parish and town councils are contested, both for the regular elections and any vacancies, and the reliance on co-options.
- 3.8 The following table sets out the respective position for each parish and town council regarding average number of electors per elected member:

<b>Parish Council</b>	<b>Number of electors</b>	<b>Number of members</b>	<b>Electorate per member</b>
Billingley	166	5	33
Cawthorne	1012	9	112
Dunford	526	7	75
Great Houghton	1867	11	170
Gunthwaite & Ingbirchworth	569	5	114
High Hoyland Parish Meeting			N/A
Hunshelf	304	5	61
Langsett	181	5	36
Little Houghton	512	7	73
Oxspring	948	7	135
Penistone	9384	15	626
Shafton	2638	9	293
Silkstone	2511	9	279
Stainborough	314	5	63
Tankersley	1300	11	118
Thurgoland	1629	9	181
Wortley	521	9	58
			152

- 3.9 With the exception of Penistone Town Council, there have been no contested elections in Parish Councils in the last three electoral cycles.

- 3.10 This suggests that, in Cawthorne, Dunford, Little Houghton, Tankersley and Wortley Parish Councils, there is a need to address the over-representation of electors and deal with issues associated with non-contested elections. In doing so, there is a need to acknowledge that any contested elections resulting from this will increase the financial burden on parish and town councils.

### **Options for the Merger or Grouping of Parish Councils**

- 3.11 The effectiveness of representation could in part be addressed by merging or grouping parish councils. This retains the identity of the parished area but can resolve these issues. However, this assumes that those parish or town councils are ineffective in other ways and, from the information set out above, this does not appear to be the case. In practical terms, the nature of the parished areas in the borough does not necessarily lend itself to grouping or mergers, given the distinct, and in most cases unconnected, identity of the communities they serve. Whilst geographically close, parishes are significantly different in a range of demographic characteristics that makes the option of merger or grouping with neighbouring parishes unattractive. For this reason, the merger or grouping of parish councils is not recommended.

## **4. DRAFT PROPOSALS**

- 4.1 Taking account of the analysis set out above, the following proposals arise from the Community Governance Review:
- a) That the number of parish councillors for Cawthorne Parish Council be reduced from 9 to 7
  - b) That the number of parish councillors for Dunford Parish Council be reduced from 7 to 5
  - c) That the number of parish councillors for Little Houghton Parish Council be reduced from 7 to 5
  - d) That the number of parish councillors for Tankersley Parish Council be reduced from 11 to 9
  - e) That the number of parish councillors for Wortley Parish Council be reduced from 9 to 5.

Reason:- The five parishes have a high membership compared to their electorate. Given that none of these parishes have had a recent contested election it would be appropriate to consider reducing their membership to something more in common with other parishes. This would give them a better chance of having a contested election in the future.

- f) That the parish boundary in the Sheffield Road area of Oxspring be changed as suggested by Oxspring Parish Council, as shown on the plan at Appendix B. Hunshelf Parish Council agrees with the proposal. It should be noted that the area is a playing field and does not include any houses.
- 4.2 With these exceptions, there are no further proposals to change the existing arrangements for Community Governance as they are considered to work effectively.

## **5. RECOMMENDATIONS**

- 5.1 The Council is recommended to agree the draft proposals in relation to each item under review.

## **Community governance review 2017**

### **Review of community governance arrangements within Barnsley Borough**

#### **Oxspring**

The governance arrangements, including the number of councillors is currently satisfactory.

The main thing would be to change the parish boundary, it currently cuts through the middle of Oxspring playfield on Sheffield Road (follows line of an old culvert) however, Oxspring Parish Council owns the playing field land.

At present half of the playing field is currently within Hunshelf Parish, which is not a problem, Hunshelf have always been co-operative, but for example when Oxspring applied for planning permission for a sports pavilion on their field, Hunshelf had to be consulted.

Oxspring is currently nearing the end of completing a Neighbourhood Plan, in which the Neighbourhood Area boundary includes the full playing field (Hunshelf approved to include the whole of the playing field in the area)

Strongly believe that the boundary should be changed (ensuring the Neighbourhood Area boundary matches the Parish Boundary) Hunshelf Parish Council agree to the proposal.

#### **High Hoyland**

During 2014-15 an exercise was completed to reduce the obligations of the parish to a minimum, they looked at dissolving the parish of High Hoyland and amalgamation with Cawthorne parish council.

After consultation there was an overwhelming response to retain the parish intact, and not to merge with Cawthorne.

Current parish governance arrangements work well, and it is unnecessary to create/abolish any parishes.

Happy to be a parish meeting and would not want to become a parish council.

Parish boundaries reflect the local communities, however, one anomaly would be Dam Head Cottage is situated in the middle of Bretton Sculpture Park, with the postal address Bretton Hall, West Bretton, WF4 4LG, it may be that the current resident may feel greater affinity with West Bretton than High Hoyland.

Some of the parishes within the borough have recently grown with the construction of new housing estates. Therefore, the balance in some villages may have changed considerably and it may be necessary to increase the number of councillors in these villages so that the representation is fair.

An election is held once a year for the chairperson and publicised throughout the village on notice boards, village pub, electronically on BMBC website.

### **Silkstone**

Believe there is no need to review the number of councillors or the boundaries of Silkstone parish council at this time. There is however, an opportunity for BMBC to become more involved with parish councils and to increase the number of parish councils within the borough.

There is no need to change the number of councillors, nor changes to the parish boundaries, believe any changes may have a negative impact on the work done on behalf of the residents.

Positively advocate the introduction of more parish councils and support the development of neighbourhood plans in the borough. Councillors believe there is real opportunity for parish councils to get better VFM and understanding providing local services.

Additional information - The date of the last contested election was 1991

- Not experienced difficulties in filling vacancies by co-option, until the current vacancy.
- Does not wish to combine with any of neighbouring parish councils.

Do not consider that the parish council needs to increase/decrease the number of councillors or change the parish boundaries. Do not believe should combine with any of its neighbouring parish councils as the parish already surrounds two villages.

### **Billingley**

The last time there was a contested election for all the seats on the council was 2011, since then no issues with regard to co-opting members to the council.

Believe no changes should be made to increase/decrease in the number of members and changing boundaries would not be beneficial. There is no merit of being joined to a neighbouring parish.

### **Shafton**

There has not been a contested election for all seats on the council for over 14 years, and they do not have any problems finding members to be co-opted onto the council.

To increase/decrease the number of members would not be beneficial.

Do not think it is needed to change the boundaries to include or exclude any new developments.

Not agreeable to being grouped with a neighbouring parish to form a larger council, neighbouring parish/town councils have been disbanded.

### **Gunthwaite & Ingbirchworth**

Discussed at parish meeting 31<sup>st</sup> July

- Quite happy with current arrangements
- Agree no parish council should be abolished
- Feel ward boundaries still accurately reflect local communities.
- Feel 5 parish councillors is consistent ratio to voters (large amount of new properties have been built, so number of residents increased)
- The parish has not had an election for some time, but if a vacancy arises the correct procedure is carried out.

### **Great Houghton**

Following the last parish meeting, members preference would be for the existing arrangements to remain, of the opinion currently works well and should not be changed.

### **Cawthorne**

Currently happy with arrangements regarding parish boundary and the number of councillors, no further comments.

### **Penistone**

Satisfied with the existing boundary and would not suggest any changes.

### **Langsett**

No comments, happy with the current situation.

Location Plan to add



# Item 30

## Barnsley Metropolitan Borough Council

**This matter is a key decision within the council's definition and has been included in the relevant forward plan.**

**Report of the Executive  
Director of Core Services**

### **Barnsley Council's social media policy 2018-2020**

#### **1. Purpose of report**

The purpose of this report to cabinet is to gain approval of the social media policy 2018-2020, and allow its implementation to take place from November 2018.

#### **2. Recommendations**

It's recommended that cabinet approves the social media policy (Appendix A) and agrees that this can be presented to Full Council for approval.

#### **3. Introduction**

3.1 Social media is a key channel in helping us to communicate and engage with our residents and customers. The priority now is to use social media more strategically to ensure good engagement with our residents, better customer service, and wider sharing of information on the services most important to our customers.

3.2 Social media enables us to:

- engage with our residents and customers
- promote our services at low/no financial cost compared to other communications channels
- listen to what people are saying about Barnsley and the council
- offer another channel where our customers can contact us.

3.3 We currently have three main social media accounts (Facebook, Twitter and Instagram) which are managed by the communications and marketing service. We also have approximately 50 service level accounts which are

managed at a service level, including Barnsley Helps, our customer service accounts.

#### **4. Proposal and justification**

It's proposed that we implement the social media policy for 2018-2020 (Appendix A)

- 4.1 Social media channels are developing at an increasing rate and our current social media policy isn't robust enough to cover these changes. We want our employees and elected members to feel confident in using social media to engage with their customers and have a policy which defines their role in managing and monitoring their sites.
- 4.2 Many of our employees and elected members are also residents of Barnsley. We want them to have clear guidance on using social media for their personal use at home and feel safe in sharing information about what's happening in Barnsley with their family and friends.
- 4.3 The policy includes information and guidance for our employees and elected members on:
  - using social media at work to engage with residents/customers
  - using social media for personal use at home
  - using personal social media sites at work
  - legal information
  - roles and responsibilities of employees, elected members, managers, human resources and communications and marketing
- 4.4 The proposed policy also includes a site owner's policy. This guidance will support employees who are managing/monitoring a council-owned social media channel. This has been included to mitigate and manage the risk of inappropriate use of a council site.
- 4.5 The communications and marketing service is running training sessions for site owners on how to effectively manage their work accounts, including best practice on how to engage with their audiences. The service is also developing guidance for employees on how to use social media more generally, along with an online learning course and specific guidance for elected members. This proposed policy is a key part of that training and follows the same design.
- 4.6 The proposed policy also takes into account advances in technology and legal regulations such as the General Data Protection Regulations.

- 4.7 The proposed policy provides information on the council's zero tolerance approach to violent or aggressive behaviour or discriminatory comments towards a council employee or elected member. It details how employees and elected members can report violent or aggressive behaviour or discriminatory comments made via social media.
- 4.8 The policy also supports the use of social media advertising as a cost effective channel for sharing information to targeted audiences.
- 4.9 The policy has been redrafted using plain and engaging language which makes the guidance easier to understand and use. It also includes hyperlinks to key policies and documents.

## **5. Consideration of alternative approaches**

- 5.1 The alternative approach is to continue working under the existing social media policy. This is not recommended as it gives employees and elected members outdated information on channels, their roles and responsibilities and legal aspects of using social media.

## **6. Implications for local people / customers**

No implications identified

## **7. Financial impacts**

No impacts identified

## **8. Employee impacts**

- 8.1 The recommended social media policy gives clear guidance on how employees and elected members should use social media platforms at both home and at work and their responsibilities as an employee or elected member of Barnsley Council.
- 8.2 The policy also supports employees and elected members in managing their service social media platforms to make sure that they're engaging with customers effectively.
- 8.3 The proposed policy provides information on the council's zero tolerance approach to violent or aggressive behaviour towards a council employee or elected member. It details how employees and elected members can report violent or aggressive behaviour on social media.

## **9. IT impacts**

- 9.1 The recommended policy includes links to GDPR regulations and also covers SharePoint and is flexible to include future developments in social platforms.

## **10. Communications activity**

- 10.1 If approved, the social media policy will be communicated internally to all employees and elected members (both networked and non-networked). A section on the intranet will be created to give employees and elected members access to information and guidance on social media. The communications and marketing service will communicate with site owners around training opportunities.

## **11. Promoting equality, diversity and social inclusion**

- 11.1 The policy considers the effect of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments on social media. It provides guidance to employees and elected members on dealing with these incidents.

## **12. Consultations**

The following people have been consulted in the development of the social media policy:

- Communications and Marketing service
- Senior Management Team
- Trade Unions (consulted on Social Media Policy)
- Human Resources
- IT
- Legal services
- Equalities and Incusion

## **13. List of appendices**

- Appendix A – Social media policy 2018-2020

**Report author:** Katie Rogers

Financial impacts / Consultation

.....

*(To be signed by senior financial services officer where  
no financial impacts)*



# Social media policy

## 2018 - 2020

Social media is one of our main channels for engaging with our customers.

We want you to use this policy to help you get the best out of social media.

## Introduction

Social media is one of our main channels for communicating with our residents. We want you to use this policy to help you get the best out of social media.

Social media connect you to your customers. It can connect you with breaking news as it happens or a good news story for a community group. It can also connect you to what people are saying, doing and thinking in their area.

It's a great way to promote your services and it also helps to promote engagement with our customers.

As part of our #DigitalFirst programme, we want you to feel confident in using social media as a communications channel with your customers and also as a channel to share your knowledge and learning.

**You should follow this policy if you're an employee or elected member of Barnsley Council, including relief and agency employees, contractors, consultants, apprentices, volunteers, trainees and people on work placements. This information also applies to employees in schools where the governing body has adopted the policy.**

Social media is also changing and growing. To keep up with the changes we'll republish this policy in 2020.

Just for info...Throughout this policy the term "we / us" is used to describe the council's Communications and Marketing team.

## 1. What is social media?

Social media is a website or app that helps you to create and share content and communicate with other people.

Social media sites include Facebook, Twitter, Instagram, Snapchat, WhatsApp, LinkedIn, YouTube and Flickr. We have also introduced SharePoint to this list. The information also covers any new social networking sites which will be developed in the future.

## 2. Using social media at work to engage with residents/customers

Social media is already being used by many council services. We want to support you to use it to promote your services, where it's relevant. This could be to advertise an event or service, to promote community engagement, or for many other purposes. The uses for social media continue to increase as the technology develops.

Before you create any council social media site you need to speak to us and complete a short business case ([available on the intranet](#)). We'll also offer guidance and support regarding your use of social media. You'll need to agree to and follow the guidance set out in the social media site owner's policy in Appendix A.

**You'll need to agree to and follow the guidance set out in the social media site owner's policy in Appendix A.**

### 3. Using social media for personal use at home

Using social media is a great way of connecting with your family and friends.

We want you to be proud that you work for Barnsley Council, if you want to have your employer information displayed as part of your profile, this is fine. However, as an employee or elected member, consider what you are posting and how this may reflect upon the values and reputation of the council.

We also work hard to promote the work that the council does. Sharing information helps spread the word about what's happening in Barnsley. You're welcome to promote the council's work. However, unless it's part of your role within the council, you should never make official announcements on a social media platform.

It is good practice to make it clear that comments are your own personal views and do not represent the council's official view. This makes it clear that you may have a greater understanding of the council, but you're not making any official declarations. Use wording in your profile such as 'Views expressed are my own'. However, should your actions bring the council into disrepute or have the potential to adversely affect the council's reputation or business, the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal.

If you're carrying out a legitimate role which involves posting comments on social media, for example a Trade Union representative or a community action group representative etc, you need to make absolutely clear in which capacity you are making your posts.

You may want to join a group that has a conflict of interest with the council's services, such as a campaign group. You should follow the guidance on personal interests in the [Code of conduct for employees](#) or [Code of conduct for elected members](#)

Anything you post on your personal site is your responsibility. A comment, tweet, share or retweet posted to the internet is there permanently, regardless of whether you try to remove it. There'll always be a permanent record of everything you post. Irrespective of your privacy settings posts can, and often do, become publically available through screenshots, hacking and other methods.

It's always good to think about whether your actions could be considered defamatory, derogatory and/or offensive against the council. We'll not tolerate any post/share/retweet containing inappropriate comments concerning the council, its employees, elected members, residents, customers or suppliers. You'll be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal.

#### **Examples of this could be:**

- 1) *"It's an utter waste of time and public money, management haven't a clue – I'll tell them."*
- 2) *"My personal view is that there are other projects within which the money apportioned to this project could be utilised to achieve a better outcome, I will discuss this with the project lead."*

If you had posted the first comment, you would be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal. If you had posted the second comment, the council may not take disciplinary action against you.

If you're tagged in a post or tweet that is considered defamatory, derogatory and/or offensive against the council then please delete it immediately and tell your manager.

### **Some helpful guidance:**

- If you have a work related issue please don't raise it via social media. Use the council's [dignity at work](#) or [grievance procedure](#).
- Don't divulge confidential information about, or belonging to, the council, its service users/customers, employees or elected members.
- Don't impersonate other employees or elected members on social media sites and forums.
- You can share photographs, images, video footage and comments of employees or elected members with their permission but you must not take and share photographs, images, video footage or comments from service users/customers without their permission. You can [read more information about consent on the intranet](#)
- Be aware of what's in the background of your photographs, images and video footage. Make sure that there isn't any confidential information on view.
- Be aware of [GDPR regulations](#).
- You don't have to accept 'friend' requests from anyone at the council if you don't want to.
- Don't start or accept an online relationship with your current or past service users/customers using a personal social media site. Like your offline work, where you have a close relationship with a service user, you must let your manager know.
- Check your privacy settings and make sure you understand what people can see. Social media is a public place and it's best to assume that all your posts can be seen by anyone.
- You need to follow the council's [Information and security and computer usage policy](#) and the [Code of conduct for employees](#) or [Code of conduct for elected members](#) when using council equipment and your council login.
- Outside of work, using your own equipment, you still need to follow the [Information and security and computer usage policy](#) and the [Code of conduct for employees](#) or [Code of conduct for elected members](#).



## 4. Using your personal social media sites at work

You're okay to use your personal social media sites while you're at work, using council or your own equipment. This should be in your own time and it must not interfere with your job or delivery of service.

## 5. Legal information

If you breach this policy it may result in disciplinary action under the council's [disciplinary procedure](#).

Tribunals and/or Courts may consider communications recorded on social media sites. It's highly likely that postings and comments can be used as evidence, regardless of the privacy settings of your page.

Comments made on a public forum are in the public domain. Updating your site settings to private will not protect you if you're found in breach of this policy.

All employees and elected members have a Common Law duty of fidelity and trust and confidence to their employers. A breach of this nature could be treated as a breach of the council's [Code of conduct for employees](#) or [Code of conduct for elected members](#) and you could be subject to disciplinary procedure which could ultimately lead to your dismissal.

The council reserves the right to monitor use of social media through line management and monitoring of excessive or inappropriate usage.

Be aware of [GDPR regulations](#) and consent.

The council has a duty of care to take all reasonable steps to ensure your health, safety and wellbeing. Customers and residents have the right to expect the best service from the council and the council will always try to provide that service politely and respectfully. In return, we expect the same treatment. This includes any comments made on social media channels.

We'll not tolerate any violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or elected member. We'll provide support and guidance to anyone who is affected by cyberbullying such as comments made about them on social media sites in connection with their role. Follow our zero tolerance approach:

1. Fill in a [violence and aggression report](#) as soon as possible. This allows us to make an official record and get you the help and support you might need.
2. If you can, take a screenshot of the message on social media and include it in the report
3. Block the person on social media and check your privacy settings.
4. Report as an individual to the police via 101 or online at <https://www.reportingcrime.uk/SYPincidentreport/>
5. Take note of our [Personal Safety and Violence and Aggression at work – Code of Conduct](#)

If you need to ask a social media site or an online media outlet to remove comments about you, it's better, in the first instance that you try to do this yourself. We'll help you to do this and offer more support in getting the comments removed if needed.

If someone has posted defamatory comments on social media or an online media outlet about an employee or elected member, including violent or aggressive behaviour, or discriminatory/hate crime comments, the council will try and support these employees or elected members generally in dealing with what is a difficult situation. But the law does not allow the council to provide any assistance in bringing legal proceedings.

As mentioned in section 3, it's always good to think about whether your comments or actions could be considered defamatory, derogatory or offensive as this could result in somebody taking legal action against you as well as against the council. If someone is taking legal proceedings against an employee or elected member because of their defamatory comments or actions on a social media site or online media outlet, the council is entitled, in appropriate cases where the person has acted reasonably and in good faith, to support them in defending those legal proceedings.

If comments are made by another employee or elected members, the council will address this using the council's appropriate policies and procedures.

## **6. Guidance for elected members**

The information in previous sections is all relevant to elected members. The information in this section provides additional guidance.

### **Using social media for council business**

We're starting to see more and more elected members using social media as a channel to engage with their communities.

Your posts, tweets or comments on social media about the council or your role as an elected members are treated the same way as any other communications and so are also covered by your [Code of Conduct for Elected Members](#).

If anyone considers that your posts, tweets or comments on social media have failed to comply with the [Code of Conduct for Elected Members](#), you may subject of a complaint to the council's monitoring officer.

We'll not tolerate any violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or elected member. You can find more information on this in section 6.

### **Using social media for personal capacity**

There's nothing to stop you using social media in a purely personal capacity. Your posts, tweets or comments should not relate to the council or your role as an elected member.

You should follow the guidance in this policy and make it clear on your social media accounts that you're posting, tweeting or commenting in a personal capacity. You should be careful not to give any impression that you're acting in your capacity as an elected member. This approach will stop any reason for people to think that your posts, tweets or comments on social media are from your role as an elected members.

## **7. Roles and responsibilities**

**Employees and elected members have a responsibility to:**

- make sure you understand the policy and guidelines to using social media
- avoid behaviour that may cause someone to feel the subject of harassment or bullying
- act responsibly when using online media for work and personal use
- report instances of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments to their manager or relevant officer.

**Managers have a responsibility to:**

- make sure you understand the policy and guidelines to using social media
- act straight away to stop any harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments whether a complaint is raised or not
- make sure employees and elected members are aware of the social media policy and employee / elected members guidelines
- support employees and elected members who are the subject of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments
- make sure all complaints are dealt with consistently and in line with other policies.

**Human Resources and Communications and Marketing have a responsibility to:**

- provide support and advice on the policy and guidelines, where necessary.

# Appendix A - Social media site owner's policy

Social media is an effective tool for communicating to a wide audience. It's instant, offers two-way engagement and provides tools to help you target and measure your communications. Social media is being used by many council services. We want to encourage you to use it where it's relevant.

## 1. Setting up a site

Before you create any council social media site you need to speak to us and complete a [short business case](#). We'll also offer guidance and support on your use of social media. Please don't set your own sites up without talking to us first!

Think about why you want a site. Who is your audience and what will you be telling them? Will the site help achieve the council's priorities and outcomes?

It may be that you don't need a site and that we can post your information or event on the council's core social media sites.

## 2. Your role as a site owner

Once you're a social media site owner you'll be speaking on behalf of the council.

The following points will help you to manage your site:

- You'll be responsible for the daily monitoring and upkeep of any material on your site.
- We have a responsibility to manage the reputation of the council. A key risk to our reputation is the incorrect use of social media. To help manage this risk, we'll need access to your administration rights so that we can check your site. If you currently have a site and haven't given us administration rights, please contact us.
- All Facebook pages will be linked to our central Facebook Business Manager dashboard. We'll need your Twitter account username and password which will be stored on a secure spreadsheet on SharePoint.
- You must change passwords or remove access when an admin leaves. Please let us know as well.
- In discussion with you, we reserve the right to revoke access or close down inactive or infrequently used sites.
- Treat people with respect. Don't post negative comments about other people, companies or organisations. Follow the guidance set out in this social media policy. Your site must have the acceptable use policy displayed or made available. Screenshot anything on your site that might relate to this policy.
- We'll not tolerate any post/share/retweet containing inappropriate comments concerning the council, its employees, elected members, residents, customers or suppliers. This includes harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments. You'll be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal. You can find out more information about this in section 5 of the policy.

- Be responsible for what you write. Everything is public and permanent, even with privacy settings in place Screen shots can be taken and shared to a wider audience.
- Social media advertising is a great way of targeting messages to your customers. All Social media advertising should be booked by the Communications and Marketing team.
- Make sure your posts are accurate and be careful not to reveal confidential information about the council. If you see confidential information posted on a site or if there's an issue that is damaging to the council's reputation, please let us know. If you're not sure, don't post it.
- Your content must be non-political. Think about language that you use and don't retweet any elected member's tweets, whatever their political stance.
- If the media contact you via your social media site please do not respond to them. Contact us as soon as possible.
- You must comply with The General Data Protection Regulations.
- Respect copyright and give credit where it is due. Don't post text, images or videos that are created by someone else without crediting them. This includes copying pictures from the internet. Where possible include a link to the source. You can [read more information about consent on the intranet](#).
- Don't post clippings of newspapers on your pages. We don't have a licence for this. You can post links from websites. You can [read more information about this on the intranet](#).
- Let your manager know if you're subject to comments made about you on social media sites in connection with your role. We'll not tolerate any harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or an elected member. You can find out more information about this in section 5 of the policy.

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## BARNSLEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

### REPORT OF THE EXECUTIVE DIRECTOR (COMMUNITIES) TO CABINET ON 17 OCTOBER 2018

#### **CHANGE TO THE WARD ALLIANCE GOVERNANCE FRAMEWORK**

##### **1. PURPOSE OF REPORT**

- 1.1 This report outlines proposed changes to the Governance relating to the operation of the Ward Alliances, part of the Council's Area Governance arrangements. The report seeks Cabinet approval for the proposed changes.

##### **2. RECOMMENDATIONS**

- 2.1 **It is recommended that Cabinet approves the changes to the Ward Alliance Governance Framework as outlined in Section 4 of this report from 1<sup>st</sup> October 2018.**
- 2.2 **It is recommended that Cabinet delegates responsibility for the review process outlined in Section 4.10 of this report to the Elected Member with Portfolio for Communities and the Executive Director (Communities).**

##### **3. INTRODUCTION**

- 3.1 The Ward Alliance Governance Framework which sets out the terms of reference for the Ward Alliances was first introduced as part of the new Area Governance arrangements approved by Cabinet and Full Council in 2012 (Cab.10.10.2012/6, Cab.21.11.2012/6 and Cab.8.5.2013/7.1) and put into place from June 2013.
- 3.2 Although other aspects of the overall Area Governance Framework have been reviewed since then (Cab.22.19.2014/8.1) the guidance agreed to support the Ward Alliances has not been reviewed until now.
- 3.3 The 19 Ward Alliances have now been in operation for five years, and have formed part of the recognised successes of the Area Governance arrangements; contributing to the Corporate priority of 'Strong & Resilient Communities' by:
- Involving over 200 citizens as active members of Ward Alliances
  - Funding 2028 Ward Alliance Fund projects, which promote the involvement of citizens in activities which build the strength of their local areas
  - Contributing strongly to the 17,364 volunteers who have taken part in locally based social action through Love Where You Live since 2014 & who have given volunteer hours worth over £1 million
  - Helping to support the development of 86 new community groups since 2016 (earlier figures not available)

- 3.4 As part of the overall Area Governance arrangements, the Ward Alliances have also been recognised as national good practice, with numerous enquiries from other local authorities over the past 2 or 3 years. In 2017, this was formally recognised when Barnsley Council won the prestigious Local Government Chronicle (LGC) Award for Community Involvement for its Ward Alliances, which were praised for “inspiring Barnsley’s communities to make a real difference”.
- 3.5 However, it has become apparent in five years of operation that some aspects of the Ward Alliance Governance Framework need amendment to reflect the lessons learned in the interim, and to provide updated guidelines which offer clarity around areas which had not been identified at the outset.

#### **4. PROPOSAL AND JUSTIFICATION**

- 4.1 A number of changes have been made to the Framework and its supporting documentation and processes. They have been made to bring the Framework up to date with the realities of the way in which Ward Alliances operate five years from their inception, and to attempt to close gaps in the guidance.
- 4.2 The main changes can be categorised under 7 headings:
- Chairing arrangements
  - Decision making & required levels of quoracy
  - Applications for membership
  - Induction of new Ward Alliance members
  - Renewal of Ward Alliance membership
  - Formalised review process for the Ward Alliances
  - Formalising the involvement of the Executive Director (Communities) and the Portfolio Holder (Communities) where there are significant concerns

#### **4.3 Chairing arrangements**

The current Framework requires for the Chair of a Ward Alliance to be an elected member and this remains unchanged under the new proposals. However, because the new quoracy levels as outlined in section 4.4 below require only one elected member to be present for the meeting to go ahead, this means that this single elected member will act as Chair at any meeting.

Section 2.7 of the revised framework also proposes that the Chair and Secretary are jointly responsible for ensuring that the notes from meetings adequately capture decisions made but also for making sure that the notes anonymise discussions held to protect Ward Alliance members when notes are made public.

Some Ward Alliances choose to rotate their Chairing function between the three ward members. Section 7.2 formalises this arrangement for Ward Alliances wishing to do this, but sets down the need for agreement on who will be chairing prior to Ward Alliance meetings, to enable the elected member in question to be fully involved in agenda setting for the meeting.



#### 4.4 Decision making & levels of quoracy

The existing Framework requires one third of the membership (including a minimum of 1 of the 3 elected members and 2 community representatives) for any Ward Alliance meeting to be quorate and able to make decisions. This has caused a number of issues in practice, where members have been unavailable to attend and has meant that Ward Alliance business has not been able to progress.

The proposed changes in Section 8.3 of the Framework would alter the quoracy requirement, so that decisions can be made so long as one third of the overall membership and at least one elected member are in attendance (one from each ward where two Ward Alliances are combined).

Section 8.3 also outlines more clearly the proposed quoracy arrangements for joint Ward Alliances, with a proposal that at least one elected member and community representative from each ward are present for the meeting to be quorate.

All Ward Alliance members are required under the current arrangements to declare any interests in matters considered at meetings. However, this probably is not well understood, particularly by community members. Paragraphs 8.8 and 8.9 have therefore been revised to give more information about why interests need to be declared and that this applies equally to individuals, their companies or employers.

Paragraph 8.10 outlines proposed Moderation Panel arrangements in the event that complaints are received about the allocation of the Ward Alliance Fund.

Section 5.11 also outlines a proposed process for the separation of a joint Ward Alliance wishing to revert to becoming two single Ward Alliances, where there is a consensus or two thirds majority vote to do so.

#### 4.5 Applications for membership

The existing Framework outlines a clear process for the three elected members within a ward to score and approve applications for those wishing to join their Ward Alliance. However, in practice this process has not always been followed correctly, with some prospective members being accepted or rejected without following the agreed process creating challenges, opening the council up to complaints of inequity.

The proposed changes in Sections 5.2 of the Framework retain the existing process of written application from prospective members and their scoring. However, where Ward Councillors reject an application for membership and where a complaint is received, it is proposed in Section 5.3 of the Framework that a Moderation Panel is established which would review the information and make a final decision on the application.

The Moderation Panel would comprise the Portfolio Holder for Communities, the Area Chair for the area within which the Ward Alliance sits, and either the Executive Director for Communities or the Service Director for Safer, Stronger & Healthier Communities.

Where the Area Chair is also the Chair of the Ward Alliance in question, another Area Chair will be asked to sit on the panel to avoid any possible conflicts of interest.

Section 5.2 also outlines a proposal to ensure that as far as is possible, the membership of each Ward Alliance broadly represents the community it serves in terms of age, gender, race/ethnicity and other protected groups under equalities legislation. This section also allows for Ward Alliances to undertake targeted recruitment to its membership where imbalances exist, in line with current equalities legislation.

#### 4.6 Induction of new Ward Alliance members

The existing Framework does not make any reference to the induction of new Ward Alliance members, and in practice, the induction of new members has not always happened.

The proposed changes include provision in Section 5.10 for the formal induction of all new Ward Alliance members (including new elected members) by the Ward Alliance Chair and supporting Community Development Officer from the Area Team, including an introduction to the Ward Alliance Governance Framework and a full skills/training needs analysis; documentation for which is currently under development.

#### 4.7 Renewal of Ward Alliance membership

The existing Framework outlines that the 'term of office' for a community representative shall be one year. In practice, this has not happened widely and has proved unsettling for those majority who are happy to remain on their Alliance as longer term productive members. In the small number of wards where there are applicants waiting to come onto the Ward Alliance, these extra members have been able to be appointed by increasing the size of the community representation on the Alliance beyond the minimum of 6.

The proposed changes in Section 5.5 replace this 'term of office' with a requirement that all Ward Alliance members wishing to stay on their Alliance for a further year are asked to 're-confirm their commitment to the Ward Alliance' on an annual basis.

In addition, the proposed changes require that this re-confirmation is sought only where Ward Alliance members have fulfilled their agreed role as outlined in Section 6.3 of the Framework.

Any members who fail to seek re-confirmation this will have their membership terminated as outlined in Section 6.1

In addition, Section 5.6 outlines the proposed process to be used by elected members to decide who should be approached for re-confirmation of membership and to inform those who will not be reconfirmed.

Section 5.7 outlines a Moderation Panel procedure to be used in the event of a complaint being received from a Ward Alliance member who has not been approached for re-confirmation.

#### 4.8 Formalised Review process for the Ward Alliances

The existing Framework suggests that an annual 'self-conducted review' may be undertaken by Ward Alliances. In practice, an annual requirement is clearly too

frequent for a body which meets only 6 times per year, and application of this review process to date has been inconsistent.

The proposed changes in Section 2.6 require each Ward Alliance to be formally reviewed every 2 years, using a standardised approach and with support from Area Teams.

#### 4.9 Formalising intervention in cases of concern

The existing Framework makes no reference to either Councillor or senior officer intervention where there are significant concerns about the way in which a specific Ward Alliance is operating. The majority of Ward Alliances have been working well, but there have been a small number of examples where some have seemed unable to resolve issues which were holding back their development.

The proposed changes in Section 8.10 allow for the Portfolio Holder (Communities) and the Executive Director (Communities) to deal with significant concerns about the operation or progress of a Ward Alliance ( which includes concerns about the allocation of Ward Alliance Funds ) where informal resolution has not been possible with the respective Ward Alliance Chair or Area Chair.

#### 4.10 Regular future review of Ward Alliance Governance Framework

In order to ensure that good practice continues to develop within the Ward Alliances, the Ward Alliance Governance Framework needs to be reviewed on a regular basis to support this. It is proposed that the Framework is formally reviewed every 2 years.

#### 4.11 Payment of honorarium for Ward Alliance Secretary role

In the current Framework, an allowance of £500 per year is made available for each Ward Alliance Secretary. Takeup of this allowance has always been patchy, with around 35% of Secretaries operating on a voluntary basis and 65% currently in receipt of the allowance.

In order to recognise that many Secretaries are happy to continue on a voluntary basis, whilst others choose to claim the allowance, it is proposed that Section 7.1 of the new Framework enables those wishing to continue to claim an honorarium payment to do so, and leaves the choice of whether or not to claim to the Secretary themselves.

Section 7.1 also makes clear that only community representatives are eligible for an honorarium payment – elected members wishing to undertake the role of Secretary can do so only on a voluntary unpaid basis.

However, it is also proposed that payments are authorised only when the Area Manager for the Area has confirmed with the respective Ward Alliance Chair that the Secretary has fully carried out the duties within the role.

An outline of the Secretary role currently exists, but will be reviewed to ensure that there is clarity about what is expected from the role.

#### 4.12 Resolution of issues with allocation of Ward Alliance Funds

The Ward Alliance Fund of £10,000 per ward per year is now heavily oversubscribed in most areas, and because of this it is not unusual for applications to be rejected or only partially supported. In the vast majority of cases, this is not problematic and the decision is reached using due process to the satisfaction of all.

There is currently no process in place for dealing with applications where there is a significant concern about whether due process has been followed and fairly applied. To resolve this, it is proposed that where any complaint is received, Section 8.10 of the revised Framework allows for the Portfolio Holder (Communities) and the Executive Director (Communities) to deal with significant concerns.

### **5. CONSIDERATION OF ALTERNATIVE APPROACHES**

- 5.1 A number of alternative options were considered around levels of quoracy, chairing arrangements, the application process for membership and the moderation of this process. Through consultation with the colleagues outlined in Section 12.1 of this report, it is recommended that the proposed changes represent the best way forward to maximise the future development of the Ward Alliances.
- 5.2 The 'do nothing' option was also considered, but rejected because of the need to fill gaps which currently exist within the current Framework, and which will potentially hinder the development of the Ward Alliances in the coming years.

### **6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS**

- 6.1 The proposed changes to the Framework have been designed to make the operation of the Ward Alliances and the activities they support more efficient. As such, local people should benefit from seeing that activities to support the community they live in are delivered more quickly and responsively as a result.

### **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications created by the proposed changes to the Framework.

### **8. EMPLOYEE IMPLICATIONS**

- 8.1 There are no employee implications created by the proposed changes to the Framework. All duties covered by the Framework are already undertaken by Stronger Communities staff.

### **9. LEGAL IMPLICATIONS**

- 9.1 There are no legal implications created by the proposed changes to the Framework.

### **10. CUSTOMER AND DIGITAL IMPLICATIONS**

- 10.1 There are no customer or digital implications created by the proposed changes to the Framework.

## **11. COMMUNICATIONS IMPLICATIONS**

- 11.1 There are no communications implications created by the proposed changes to the Framework

## **12. CONSULTATIONS**

- 12.1 The proposed changes to the existing Framework outlined in Section 4 of this report have been pulled together a working group of staff within Stronger Communities who work closely with the Ward Alliances. They have also been reviewed by the Portfolio Holder (Communities), Executive Director (Communities), Service Director (Safer, Stronger & Healthier Communities), Service Director (Governance & Member Support) and the Head of Stronger Communities Service. All Ward members have also been consulted on the draft framework and amendments made in the light of comments received.

## **13. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK**

- 13.1 The Area Governance arrangements (of which Ward Alliances form a part) make a strong contribution to one of the three Corporate Priorities – Strong and Resilient Communities. Within this, it reports into the Performance Management indicator around 'People volunteering and contributing towards Stronger Communities'. The Area Governance arrangements also contribute to 2 of the 8 key areas of change identified in the Corporate Plan – Area Councils (working with communities to unlock ability, capacity & drive, communities and elected members working together) and Driving Behaviour Change (engaging with communities to inspire real change, clarifying our role as a modern Local Authority).

## **14. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION**

- 14.1 The Ward Alliances currently support a range of activities which promote equality, diversity and social inclusion. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **15. TACKLING THE IMPACT OF POVERTY**

- 15.1 The Ward Alliances currently support a range of activities which tackle poverty on a local level and which are included in the Anti-Poverty Strategy. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **16. TACKLING HEALTH INEQUALITIES**

- 16.1 The Ward Alliances currently support a range of activities which tackle health inequalities locally. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **17. REDUCTION OF CRIME AND DISORDER**

- 17.1 The Ward Alliances currently support a range of activities which support the reduction of crime and disorder locally. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **18. RISK MANAGEMENT ISSUES**

- 18.1 There are no risk management issues created by the proposed changes to the Framework.

## **19. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES**

- 19.1 There are no Health, Safety or Emergency resilience implications created by the proposed changes to the Framework.

## **20. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS**

- 20.1 Proposed changes are compatible with the European Convention on Human Rights

## **21. CONSERVATION OF BIODIVERSITY**

- 21.1 There are no conservation or biodiversity implications created by the proposed changes to the Framework.

## **22. LIST OF APPENDICES**

Appendix 1: Proposed new Ward Alliance Governance Framework

**Report author:** Kate Faulkes (Head of Stronger Communities)

Financial Implications/Consultation



.....  
*(To be signed by senior Financial Services officer  
where no financial implications)*

## **WARD ALLIANCE – GOVERNANCE FRAMEWORK 2018**

### **1.0 Introduction**

- 1.1 Building strong and resilient communities is a key aspect of the Council's Corporate Plan. The Ward Alliances are pivotal to instigating and influencing the strengthening of local communities. They aim to increase social action, community empowerment, equality, diversity and co-production.
- 1.2 The Ward Alliances exist as part of strong Area Governance arrangements to devolve decision making to local level, and to empower local communities to work alongside the Council to design and deliver local solutions to local issues.
- 1.3 The Ward Alliances established across the 21 wards bring together elected ward councillors, citizens and local organisations/groups to:
  - Establish local priorities which the Ward Alliance and its local partners could help to tackle
  - Develop and facilitate community activity to help meet these local priorities
  - Oversee the allocation of the Ward Alliance Fund to support activities which increase community resilience and capacity by involving local people in the creation of local solutions to identified issues
- 1.4 The Ward Alliances also provide an important link between the role of ward councillors within the six Area Councils and their more direct engagement with their local communities at ward level. The local priorities and issues identified by Ward Alliances feed into the Area Council's plans and localised commissioning arrangements, to ensure that grass roots information is being properly used to inform decision making.
- 1.5 Ward Alliances do not work in isolation. Through a programme of self assessment and sharing of good practice between their peers, Ward Alliances strive to:
  - create innovative and effective solutions to local issues
  - ensure projects deliver good value for money
  - maintain a high standard of integrity
  - increase the skills, knowledge and understanding of its members

- 1.6 The Ward Alliances are not formal meetings of the Council, but sit underneath and report into the 6 Area Councils, which are formal meetings of the Council.
- 1.7 Ward Alliances meetings are not public meetings, but all notes from the meetings are available to the wider public as part of published Area Council papers.
- 1.8 This framework outlines a standardised approach to the basic operating procedures of Ward Alliances, ensuring consistency across the Borough. There is recognition that additional, complimentary processes may be introduced to meet the needs of a specific locality.
- 1.9 This framework was revised in early 2018, following the learning of the past five years of work since its inception in 2013. It will be revisited every 2 years to ensure it continues to meet local challenges within communities

## 2.0 General Observations

- 2.1 For Borough-wide administrative purposes, the term Ward Alliances shall be used to describe the local arrangements for the Council and Community to work together at the Ward level.
- 2.2 The Ward Alliance is a non-political body.
- 2.3 Ward Alliances will be free to determine their own thematic sub-group arrangements providing that these do not place any increased burdens or expectations upon service providers.
- 2.4 **For the purposes of managing external grant applications**, Ward Alliances will be able to establish an independent bank account with four Ward Alliance members as signatures (with two out of four to authorise any expenditure) At least one of the signatories should be a community representative and at least one should be an elected member
- 2.5 Ward Alliances need to operate with minimal officer administrative support. The Community Development Officer (CDO) is there to advise and support the development of the Ward Alliance.
- 2.6 A formal Review of each Ward Alliance will be carried out every 2 years. A standardised approach will be provided by officers in the Area Teams to complete this process.
- 2.7 Ward Alliance meeting notes will be reported to the relevant Area Council.

Ward Alliance Chairs and Secretaries should ensure that meeting notes briefly record decisions taken, but are careful to anonymise all



discussion items to avoid potential reprisals to Ward Alliance members from the wider community.

### 3.0 The purpose of the Ward Alliance

- 3.1 To work effectively in partnership for the benefit of the Ward, its residents and businesses.
- 3.2 To develop a vision for the Ward with complementary priorities based upon Ward data, community consultation and local intelligence.
- 3.3 To develop a Ward Plan to meet the vision and priorities **and take collective ownership to deliver this Plan**, recognising and utilising all the assets available in the Ward.
- 3.4 To make consensus decisions and oversee the Ward Alliance Fund and any other locally delegated budgets or external grant income allocated to the Ward.
- 3.5 To make arrangements to engage and consult the wider community in setting the Ward priorities and helping to deliver the Ward Plan.
- 3.6 To ensure that the strengths, skills and assets of the Ward are developed to contribute to its sustainability.
- 3.7 Receive and act upon decisions and advice from other forums, and provide information and recommendation to these forums e.g. the Area Council, Overview and Scrutiny Committee, Voluntary Action Barnsley/Barnsley CVS, South Yorkshire Police etc.

### 4.0 Ward Alliance Membership

- 4.1 The membership of the Ward Alliance should be reflective of the community that it serves, both demographic and geographic and is responsible for ensuring equality of opportunity in its representation. **As a minimum**, membership of the Ward Alliance shall be:
- 4.2 The Three Elected Members for the Ward.
- 4.3 **A minimum** of six community representatives from the Ward, approved by Ward Councillors following an agreed application and selection process (see section 5). Examples of community representatives *could* include:
  - Faith Group representative(s).
  - Representative(s) of young people aged 16-21, preferably from the school council.
  - Representative(s) from the Private/Business Sector.

- Representative(s) from active community groups or organisations in the Ward.
  - School Governor representative(s)
  - Representative(s) from Voluntary Action Barnsley/Community Partnership.
  - Representative(s) from Town/Parish Councils.
- 4.4 Where two Wards opt to have a joint Ward Alliance, the minimum number of community representatives shall be 12.
- 4.5 All members will be expected to adopt the Ward Alliance's purpose, values and ground rules.

## **5. Appointment of Ward Alliance Community Representatives**

- 5.1 All prospective community representatives should complete and submit the Ward Alliance Membership Application form to ensure that a range of strengths and skills are reflected in the membership (See Appendix A).
- 5.2 Ward Councillors will consider all applications submitted and select community representatives against the agreed criteria. Ward Alliance membership should be broadly representative of the community it serves and should strive to achieve a representative balance in terms of age, gender, race/ethnicity and other protected equality characteristics. Ward Alliances are encouraged to undertake specific targeted recruitment to their membership where this is not the case, in line with current equalities legislation.
- 5.3 Where Ward Councillors reject an application for membership & where a complaint is received, the decision will be reviewed by a Moderation Panel made up of:
- Portfolio Holder - Communities,
  - Respective Area Chair for the Area within which the Ward Alliance sits
  - either the Executive Director (Communities) or the Service Director (Safer, Stronger & Healthier Communities)
- 5.4 All new appointments to Ward Alliances will be reported to the relevant Area Council via Ward Alliance Meeting Notes.
- 5.5 Ward Alliance members will be asked to re-confirm their commitment to the Ward Alliance on a yearly basis.
- 5.6 This re-confirmation of commitment will be sought only if community representatives have fulfilled the agreed Ward Alliance roles as referred to at Section 6.3 of this Framework. This decision will be made

by the three elected members for each Ward Alliance (the six elected members in the case of joint Ward Alliances) who will make clear to the Alliance member in question the reasons that their re-confirmation has not been sought, using the criteria outlined at Section 6.3.

- 5.7 In the event that a complaint is received from the Ward Alliance member who has not been re-confirmed, this will be reviewed using the Moderation Panel arrangements outlined in Section 5.3.
- 5.8 Elected Members will be members of the Ward Alliance for the duration of their time as an elected Ward representative.
- 5.9 No substitutes or deputies will be allowed to attend Ward Alliance meetings on behalf of absent Ward Alliance members.
- 5.10 All new Ward Alliance Representatives (including new elected members) will be taken through an induction process by the Ward Alliance Chair & officers from the Area Team supporting that Alliance, to inform them about the Ward Alliance purpose, roles, responsibilities and processes. This process should include an introduction to this Framework and its associated documentation. At this point, the individual's skills and training/learning needs should also be discussed and assessed, and training/support offered to fill any identified needs.
- 5.11 If a joint Ward Alliance wishes to revert to operating as two single Ward Alliances, this change can be voted in by full membership consensus or by a minimum of a two thirds majority vote.

## **6.0 Termination of Ward Alliance Membership**

A person shall cease to be a Ward Alliance member if:

- 6.1 They do not re-confirm their annual commitment to the Ward Alliance.
- 6.2 They choose to resign in writing.
- 6.3 They miss three consecutive Ward Alliance meetings without apology or explanation agreed by the Ward Alliance, or, they fail to adhere to /uphold the ground rules or fulfil the agreed roles and responsibilities. In this instance, the Chair will make a request on behalf of the Ward Alliance to the Chair of the Area Council and this shall be appropriately recorded in the minutes of the subsequent meeting of the Area Council minutes.
- 6.4 They are not re-elected (in the case of Elected Members).

## 7.0 Ward Alliance Roles

### 7.1 Roles within the Ward Alliances shall include:

- Chair
- Vice-Chair (optional)
- Treasurer (for the purposes of external grant income only)
- Secretary

All roles shall be undertaken in a voluntary capacity, with the exception of the Secretary.

A community representative Secretary can opt to receive an honorarium payment (currently £500 per annum) for undertaking Ward Alliance secretarial duties.

An elected member can take on the role of Secretary, but must do so on a voluntary and unpaid basis.

In addition to the above, a role profile for the Secretary role will be developed.

Honoraria payments will be made quarterly to the Secretary only upon satisfactory completion of the Secretarial duties during the previous quarter. Authorisation of the payment is made by the Area Council Manager on satisfactory completion of the role.

- 7.2 Reflecting their 'community leadership' role, the Chair and the Vice Chair (where appointed) of the Ward Alliance will be an Elected Member. Some Ward Alliances may agree to rotate the Chair role between the elected members. Where this is agreed by the Ward Alliance, the elected member taking the Chair for any meeting should be agreed in advance of the meeting, to ensure they are fully involved in setting the meeting agenda beforehand.
- 7.3 The term of office for the roles of Chair, Vice-Chair (where appointed), Treasurer and Secretary within the Ward Alliance will be reviewed on an annual basis.
- 7.4 When a vacancy arises for the roles of Treasurer or Secretary, anyone wishing to be nominated should seek another Ward Alliance member to nominate them for selection and these nominations will be made to the Chair.
- 7.5 The first item on the agenda for the subsequent meeting of the Ward Alliance will be to receive any nominations.
- 7.6 If there is more than one nominee for any position, ballot papers will then be prepared to allow for members to vote in secret for the person that they wish to be appointed for each role.
- 7.7 The result of the ballot will be declared by the Chair.

## **8.0 Operation of meetings & making recommendations**

- 8.1 All Ward Alliance members will operate according to the agreed Ground Rules – See Appendix B. These ground rules should be revisited as part of the formal Ward Alliance review completed every 2 years.
- 8.2 It is ultimately the responsibility of the Ward Alliance Chair to ensure that all members of the Ward Alliance adhere to the agreed ground rules and to challenge anyone who does not. In addition, any member of the Ward Alliance can challenge another member whose behaviour does not meet the standards outlined in the ground rules.
- 8.3 A quorum (minimum number) of Ward Alliance Members needs to be present before any decision can be reached. For Ward Alliance meetings the quorum shall be one third of the membership, with at least one elected member present. Where there is a 2 ward joint Ward Alliance, the quorum shall be one third of the membership with at least one elected member and one community representative from each ward present.
- 8.4 Ward Alliances are expected to achieve agreement through consensus in relation to all decisions.
- 8.5 If it is not possible to reach a consensus decision, this will be taken on the basis of a majority vote amongst those present at the meeting.
- 8.6 In the event of an equality of votes, Ward Alliance Members will be asked to reconsider the matter under discussion and then vote again. In the event that a majority decision cannot be reached following the second vote, the matter will be deferred until the next meeting to allow for further investigation to be undertaken.
- 8.7 Decisions made shall be properly recorded in the action notes of the meeting by the Secretary and sent out within 2 weeks of the meeting.
- 8.8 Elected Members must follow the Council Code of Conduct when they attend Ward Alliance meetings. This includes declaring an interest where they or a company they are involved in or employed by will benefit from any matter the Ward Alliance is considering. This requirement also applies to Ward Alliance community members and is intended to avoid accusations of bias in decision-making.
- 8.9 Ward Alliance members must declare any interest that they may have in an item to be discussed at a meeting as soon as they are aware of this and preferably in advance. This should include the nature of that interest. Where a Ward Alliance member or their company or employer has a direct pecuniary / financial interest in the matter in question, they must take no part in the decision and withdraw from the meeting for the

duration of that item and this shall be recorded in the notes. Failing to do so is a legal offence for Elected Members.

- 8.10 Where there are significant concerns about the operation or progress of a Ward Alliance (including the Ward Alliance Fund) these will initially be raised with the Ward Alliance Chair. Where unable to resolve, the matter will be discussed with the respective Area Chair. Where the Area Chair is also the Chair of the Ward Alliance in question, the matter will be referred to another Area Chair. If resolution cannot be achieved, the matter will be raised with the Portfolio Holder (Communities) and the Executive Director (Communities).

## **9.0 Ward Alliance Fund**

- 9.1 The Ward Alliance will make all recommendations relating to the allocation of Ward Alliance Funds. If agreed by its membership, the Ward Alliance can ask applicants for the Fund to provide more information or to present their proposal to a meeting of the Ward Alliance before approval is given.
- 9.2 All members of the Ward Alliance will have an equal say in the decision making process. The decision making process shall be the same as that outlined in section 8.
- 9.3 All projects supported through this fund should have clear Social Benefits for the ward. At least 50% of projects supported by Ward Alliance Fund in each Ward should be matched with volunteer hours.
- 9.4 Ward Alliance Fund recommendations will be signed by the Chair of the Ward Alliance and countersigned by the relevant Area Manager and the Head of Service for Stronger Communities in the formal exercise of their delegated powers.
- 9.5 Transparency in decision making will be assured via the reporting of Ward Alliance notes to the relevant Area Council meeting.
- 9.6 The Ward Alliance has the responsibility to allocate available funding in a timely manner, and wherever possible to allow sufficient time for projects to spend their allocated funds within the current financial year.
- 9.7 Further details are contained in the guidance notes and application form for the Ward Alliance Fund.
- 9.8 Ward Alliances can request that Ward Alliance Funded projects acknowledge the financial support they have received by displaying a BMBC or Area Council logo on promotional material.

The Ward Alliance Framework agreed: Insert date of approval at Cabinet (White)

Date of next review – October 2020

## Appendix A

### Ward Alliance Membership Application Form

**Personal details:**

Name:

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Address:

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Phone:

---

Email:

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Ward:

---

Signed:

---

Date: 

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For more information or if you need any help filling in this form please contact your local Area Team. If you are unsure how to contact them, please phone 01226 773016 or email [lovewhereyoulive@barnsley.gov.uk](mailto:lovewhereyoulive@barnsley.gov.uk) so we can put you in touch.

If you are interested in becoming a member of your local Ward Alliance please complete the following questions. Please ensure that you cover all the relevant points. The selection panel, made up of your local elected members will use this information to make a decision.



A Ward Alliance member will:

1. Be passionate about making their community a better place to live and work for everyone.
2. Get actively involved in their community and encourage others to do likewise.
3. Take pride in their role on the Ward Alliance and act as an ambassador for the work they do.
4. Utilise their skills, experience and knowledge to support their community.
5. Be able to put aside personal interests and consider what is best for the whole community.
6. Help with the development and delivery of a Ward Plan.
7. Understand and agree to abide by the Ward Alliance Governance Framework, including the Ward Alliance Ground Rules.

**Please tell us about yourself and why you want to become a member of the Ward Alliance.**

	<b>Question:</b>	<b>Answer:</b>		<b>Score from 0 - 4 (for selection panel use only)</b>
<b>1.</b>	Tell us why you are interested in getting involved in your community as a Ward Alliance Member? (Max 100 words)			
<b>2.</b>	Tell us about the relevant skills, experience and knowledge you could bring to support your community as a Ward Alliance member? (Max 100 words)			
<b>4.</b>	What do you think are the main issues in your area and how could you work with the Ward Alliance to improve them? (max. 100 words)			
<b>5</b>	Do you agree to abide by the Ward Alliance Governance Framework and Ground Rules?	<b>Yes</b>	<b>No</b>	

Please ensure that you complete all the questions fully. Any questions which are not answered will receive a zero score.

## Appendix B

### Ward Alliance Ground Rules

The following are suggested ground rules for the operation of Ward Alliances. It is recommended that each Ward Alliance works together to set its own set of ground rules using this document as a guide.

.....

- No party politics should be brought to the meeting
- Each member of the Ward Alliance has the same right to speak at each meeting and have their views and opinions treated with equal respect.
- Ward Alliance members with power and rank must leave their rank at the door
- Anyone trying to use their power to intimidate or over-rule other members will be challenged
- Anyone having side conversations during a meeting will be challenged
- As little jargon as possible is to be used during meetings. When it is used, it must be explained
- Every meeting must be chaired by the appointed Chair or the Vice-Chair in their absence. If neither the Chair nor Vice-Chair is available, those present will vote to select a Chair for that meeting.
- Notes must be taken at every meeting, which should include the actions and decisions agreed.
- Notes from the previous meeting must be approved.
- Agendas must be adhered to.
- All mobile phones to be switched off before each meeting
- All questions must be addressed through the Chair
- All Ward Alliance Representatives should publicly support Ward Alliance decisions, even if their own view may have been different during the Ward Alliance meeting discussion.

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## BARNSELEY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

Report of the Executive Director, Core Services  
and Service Director, Finance (S151 Officer)

### **TREASURY MANAGEMENT ACTIVITIES AND LEASING REVIEW - QUARTER ENDED SEPTEMBER 2018**

#### **1. Purpose of Report**

1.1 This document reviews the Council's treasury management and leasing activities during the second quarter of 2018/19, in accordance with the CIPFA Treasury Management Code and CIPFA Prudential Code.

1.2 In broad terms it covers the following:

- The agreed Treasury Management Strategy for 2018/19;
- Economic summary;
- The Council's borrowing and leasing activity;
- The Council's investment activity, and
- Prudential and Treasury Indicators for 2018/19.

#### **2. Recommendations**

2.1 It is recommended that Cabinet:

- **Note the treasury management and leasing activities carried out during the second quarter;**
- **Note the Prudential and Treasury Indicators set out in Appendix 2, and**
- **Recommend the Revised 2018/19 Investment Limits to Full Council for approval, as set out in the table at paragraph 6.7.**

#### **3. The Agreed Strategy for 2018/19**

3.1 The Treasury Management Strategy identifies the key risks associated with the Council's borrowing, investment and leasing activities and sets out how those risks will be managed.

3.2 The focus of the borrowing strategy is to actively reduce the Council's exposure to interest rate and refinancing risk, whilst being mindful of the impact on its capital financing costs.

3.3 The investment strategy is to prioritise security (keeping investment balances to a minimum in order to reduce counterparty risk) and liquidity (ensuring cash is available when required) before pursuing higher returns.

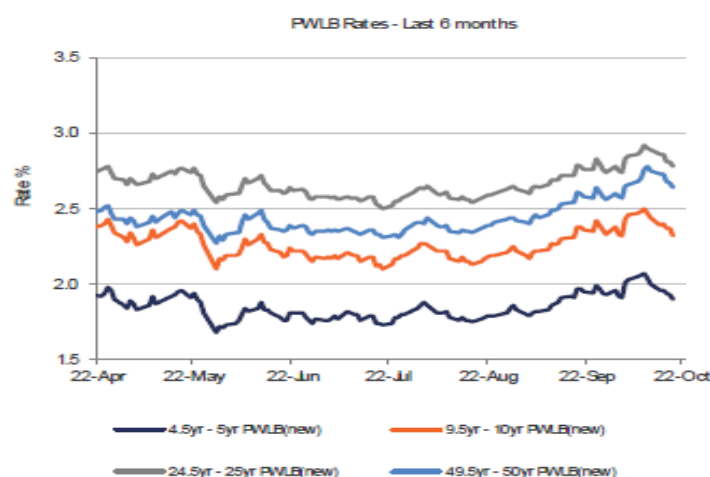
3.4 Officers are proposing to amend the investment strategy to facilitate the additional borrowing planned for this financial year (paragraph 6.4 refers).

## 4. Economic Summary

Highlights (see Appendix 1 for more details):

- *In August the UK base rate was raised from 0.5% to 0.75%;*
- *The Bank of England have affirmed that any further interest rate rises should be gradual and limited, suggesting two rate hikes in the next three years;*
- *Our advisors (Link Asset Services) believe that rates may rise more quickly, suggesting three rate hikes by the end of 2020/21;*
- *Interest rates are becoming increasingly volatile as a result of Brexit and political uncertainty.*

- 4.1 In August the UK base rate (determined by the Bank of England's Monetary Policy Committee) was raised from 0.5% to 0.75%, in a bid to reduce inflation. This followed a pick-up in wage growth and consumer price inflation from the first quarter.
- 4.2 The Bank of England have affirmed that any further interest rate rises should be gradual and limited, suggesting two rate hikes (in the next three years) may be sufficient to hit the Government's 2% inflation target.
- 4.3 Our advisors (Link Asset Services) believe that rates may rise more quickly, suggesting three rate hikes by the end of 2020/21. There is some indication that the next rise could happen as early as February 2019.
- 4.4 Much of this is dependent on the outcome of Brexit which is very unclear. Adding to this uncertainty is the mention of another general election in the next 12 months. As a result, interest rates are becoming increasingly volatile which makes them very difficult to forecast going forwards (see appendix 1 for more details).
- 4.5 The following chart shows how borrowing rates have changed over the past 6 months, which highlights the volatility mentioned above:



## 5. Borrowing and Leasing Activity

### Highlights:

- No new borrowing was undertaken during the quarter, however the Council has since borrowed £70M bringing the total to date for 2018/19 to £110M;
- By the end of 2018/19, the Council's Capital Financing Requirement (CFR) is expected to reach £961M (a net increase in year of £12M);
- In the same period, the Council's under-borrowed position is expected to fall to £90M (down £71M from the estimated position);
- Based on current reserves assumptions, the Council may be required to borrow up to £237M over the next 3 years;
- Plans are being put in place to fix out around 50% of this over the coming months.

### Movement on Gross Debt

5.1 The table below shows the movement on gross debt during the quarter. The net decrease of £1M relates to PWLB principal repaid around the end of August.

Source	Balance on 01/07/2018 (£M)	New Debt (£M)	Debt Repaid (£M)	Balance on 30/09/2018 (£M)	Net Increase / (Decrease) (£M)
PWLB Borrowing	449.679	-	(1.262)	448.417	(1.262)
Other Long Term Loans*	63.000	-	-	63.000	-
Temporary Borrowing	36.003	-	-	36.003	-
Long Term LA Loans	31.598	-	-	31.598	-
<b>Total Borrowing</b>	<b>580.280</b>	<b>-</b>	<b>(1.262)</b>	<b>579.018</b>	<b>(1.262)</b>
Other Long Term Liabilities	222.587	-	-	222.587	-
<b>Total Debt</b>	<b>802.867</b>	<b>-</b>	<b>(1.262)</b>	<b>801.605</b>	<b>(1.262)</b>

\* Excludes deferred loans of £40M yet to be drawn down

5.2 No new borrowing was undertaken during the quarter, however the Council has since borrowed £70M from the PWLB, bringing the total to date for 2018/19 to £110M (see table below for details):

Date	Loan Type	Principal (£M)	Interest Rate (%)	Term (Y)
31/05/2018	PWLB	10	2.25	50
19/06/2018	PWLB	10	2.32	49
26/06/2018	Deferred Loan	20	2.65	28.5
01/10/2018	PWLB	20	2.56	50
16/10/2018	PWLB	20	2.79	48
16/10/2018	PWLB	10	2.75	48
19/10/2018	PWLB	10	2.68	47
25/10/2018	PWLB	10	2.62	45
<b>Total</b>		<b>110</b>	<b>2.60 (avg)</b>	<b>44.7 (avg)</b>

## Movement on the Capital Financing Requirement (CFR)

- 5.3 The CFR reflects the Council's underlying need to borrow - to finance capital investment - and is a measure of the Council's total outstanding indebtedness. This figure is influenced by the level of in-year capital investment (which isn't funded through the Council's own resources) and the resources set aside to repay debt (such as the minimum revenue provision). The Council monitors its CFR in relation to gross debt to determine the extent to which it is under (or over) borrowed.
- 5.4 The table below outlines the movement in CFR expected during 2018/19 and how this compares to the agreed strategy. The £6M variance primarily relates to slippage / re-phasing within the approved capital programme:

	<b>2018/19 Strategy (£M)</b>	<b>2018/19 Latest (£M)</b>	<b>Variance (£M)</b>
<b>Opening CFR</b>	<b>945.549</b>	<b>949.904</b>	<b>4.355</b>
Increase from in-year capital investment	32.192	20.141	(12.051)
Amounts set aside to repay debt	(10.465)	(8.580)	1.885
<b>Net Movement in CFR</b>	<b>21.727</b>	<b>11.561</b>	<b>(10.166)</b>
<b>Closing CFR</b>	<b>967.276</b>	<b>961.465</b>	<b>(5.811)</b>
General Fund	701.237	693.649	(7.588)
HRA	266.039	267.816	1.777

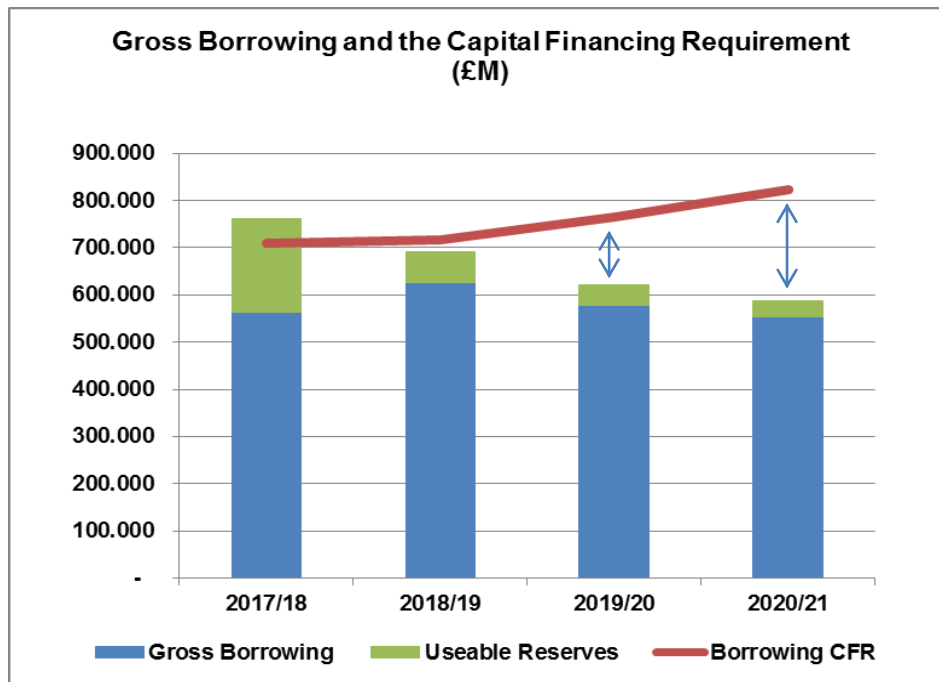
- 5.5 The following table shows the expected under-borrowed position at the end of the year and how this compares to the agreed strategy. The £71M variance is a combination of slippage / re-phasing within the approved capital programme, additional resources set aside to repay debt and the long term borrowing secured since January 2018:

	<b>2018/19 Strategy (£M)</b>	<b>2018/19 Latest (£M)</b>	<b>Variance (£M)</b>
Closing CFR (From Table Above)	967.276	961.465	(5.811)
<b>Less PFI Schemes / Finance Leases</b>	<b>(236.348)</b>	<b>(244.450)</b>	<b>(8.102)</b>
<b>Borrowing CFR</b>	<b>730.928</b>	<b>717.015</b>	<b>(13.913)</b>
Gross Borrowing	(569.813)	(626.814)	(57.001)
<b>Under / (Over) Borrowed Position</b>	<b>161.115</b>	<b>90.201</b>	<b>(70.914)</b>
General Fund	152.134	79.443	(72.691)
HRA	8.981	10.758	1.777

## Future Outlook

- 5.6 The chart overleaf shows the expected movements on gross borrowing and useable reserves over the next 3 years, compared to the borrowing CFR. As the chart illustrates, the Council was significantly under-borrowed in 2017/18, however this position was supported by useable reserves which will ultimately need replacing as they are utilised:





5.7 Based on current projections, the Council may be required to borrow up to £237M over the next 3 years, which is a combination of planned capital investment (to be funded from borrowing), maturing loans and use of reserves. A breakdown of which is provided below:

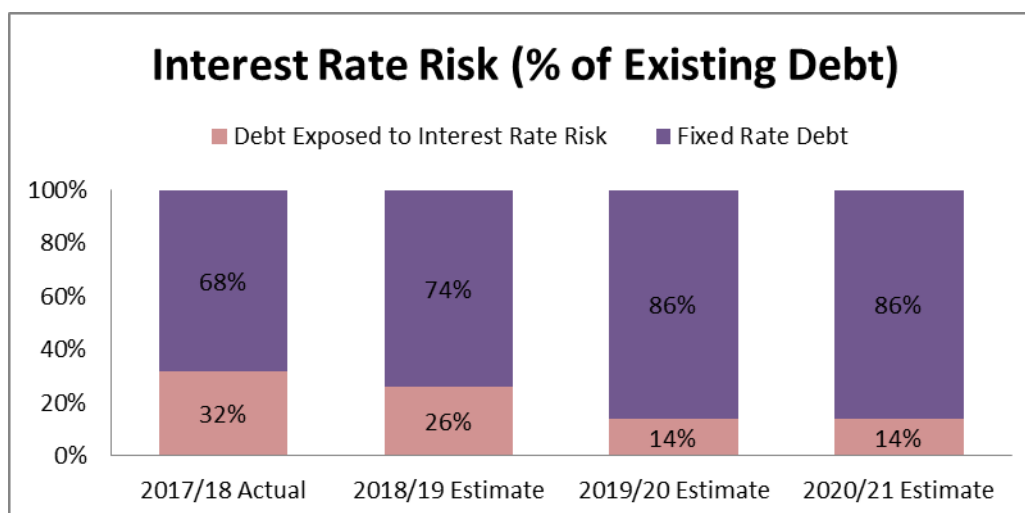
	2017/18 Actual (£M)	2018/19 Estimate (£M)	2019/20 Estimate (£M)	2020/21 Estimate (£M)
Borrowing CFR	710.250	717.015	764.140	823.673
Gross Borrowing	(563.213)	(626.814)	(578.481)	(552.580)
<b>Under / (Over) Borrowed Position</b>	<b>147.037</b>	<b>90.201</b>	<b>185.659</b>	<b>271.093</b>
Useable Reserves*	(147.037)	(64.300)	(43.372)	(34.289)
<b>External Borrowing Requirement</b>	<b>-</b>	<b>25.901</b>	<b>142.287</b>	<b>236.804</b>

\* Represents the useable reserves supporting the Council's under-borrowed position

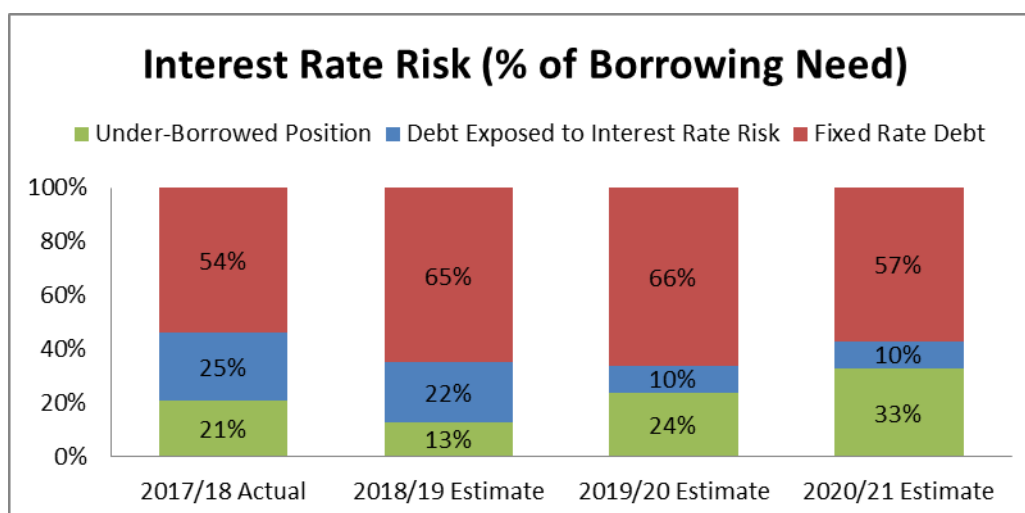
	Estimate (£M)
Planned Capital Investment	113.423
Maturing Loans	140.633
New Loans	(130.000)
Use of Reserves	112.748
<b>External Borrowing Requirement</b>	<b>236.804</b>

5.8 This table excludes loans with an uncertain maturity date (for instance the Council's LOBOs) which amount to £67M. If interest rates were to increase suddenly, replacing this debt would come at an additional cost, although the likelihood of these loans being recalled is considered to be fairly low.

- 5.9 The chart below expresses the Council's interest rate risk exposure as a % of its existing debt (excluding PFI / lease liabilities), covering variable rate debt from the PWLB, temporary loans from other local authorities and LOBOs, which are all (to some degree) sensitive to movements in interest rates. The Council is already within the target set of 25%; this position is set to improve in 2019/20 as the two variable rate PWLB loans mature:



- 5.10 The chart below expresses the Council's interest rate risk exposure as a % of its overall borrowing need (excluding PFI / lease liabilities). In addition to existing debt, this covers any unfinanced expenditure which the Council will need to borrow for in future (i.e. its under-borrowed position). Whilst the Council is currently within the 35% target set in the 2018/19 strategy, this position is set to deteriorate as its borrowing CFR increases:



- 5.11 Plans are being put in place to fix out around 50% of the Council's external borrowing requirement over the coming months. This would reduce the Council's interest rate risk exposure to 12% (based on existing debt) and 28% (based on borrowing need) by 2020/21.

5.12 The Council's borrowing strategy considers several options to address its risk exposure including the following:

- **Fixed-rate borrowing from the PWLB** - whilst rates are still relatively low this continues to be a suitable option for the Council to consider. The Council has borrowed £90M from the PWLB during the year to date at an average rate of 2.60%.
- **Borrowing from the Municipal Bonds Agency (MBA)** - whilst a bond has yet to be issued this remains a potential option for the future. Should this materialise, it could allow the Council to access cheaper funding than the PWLB (£10M initially), although an investor has yet to be identified.
- **Further deferred loans** - these allow the Council to borrow at a fixed rate - typically 0.15-0.20% above PWLB - and draw down the cash up to 4 years in advance, thus protecting the Council from any sudden interest rate rises whilst reducing cost of carry and counterparty risk. The Council has secured £40M to date and is aware of two other potential lenders which it will continue to explore.
- **Loans from other local authorities** - the Council could look to replace some maturing debt with longer-term loans from other local authorities, which would help to spread refinancing risk.

5.13 Other options being considered in support of the borrowing strategy include:

- **LOBO refinancing** - Officers are investigating a potential opportunity to refinance one of its existing LOBO loans which would increase budget certainty (by removing the call option) without a substantial increase in cost. A similar opportunity was investigated in the past (with another lender) but was discounted at the time, as they did not appear to want to engage in discussions to re-negotiate the deal (despite initially encouraging dialogue).
- **BSF refinancing** – the Council continues to refinance the Building Schools for the Future PFI programme in conjunction with the Local Education Partnership. This has already been completed for phases 1 and 2 and it is proposed to complete the final outstanding phase 3 by the end of this financial year. This process will create additional savings for the Council as well as key partners which have already been factored into the Council's MTFS.

## 6. Investment Activity

### Highlights:

- *Investment balances increased by £4M during the quarter (compared to £33M during Q1);*
- *Officers continued to prioritise security and liquidity in line with the approved strategy;*
- *Officers continued to take advantage of the competitive rates offered by other local authorities.*

### Movement on Investments

6.1 The table below shows the movement on investments during the quarter. The net increase of £4M relates to cash received in advance of expenditure.

Source	Balance on 01/07/2018 (£M)	New Investments (£M)	Redeemed Investments (£M)	Balance on 30/09/2018 (£M)	Net Increase / (Decrease) (£M)
Short Term Investments	68.000	73.000	(73.000)	68.000	-
Money Market Funds / Instant Access Accounts	31.950	87.050	(83.500)	35.500	3.550
<b>Total Investments</b>	<b>99.950</b>	<b>160.050</b>	<b>(156.500)</b>	<b>103.500</b>	<b>3.550</b>

6.2 Officers continued to prioritise security and liquidity in line with the approved strategy. The bulk of transactions remained with Money Market Funds and instant access accounts as officers managed the Council's daily cash position.

6.3 Officers continued to take advantage of the competitive rates offered by other local authorities, which helps to boost returns whilst preserving the capital invested.

### Future Investment Strategy

6.4 As referred to in section 5, the Council has recently fixed out a large portion of its external borrowing requirement - specifically to de-risk the Glassworks Development - and plans to reduce this requirement further in light of the increasing interest rate volatility. Cash balances are therefore expected to reach £200M before ultimately being spent on planned capital investment.

6.5 The current strategy is unsuitable for managing this scale of investment; therefore officers are proposing to increase some of the current limits to accommodate this additional borrowing. The Council will continue to invest its funds prudently in line with Government and CIPFA guidance. As such any increase in limits is restricted to the securest products and institutions.

- 6.6 These changes have been considered in view of several impending policy / regulatory changes, namely:-

**European Money Market Fund Reform** - introduces a number of regulatory changes that will apply to existing funds from January 2019 that will see the Council's existing funds converting to a new structure known as Low Volatility Net Asset Value (LVNAV). These aren't currently part of the 2018/19 strategy however our treasury advisors have indicated that the changes will give councils added protection. As such it is recommended that the Council approves changes to the strategy to allow LVNAV funds with immediate effect).

**IFRS9 Financial Instruments** - introduces a number of accounting changes that came into effect from 2018/19. These changes could mean that any investment losses from revaluations will need to be recognised in the Council's general fund.

- 6.7 In consideration of the above, the following counterparty limits are recommended for approval:

	PROPOSED LIMITS		PREVIOUS LIMITS	
	Amount	Duration	Amount	Duration
UK Government	Unlimited	5 years	Unlimited	5 years
Barclays Bank PLC (the Council's own banker)	£10m	Liquid	£10m	Liquid
Banks (with a credit score* of 4 or less)	£20m single £20m group	1 year	£10m single £15m group	2 years
Banks (with a credit score of 5)	£10m single £15m group	6 months	£10m single £15m group	6 months
Banks (with a credit score of 6)	£10m single £15m group	100 days	£10m single £15m group	100 days
Building Societies (with a credit score of 4 or less)	£10m	6 months	£5m	6 months
Building Societies (with a credit score of 5)	£5m	6 months	£5m	6 months
Building Societies (with a credit score of 6)	£5m	100 days	£5m	100 days
Local Authorities	£20m	2 years	£10m	1 year
Money Market Funds (CNAV)	£20m	Liquid	£10m	Liquid
Money Market Funds (LVNAV)	£10m	Liquid	Excluded	Excluded

\* Each institution is assigned a credit score of 1-7 (by the Council's treasury advisors) according to their credit rating and other related factors - 1 being the strongest score and 7 being the weakest. The stronger the score the longer the suggested duration.

- 6.8 Officers are also proposing to increase the limit on investments in foreign countries from £15M to £50M, since all qualifying countries have a sovereign credit rating of AA- or above. In contrast the UK government is rated AA.

**7. Performance Measurement / Compliance with Prudential and Treasury Limits**

- 7.1 The Council's Capital Financing budget is expected to underspend by around £1.5M in year through postponing borrowing and taking advantage of low cost temporary loans. However the Authority is beginning to fix out its borrowing in light of the anticipated interest rate rises, therefore these savings are one-off in nature.
- 7.2 During the quarter, the Council has operated within the prudential and treasury indicators set out in the agreed strategy and in compliance with its Management Practices (see Appendix 2 for more details).

**8. Background Papers**

- Treasury Management Strategy and Policy Statement (Cab.7.2.2018/7)

## APPENDIX 1 - ECONOMIC COMMENTARY FROM LINK ASSET SERVICES

Our treasury management advisers, Link Asset Services provided us on 6<sup>th</sup> August with the following update to their interest rate forecasts:

### Quarterly Inflation Report and Monetary Policy Committee (MPC) meeting 2 August

- *Our previous forecast was for a first Bank Rate increase to 0.75% in November 2018*
- *This first increase has now happened on 2 August*
- *The sharp downturn in GDP growth in quarter 1 this year has probably turned out to be only a temporary dip due to bad weather, rather than a possible trend*
- *The MPC was more hawkish than expected*

The flow of generally positive economic statistics since the end of the first quarter this year has meant that the MPC had no further reason to sit on its hands and they accordingly pressed the button last week for the first increase in Bank Rate above 0.5% since the financial crash. However, they emphasised again that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary or contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time but they declined to give a medium term forecast.

Overall, the MPC was more hawkish than expected, i.e. this indicates a faster pace of increases than previously expected: -

- The MPC vote was 9-0, not 7-2 as expected.
- GDP growth forecast for 2019 was upped from 1.7% to 1.8%; (2018 and 2020 unchanged).
- The MPC believe the economy will be operating at a small amount of excess demand in 2020, (previously 2021). This is likely to generate an increase in home grown inflationary pressures, (as opposed to imported inflation due to a one off fall in the value of sterling).
- The unemployment rate is expected to fall to 3.9% (equilibrium rate forecast to be 4.25%). N.B. the percentage of the population in employment is also at record highs.
- In addition, the MPC expressed concern at how weak productivity increases have been in recent years and this may lead to a build-up of wage inflation pressures as a result.
- CPI inflation now forecast to be *above* 2% target in 2 years' time, albeit only @ 2.09%.
- Governor Carney commented that monetary policy would "need to walk, not run, to stand still", i.e. pressures in the economy are expected to build and the MPC will need to take action to keep pace.

## **LINK ASSET SERVICES' FORECASTS**

Our interest rate forecasts have, therefore, had to move forward our expected first increase in Bank Rate from November to last week. We do not think that the MPC will increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. We also feel that the MPC is more likely to wait until August 2019, than May 2019, before the next increase, to be followed by the next increases in May and November 2020 to reach 1.5%. There is, therefore, no change in our Bank Rate forecasts apart from the inclusion of the rate increase last week.

Financial markets are now expecting the next increase in Bank Rate to be in February 2019 and then only one more in February 2020, therefore ending March 2021 at only 1.25%. The MPC commented that the markets were too cautious with their view of the pace of increases.

As for forecasts of PWLB rates, there is little change apart from some minor advances of the pace of increase.

However, and this is a VERY BIG caveat, the forecasts above by the MPC and ourselves are predicated on an assumption that sufficient progress is made, in respect of negotiations, to produce a reasonable agreement for Brexit that benefits both the EU and the UK in a sensible manner. If no agreement is reached at all, then our forecasts for increases in Bank rate and PWLB rates will be subject to greater change, most likely downwards.

Forecasts for average investment earnings beyond the three year time horizon will be heavily dependent on economic and political developments.

### **Gilt yields and PWLB rates**

The general situation is for volatility in bond yields to endure as investor fears and confidence ebb and flow between favouring relatively more “risky” assets i.e. equities, or the “safe haven” of government bonds. The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently, although there are likely to also be periods of sharp volatility from time to time.

We have pointed out consistently that the Fed. Rate is likely to go up more quickly and more strongly than Bank Rate in the UK. While there is normally a high degree of correlation between the bond yields of both countries, we would expect to see an eventual growing decoupling of yields between the two i.e. we would expect US yields to go up faster than UK yields. Over the period since the start of 2017, there has been a strong correlation between increases in treasury, gilt and bund yields for periods longer than 5 years, although the rate of increase in the UK and Germany has been somewhat lower than in the US. We will need to monitor this area and any resulting effect on PWLB rates.



## The balance of risks to economic growth and Bank Rate increases

The overall balance of risks to economic growth in the UK is probably neutral. The balance of risks to increases in Bank Rate and shorter term PWLB rates, are probably also even and are dependent on how strong GDP growth turns out, how slowly inflation pressures subside, and how quickly the Brexit negotiations move forward positively.

Our forecasts are also predicated on an assumption that there is no break-up of the Eurozone or EU, (apart from the departure of the UK), within our forecasting time period, despite the major challenges that are looming up, and that there are no major ructions in international relations, especially between the US and China / North Korea and Iran, which have a major impact on international trade and world GDP growth. However, the current round of increases in tariff rates sparked by President Trump, both actual and threatened, are causing increasing concern around the potential impact on world growth and also on inflationary pressures, e.g. in the US.

We would, as always, remind clients of the view that we have expressed in our previous interest rate revision newsflashes of just how unpredictable PWLB rates and bond yields are at present. Our revised forecasts are based on the Certainty Rate (minus 20 bps) which has been accessible to most authorities since 1st November 2012.

Link Asset Services Interest Rate View											
	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate View	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%
3 Month LIBID	0.75%	0.80%	0.80%	0.90%	1.10%	1.10%	1.20%	1.40%	1.50%	1.60%	1.60%
6 Month LIBID	0.85%	0.90%	0.90%	1.00%	1.20%	1.20%	1.30%	1.50%	1.60%	1.70%	1.70%
12 Month LIBID	1.00%	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%	1.60%	1.70%	1.80%	1.80%
5yr PWLB Rate	2.00%	2.00%	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%	2.60%
10yr PWLB Rate	2.40%	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%	3.50%	3.50%
50yr PWLB Rate	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%

BANK RATE	now	previously
Q1 2019	0.75%	0.75%
Q1 2020	1.00%	1.00%
Q1 2021	1.50%	1.50%

Our target borrowing rates and the current PWLB (certainty) borrowing rates are set out below:

PWLB debt	Current borrowing rate as at 6.8.18	Target borrowing rate now (end of Q3 2018)	Target borrowing rate previous (end of Q3 2018)
5 year	1.81%	2.00%	2.00%
10 year	2.22%	2.40%	2.40%
25 year	2.60%	2.80%	2.80%
50 year	2.39%	2.60%	2.50%

**Borrowing advice:** although rates have risen from their low points, particularly in periods up to 10 years, longer term rates are still historically low and borrowing should be considered if appropriate to your strategy. We still see value in the 40 years to 50 years range, but note the curve has flattened considerably from 10 years out. Value, however, in the 40-50 years part of the curve may be negated if Bank Rate does not climb to at least 2.5% over the medium term. Accordingly, clients will need to review and assess their risk appetite in terms of any underlying borrowing requirement they may have, and also project forward their position in respect of cash backed resources. Any new borrowing should also take into account the continuing cost of carry, the difference between investment earnings and borrowing rates, especially as our forecasts indicate that Bank Rate may rise to only 1.50% by December 2020.

Our suggested budgeted investment earnings rates for investments up to about three months' duration in each financial year for the next seven years are as follows: -

Average earnings in each year	Now	Previously
2018/19	0.75%	0.75%
2019/20	1.00%	1.00%
2020/21	1.50%	1.25%
2021/22	1.75%	1.50%
2022/23	1.75%	1.75%
2023/24	2.00%	2.00%
Later years	2.75%	2.75%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts. The general expectation for an eventual trend of gently rising gilt yields and PWLB rates is unchanged. Negative, (or positive), developments could significantly impact safe-haven flows of investor money into UK, US and German bonds and produce shorter term movements away from our central forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps.

Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

## APPENDIX 2 - PRUDENTIAL AND TREASURY INDICATORS AS AT 30/09/2018

Prudential Indicators	Limit for 2018/19 (£M)	Quarter 2 Actual (£M)	Compliance with Indicator?
Average Debt to Operational Boundary	967.276	802.142	Yes
Maximum Debt to Authorised Limit	997.276	802.866	Yes
Capital Financing Requirement to HRA Debt Cap	301.000	277.096	Yes

Maturity structure of GF borrowing	Lower Limit (%)	Upper Limit (%)	Quarter 2 Actual (£M)	Quarter 2 Actual (%)	Compliance with Indicator?
Under 12 months	0	50	38.768	12	Yes
12 months to 2 years	0	25	48.742	15	Yes
2 years to 5 years	0	25	41.683	13	Yes
5 years to 10 years	0	25	14.202	5	Yes
10 years to 20 years	0	75	10.611	3	Yes
20 years to 30 years	0	75	23.808	7	Yes
30 years to 40 years	0	75	81.609	26	Yes
40 years to 50 years	0	75	61.714	19	Yes

Maturity structure of HRA borrowing	Lower Limit (%)	Upper Limit (%)	Quarter 2 Actual (£M)	Quarter 2 Actual (%)	Compliance with Indicator?
Under 12 months	0	25	37.649	1	Yes
12 months to 2 years	0	25	49.611	19	Yes
2 years to 5 years	0	25	12.383	6	Yes
5 years to 10 years	0	25	18.062	7	Yes
10 years to 20 years	0	75	12.070	3	Yes
20 years to 30 years	0	75	31.712	12	Yes
30 years to 40 years	0	75	72.794	42	Yes
40 years to 50 years	0	75	24.315	10	Yes

Treasury Indicators	Limit for 2018/19 (%)	Quarter 2 Actual (%)	Compliance with Indicator?
<b>GF</b>			
Upper limit of fixed interest rates based on gross debt	90	89	Yes
Upper limit of variable interest rates based on gross debt	25	11	Yes
<b>HRA</b>			
Upper limit of fixed interest rates based on gross debt	100	82	Yes
Upper limit of variable interest rates based on gross debt	25	18	Yes
	Limit for 2018/19 (£M)	Quarter 2 Actual (£M)	Compliance with Indicator?
Upper limit for principal sums invested over 365 days	20.000	-	Yes

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 19 September 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Daniel Griffin (on behalf of Howard), Miller and Platts

**Members in Attendance:** Councillors Franklin, Frost, Pourali, Sheard and Tattersall

### 80. Declaration of pecuniary and non-pecuniary interests

Councillor Pourali declared a non-pecuniary interest in Minute 87 in her capacity as a Berneslai Homes Board Member.

Councillor Andrews, Frost, Gardiner and Miller declared non-pecuniary interests in Minute 97 in their capacity as Barnsley Business and Innovation Centre Board Members.

### 81. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 5<sup>th</sup> September, 2018 had been called in.

### 82. Minutes of the previous meeting held on 5th September, 2018 (Cab.19.9.2018/3)

The minutes of the meeting held on 5<sup>th</sup> September, 2018 were taken as read and signed by the Chair as a correct record.

### 83. Decisions of Cabinet Spokespersons (Cab.19.9.2018/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 7<sup>th</sup> September, 2018 were noted.

### 84. Petitions received under Standing Order 44 (Cab.19.9.2018/5)

It was reported that no petitions had been received under Standing Order 44.

### Cabinet Spokesperson without Portfolio

### 85. Representation on Sheffield City Region Music Board (Cab.19.9.2018/6)

**RESOLVED** that Councillor Howard, as Cabinet Spokesperson Without Portfolio, be appointed as the Council's representative on the Sheffield City Region Music Board, with officer representation provided from within the Economic Regeneration and Property Business Unit within Place Directorate.

## **Core Services Spokesperson**

### **86. Selective Voluntary Early Retirement and Voluntary Severance Schemes (Cab.19.9.2018/7)**

**RECOMMENDED TO FULL COUNCIL ON 27<sup>TH</sup> SEPTEMBER, 2018** that amendments to the Selective Voluntary Early Retirement and Voluntary Severance Schemes be approved with effect from 5<sup>th</sup> September, 2018.

## **Place and Communities Spokesperson**

### **87. Changes to the Council's Lettings Policy 2018 (Cab.19.9.2018/8)**

**RECOMMENDED TO FULL COUNCIL ON 27<sup>TH</sup> SEPTEMBER, 2018** that the recommendations made as a result of the review of the Lettings Policy for 2018 be approved and the proposed changes to the Policy, as detailed in the report now submitted, be implemented.

## **Place Spokesperson**

### **88. Cundy Cross (Various Streets) - Proposed Amendment to Existing Waiting Restrictions and Installation of New Restrictions - Objections (Cab.19.9.2018/9)**

#### **RESOLVED:-**

- (i) that the objections received regarding the implementation of the Traffic Regulation Order for Cundy Cross (Pontefract Road, Rotherham Road, Grange Lane, Littleworth Lane, Meadow View, Hawthorne Avenue, Moorland Court and Hazelwood Drive) be overruled for the reasons set out in the report now submitted and the objectors be informed accordingly; and
- (ii) that the Head of Highways and Engineering and the Executive Director Core Services and Solicitor to the Council be authorised to make and implement the Traffic Regulation Order as originally published.

### **89. Straight Lane, Goldthorpe - Introduction of Prohibition of Motor Vehicles - Objections (Cab.19.9.2018/10)**

#### **RESOLVED:-**

- (i) that the objections received regarding the implementation of the Traffic Regulation Order to prohibit motor vehicles on Straight Lane, Goldthorpe be overruled for the reasons set out in the report now submitted and the objectors be informed accordingly; and
- (ii) that the Head of Highways and Engineering and the Executive Director Core Services and Solicitor to the Council be authorised to make and implement the Traffic Regulation Order as originally published.

### **90. Burleigh Street, Barnsley - Changes to Various Waiting/Loading Restrictions/Proposed Restrictions - Objections (Cab.19.9.2018/11)**

**RESOLVED:-**

- (i) that the objection received regarding the implementation of the Traffic Regulation Order on Burleigh Street, Barnsley be overruled for the reasons set out in the report now submitted and the objector be informed accordingly; and
- (ii) that the Head of Highways and Engineering and the Executive Director Core Services and Solicitor to the Council be authorised to make and implement the Traffic Regulation Order as originally published.

**91. Windmill Road, Wombwell - Introduction of New Waiting Restrictions - Objections (Cab.19.9.2018/12)**

**RESOLVED:-**

- (i) that following consultation with Local Ward Members, the objections received regarding the implementation of the Traffic Regulation Order on Windmill Road, Wombwell be overruled for the reasons set out in the report now submitted and the objectors be informed accordingly; and
- (ii) that the Head of Highways and Engineering and the Executive Director Core Services and Solicitor to the Council be authorised to make and implement the Traffic Regulation Order as originally published.

**92. Exclusion of Public and Press**

**RESOLVED** that the public and press be excluded from the meeting during consideration of the following items, because of the likely disclosure of exempt information as described by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, as follows:-

<u>Item Number</u>	<u>Type of Information Likely to be Disclosed</u>
93	Paragraph 3
94	Paragraph 3
95	Paragraph 3
96	Paragraph 3
97	Paragraph 3

**Place Spokesperson**

**93. The Glassworks Development (Cab.19.9.2018/14)**

**RECOMMENDED TO FULL COUNCIL ON 27<sup>TH</sup> SEPTEMBER, 2018:-**

- (i) that the progress made to date in the delivery of Phase 1 of the Glass Works development, as detailed in Section 4 of the report now submitted, be noted;
- (ii) that approval be given to proceed with the construction of the Glass Works scheme and the wider town centre redevelopment at a total estimated cost of £178.1m including completion of the Phase 1 construction, construction of the

Phase 2 retail and leisure element, town centre public realm works and construction of the Mark Gate Bridge (referred to in Section 5 of the report);

- (iii) that the £11.3m of pre-opening costs be that will be incurred prior to the development becoming fully operational (as detailed in Section 5 of the report) be noted;
- (iv) that approval be given to the remaining £115.7m resources required to complete the wider scheme (noting that £73.8m has previously been approved via separate reports), to be funded via a combination of borrowing and reserves previously set aside (as referred to in Section 6 of the report);
- (v) that the projected ongoing costs of managing and operating the Glass Works together with the annual income yields which are projected to be delivered (as set out in Section 8 of the report) be noted;
- (vi) that the estimated additional business rate income from the Glass Works of £0.8m which will serve to reduce the estimated annual cost of funding the overall scheme be noted, this income having been reflected in the Council's updated Medium Term Financial Strategy (as detailed in Section 9 of the report);
- (vii) that a provision of £2.6m to be set aside within the Medium Term Financial Strategy to fund the ongoing annual net costs to the Council of owning and operating the development (as noted in Section 13 of the report);
- (viii) that the Glass Works Board, led by the Executive Director Place in conjunction with the Executive Director Core Services, be tasked to continue to stringently review all costs and income projections associated with the development to ensure value for money continues to be achieved;
- (ix) that a further report be prepared on the final Phase 2 construction price prior to formally entering into a contract with the preferred bidder;
- (x) that the Executive Director Core Services be authorised to extend the current Pre-Construction Services Agreement with the short listed bidders up to an estimated cost of £0.680m, with this cost being contained within the total approval requested at recommendation (ii) above;
- (xi) that the Executive Director Core Services be authorised to enter into a contract with Yorkshire Water for the diversion of sewers necessary for the progression of the Glass Works Phase 2 scheme; and
- (xii) that the development of a Glass Works asset management strategy be noted, the outcome of which will be the subject of a future report.

**94. Asset Management - Regeneration and Growth Programme (Cab.19.9.2018/15)**

**RESOLVED:-**



- (i) that the Corporate Asset Manager be authorised to agree and finalise the Heads of Terms and contract details for the proposed disposals, as detailed in the report now submitted;
- (ii) that further reports be submitted on specific disposal proposals for individual sites and properties, following consultations with local Members, the Joint Asset Management Working Group and if necessary the Capital Oversight Board;
- (iii) that the capital receipts in respect of the former school sites be earmarked to the Building Schools for the Future programme as previously agreed; and
- (iv) that the Executive Director Core Services be authorised to complete transactions based on terms agreed, either using in-house resources or through the legal framework agreement which is often used for property transactions, subject to the necessary planning consents being achieved where appropriate.

**95. Disposal of Trust Land Containing Park House Residence and former Brierley Town Council Maintenance Depot at Grimethorpe Welfare Park, Grimethorpe (Cab.19.9.2018/16)**

**RECOMMENDED TO FULL COUNCIL ON 27<sup>TH</sup> SEPTEMBER, 2018:-**

- (i) that subject to the statutory procedures under the Charities Act 2011 being complied with, the Council in its capacity as Trustee of the Grimethorpe Miners Welfare Scheme, approve the sale of a section of the land at Grimethorpe Welfare Park, shown edged black on the attached plan to the report submitted;
- (ii) that the Corporate Asset Manager on behalf of the Council as Trustee dispose of the land in question, as directed by the independent surveyor acting for the Council as Trustee, to achieve best value in accordance with the Charities Act 2011;
- (iii) that the Executive Director Core Services be authorised to address any representations made by the general public to the proposal on behalf of the Council as Trustee and to conclude the necessary legal documentation relating to the disposal of the land in question; and
- (iv) that the Executive Director Core Services be authorised to deal with the net proceeds in accordance with the Trust Deed and agreed with CISWO and Charity Commission.

**96. Barnsley Property Investment Fund (PIF) 2 - Scheme Approval (Cab.19.9.2018/17)**

**RESOLVED:-**

- (i) that the progress made on the second Property Investment Fund (PIF) and the economic need and demand for commercial development, as detailed in the report submitted, be noted; and

- (ii) that the proposal to support a further scheme, as set out in Section 8 of the report, be approved.

**97. Barnsley Business and Innovation Centre - Phase 5 Report (Cab.19.9.2018/18)**

**RESOLVED:-**

- (i) that the proposed loan funding of £570,000 over a 15 year period to the Barnsley Business and Innovation Centre (BBIC) as part of its match funding commitment to develop BBIC Phase 5, as detailed in the report now submitted, be approved;
- (ii) that funding be provided initially from the Council's revised Reserve Strategy/Medium Term Financial Strategy, subject to the submission in due course of a report on this matter; and
- (iii) that approval be given to the provision of cash flow support during the construction and defect period (2019 to 2021) of up to £572,000 in any one year to accommodate European Regional Development Funds (ERDF) reclaim periods, this is be funded from BBIC repayments as the grant is recovered.

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Chair

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 3 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Franklin (for Gardiner), Howard, Miller and Platts

**Members in Attendance:** Councillors Frost, Daniel Griffin, Pourali and Sheard

### 98. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

### 99. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 19<sup>th</sup> September, 2018 had been called in.

### 100. Minutes of the previous meeting held on 19th September, 2018 (Cab.3.10.2018/3)

The minutes of the meeting held on 19<sup>th</sup> September, 2018 were taken as read and signed by the Chair as a correct record.

### 101. Decisions of Cabinet Spokespersons (Cab.3.10.2018/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 28<sup>th</sup> September, 2018 were noted.

### 102. Petitions received under Standing Order 44 (Cab.3.10.2018/5)

It was reported that no petitions had been received under Standing Order 44.

### Deputy Leader

### 103. Public Health Strategy 2018 - 2021 - Renewing Action for a Healthier Barnsley (Cab.3.10.2018/6)

#### RESOLVED:-

- (i) that the Public Health Strategy for 2018-2021: Renewing Action for a Healthier Barnsley that has been produced in consultation with key partners, as set out in Appendix 1 of the report now submitted, be approved; and
- (ii) that the delivery of the Public Healthy Strategy be supported.

#### **104. Food Plan (Cab.3.10.2018/7)**

##### **RESOLVED:-**

- (i) that the aims and priorities set out in the Food Plan, as detailed in Appendix 1 of the report submitted, be supported;
- (ii) that arrangements be put in place to consider and acknowledge healthy weight and food in all policy decisions; and
- (iii) that consideration be given to how the reduction in use of single-use plastics and other materials can be encouraged as part of the engagement arrangements with the hot food takeaway trade.

##### **Core Services Spokesperson**

#### **105. 2019 Revised National Joint Council (NJC) for Local Government Services Pay and Grading Structure (Cab.3.10.2018/8)**

**RESOLVED** that the 2019 Revised National Joint Council (NJC) for Local Government Services Pay and Grading Structure, as detailed at Appendix B of the report now submitted, be approved with effect from 1<sup>st</sup> April, 2019.

#### **106. Improving Employee Performance Policy (Cab.3.10.2018/9)**

**RESOLVED** that the revised Improving Employee Performance Policy, as detailed in Appendix A of the report submitted, be approved.

##### **People (Safeguarding) Spokesperson**

#### **107. Outcome of the Peer Challenge of the Integrated 'Front Door' to Children's Social Care in Barnsley (Cab.3.10.2018/10)**

##### **RESOLVED:-**

- (i) that the findings and recommendations of the Peer Challenge of the integrated 'front door' to Children's Social Care in Barnsley, as part of preparations for an inspection through the Ofsted Inspection of Local Authority Children's Services Framework, as detailed in the report now submitted, be noted; and
- (ii) that management and staff in the service be congratulated on the significant areas of strength identified in the Peer Review.

##### **Place Spokesperson**

#### **108. Procurement of Market Gate Bridge (Cab.3.10.2018/11)**

##### **RESOLVED:-**

- (i) that the procurement of a Principal Contractor for the construction of the equality pedestrian bridge at Market Gate/Jumble Lane, as set out in the report now submitted, be approved;

- (ii) that arrangements be made for appropriate signage to be provided to show alternative routes for people with disabilities during the construction phase;
- (iii) that Contract Procedure Rule 6.3 be invoked in respect of the competitive procedure for the procurement of the inclined lifts due to the specialist nature of the works as detailed in Section 5 of the report;
- (iv) that stage payments in respect of the procurement of the inclined lifts be approved;
- (v) that the Executive Director Core be authorised to implement all necessary statutory and legal approvals required to deliver the procurement; and
- (vi) that the financial implications, as detailed in Section 7, be approved.

**109. Annual Replacement Programme 2018-2021: Domestic and Commercial Bins (Cab.3.10.2018/12)**

**RESOLVED** that the Annual Bin Replacement Programme for 2018 to 2021 in regards to domestic and commercial bins, as set out in Appendix B of the report now submitted, be approved.

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Chair

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<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 17 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Houghton CBE (Chair), Bruff, Gardiner, Daniel Griffin (for Howard), Miller and Platts

**Members in Attendance:** Councillors Franklin, Frost, Pourali, Sheard and Tattersall

### 110. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

### 111. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 3<sup>rd</sup> October, 2018 had been called in.

### 112. Minutes of the previous meeting held on 3<sup>rd</sup> October, 2018 (Cab.17.10.2018/3)

The minutes of the meeting held on 3<sup>rd</sup> October, 2018 were taken as read and signed by the Chair as a correct record.

### 113. Decisions of Cabinet Spokespersons (Cab.17.10.2018/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 5<sup>th</sup> October, 2018 were noted.

### 114. Petitions received under Standing Order 44 (Cab.17.10.2018/5)

It was reported that no petitions had been received under Standing Order 44.

### Communities Spokesperson

### 115. Homelessness Prevention Strategy (Cab.17.10.2018/6)

#### RESOLVED:-

- (i) that the Homeless Prevention and Rough Sleeping Strategy for 2018-2023 and action plan, as set out in Appendix 1 of the report now submitted, be approved; and
- (ii) that the homelessness data and action plan be reviewed every year and progress be reported into the Housing and Energy Board.

**Place Spokesperson**

**116. Berneslai Homes Services Agreement and Memorandum and Articles of Association Renewal 2018 (Cab.17.10.2018/7)**

**RESOLVED** that approval be given to the revisions to the Berneslai Homes Services Agreement and Memorandum and Articles of Association, as detailed in Section 4, with the Service Director Culture and Housing being authorised to make any further minor amendments in consultation with the Executive Director Core Services, the Service Director Finance and Cabinet Member Place.

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Chair



<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 31 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

**Members in Attendance:** Councillors Frost, Daniel Griffin, Pourali, Saunders and Tattersall

### 117. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

### 118. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 17<sup>th</sup> October, 2018 had been called in.

### 119. Minutes of the previous meeting held on 17th October, 2018 (Cab.31.10.2018/3)

The minutes of the meeting held on 17<sup>th</sup> October, 2018 were taken as read and signed by the Chair as a correct record.

### 120. Decisions of Cabinet Spokespersons (Cab.31.10.2018/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 19<sup>th</sup> October, 2018 were noted.

### 121. Petitions received under Standing Order 44 (Cab.31.10.2018/5)

It was reported that no petitions had been received under Standing Order 44.

### Core Services Spokesperson

### 122. Barnsley Council's Social Media Policy 2018-2020 (Cab.31.10.2018/6)

**RECOMMENDED TO FULL COUNCIL ON 29<sup>TH</sup> NOVEMBER, 2018** that the Social Media Policy for 2018-20, as detailed at Appendix A of the report, be approved, subject to revisions/additions to the following effect:-

- (a) the addition at Section 5 of the Policy of examples of social media comments made by the public against which the Council will take action;
- (b) clarification of how employees can escalate concerns about social media comments;
- (c) links to relevant guidance for Members on GDPR; and

- (d) clarification for employees that not re-tweeting or liking Members' social media comments relates only to those with Party political content.

**123. Six Monthly Analysis of Selective Voluntary Early Retirement and Voluntary Severance (SVER) - April 2018 to September 2018 (Cab.31.10.2018/7)**

**RESOLVED** that the Selective Voluntary Early Retirement and Voluntary Severances which have taken place in the period 1<sup>st</sup> April to 30<sup>th</sup> September, 2018, as detailed in the report now submitted, be noted.

**Communities Spokesperson**

**124. Changes to Ward Alliance Governance Framework (Cab.31.10.2018/8)**

**RECOMMENDED TO FULL COUNCIL ON 29<sup>TH</sup> NOVEMBER, 2018:-**

- (i) that the changes to the Ward Alliance Governance Framework, as outlined in Section 4 of the report submitted, be implemented from 1<sup>st</sup> October, 2018; and
- (ii) that responsibility for the review process outlined in Section 4.10 of the report be delegated to the Executive Director Communities in consultation with the Cabinet Spokesperson for Communities.

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Chair

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 14 November 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

### Present

Councillors Houghton CBE (Chair), Andrews BEM, Cheetham, Gardiner, Howard, Miller, Platts and Saunders (for Bruff)

**Members in Attendance:** Councillors Franklin, Daniel Griffin, Pourali and Sheard

### 125. Declaration of pecuniary and non-pecuniary interests

Councillors Houghton and Miller declared non-pecuniary interests in Minute 132 as their wife and daughter respectively worked in Adult Social Care.

### 126. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 31<sup>st</sup> October, 2018 had been called in.

### 127. Minutes of the previous meeting held on 31st October, 2018 (Cab.14.11.2018/3)

The minutes of the meeting held on 31<sup>st</sup> October, 2018 were taken as read and signed by the Chair as a correct record.

### 128. Minutes of the South Yorkshire Waste Partnership held on 6th July, 2018 (Cab.14.11.2018/4)

The minutes of the South Yorkshire Waste Partnership held on 6<sup>th</sup> July, 2018 were noted.

### 129. Minutes of the Barnsley, Doncaster and Rotherham Joint Waste Board held on 6th July, 2018 (Cab.14.11.2018/5)

The minutes of the Barnsley, Doncaster and Rotherham Joint Waste Board held on 6<sup>th</sup> July, 2018 were noted.

### 130. Decisions of Cabinet Spokespersons (Cab.14.11.2018/6)

There were no Records of Decisions by Cabinet Spokespersons under delegated powers to report.

### 131. Petitions received under Standing Order 44 (Cab.14.11.2018/7)

It was reported that no petitions had been received under Standing Order 44.

**People (Safeguarding) Spokesperson**

**132. Outcome of the Peer Challenge of Adult Social Care in the Borough  
(Cab.14.11.2018/8)**

**RESOLVED** that the outcomes of the Peer Challenge be noted and the next steps in achieving progress against the areas for consideration, identified by the Peer Reviewers, as part of building upon the good practice already established.

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Chair