

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP
Telephone 01572 722577 Email governance@rutland.gov.uk
DX28340 Oakham

Members of Rutland County Council District Council are hereby summoned to attend the **TWO HUNDRED AND SEVENTY FIFTH MEETING OF THE COUNCIL** to be held in the Council Chamber at Catmose, Oakham on **10 September 2018 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

Helen Briggs
Chief Executive

A G E N D A

1) APOLOGIES

To receive any apologies from Members.

2) CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements by the Chairman.

3) ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

To receive any announcements by the Leader, members of the Cabinet or the Head of Paid Service.

4) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

5) MINUTES OF PREVIOUS MEETING

To confirm the Minutes of the 274th meeting of the Rutland County Council District Council held on 9 July 2018.

6) PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any petitions, deputations or questions received from members of the public in accordance with the provisions of Procedure Rule 28. The total time allowed for this is 30 minutes. Petitions, deputations and questions will be dealt with in the order in which they are received and any which are not considered within the time limit shall receive a written response after the meeting.

7) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 30 and 30A.

8) REFERRAL OF COMMITTEE DECISIONS TO THE COUNCIL

To determine matters where a decision taken by a Committee has been referred to the Council in accordance with the provisions of Procedure Rule 110.

9) CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 7 July 2018 to 7 September 2018 (INCLUSIVE)

To determine matters where a decision taken by the Cabinet has been referred to Council by the call-in procedure of Scrutiny Panels, as a result of the decision being deemed to be outside the Council's policy framework by the Monitoring Officer or not wholly in accordance with the budget by the Section 151 Officer, in accordance with the provisions of Procedure Rules 206 and 207.

10) EXCLUSION OF THE PUBLIC AND PRESS

Council is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

11) REPORT FROM THE CABINET (Pages 5 - 50)

To receive Report No. 148/2018 from the Cabinet on recommendations referred to the Council for determination and to note the Key Decisions taken at its meetings held on 17 July 2018, 31 July 2018 and 21 August 2018.

12) REPORTS FROM COMMITTEES OF THE COUNCIL (Pages 51 - 54)

- a. To receive reports from Committees on matters which require Council approval because the Committee does not have the

delegated authority to act on the Council's behalf.

- b. To receive reports from Council Committees on any other matters and to receive questions and answers on any of those reports.
 - i. Annual Report of the Employment and Appeals Committee

13) REPORTS FROM SCRUTINY COMMISSION / SCRUTINY PANELS

To receive the reports from the Scrutiny Commission / Scrutiny Panels on any matters and to receive questions and answers on any of those reports.

14) JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

To receive reports about and receive questions and answers on the business of any joint arrangements or external organisations.

15) NOTICES OF MOTION

To consider any Notices of Motion submitted by Members of the Council in accordance with Procedure Rule 34 in the order in which they are recorded as having been received.

16) COUNCIL APPOINTMENTS (Pages 55 - 58)

To receive Report No. 140/2018 from the Director for Resources.

17) COUNTER FRAUD AND CORRUPTION POLICY (Pages 59 - 84)

To receive Report No. 139/2018 from the Director for Resources.

18) PLANNING REFERRAL PROCESS (Pages 85 - 88)

To receive Report No. 149/2018 from the Director for Resources.

19) SCHEME FOR HONORARY ALDERMEN AND FREEMEN (Pages 89 - 94)

To receive Report No. 150/2018 from the Director for Resources.

20) LOCAL ENTERPRISE PARTNERSHIP REVIEW

To receive a verbal update from the Chief Executive.

21) ANY URGENT BUSINESS

To receive items of urgent business which have been previously notified to the person presiding.

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TO: MEMBERS OF THE COUNCIL

Mr K Bool – Chairman of the Council
Mr J Dale – Vice-Chairman of the Council

Mr R Alderman
Mr G Brown
Mr E Baines
Ms R Burkitt
Mr G Conde
Mr R Foster
Mr R Gale
Mr J Lammie
Mr A Mann
Mr C Parsons
Miss G Waller
Mr D Wilby

Mr I Arnold
Mr N Begy
Mr O Bird
Mr B Callaghan
Mr W Cross
Mrs J Fox
Mr O Hemsley
Mr A Lowe
Mr M Oxley
Mrs L Stephenson
Mr A Walters

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THE COUNCIL'S STRATEGIC AIMS

Sustainable Growth
Safeguarding
Reaching our Full Potential
Sound Financial and Workforce Planning

COUNCIL

10 September 2018

CABINET RECOMMENDATIONS TO COUNCIL

Report of the Cabinet

Strategic Aim:	All		
Exempt Information	Yes. Appendix B is marked as “Not For Publication” because it contains exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).		
Cabinet Member(s) Responsible:	N/A		
Contact Officer(s):	Natasha Taylor, Governance Manager	01572 720991	ntaylor@rutland.gov.uk
Ward Councillors	N/A		

DECISION RECOMMENDATIONS

1. That Council notes the Key Decisions made by Cabinet since the publication of the agenda for the previous ordinary meeting of the Council 9 July 2018, as detailed in Appendix A to this report.
2. That Council approves the recommendation from Cabinet:
 - i) To approve of the Annual Report (Appendix 1 of Report No. 133/2018).

31 July 2018

Decision No. 170

Report No. 133/2018

ANNUAL REPORT

(Report appended for information - Appendix C)

1 PURPOSE OF THE REPORT

- 1.1 To report to Council the Key Decisions made by Cabinet since the publication of the agenda for the previous ordinary meeting of the Council on 9 July 2018, as detailed in Appendix A to this report.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 To consider the recommendations of Cabinet since the publication of the agenda for the previous ordinary meeting of the Council on 9 July 2018.

- 2.2 The Key Decisions Listed in Appendix A have already been taken and can be found in the Cabinet Record of Decisions for the meetings of 17 July 2018, 31 July 2018 and 21 August 2018.

3 CONSULTATION

- 3.1 As outlined in Report No. 133/2018.
- 3.2 Consultation for key decisions is included in the reports for the meetings of Cabinet referred to in Appendix A.

4 ALTERNATIVE OPTIONS

- 4.1 The only other option would be to not receive the Cabinet's report to Council. However Procedure Rule 246.3 of the Constitution requires the submission of the report.

5 FINANCIAL IMPLICATIONS

- 5.1 Any financial implications are outlined in Report No. 133/2018, or contained in the reports referred to in Appendix A.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 As outlined in Report No. 133/2018.
- 6.2 The Key Decisions listed in Appendix A have already been taken and the record is for Council's information only.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 As outlined in Report No. 133/2018, or contained in the reports referred to in Appendix A.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 Any Community Safety implications are outlined in Report No. 133/2018, or contained in the reports referred to in Appendix A.

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 Any Health and Wellbeing implications are outlined in Report No. 133/2018, or contained in the reports referred to in Appendix A.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 10.1 That Council notes the report and considers the recommendations from Cabinet in order to ensure the procedure rules in the Constitution are followed.

11 BACKGROUND PAPERS

- 11.1 Cabinet Record of Decisions: 17 July 2018, 31 July 2018 and 21 August 2018.

12 APPENDICES

- 12.1 Appendix A - Key Decisions Made by Cabinet since the Previous Ordinary Meeting of the Council.
- 12.2 Appendix B - EXEMPT Key Decisions Made by Cabinet since the Previous Ordinary Meeting of the Council.
- 12.3 Appendix C - Annual Report (Report No. 133/2018)

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Council
10 September 2018

Key decisions made by the Cabinet since the publication of the Agenda for the Meeting of the Council on 9 July 2018. These decisions have already been taken and this record is for Council's information only:

Date	Key Decision No.	Title	Decision
17 July 2018	143	ANNUAL REPORT ON TREASURY MANAGEMENT AND ACTUAL PRUDENTIAL INDICATORS 2017/18	<ol style="list-style-type: none"> 1) Cabinet NOTED the actual 2017/18 prudential indicators within the report. 2) Cabinet NOTED that the treasury management stewardship for 2017/18 was in compliance with the Treasury Management Strategy.
19 July 2018	144	FINANCIAL ASSISTANCE FOR COMMUNITY ORGANISATIONS	<ol style="list-style-type: none"> 1) Cabinet AUTHORISED the Director for Resources, in consultation with the Cabinet Member with Portfolio for Finances, to provide funds (not exceeding £200,000 in total) to community organisations on a short term loan basis to enable successful grant funded projects to be completed.
31 July 2018	180	RUTLAND LOCAL PLAN - ADDITIONAL CONSULTATION	<ol style="list-style-type: none"> 1) That Cabinet APPROVED the documents attached to Report No. 134/2018 for the purposes of public consultation with respect to the preparation of the Rutland Local Plan 2016-36.
21 August 2018	187	PROGRESS UPDATE ON ST GEORGES BARRACKS	<ol style="list-style-type: none"> 1) Cabinet NOTED the progress update in respect of the St. George's Barracks Project. 2) Cabinet APPROVED the Schedule of Outcomes set out in the supporting document to the addendum report. 3) Cabinet DELEGATED authority to the Chief Executive in consultation with the Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism and Economic Development & Resources, the Ministry of Defence Lead and the Director of Resources to agree costs with Regenco subject to these not exceeding the budget allocated. 4) Cabinet DELEGATED authority to the Chief Executive in consultation with the Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism and Economic Development & Resources, the

Date	Key Decision No.	Title	Decision
			Ministry of Defence Lead and the Director of Resources to agree changes to the Schedule of Outcomes subject to such costs remaining within the budget allocated.
21 August 2018	189	QUARTER 1 FINANCE MANAGEMENT REPORT	<ol style="list-style-type: none"> 1) NOTED the 2018/19 revenue and capital outturn position as at Quarter 1. 2) NOTED the approved changes to the original budget detailed in Appendix A of Report No. 135/2018. 3) APPROVED the additional use of earmarked reserves of £115k as set out in Appendix A of Report No. 135/2018.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CABINET

31st July 2018

ANNUAL REPORT

Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/180418	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Helen Briggs, Chief Executive	01572 758201 hbriggs@rutland.gov.uk
	Holly Bremner , Communications Manager	hbremner@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Considers the 2017/18 Annual Report (Appendix 1);
2. Provides feedback on the content; and
3. Recommend to Council the approval of the Annual Report (Appendix 1).

1 PURPOSE OF THE REPORT

- 1.1 This report provides a background to the creation of the 2017/18 Rutland County Council annual report and information on how it will be used and distributed to highlight the impact the Council is making.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Council provides a range of services to tax payers, but unless you engage with a particular service, it can sometimes be hard for residents to understand where that money is spent and the impact it is having.
- 2.2 Transparency is at the heart of the Council's operations. The Council is performing highly in many areas. Performance data is always published, but not in a format that is appealing to residents.
- 2.3 To encourage residents to proactively engage with our performance, the Council has developed a review of 2017/18, which will be presented in the form of an annual report.
- 2.4 The impact of delivering our performance data in this format will be trialled through the publication of this report in July, and feedback will be used to inform whether we continue this approach in future years.

3 THE 2017/18 ANNUAL REPORT

- 3.1 The Annual Report (**Appendix 1**) features:
- An introduction from the Leader
 - Information on how your money is spent
 - Service sections (Children and Young People, Health and Social Care, Adult Social Care and Health, Lifelong Learning, Planning, Highways and Transport, Waste Management, Property, Culture, Leisure and Finance).
- 3.2 Each service section provides a breakdown of key statistics for that service, presented in a dashboard, and 'good news' stories, relevant to each service area.

4 DISTRIBUTION

- 4.1 A small number of reports will be printed and shared with all our Councillors, staff and partner organisations and placed in our Libraries and Customer Service areas. The report will be presented on the website through a digital turn page document reader (DDA compliant) and links to different content shared through social media, staff networks and syndicated through partner channels.

5 CONSULTATION

- 5.1 Chief Officers and portfolio holders were consulted on the design and development of the report and provided content for each service area.
- 5.2 A proposed dissemination plan is attached at **Appendix 2** to this report.

6 ALTERNATIVE OPTIONS

- 6.1 The alternative was to produce the usual Quarter 4 report. This is a trail and feedback will inform the decision whether to continue with this method of communicating our performance.
- 6.2 To not produce any form of report would not be acceptable as in accordance with transparency requirements placed upon the Council.

7 FINANCIAL IMPLICATIONS

- 7.1 There are no direct costs associated with this report.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 The Council feeding back in relation to its services enables a transparent approach to work undertaken with public money.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has been completed. No adverse or other significant risks/issues were found. A copy of the DPIA can be obtained from Holly Bremner hbremner@rutland.gov.uk.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 Disability Discrimination Act has been considered throughout the development and publication of the printed and e-document.
- 10.2 An Equality Impact Assessment (EqIA) screening form has been completed and a full assessment is not required. A copy of the screening form can be obtained from Holly Bremner hbremner@rutland.gov.uk.

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no Community Safety implications.

12 HEALTH AND WELLBEING IMPLICATIONS

- 12.1 There are no Health and Wellbeing implications.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 In conclusion, it is recommended that Cabinet consider the Annual Report and recommend to Council.

14 BACKGROUND PAPERS

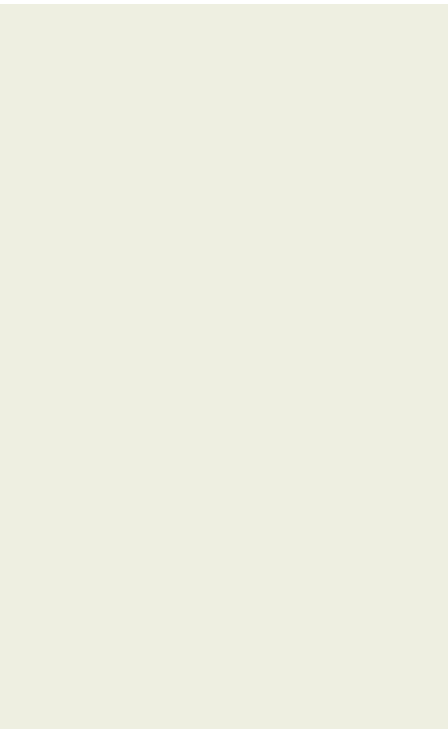
- 14.1 There are no additional background papers to the report.

15 APPENDICES

15.1 Appendix 1 – Annual report draft

15.2 Appendix 2 – Dissemination plan

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



Rutland County Council Annual Report 2017/18

How are we doing?



Rutland
County Council

Welcome to Rutland's Annual Report

Welcome to Rutland's Annual Report for 2017/18.

This is the first time that the report has been published in this way as part of a commitment to be far more open and transparent about how we serve our communities across the county.

The report highlights our key performance areas across Children and Young People, Adults and Health, Lifelong Learning, Planning Policy, Highways, Transport and Waste, Leisure, Culture and Finance.

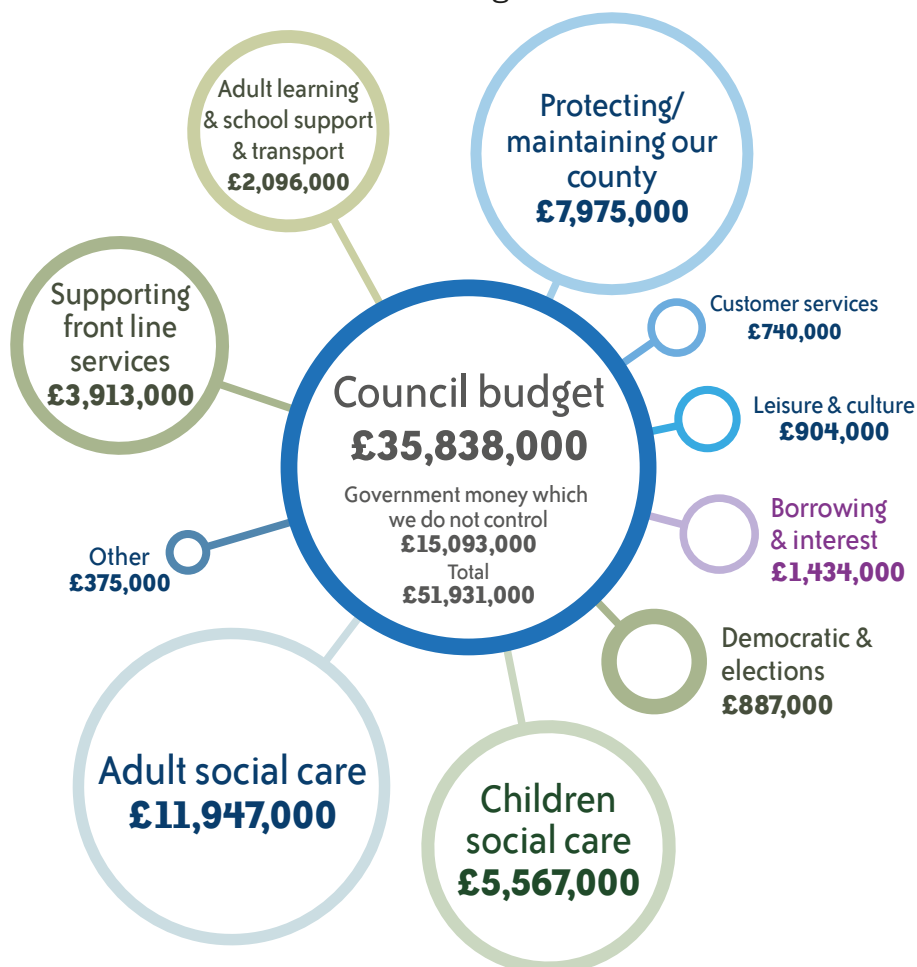
It shows whether we are either meeting, exceeding or failing to meet our targets.

We would welcome your feedback as part of our continual drive to improve what we do. Please do tell us what you think at

Letusknow@rutland.gov.uk

How do we spend your money?

This shows the budget for 2018/19



Council budget since 2013

We have delivered £5.1m in savings

Examples of savings:

- Getting better value out of contracts
- Cutting IT costs
- Sharing staff with other councils
- Income, including money generated from the new business park
- New ways of delivering services

£7.2m in rising costs

Including

£2.8m

From increased costs in social care

+
We have lost more than £2.5m in Government funding, which has been balanced by Council Tax increases

Our aim is to make Rutland the best place to live in the UK



Whenever surveys or newspaper articles are published looking at the best place to live in the UK, Rutland's name is never far from the top.

Our quality of life is second to none when you consider our outstanding schools, wonderful scenery, beautiful towns and villages, good public services and a strong community that pulls together.

We take none of this for granted. We are guardians for Rutland and our role as a council is to protect, preserve and enhance life in our great county.

When I was voted in as Leader in February, I made a promise that the council would be much more open and transparent about the work that we are doing. In that spirit, we are pleased to publish our Annual Report, which includes details of how we are performing.

There are many areas where we are doing well but there are also areas where we need to improve.

I am proud of the quality of our schools and the enormous work that went into keeping our roads open during periods of severe winter weather. I am also proud of the roll-out of super-fast broadband and the continued growth at Oakham Enterprise Park which is helping local businesses succeed.

I know that there are things that we got wrong. We should have taken a different approach to how we planned and consulted on plans to improve Oakham Town Centre. We have learnt from this by setting-up a community-led group to look at what should happen to improve the town centre.

The learning from this has also informed our approach to the redevelopment of St George's Barracks. As a partnership project between the Ministry of Defence and the council we are keen to ensure that the people of Rutland can help inform the decisions that need to be taken around the need for growth, affordable housing and investment in public services, with development that is sustainable. It is a tough balance and we will do everything possible to get that balance right.

Oliver Hemsley

Leader of Rutland County Council

Our priorities



Safeguarding our most vulnerable and supporting the health and well-being needs of our community.



Helping families and communities reach their full potential.



Delivering controlled and sensible growth for the County with investment in housing for a range of needs along with employment and skills opportunities, infrastructure and public services.



Providing value for money to our residents and business and ensuring financial sustainability.

Highlights from the year



of Rutland's schools are

GOOD

OR

OUTSTANDING

98%

of parents receive a

**PRIMARY OR
SECONDARY SCHOOL**

of their

CHOICE



24/7

Operation to keep
Rutland's

**ROADS
OPEN**

in winter



**SUPERFAST
BROADBAND**

rolled out to

98%

of the County



**Oakham
Enterprise
Park grows**

which is helping
businesses

GROW

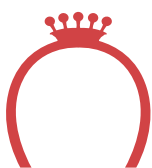
RUTLAND

shortlisted by
Government for

INFRASTRUCTURE
investment

Extra funding
for Armed Service

SUPPORT



Oakham Castle

RESTORATION

complete



Children and Young People







By Cllr Richard Foster, Cabinet Member for Safeguarding - Children and Young People, Armed Forces Champion








Making sure that every child and young person growing up in Rutland has the best start in life is one of the council’s primarily responsibilities. The job is multi-faceted, stretching from protecting children and young people who are vulnerable, through our social work and fostering service, through to ensuring that parents have access to the right advice and support. What blends all this together is our desire to put families first. For example, we do everything possible to prevent children from going into care because of the intensive work we do with families experiencing problems. We also reach out to many more families through the fantastic Vision’s Children’s Centre, which brings together health and social care services.

The ultimate test of what we do is the opportunities that are provided younger people when they leave school – and I am delighted to say that nearly every single young person in Rutland goes on to employment, training or further education. A record to be proud of.



Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
% of children Not in Education, Employment or Training (NEET)	2.2%	0.9%	We want to help young people make the best choices in life based on maximising all the available opportunities.		We work closely with schools to identify those children who are or at risk of dropping out of education and offer careers advice and support to those children in order to secure their engagement in education, training or employment.
% of children whose destination after leaving secondary school is not known	2.6%	0.9%	We need to know the destinations of children, post 16 years of age to identify those at risk of Not Being in Education, Employment or Training.		By sharing information with schools we can work with children directly and ensure that they are making the choice that is right for them.
% of single assessments that were completed within 45 days	85%	86%	Assessments carried out in a timely manner ensure that we are able to earlier identify the support needs of vulnerable children.		We use information systems to ensure assessments are carried out, usually within 35 days or according to the requirements of each family.
% of Children Looked After who have had 3 or more placements in last 12 months	4%	3%	Children Looked After have better outcomes when in stable placements.		We ensure quality placements are provided at the outset with a quality matching process.
% of children in care for 2.5 years or more who have been in the same placement for 2 years	70%	75%	This measures a different aspect of stability: those children in the same place for 2.5yrs or more.		We ensure quality placements are provided at the outset with quality matching process to enable children to be placed with appropriate carers who meet their needs
Child Protection Plans lasting 2 years or more	5%	0%	<p>Child Protection Plans are used when children are deemed to have suffered significant harm or there is a likelihood they will suffer significant harm.</p> <p>We address the concerns with the Plan in a timely manner to ensure any significant harm to children is reduced in a timely manner and support them to remain in a safer environment.</p>		All children coming up to 12 months of a Child Protection Plan are reviewed and we consider ways of working to ensure children are safeguarded in a timely and effectively manner.

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
% of children becoming subject to a Child Protection Plan for a second time within the previous 2 years	5%	16%	This is an important measure of whether we are getting our risk thresholds right. If too many children are subject to a Child Protection Plan for the second time then the threshold may be too low or too high.		Given Rutland's size, it can be challenging to manage within a percentage. For example, with our small cohort, although the current figure (16%) is above target (5%), this refers to just one family.
Children Looked After cases reviewed within timescales	100%	100%	Ensuring reviews are held on time ensures Plans are overseen and work is completed without drift. Children Looked After should have access to timely support to enable them to fulfil their potential. The review process oversees all the work being done and ensures there is no delay for the child.		The ethos within the team ensures that all our statutory duties are met.
% of referrals to social care that go on to assessment	95%	98%	All referrals should have an assessment to identify the needs of child/family and how we plan to meet those needs.		Our expectation is that every family entering our service has an assessment which drives our ethos around continual improvement.
Number of contacts progressed within one working day	100%	84%	When a child is referred to us following a concern it is important that all contacts are made within a day so that the case can be properly assessed.		Where this does not happen it is usually because we are waiting on further information and a delay would usually be in the child's best interests.
Percentage of permanent staff in post in Children's Social Care	80%	90%	A higher proportion of permanent staff supports consistency of practice and is associated with better outcomes for children.		Over the last 18 months there has been a shift away from agency staff and towards permanent staff. In 2016, 50% of children's social workers in Rutland were agency staff; currently there is one member of staff who is from an agency.



Success of Visions Children's Centre

The relocation of Visions Children's Centre to its new home alongside Oakham Library has been a huge success. Since opening in October 2017, footfall has increased by 53%, compared to the same period the previous year, when the service was located at Catmose College.

Lucy Beesley, Senior Practitioner for Targeted Intervention (Early Help), says: "The new Children's Centre is larger and easier to access than our previous home, providing a lighter, friendlier and more spacious environment. The enclosed outdoor area allows children to learn and play outside, and the fact that we manage the building ourselves means we can run activities in the evenings. As well as providing a variety of activities – including Stay and Play, Baby Play, Rhyme Time and Storytelling sessions – we offer support groups for young parents, breastfeeding, single parents and those with children with special needs."

"The move has revolutionised what we can do; we're much more accessible, both to the public and from a multi-agency point of view. We're developing our 'all-round care' approach for families, delivering holistic, person-centred support, in a single, purpose-built place. In collaboration with the library, we're working jointly with Health and Social Care to host:

- Health Visitors – clinics and 2-year checks
- Speech and Language Therapists
- CAMHS family therapy (child and adolescent mental health services)
- 'Early Help' assessments and support (to stop or prevent escalation of difficulties)

- Disability Advocacy
- Bumps to Babies' healthy antenatal programme
- Aiming High supporting families of children/young people with disabilities
- Cookery classes and 'Spud Club' for Young Parents

This collaborative, joined-up approach has a tremendously positive impact on the lives of children and families."

Visions Children's Centre is open from 8.30am to 5.00pm, Monday to Thursday and 8.30am to 4.30pm on Fridays. For information, including a full programme of sessions and activities, please visit the Visions Children's Centre website:

www.visionsccc.co.uk

Providing vulnerable children with a caring family

Foster care can provide a safe, secure and caring family environment for children who can't live at home. Many of the reasons it is required will only apply for a short time. In other cases children might need to be fostered for much longer.

Shirley Bowron, Team Manager for Fostering, Adoption and Care Leavers, says:

“We work with foster carers for children from birth to 18 years, in a range of placements including; short-term, long-term and emergency care, special care for those with disabilities, respite care, remand care for young offenders, and temporary accommodation for young people getting ready to live independently. We provide support, advice and guidance, helping foster carers to provide the best placements possible for the children and young people in our care. By ensuring good quality recruitment and training activities our aim is that children, young people and carers in Rutland get the right support and interventions at the right time.”

Nicola, describes what motivates her work as a foster carer:

“I've been very privileged to have a good childhood and the chance of giving something back to somebody who hasn't been so fortunate is what it's about for me. These children need to be given a fair chance in life; somebody needs to be there for them. We need to give them a safe environment and encourage and guide them to be the best that they can be, so that they can meet their true potential after a difficult start in life.”

Another of our foster carers, Lou, says:

“My partner and I have fostered over 19 children and learnt a hell of a lot over the years; each one of them is unique and you need to be

prepared for anything. If me and my family have changed a situation for the better, it's bliss; we get a sense of 'yeah we did this'.”

“It's incredibly fulfilling to know that you've had a positive influence on someone's life – especially if they've never had a positive experience before. Only recently I bumped into one of the lads we fostered; he gave me a big hug saying 'you cared for me and no-one else did' which meant a lot to me.”

If you are interested in becoming a foster carer go to www.rutland.gov.uk/fostering



Adult Social Care

By Cllr Alan Walters, Cabinet Member for Adults, Public Health, Health Commissioning, Community Safety & Road Safety

Did you know that nearly £1 in every £3 we spend goes on social care?



While it is by far the biggest chunk of your council tax bill, it is also one of the most important in terms of the outcomes that are achieved.

It is also an area under huge strain because of the increasing demand for services and support, particularly given that we have a rising elderly population. We all want our parents, or grandparents – and indeed ourselves – to receive quality care and support when we get old.





Our ethos within Rutland is not to look at what people can't do, it is to look at what people *can* do, giving them the skills, tools and confidence to stay independent and in control of their lives.



Residential care for us is a last resort, because all the evidence naturally shows that people are happier when they are in their own homes with support networks around them.

We have one of the best records in the country at ensuring that if someone is unlucky enough to go into hospital, maybe because of a fall, that they have the right support in place when they get home to make sure it does not happen again. This includes making adaptations in the home as well as providing physiotherapy services.

For Rutland's residents, you can be sure that the biggest chunk of your bill is well spent on delivering outcomes for our most vulnerable people, even when the pressures on our services are rising all the time.



Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
% of carers signposted to appropriate follow-on services after an assessment	80%	100%	Informal carers make a vital contribution to the health and wellbeing of the people they care for. Caring for the carers is therefore an intrinsic element of our work.		We have also been improving the services that we provide to carers. This includes the introduction of non-means tested grants for home adaptations such as a stairlift or level access shower. We have also introduced an Admiral Nurse role focussed on supporting carers looking after someone living with dementia.
% of Adult Social Care reviews for people with Learning Difficulties completed annually	80%	95%	It is important that strengths and care needs are looked at regularly to ensure that support is personalised and that opportunities are there for people to exercise choice and control in the shaping of their ongoing support.		Personalisation, choice and control is at the heart of our assessments.
% of Adult Social Care reviews completed on time	80%	95%	The time it takes to complete reviews is a key issue for measuring how effectively we respond to residents asking for our help and support.		Through Continuous Professional Development, the review team is also further developing its practice in personalisation of care, which helps to ensure that service users can be more involved and more creative in shaping the support that is right for them.
% of service users who were still at home 91 days after discharge	87%	95%	There is strong evidence that reablement (supporting people to stay independent at home) leads to improved outcomes and better value for money.		Reablement is a form of physical therapy enabling people to find new ways to accomplish day-to-day tasks that have become more difficult because of a change in their health. People are now being offered services that complement reablement to help them to remain at home, for example by making adaptations in the home.

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Daily average number of delayed days transfer of care (DToC) per 100,000 population aged 18+ (July 2017 to March 2018)	5.3	5.4	<p>A delayed transfer of care (DToC) occurs when a patient is medically fit to transfer from acute or community hospital but is still occupying a bed. This has a negative impact on the capacity of the health system, and on the health and wellbeing of the individual.</p> <p>Although the very challenging target was narrowly missed, Rutland is one of the best performing Authorities in the country for this measure.</p>		We minimise DToCs through effective discharge planning and joint working between health & social care services, enabling people to leave hospital safely as soon as they are medically fit for discharge and increases their potential to resume living independently, a key aim of social care.
Permanent admissions of older people (65+) to residential and nursing care homes	<30	29	Avoiding permanent placements in residential and nursing care homes is a good measure of helping people stay in control and remain independent, Whilst not suitable for every circumstance, research suggests that it is often better for people stay in their own home rather than move into residential care.		The emphasis of the Rutland social care approach remains one of supporting people to live independently in the community for as long as possible, and this is reflected in very low rates of permanent care home admissions.

Success in ensuring that elderly people discharged from hospital are able to stay living at home independently

Rutland's social care services help some of the most vulnerable people in our communities.

The County Council is responsible for making sure the needs of adults in our county are met and we know that, as our population grows older, it's going to be a challenge to keep Rutland healthy and well. For example, the number of people aged 65 and over who have a significant health problem is expected to double between 2010 and 2030.

To plan for this major change we've radically altered the way that we deliver adult social care in Rutland, so that we can carry on helping people to live healthier, more independent lives.

This has meant working even more closely with our partners in the health and voluntary sectors, and focusing on finding different ways to do things, rather than simply cutting or reducing services.

One of the areas where Rutland plays a vital role is helping elderly patients to return home from hospital after an illness or accident, which also eases pressure on the NHS. Our reablement or rehabilitation teams, known as REACH, do this by providing hands-on care and support – giving people the confidence to

return to their homes, aided by adaptations and equipment to ensure they remain safe.

As a result of this support, 95% of people aged 65 and over who've been admitted to hospital from Rutland are still at home 91 days after being discharged. That figure is up from 91% last year and set against a target of 87%.

David Chappell received reablement support from the REACH Team following a fall

in October 2016, helping him to return home and recover from his injuries: "I can't thank the REACH Team enough for what they did for me. They gave me reassurance when I was sat in hospital thinking, 'how am I going to cope at home?' I didn't want to be stuck there 'bed-blocking' and thought I'd be out driving my car again in a week or so. I just couldn't do it. REACH built back my independence and gave me the reassurance that I needed."



Innovative ‘Many Years’ project brings generations together

Younger people and older people came together for an inspiring inter-generational project run that enabled them to share experiences.

Thanks to the ‘Many Years’ project, young children from the ‘Sallywags’ nursery in Oakham came together with the nearby Rutland Care Village where they spent time with residents aged 71 – 90 years.

The aim of the group has been to encourage interaction between generations and explore the positive effects of bringing young children and older adults together, sharing activities over a six-week period, which included bead making and singing.

Recently a party was held to mark the end of the project which was attended by family members. The celebration buzzed with warmth and chatter as participants young and old received certificates and reflected on the fun they’d had together.

One of the residents, Jilly, gave a heartfelt vote of thanks to everyone involved, expressing how the group had “...loved every minute of it”.

This enthusiasm was shared by everyone, with Caroline Garnett-Clarke, Sallywags’ Nursery Manager, describing the project as “a wonderful experience for the children”.

“I loved the idea of Jake spending time with older people who weren’t his grandparents. He really looked forward to



visiting them and talked about what they did together; it obviously struck a chord with him,” said Gillian, mother of a preschool participant

At the other end of the spectrum, Patrick Kelleher was thrilled with how the project helped his mum, Lily, transition into residential care in January.

“Mum has loved being part of this project and often talks about the children and what they’ve been up to. It definitely helped her to settle in when she first moved here and put my mind at rest that she’s somewhere very warm and loving. It’s been great for all concerned,” he said

A truly collaborative effort, the project’s success hinged on a huge commitment from everyone involved.

Kelly McAleese, a project lead for Rutland County Council, said: “I’m so proud of

the team who made it happen. It took months of preparation and a lot of hard work, but standing here today, seeing the positive impact it has had, makes it all worthwhile. This kind of work is proven to benefit overall wellbeing; recognising and responding to the different needs of our community. Connecting different generations together brings meaning and joy to people who might otherwise feel very isolated and alone, while helping create stronger communities.”

Those involved in running Many Years will now evaluate the project’s success, the positive feedback it has received and the partnership that has been created. The hope is that Many Years will continue and be used as a model for similar projects in future – perhaps focusing on differing age groups and community settings.

Lifelong Learning

By Cllr David Wilby, Cabinet Member for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion



Our aim is to make sure that every single person in Rutland can fulfil his or her potential.

The quality of our schools and adult education offer is integral to this – and on both counts, I am pleased to say that we are doing well.

Indeed, Rutland is one of only five places in the country where all our state funded schools are good or outstanding. This is testament to the quality of leadership and teaching in our schools, along of course, with the way we work as a team with parents. Your council is essentially the glue in all of this – we help schools to share best practice and data and intelligence that is used to drive performance. It is a great example of how Rutland, as a small county, can achieve such outstanding results because of the way we work so well as a team.

That ethos of excellence extends right through to Rutland Adult Learning and Skills Service, which has been commended by Ofsted as being Good with many outstanding features.

The culture and ethos that drives education is around continued improvement – when it comes to your child’s future, we cannot, and never will, settle for anything other than the very best.



WHAT OFSTED RECENTLY SAID ABOUT SOME OF OUR SCHOOLS:

St Mary and St John CofE VA Primary School (April 2018)

“Your school is a happy place where pupils feel involved. They say learning is fun.”

Edith Weston Primary Academy (November 2017)





“Leaders, governors and trustees have high expectations for all pupils in school. They want pupils to achieve well and be independent.”




Langham CofE (Controlled) Primary School (December 2017)

“The school is well placed to continue to improve. The governing body is very effective. The quality of teaching and the use of assessment are good.”

Oakham CofE Primary School (September 2017)

“Leaders provide rigorous guidance and effective staff training. This has made sure that teaching across the school is now good.”

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
% of children whose application was received within statutory timeframe, who were offered their first choice primary school place	95%	97%	Rutland is one of the few places in the country where all our schools are good or outstanding. Our aim is to give parents as much choice as possible in where their child goes to school.		We work closely with early years settings and primary schools to target the relevant children who are due to start primary school and secondary school. We are able to write directly to parents advising them of the application process and deadlines. As a result of this the majority of applications are submitted on time, thus avoiding late applications which are less likely to receive an offer at a preferred school.
% of children whose application was received within statutory timeframe, who were offered a primary school of their choice (1st to 3rd choice)	100%	100%			
% of children whose application was received within statutory timeframe, who were offered their first choice secondary school place	90%	96%			
% of children whose application was received within statutory timeframe, who were offered a secondary school of their choice (1st to 3rd choice)	98%	100%			

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Achieve at least the national average for the % of pupils in KS1 achieving greater depth in Reading, Writing and Mathematics (% points)	>0	R 0 W -3 M -5	Our aim is to support and challenge schools in raising standards to ensure that every child fulfils his or her potential. These targets were set in autumn 2017 to reflect key areas where Rutland's schools' performance was not consistently at or above national expectations. New data will be available autumn 2018.		<p>To improve performance at KS1, KS2 and KS4 the Learning and Skills Service is:</p> <ul style="list-style-type: none"> • Interrogating individual school data and identifying areas of strength and further development, while producing comparative data which is shared with school leaders. • Working with schools individually to look at areas for improvement. • Brokering or commissioning support from practitioners with experience and expertise in relevant areas. • Extending the training and guidance for teachers new to Year 2 and Year 6 to all Year 2 and Year 6 teachers. • Working in partnership with Rutland Teaching Alliance on a cohesive programme of training and guidance, coupled with delivery of termly teacher monitoring and assessment support. • Encouraging greater collaboration between schools with a focus on undertaking robust peer review focussed on pupil outcomes.
Achieve positive progress KS1 to KS2 in each of Reading, Writing and Mathematics	>0	R +2 W -0.3 M +0.1			
Gender gap (% points) for pupils reaching the expected standard at KS2 (Reading, Writing and Mathematics combined)	8%	10%			

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Progress 8 score remains above national at the end of KS4 in all measures	0	0.32	Progress is an important indicator of the gains children & young people make from their starting points. Progress 8 is the main national measure of the progress children make up to KS4 (GCSEs) and an area where Rutland traditionally performs very strongly. Rutland has the highest score in the region for both Progress 8 and Attainment 8 and is in the top 10 nationally.	✔	The Learning and Skills service continues to promote high outcomes for all pupils and is promoting a renewed focus on a broad and enriched curriculum which is better meeting the needs of children of all abilities.
Key Stage 4 (Attainment 8 score) gender gap is better than the national average	<5.8	1.4	As there is evidence of a gender gap at KS2 it is important to measure whether this extends to KS4 outcomes too.	✔	





Rutland’s schools amongst the best in the UK

Rutland County Council is one of only five local authorities in the country to have all of its 22 state-funded schools rated as either ‘good’ or ‘outstanding’ by Ofsted. This means that Rutland’s provision is on a par with City of London (which has one state-funded school), Harrow (which has 62), Kensington and Chelsea (which has 40) and Westminster (which has 61). Additionally, all of the Early Years providers who have been inspected are also judged good or better.

The work of the Learning and Skills Service is embedded in the council’s Education Framework 2017-2020 which is focused on delivering sustained improvement in education and making sure that every individual can reach their full potential.

The Council works closely with local schools to help foster a culture of excellence in education. This involves supporting the quality of improvement plans and measuring impact, sharing intelligence, widening training opportunities for teachers and working with Rutland Teaching Alliance to deliver a

cohesive training programme that reflects local, regional and national expectations and areas for focused improvement.

The Council runs an Education Performance Board, which brings together education leaders to provide robust monitoring and review of the performance and progress of improvement of education providers including Early Years settings, schools and Adult Learning provision.

Dr Tim O’Neill, Director of People and Deputy Chief Executive, says: “Strong, transparent and challenging

partnership working between the local authority, schools and other education settings has been crucial to our progress.”

All of our Rutland schools, whether they are maintained by the LA or are single or multi-academy trusts, are significant contributors to the self-improving school led system. It is through their shared accountability for the outcomes of all the children and young people in the state-funded education system that the successes that have been achieved through the support and guidance of the LA over time can be sustained for our future generations.

Rutland adult learning and skills service - good with outstanding features

Qualifications gained through adult learning are hugely important for job seekers and Rutland's Adult Learning Centre has once again been rated 'Good' by Ofsted, following its latest scheduled inspection.



Based at Oakham Enterprise Park, Rutland Adult Learning and Skills Service (RALS) offers classroom learning and qualifications in English, maths, accounting and IT, as well as a range of courses covering employability, life skills, arts and languages.

By offering adults progression into employment RALS has the potential to change lives and has helped some learners return to employment after long periods of time out of the workplace. The service also provides opportunities for people whose previous experiences with education may not have been positive.

Ofsted visited RALS in April 2018 and rated the service as 'Good'. The inspection highlighted a number of positive features, including:

- RALS courses help to meet the needs of local communities in Rutland
- teaching staff are highly qualified and enthusiastic about their subjects
- people who use the service comment on the high-quality teaching they receive

- tutors have high expectations of their learners
- the standard of work by many learners is high

RALS works in partnership with Peterborough Regional College to offer apprenticeships and workplace learning qualifications covering a wide range of sectors, including:

- support teaching and learning in schools
- early years and childcare
- health and social care
- business administration
- customer service
- catering and hospitality
- ICT

Figures also show the success rates for RALS learners are well above the national average:

- GCSE success rate for all learners of 97% (10% above national average)
- all RALS qualification success rate of 92% (9% above national average)
- apprenticeships success of 79% (7% above the national rate)
- community learning 93% success (5% above national average)

RALS is also an accredited centre for the Association of Accounting Technicians (AAT), offering courses for AAT Certificates in Accounting Level 2 and 3 to open doors to chartered accountancy, university, self-employment and more.

For more information or details about courses, call: 01572 758 122, email: adultlearning@rutland.gov.uk or visit: www.rals.org.uk

Highways and Transportation

By Cllr Lucy Stephenson, Cabinet Member for Highways & Transportation



Our job is to keep our county moving – while making it sure appropriate development happens in a controlled and sensible way.





From fixing potholes and gritting the roads in winter, to investing in public transport, our county relies on having the right infrastructure and support in place.

The job is a tough one even in the best of times, but we were particularly tested in the severe winter months of February and March when our teams literally worked around the clock seven days a week to keep our roads clear. Our gritting teams covered 160 miles of roads up to three times a day.

It is not just about keeping people moving – it is also about making keeping people safe too. I am proud of the efforts of our road safety team when it comes to promoting a safer environment on our roads, which includes working with local schools as well as running training courses for cyclists, drivers and motorcyclists of all ages.



Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Net additional homes provided	140	251	Cumulatively, over the period 2006-2018 Rutland has met the national housing requirement, with a consistent annual oversupply since 2013/14. The healthy supply is in part attributable to the Sustainable Urban Extension at Oakham North which is allocated in the Core Strategy. A Local Plan Review is currently underway which will provide for additional housing up to 2036.		Nationally, an estimated 240-300k new homes are needed per year in England; however, there is a national undersupply of housing, with only 217,350 net additional homes delivered in 2016/17 against an aspirational target of 300,000 new homes p.a.

Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Number of affordable homes delivered	40	21	There are currently around 2,100 affordable homes (e.g. rented affordable or shared ownership) in Rutland and there is a high need for more accommodation for local people.		<p>The number of additional affordable homes delivered can vary between years, as we take advantage of good opportunities when they are ready to proceed. An average of 35 affordable homes per year were provided in Rutland the 4 year period 2014-18.</p> <p>Much of this is through the Council working with housing associations to regenerate outmoded housing or garage sites that were no longer fit-for-purpose.</p> <p>For comparison, the latest affordable housing delivery figure for the whole of England is for 2016/17 – adjusted for Rutland’s population this would have been 29 additional affordable homes.</p>
Processing of major planning applications within 12 weeks	60%	100%	The indicator shows how quick we are to make decisions and avoid causing delay to development.		Procedures have been changed to remove delays in the system and create an ethos where all applications will be processed within the timescale.
Processing of minor planning applications (within 8 weeks)	60%	100%			
People killed or seriously injured in road traffic accidents	80%	99%	The indicator shows how quick we are to make decisions and avoid causing delay to development.		



How we are supporting your local public transport services

We know that public transport is hugely important for people living in rural areas, not least here in Rutland. Buses, in particular, represent a lifeline for those who need to travel for work, education or healthcare but who don't have access to personal transport.

Being a rural area, the majority of Rutland's bus services are supported by the County Council and run by private companies that operate vehicles along the routes that we plan.

All local Councils are under immense pressure because we're receiving less and less money from the national government. In most areas, funding for local transport services has been cut considerably as Councils look to make savings wherever they can. This isn't the case here in Rutland, where we have worked hard to maintain funding for local transport.

Where Rutland's bus services have come under pressure in recent months is as a result of decisions by commercial operators, who have felt some services are no longer commercially viable.

Where this has happened, the Council has stepped up its support to maintain these services and reduce the threat of disruption for passengers.

The 747 service from Uppingham to Leicester continues to operate with emergency funding from Rutland County Council after the operator informed us of its intention to withdraw the service in 2016/17.

More recently, we have been forced to look for a new provider to maintain our RF1 bus service, which runs from Melton to Corby via Oakham and Uppingham and is one of Rutland's most popular routes. The Council's Cabinet recently agreed to a potential increase in funding as part of the procurement process to support the continuation of this service, which had more than 120,000 passenger journeys last year.

We are also currently preparing our next Passenger Transport Strategy to set out how we intend to respond to challenges and opportunities facing local transport services in Rutland over the next 10-20 years.

Ultimately, we want a transport system that supports sustainable growth, is targeted at the most vulnerable and promotes health and wellbeing among residents.



Keeping our roads open during severe weather

Rutland experienced a prolonged period of freezing temperatures and snow in February and March, with continual severe weather alerts.

Despite the extreme conditions, including snow drifts over a metre high in places, a massive community effort involving council workers, contractors, farmers and local volunteers helped to significantly reduce the level of disruption across the county.

Over a five-day period during the worst of the winter weather, our gritters covered 5,400 miles and used 834 tonnes of salt on roads and footpaths.

Gritters and farmers ploughed around 900 miles road, while

crews on foot worked ten hour shifts to treat and clear footpaths in Uppingham and Oakham, and re-fill grit bins.

Our care workers braved the same conditions as gritters and ploughs to provide crisis care for vulnerable adults and cover for agencies who couldn't make it to parts of the county because of the snow.

A total of 12 carers responded to more than 70 urgent and essential calls during the severe winter weather. They travelled to homes throughout

the county to assist vulnerable adults, providing food and even heaters to those most in need and making sure elderly and vulnerable people continued to receive support.

Waste collections were temporarily suspended due to the snow but all missed bin collections, including those along the county's remote Farms and Lodges route, were rescheduled and completed within a week, with crews working late into the evenings and at weekends to catch up.



Waste Management, Property, Culture, Leisure and Finance

By Cllr Gordon Brown, Deputy Leader and Cabinet Member for Regulatory Services, Planning Policy, Waste Management, Property Services, Culture & Leisure, Finance including Revenues & Benefits and Internal Audit



My title reflects the breadth of my responsibilities which range from working to increase recycling rates to making sure that the council can balance its books at the end of the year.

It is a big job in an increasingly challenging environment, but it is also a hugely rewarding one, especially when I see positive impact that our work has on our communities.

Take, for example, the restoration of Oakham Castle – since the works completed last year the number of visitors has almost doubled which is helping attract new visitors to our county. I am also delighted to see that Rutland is one of the country’s leading places when it comes to encouraging people to recycle. We use some of the best recycling facilities in the country right on our doorstep to make sure that all recycled materials reach their final destination without any further processors.

Our biggest challenge is balancing our books. We have done everything we can to limit council tax rises in the past ten years – keeping increases over that period well below inflation – despite facing a perfect storm of loss of government grant and rising costs. Since 2013 we are £14.5 million worse off because of this, but you can rest assured that we will continue to look at innovative ways to save money while protecting the services that matter to you the most.



Priority	Target	Q4	Why is this important?	Target met?	What we are doing.
Residual waste per household	390kg	373kg	It costs £90 per tonne to treat non-recyclable waste which is costly to the taxpayer, so increasing our recycling rate if not only good for the environment. It also helps keep council tax bills lower.		For a number of years Rutland has been one of the best performing authorities; consistently performing well above average and in the top 25th percentile
% of waste sent for recycling	TBC	60.3%			
Number of fly tipping incidents	TBC	247	The council is continuing to do everything possible to protect residents from reductions in Government funding along with the rising costs and demand for delivering services, particularly in areas like children's and adult's social care.		This year the Government has cut Rutland's funding by £1.2 million, while costs because of inflation have gone up by £1.3m. The increase in Council Tax will only meet part of this shortfall, with the remainder coming from savings in the way services are delivered more efficiently.
Reduction in the financial gap following an agreed savings target programme		£1.3m			
Deliver an annual savings programme, to be reported end of each financial year					
Maintain reserve balances across the life of the MTFP	Above £2m	Above target	It is important for the council to maintain a healthy reserve balance in case of the unexpected – just like to keep money in a savings account for a rainy day.		Rutland has maintained our reserves above our minimum target threshold.
% of invoices paid on time (30 calendar days of receipt)	95%	98.7%	Paying invoices in a timely manner is important to the local economy.		Our processes are geared to ensuring that we pay invoices within the target period.
% of sundry debt recovered	90%	92.1%	It is important that we collect money that it is owed. Failure to do so will impact on our financial position.		Despite performing well, we are looking at how we can improve this further by increasing the use of direct debits in relation to some of its commercial properties.
% of Council Tax received	95%	98.8%			We are one of the highest performing councils in the country when it comes to collecting council tax and business rates
% of business rates received	95%	99%			
Average sickness days lost per employee		1.87	The health and wellbeing of the council workforce is a key priority in helping to increase motivation and productivity and reducing costs.		The council's average days lost to sickness is lower than the national average for unitary councils.

Our record is good on recycling but we are eager to do more

Rutland is doing a great deal to reduce waste and ensure we remain a ‘green’ county in every sense. Recycling just under 60% of our waste has placed us among the best-performing local authority areas in the country – but we’re keen to do even better.

Mark Loran, Senior Environmental Services Manager, says:

“We operate a comprehensive recycling service that collects the widest possible range of plastics, including yoghurt pots, bottles, food trays, butter and ice cream tubs, bags and films. This exceeds other plastics collected in many areas. The contents of Rutland residents’ grey bins (dry mixed recycling) are taken to Casepak, a highly automated, flexible and efficient Materials Recycling Facility (MRF) in Leicester. One of the most advanced MRFs of its kind in the UK, Casepak’s ongoing upgrade programme enables the system to operate to high benchmark levels and lowest cost per tonne. It also exceeds MRF Code of Conduct

requirements, giving us the reassurance that Rutland’s recycling is the best that it can be; and the recycled materials can be re-used as soon as they reach their final destination, without any further processes.”

Mark continues:

“None of our waste goes directly to landfill; instead, the contents of all our black bins is sent to a special facility in Nottingham where it is treated to recover energy and generate electricity. The Nottingham incinerator produces energy for residential properties and local business properties and supplies electricity back into the National Grid. Properties surrounding the facility in Nottingham city centre are also heated via a district heating

network, involving underground and above ground pipelines, so our waste is effectively helping to heat two shopping centres.”

“At an average of 509kg residual waste per household in 2016/17, Rutland is among the best performing authorities compared to the national average of 575kg. We’re currently rewriting our Waste Strategy and will be implementing further improvements to recycling in 2018/2019, placing greater focus on improving public awareness about what can and can’t be recycled. Our aim is to increase the amount of Rutland’s waste which is sent for re-use, recycling and composting even further.”



Rutland benefits from a developer's contribution funding scheme

Growth and development are key to supporting our rural communities and making local services more sustainable. When sizeable planning applications are approved developers after contribute towards improving community facilities.



Colin Bullock at the community centre

Centre running smoothly. He was thrilled when Greetham Community Centre was awarded a £12,000 S106 grant funding to replace its aging heating system:

“At least 150 people use the community centre each week, so when the original boiler and heating system was condemned, we feared that the lack of hot water and heat would force us to close. Thankfully, we managed to source a temporary solution to cover the winter months.”

“This grant shows the positive effects growth can have; helping to support communities and make services more sustainable. Now the new boiler, heating and hot water system is in place, we're back up to full capacity; hosting a variety of community events, sporting activities, weddings, functions and youth activities.”

The ‘Developer Contributions’ scheme works differently in Rutland, where the money can be loaned rather than simply given away through grants. This ensures that S106 developer funding can be maximised and recycled by the council in order to support multiple projects like:

- investing in community facilities (e.g. skate park, mowing machinery, trampoline and gymnastics equipment)
- improving amenities and car parking provision at clubhouses and village halls
- treating football pitches, repairing and repainting tennis courts, floodlighting
- improving wheelchair accessibility and lift refurbishment
- installing fencing, solar panels and loft insulation

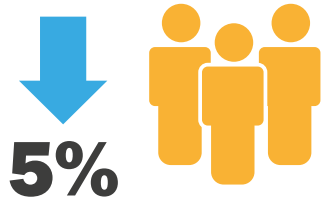
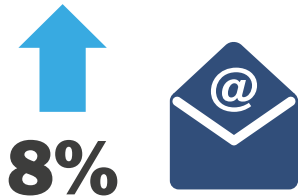
Oakham Rugby Club recently received a grant of £973 and a loan of £18,680 to extend its patio area, path and car park and purchase audio equipment. Similarly, Rutland Agricultural Society received a £75,000 loan to tarmac the entrance and car park and install lighting near its entrance and changing rooms.

Villagers in Greetham have also benefited from two specific S106 awards. The first was used to supplement the fundraising efforts of villagers in Greetham who had already raised £10,000 to transform a community play area for young children. They received an extra £27,500 towards the project thanks to related developer funding.

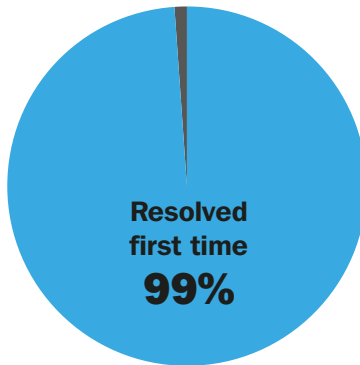
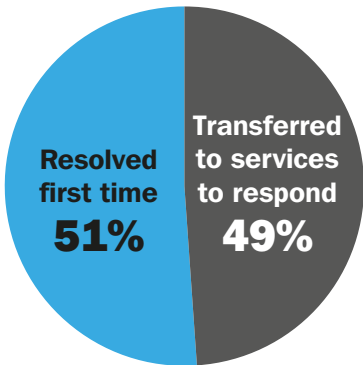
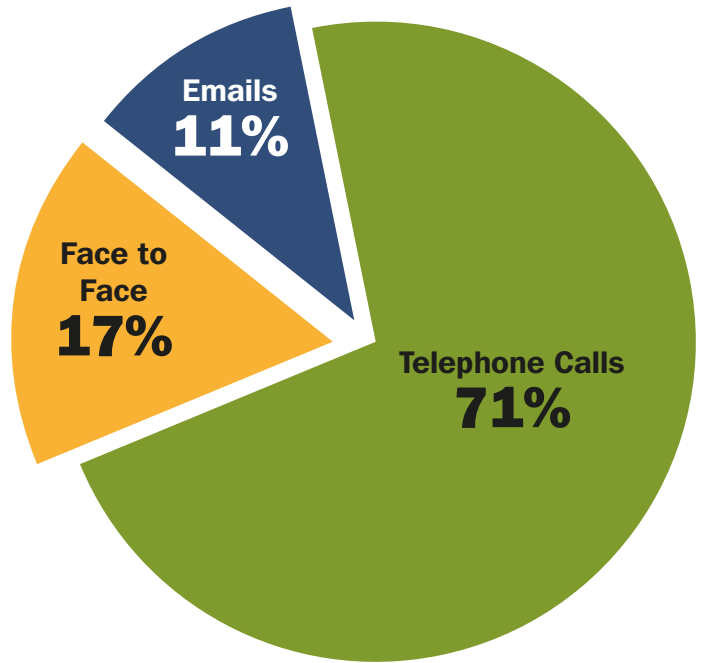
Colin Bullock is one of a team of volunteers keeping Greetham's thriving Community

Since 2015, Rutland County Council has provided around £400,000 of developer funding for community projects throughout our area – supporting local sports clubs, village halls, community centres and schools.

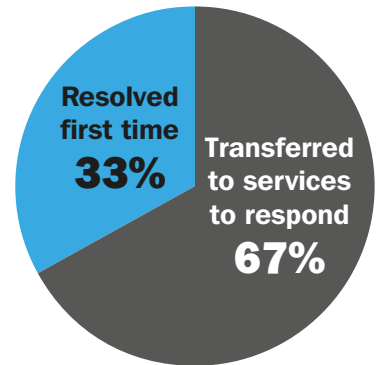
Customer Service highlights Q4 2018



Direction of travel from previous quarter



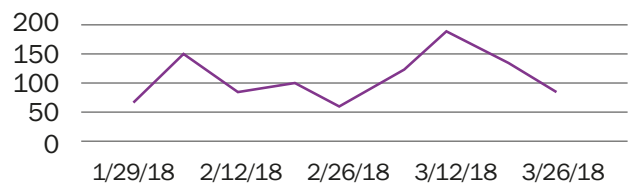
Same as last quarter



Top 5 Services
60%
of all calls

- Council Tax
- Waste
- Planning
- Adult Social Care
- Children Social Care

Average wait time (Seconds)



% Answered within 1 min

- Q1 2017 – 60%
- Q2 2017 – 64%
- Q3 2017 – 65%
- Q4 2018 – 56%
- 2017/18 – 61%

% Answered within 5 mins

- Q1 2017 – 95%
- Q2 2017 – 97%
- Q3 2017 – 96%
- Q4 2018 – 92%
- 2017/18 – 95%

% Answered within 4 mins

- Q1 2017 – 91%
- Q2 2017 – 93%
- Q3 2017 – 93%
- Q4 2018 – 88%
- 2017/18 – 91%

% Abandoned calls after 5 mins

- Q1 2017 – 1.5%
- Q2 2017 – 1%
- Q3 2017 – 1.5%
- Q4 2018 – 3%
- 2017/18 – 1.75%

Keep in touch with us and your community

Nowadays, customers expect that the businesses and services they engage with will listen and respond to their needs.

That should be no different for a Council - in fact, it is even more important that we engage, listen, and act on your views, queries and concerns quickly and efficiently.

To ensure we continue to recognise this as a priority, we have reviewed the way in which we connect with you and have already started to make some changes to ensure you are better informed and can have your say over our priority work areas.

Our new monthly e-newsletter “Your Rutland” has been designed to keep you updated on what is happening at the Council – sign up at **www.rutland.gov.uk/yourrutland**

You can also give us your thoughts and views, and get daily updates on our key services and priority areas, by following us **@rutlandcountycouncil** on Twitter or Facebook or contact us by email through **letusknow@rutland.gov.uk**

We have just begun our journey to improve how we connect with you and would welcome your ideas on any future improvements we could make.

Ways to get in touch



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Contact us by
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letusknow@rutland.gov.uk



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Telephone: 01572 722577

www.rutland.gov.uk

enquiries@rutland.gov.uk

Rutland County Council

Annual Report Dissemination Plan

Audiences

- Residents of Rutland
- Partners and public service providers in Rutland
- Partners and public service providers who support/surround Rutland
- Staff

Potential issues for dissemination

None identified at the moment

Dissemination channels

Channel	Detail
Rutland County Council website	Landing page set up for document with information about why we are presenting it and key highlights pulled out and displayed on page.
Press release	Issued to key local media: Print <ul style="list-style-type: none"> - Rutland Times - Stamford Mercury - Leicester Mercury Broadcast <ul style="list-style-type: none"> - Rutland Radio - BBC Radio Leicester - BBC East Midlands Today - ITV Central/Look East - Rutland Living - Active Mag - Rutland Pride - Parish magazines - Community newsletters/magazines Trade <ul style="list-style-type: none"> - LGC (provided to editor when visiting)
Social media (Facebook/Twitter)	Tweet announcing publication of annual report Engagement with key public sector partners (NHS/Police) to request syndication of content Key content split and shared on social media Active Rutland and Museum share content on all channels – provided with stats for Instagram accounts
Your Rutland e-Newsletter	Article with visuals from report

Special edition of One Council	Article with visual from report – thank you for staff and asking them to share the report through their channels by email and LinkedIn
Email to Directors and Members	Alerting to report and requesting to share link through their channels, by email to contacts and through LinkedIn to reach partners and wider public sector providers.
All staff email from Helen Briggs	Launching the report to staff and asking them to share widely
One Rutland newsletter	Article celebrating our past successes, thanking staff for their work and highlighting the report
Posters	Council buildings Libraries Drs surgeries
Parish Council network	
Printed items (50-100 atm)	Printed version to all Parish Clerks Library Museum All Cllrs (offer upfront) – cover note from Leader Sir Alan MP – cover note from Leader Customer service

COUNCIL

10 September 2018

ANNUAL REPORT OF THE EMPLOYMENT AND APPEALS COMMITTEE

Report of the Chair of Employment and Appeals Committee

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Portfolio Holder for Growth, Trading Services and Resources (excluding Finance)	
Contact Officer(s):	Carol Snell, Head of Human Resources	01572 720969 csnell@rutland.gov.uk

DECISION RECOMMENDATIONS

That Council notes the annual report of the Employment and Appeals Committee

1 PURPOSE OF THE REPORT

- 1.1 To set out the work of the Committee for 2017/18, in an annual report in line with best practice.

2 TERMS OF REFERENCE OF THE COMMITTEE

- 2.1 The Employment and Appeals Committee is a Committee of the Council, with powers delegated to it by the Council as set out in its Terms of Reference. The terms of reference were updated at Annual Council in May 2018 and for the municipal year 2018/19 are:

1. To establish panels to appoint Chief Officers, Officers that are part of the Strategic Management Team, or Officers that report directly to the Director for People. Such Panels to consist of three members plus the relevant Cabinet Member. Political balance applies to the panel.
2. To consider employee procedures, including dismissal procedures.
3. To hear, consider and determine appeals against dismissal by employees.
4. The constitution of any special human resources panels or working parties as may be required from time to time.
5. The discharge of such human resources functions that cannot be delegated under statute to the Cabinet or have not been delegated to officers, as may be delegated by the Council from time to time.

6. To consider and approve HR policies (this requires two thirds voting members present to approve a policy subject to its financial impact not exceeding the virement threshold of the Director for Resources). If this cannot be achieved the policy in question will be referred to Full Council for further consideration and determination.
7. Appeals panels
 - a) To hear, consider and determine any other appeals made under a statutory appeals process and/or where no other appeals body has been established for the specific purpose. This will include:-
 - i) Access to Personal Files
 - ii) Approved Marriage Premises
 - iii) Curriculum Complaints
 - iv) Home to School Transport
 - v) Housing Improvement Renovation or Repair Grants
 - vi) Discretionary Rate Relief (NNDR)
 - vii) Children's Social Services Complaints

The Panel will consist of three members drawn from the Committee. For this purpose, officers may draw upon members with training relevant to the subject matter of the appeal in order to ensure sufficient members are available to conduct the hearing, and to avoid involving any member who was involved in the original decision which is the subject of the appeal. Panel members should not be a representative of the Ward of the appellant. Panels should consist of three members of the Committee, with the exception of (vii) which should comprise two members of the committee and an independent chair. Political balance applies to the panel.

3 **ACTIVITY DURING 2017/18**

3.1 The Committee used its delegated powers to approve the following HR Policies during the year (Employment and Appeals Committee 18 July 2017). These were all part of our ongoing review programme and therefore replace policies that have been in place for some time or were previously approved:

- **RECRUITMENT POLICY** - the review of this policy focussed on ensuring that the Council's approach to recruitment and selection enable us to appoint high quality candidates able to deliver high quality services, in the most effective and efficient way. Also to ensure that the process is fair, open and transparent and promotes equality of opportunity to all groups throughout the community. There were no fundamental changes to 'policy', the key amendments being:
 - i) Reduction from 92 pages to 11 pages – reflecting a streamlined approach and style to our policies and also the removal of the detailed procedural elements.
 - ii) Provision to appoint an individual to a permanent post if the position moves from fixed term to permanent – subject to qualifying conditions.
- **JOB EVALUATION POLICY** - the general principle and policy remains unchanged, there were a number of improvements including:

- i) Analysis and evaluation is carried out by experienced role analysts within HR to enable consistency of assessment against a set of conventions
 - ii) More use of job matching/benchmarking enabling more speedy evaluations ie. comparisons between roles where the principles and demands of the role are similar
 - iii) Use of 'virtual' Steering Groups – ie. Directorate representatives who oversee the overall evaluation rather than co-ordinating meetings across a number of diaries.
- **SOCIAL MEDIA POLICY** - amendments to this policy included:
 - i) Further reference to potential impact on the Council or its representatives
 - ii) Inclusion of a statement that Managers will periodically remind staff of the policy and ensure that the risks of using social media for work related purposes have been fully assessed and managed
 - iii) Further clarity regarding the use of social media in the recruitment process.
 - **CODE OF CONDUCT** - the purpose is to ensure that the Council has firmly outlined its expectations of staff in delivering high standards of conduct and service to the public. The review was 'light touch' with the following additions/variations:
 - i) Reference to the Local Public Services Senior Managers Code of Ethics
 - ii) Updated paragraph – Registration of Interests to include some examples of financial and non-financial interests
 - iii) Additional paragraph to Gifts and Hospitality
 - iv) Inclusion of reference to the Driving and Riding for Work policy.

3.2 At the Employment and Appeals Committee in February 2018, the Chief Executive and Head of Human Resources presented two items:

- “Dying to Work Charter” – the Committee were pleased to support the Council taking part in this national campaign and signing of the Charter. The Committee considered this an important and positive message to staff on how RCC as an employer supports its employees during such sensitive situations. The signing ceremony took place on 17 April 2018.
- Staff Engagement Survey – the panel received a presentation from the Chief Executive setting out the key points arising from the Staff Engagement Survey in October 2017. This is the Council’s second survey and represented a 3% increase in satisfaction. The biggest changes were in response to questions regarding ‘communication’ with an increase of 37% improvement. Programmes of work will take place during the year to work with staff groups on areas to improve and develop; this will also lead to a refreshed Workforce Development Strategy.

3.3 No policies were referred to Full Council for consideration.

3.4 It was not necessary for the Committee to hear any dismissal appeals during the year.

3.5 There were no other appeal panels during the municipal year.

4 CONSULTATION

4.1 No formal consultation is required.

5 ALTERNATIVE OPTIONS

5.1 The Committee can support the annual report or ask for amendments.

6 FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications arising from this report.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

7.1 The Employment and Appeals Committee is not formally required in the Constitution to produce an annual report, however it is good practice to do so.

7.2 In accordance with Procedure Rule 31, the Committee can report any matter to Council. As Employment and Appeals Committee acts under delegation of powers from Council, the committee considers it a matter of good practice to report back to Council on the work it undertakes.

8 EQUALITY IMPACT ASSESSMENT

8.1 An Equality Impact Assessment (EqIA) has not been completed.

9 COMMUNITY SAFETY IMPLICATIONS

9.1 There are no community safety implications.

10 HEALTH AND WELLBEING IMPLICATIONS

10.1 There are no health and wellbeing implications.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

11.1 To summarise the work of the Committee in an annual report in line with best practice.

12 BACKGROUND PAPERS

12.1 There are no additional background papers to the report.

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COUNCIL

10 September 2018

COUNCIL APPOINTMENTS

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Phil Horsfield, Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
	Natasha Taylor, Governance Team Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Appoints the Chair of Conduct Committee;
2. Appoints the Vice Chair of Planning and Licensing Committee;
3. Approves changes to appointments to Outside Organisations as detailed in Section 2.2.

1 PURPOSE OF THE REPORT

- 1.1 To appoint to specified roles and update appointments to outside organisations.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Following the resignation of Mr Andrew Stewart the following roles have been left vacant:

2.1.1 Chair of Conduct Committee

2.1.2 Vice-Chair of Planning and Licensing Committee

2.2 Outside Organisations

2.2.1 The Council is represented on a number of outside bodies. Some of these appointments must be appointed to by Full Council whilst others are allocated according to a Member's role or Ward. The proposed appointments below are Full Council appointments that require amendment pursuant to recent member resignations and changes to Cabinet and Portfolios.

Outside Organisation	Currently Appointed Member 2018/19	Currently Appointed Alternate 2018/19	PROPOSED APPOINTMENT TO BE APPROVED BY COUNCIL (10 SEPTEMBER 2018)
Active Rutland	Mr G Brown	Mr O Hemsley	Appointed Member – Mrs L Stephenson Alternate – No change
Leicestershire and Rutland Playing Field Association Executive Committee (Part of the Rural Community Council Leics and Rutland)	Mr G Brown	Mr O Hemsley	Appointed Member – Mrs L Stephenson Alternate – no change
Local Enterprise Partnership (or Successive Organisation)	Mr O Hemsley	Mr N Begy	Appointed Member – no change Alternate – Mr G Brown
Joint Safety Committee	Mr M A Oxley Mr A Stewart	N/A	Mr M A Oxley – no change Additional Member?

3 **CONSULTATION**

3.1 Not applicable.

4 **ALTERNATIVE OPTIONS**

4.1 Not applicable.

5 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications arising from this report.

6 **LEGAL AND GOVERNANCE CONSIDERATIONS**

6.1 The appointments of the Chairs and Vice Chairs of the Committees is a matter for Council approval.

7 **DATA PROTECTION IMPLICATIONS**

7.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons.

8 **EQUALITY IMPACT ASSESSMENT**

8.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

9 COMMUNITY SAFETY IMPLICATIONS

9.1 There are no community safety implications arising from this report.

10 HEALTH AND WELLBEING IMPLICATIONS

10.1 There are no health and well-being implications arising from this report.

11 BACKGROUND PAPERS

11.1 None.

12 APPENDICES

12.1 None.

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COUNCIL

10 September 2018

COUNTER FRAUD AND CORRUPTION POLICY

Report of the Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr G Brown, Deputy Leader and Portfolio Holder for Planning, Environment, Property and Finance.	
Contact Officer(s):	Saverio Della Rocca, Director for Resources	01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	n/a	

DECISION RECOMMENDATIONS

That Council:

1. Approves the Counter Fraud and Corruption Policy (Appendix A)

1 PURPOSE OF THE REPORT

- 1.1 To present an updated Counter Fraud and Corruption Policy for approval.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Councillors and Officers continue to have a crucial role in supporting the right approach to deter and detect fraud. For example:

- Ensuring the Council understands local fraud risks;
- Comparing the Council's performance against countering fraud with similar Council's where data is available;
- Ensuring counter-fraud resources are proportion to risk and local harm;
- Encouraging the Council to focus on deterrence, by widely publicising action against fraudsters and to mitigate the risk of fraud; and

- Increasing staff confidence in the Council’s whistleblowing arrangements through corporate leadership and assurance and support for those who report concerns.

2.2 The Council’s Counter Fraud and Corruption Policy forms part of the Constitution. It was last reviewed in 2012 and has been reviewed. A new Strategy is presented to Council for consideration (Appendix A). The Strategy was drafted with support from Internal Audit based on best practice and their experience across their client base.

2.3 The Strategy is made up of five key areas, a summary of key points is noted below:

- **Culture** – the Council has a strong counter fraud culture from training for new starters at Council induction to maintenance of a fraud risk register where potential fraud risks are analysed and assessed;
- **Prevention** – the Council’s approach is geared around fraud prevention. Operational managers and staff are best placed to prevent fraud through risk management controls applied to day to day business activities. Members, officers, Internal Audit etc all have a vital role which is set out in Section 3;
- **Deterrence** – the Council will seek to deter fraudsters through taking the strongest possible action to recover lost funds and to take legal action against fraudsters;
- **Detection and Investigation** – the Council encourages officers, Members, the public etc to refer any concerns and will investigate them through the Internal Audit function; and
- **Awareness and training** – the Council will continue to raise awareness of fraud matters through induction and other channels.

2.4 The ultimate measure of effectiveness is that the Council suffers no losses through fraud. Performance is reported through the Annual Fraud Report to the Council’s Audit and Risk Committee.

3 CONSULTATION

3.1 The Audit and Risk Committee reviewed the Policy at its meeting on 24 July 2018 and made no recommendations for amendment.

4 ALTERNATIVE OPTIONS

4.1 The alternative option is to fail to implement any measures to address the risk of fraud. This would leave the Council vulnerable therefore it is not an option that should be considered.

5 FINANCIAL IMPLICATIONS

5.1 The financial implications of failing to protect the Council should be substantial. The Council’s strategy for tackling fraud provides an assurance that public funds are being protected from abuse.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The Council has an on-going obligation to detect and investigate localised fraud and to prevent reoccurrence by risk management and the continuance of good governance including best practice and by following evolving anti-fraud initiatives.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment (EqIA) has not been completed as the report concerns internal administrative procedures.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 None

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 Good governance arrangements promote the financial wellbeing of the local community.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 Although the Council will make vigorous efforts to protect itself; fraud is recognised as a growing area of concern and the Council is not immune to these increased levels of risks. Therefore a vigilant approach is required at all times. The Counter Fraud and Corruption Policy provides a clear framework for the Council to investigate suspected fraud thoroughly, to prosecute wherever the evidence supports such action and seek recovery of defrauded monies through all possible legal means.

12 BACKGROUND PAPERS

- 12.1 There are no additional background papers to the report.

13 APPENDICES

- 13.1 Appendix A - Counter Fraud and Corruption Policy

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COUNTER FRAUD & CORRUPTION POLICY

Version & Policy Number	V1.0
Guardian	Saverio Della Rocca, Assistant Director for Resources. 01572 758159
Date Produced	29.06.2018
Next Review Date	29.06.2021

Approved by Full Council	
--------------------------	--



Foreword

Rutland County Council is committed to the highest standards of financial probity and takes its duty to protect the public funds it administers very seriously.

This is Rutland County Council's Counter Fraud and Corruption Policy. It provides a clear framework for the Council to investigate suspected fraud thoroughly, to prosecute wherever the evidence supports such action and seek recovery of defrauded monies through all possible legal means.

The Council administers significant public funds and is sometimes targeted by persons wishing to defraud the public purse. This policy, and the structures maintained by the Council, demonstrate that we will make every effort to identify attempts to defraud the public purse and will robustly pursue individuals responsible.

- The Council, through this policy, has adopted a zero tolerance towards fraud including:
- The referral of matters to the Police for investigation wherever appropriate and the full recovery of fraudulently obtained public funds by all legal means;
- The prosecution of persons responsible for defrauding the Council including prosecution through civil and criminal courts in the Council's own name or through the Police etc;
- The termination of contracts with partners and contractors; and
- Taking disciplinary action against employees proven to have defrauded or who have attempted to defraud the Council, including where an employee is complicit with another person's attempts to defraud the Council.

The Council requires all Councillors, staff, partners and contractors to assist in this role and cooperate with any fraud investigation undertaken by authorised officers.

Cllr Oliver Hemsley
Leader

Helen Briggs
Chief Executive

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1. INTRODUCTION

- 1.1 The Council aims to provide community leadership and high quality services in line with its corporate aims and objectives set out in the Corporate Plan.
- 1.2 In carrying out its functions and responsibilities, the Council aims to adopt a culture of openness and fairness and expects that elected Members and employees at all levels will adopt the highest standards of propriety and accountability. Historically, this has been achieved by leading by example and by an understanding of and adherence to rules, procedures and agreed practices. These standards are also expected from organisations that have dealings with the Council (e.g. suppliers/contractors).
- 1.3 In light of the Nolan Report, several well-publicised fraud and corruption cases within local government and the Local Government Act 2000, the Council has formalised these accepted standards and practices and developed a counter fraud and corruption policy.
- 1.4 The Council demonstrates clearly, through this policy, that it is firmly committed to dealing with fraud and corruption and no distinction will be made for perpetrators inside (Members and employees) or outside the Council. In addition, there will be no distinction made in investigation and action between cases that generate financial benefits and those that do not.
- 1.5 This policy document embodies a series of measures designed to frustrate any attempted fraudulent or corrupt act and the steps to be taken if such an act occurs. For ease of understanding, it is separated into the following sections:
- Culture Section 2
 - Prevention Section 3
 - Deterrence Section 4
 - Detection and investigation Section 5
 - Awareness and training Section 6
 - Measure of effectiveness Section 7
- 1.6 The Council is also aware of the high degree of external scrutiny of its affairs by a variety of bodies such as its External Auditors, inspection bodies, the Local Government Ombudsman, HM Revenue & Customs. These bodies are important in highlighting any areas where improvements can be made.

1.7 Definitions for fraud and corruption are provided in Table 1.

Table 1: Definitions

Term	Definition
Fraud	The use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.
Corruption	The deliberate misuse of your position for direct or indirect personal gain. Corruption includes offering, giving, requesting or accepting bribe or reward, which influences your actions or the actions of someone else.

1.8 Annex A to this document provides details of the Bribery Act 2010 and the Council's procedures in this area.

1.9 The Council has a Gifts and Hospitality policy which provides guidance to officers on the handling and disclosure of any offers of gifts and hospitality.

2. CULTURE

2.1 The culture of the Council has always been one of the highest ethical standards, probity, openness and the core values of fairness, trust and value support this. The Council's culture therefore supports the opposition to fraud and corruption.

2.2 The prevention/detection of fraud/corruption and the protection of the public purse are everyone's responsibility and of paramount importance to the Council.

2.3 The Council's elected Members and all employees play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud and corruption, immaterial of seniority, rank or status, in the knowledge that such concerns will, wherever possible, be treated in confidence. To that effect the Council has adopted a Whistleblowing Policy.

2.4 The Council's strong counter fraud culture is epitomised by the following:

- The development and promotion of the Counter Fraud and Corruption policy and Whistleblowing policy;

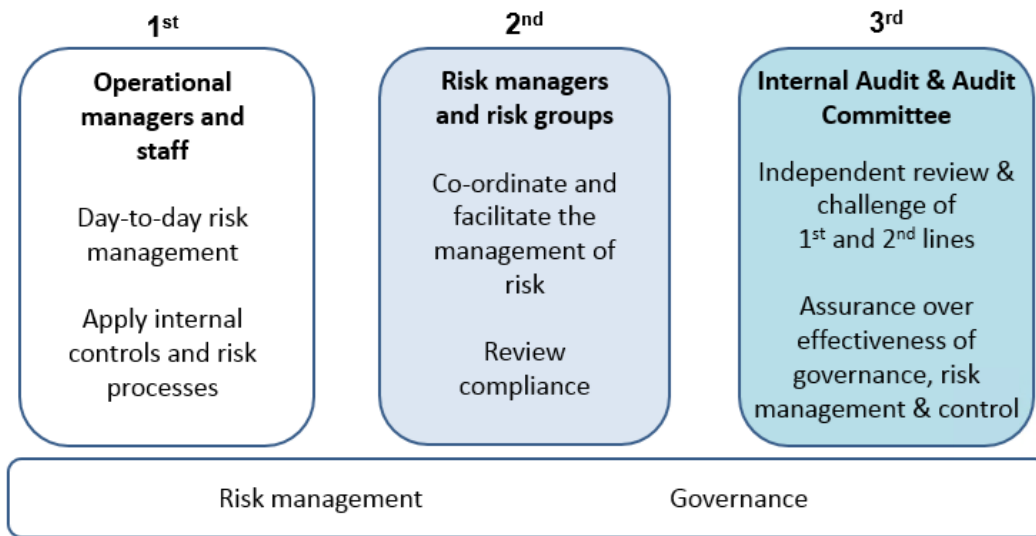
- Coverage in Council induction process for new starters on the risk of fraud and the role every officer plays in preventing losses to fraud;
- A fraud risk register which all service areas across the Council contribute to in identifying, assessing and managing fraud risks;
- Responding to allegations of fraud and dealing with this robustly to ensure any losses are recovered, appropriate, formal action is taken and lessons must be learnt;
- Fraud awareness training delivered to the Audit and Risk Committee;
- Annual internal audit review of the fraud risk register and the effective management of the risks;
- Annual fraud report published; and
- Participation in the National Fraud Initiative.

3. PREVENTION

- 3.1 The Council's top priority in managing the risk of fraud is to focus the majority of resource upon prevention. It is acknowledged that the best possible way to deal with the risk of fraud is to be alert to the risks and to ensure suitable controls are in place to prevent successful attempts to defraud the organisation.
- 3.2 Whilst it is evident that it not possible to guarantee that every fraud can be prevented and that controls must be proportionate, the Council has taken significant steps to embed preventative fraud controls in the first and second lines of defence – see diagram 1. The production of a fraud risk register, in accordance with best practice, has enabled the Council to highlight the key fraud risks; assess the likelihood and impact; review the control framework in place; and highlight any gaps and monitor implementation of further actions.

Diagram 1: Three lines of defence

THREE LINES OF DEFENCE



3.3 All officers and Members of the Council have a role to play in delivering effective fraud prevention, as set out in Table 2.

Table 2: Roles in fraud prevention

ROLES	
Elected Members	<p>As elected representatives, all Members of the Council have a duty to citizens to protect the authority from all forms of abuse. This is done through this counter fraud and corruption policy and compliance with the national code of conduct for Members, the Council’s Financial Procedure Rules, Constitution and the relevant legislation.</p> <p>Elected Members sign to the effect that they undertake to observe the Council’s adopted Code of Conduct when they take office. Conduct and ethical matters are brought to the attention of Members during induction and include the declaration and registration of interests within 28 days of taking office. The Monitoring Officer should advise Members of new legislative or procedural requirements.</p> <p>Members are required to apply the principles of good governance regarding their own affairs and when acting for the Council including declare pecuniary or non-pecuniary interests, potential for a conflict of interest and record the receipt of all gifts and hospitality.</p>

	<p>Members must provide leadership by example in demonstrating the highest standards of probity and conduct so as to create the right anti fraud culture throughout Rutland County Council.</p>
Audit and Risk Committee	<p>The Audit and Risk Committee has specific responsibility for the oversight of the Council's governance arrangements in respect of the adequacy of control systems to prevent and detect fraud but also the assurance that processes work effectively for individual cases.</p> <p>The Audit and Risk Committee considers annual fraud reports on fraud investigation activity and outcomes and should seek assurance over the systems of control.</p>
SMT	<p>SMT are responsible for the communication and implementation of this policy in their work area. They are also responsible for ensuring that their employees are aware of the Financial Procedure Rules and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>SMT have responsibility to ensure that effective systems of control are in place corporately and within their directorate to both prevent and detect fraud and that those systems operate properly.</p> <p>SMT are required to submit an annual self-assessment of those processes for inclusion within the Council's Annual Governance Statement.</p> <p>SMT must provide leadership by example in demonstrating the highest standards of probity and conduct so as to create the right anti-fraud culture throughout Rutland County Council. SMT are expected to strive to create an environment in which their staff feel able to approach them with any concerns they may have about suspected irregularities.</p>
S151 Officer	<p>The s151 Officer, as the Chief Finance Officer, has specific responsibility for: ensuring robust systems of risk management and internal control; that financial control is exercised consistently; and that the Council implements appropriate measures to protect its assets from fraud and loss.</p> <p>The s151 Officer should ensure that the annual internal audit plan provides the right mix of assurances over preventative fraud controls and that the internal control framework is suitably robust.</p> <p>The s151 Officer has responsibility for maintaining and updating the Council's fraud risk register and presenting this to the Audit and</p>

	Risk Committee on a six monthly basis.
Heads of Service/ Managers	<p>Managers at all levels are responsible for the communication and implementation of this policy in their work area. They are also responsible for ensuring that their employees are aware of the Financial Procedure Rules and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>Managers of all levels must provide leadership by example is demonstrating the highest standards of probity and conduct so as to create the right anti-fraud culture throughout Rutland County Council. Managers of all levels are expected to strive to create an environment in which their staff feel able to approach them with any concerns they may have about suspected irregularities.</p> <p>Heads of Service and Managers must ensure that special arrangements will apply where employees are responsible for cash handling or are in charge of financial systems and systems that generate payments, for example payroll, the integrated benefits computer system or council tax. Managers must ensure that relevant training is provided for employees. Checks must be carried out at least annually to ensure that proper procedures are being followed in order to inform the directorate annual self-assessment.</p> <p>The Council recognises that a key preventative measure in dealing with fraud and corruption is for managers to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts. The Council's recruitment procedures must be adhered to.</p> <p>Management investigations into disciplinary matters must liaise with the Head of Internal Audit regarding any potential fraud implications of the conduct / investigation.</p>
Internal Audit	<p>Internal Audit plays a vital preventative role in trying to ensure that systems and procedures are in place to prevent and detect fraud and corruption. The Internal Audit Investigators liaise with management to recommend changes in procedures to prevent further losses to the Council.</p> <p>Fraud risks are considered at the outset of any internal audit assignment in order to provide assurances that suitable and proportionate controls are in place and operating effectively to manage key fraud risks. The Council's fraud risk register is</p>

	<p>reviewed by Internal Audit on a regular basis with assurances also sought over the management of specific risks within the register.</p> <p>The Head of Internal Audit shall recommend to the s151 Officer whether a concern / suspicion regarding fraud requires investigation by the Internal Audit Investigators as opposed to management.</p> <p>Internal Audit Investigators shall investigate all cases of suspected irregularity in accordance with the requirements of the Police and Criminal Evidence Act 1984, Human Rights Act 1998, Fraud Act 2006, Bribery Act 2010 and other relevant legislation. In all corporate related cases where employees are involved, they will work with HR and appropriate senior management to ensure that correct procedures are followed and that this policy is adhered to.</p>
External Audit	<p>Independent external audit is an essential safeguard in the stewardship of public money. This role is delivered through the carrying out of specific reviews that are designed to test (amongst other things) the adequacy of the Council's financial systems, and arrangements for preventing and detecting fraud and corruption. It is not the external auditor's function to prevent fraud and irregularity, but the integrity of public funds is at all times a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice.</p>
Employees	<p>Each employee is governed in their work by the Council's Constitution and Financial Regulations and other codes of conduct and policies (health and safety, IT strategy, IT security). Included in these are guidelines on gifts and hospitality and codes of conduct associated with professional and personal conduct and conflicts of interest. Key policies are provided to employees as part of the induction process and all are available on the internet pages. A corporate fraud awareness session is also delivered as part of the staff induction process.</p> <p>In addition to the above, employees are responsible for ensuring that they follow the instructions given to them by management, particularly in relation to the safekeeping of the assets of the Council. These will be included in induction training and procedure manuals.</p> <p>Employees are expected always to be aware of the possibility that fraud, corruption or theft may exist in the workplace and be able to share their concerns with management. Concerns should be raised, in the first instance, directly with the supervisor/line manager. If the employee feels that they cannot discuss their concerns directly with</p>

	<p>their line management they should refer to the Council's Whistleblowing Policy which gives details of independent persons with whom they can discuss their concerns.</p> <p>All employees must ensure that they avoid situations where there is a potential for a conflict of interest. Such situations can arise with externalisation of service. Internal tendering, planning and land issues etc. Effective role separation will ensure decisions made are seen to be based upon impartial advice and avoid questions about improper disclosure of confidential information.</p>
<p>Contractors and Partners</p>	<p>Contractors and partners have a responsibility for the communication and implementation of this policy within their organisation. They are also responsible for ensuring that their employees are aware of the Council's Financial Procedure Rules, Whistleblowing and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>Contractors and partners are expected to create an environment in which their staff feel able to approach them (or the Council directly) with any concerns they may have about suspected irregularities. Where they are unsure of the procedures, they must refer to the relevant Head of Service for that area or may approach the Head of Internal Audit directly on any whistleblowing issue.</p>

4. DETERRENCE

Prosecution

4.1 Each case will be considered on its merits.

Disciplinary Action

4.2 Theft, fraud, bribery and corruption are serious offences against the Council and employees will face disciplinary action if there is evidence that they have been involved in these activities. Disciplinary action will be taken, if appropriate, in addition to criminal proceedings, depending on the circumstances of each individual case.

4.3 Disciplinary action will be undertaken in accordance with the Council's disciplinary policy and procedure with each case considered on its merits.

4.4 Members will face appropriate action under this policy if they are found to have been involved in theft, fraud or corruption against the Council.

Action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner. The procedural guide 'Arrangements for Dealing with Conduct Allegations under the Localism Act 2011' will govern the manner in which investigations are undertaken, and matters, if not referred to the police, will be referred to the Conduct Committee.

- 4.5 Members or employees involved in fraud, theft, bribery or corruption that does not involve the Council or its finances may still be subject to the above action if it is considered to undermine the Council and its reputation.

Publicity

- 4.6 The Council recognises the key role publicity of fraud cases pursued plays in deterring other attempts to defraud the Council. To that effect, a Publicity Policy is attached at Annex B of this policy which sets out these measures in detail.
- 4.7 The Council's Communications officers will optimise the publicity opportunities associated with counter-fraud and corruption activity within the Council. Management will also try to ensure that the results of any action taken, including prosecutions, are reported in the media. Communications officers will maintain close working relationships with all areas involved in anti-fraud work but particularly Legal Services and Internal Audit.
- 4.8 In all cases where financial loss to the Council has occurred, the Council will seek to recover the loss and publicise this fact.
- 4.9 All counter-fraud and corruption activities, including the update of this policy, will be publicised in order to make the employees and the public aware of the Council's commitment to taking action on fraud and corruption when it occurs.
- 4.10 Regular reports will be made to the Audit and Risk Committee about any fraud and corruption activities and the outcomes of investigations.

5. DETECTION AND INVESTIGATION

- 5.1 All staff, Members and any other stakeholder in Council services have a vital role in identifying potential fraud or corruption. It is not the responsibility of those groups to investigate their suspicions as this may undermine a case to be pursued but all parties play a key role in

bringing such concerns to the Council's attention for a proper and thorough investigation to be undertaken.

- 5.2 Management are in the best position to become aware of any problems that could indicate fraud or theft etc. Management are also best placed to ensure that systems of internal control are in place and operating and thus are ideally placed to identify weaknesses or failures that may be exploited. Internal Audit can provide advice and assistance in this area.
- 5.3 Employees are also ideally placed to detect fraud, theft or corruption. Employees are encouraged to discuss concerns with their line manager but the Whistleblowing Policy also provides mechanisms to raise concerns corporately.
- 5.4 All suspected irregularities are required to be reported either by the person with whom the initial concern was raised or by the originator. This is essential to the policy, and ensures the consistent treatment of information regarding fraud and corruption; and facilitates a proper and thorough investigation.
- 5.5 Suspicions of fraud, corruption or bribery should be promptly reported to the Head of Internal Audit (verbally or in writing) using the contact details below:

Rachel Ashley-Caunt, Head of Internal Audit

Email: RAshley-Caunt@Rutland.gov.uk

Tel: 07824 537900

- 5.6 Should the individual feel unable to raise concerns directly, the Whistleblowing policy also provides a process to enable the Council to demonstrate :
- Proper investigations for all referrals;
 - Proper action taken in relation to findings from investigations;
 - Feedback is provided to anyone making a referral; and
 - Appropriate protection for anyone making or having made a referral.
 - Further details and guidance on using the Whistleblowing policy are available on the Council's intranet.
- 5.7 Internal Audit plays an important role in the detection of fraud and corruption. Included in the annual Audit Plan are reviews of system financial controls and specific fraud and corruption tests. Fraud risks are considered in the scoping of every audit assignment. Internal Audit

operates in accordance with best practice including the adoption of a formal Audit Manual in line with CIPFA best practice and the Public Sector Internal Audit Standards. This includes suitable processes to provide assurance to management on the adequacy of systems of internal control including the completion of follow ups for previous recommendations.

- 5.8 In addition to internal audit, there are numerous systems controls in place to deter fraud and corruption, but it is often the vigilance of employees and members of the public that aids detection.
- 5.9 In some cases frauds are discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with, in accordance with the requirements of the Human Rights Act 1998.
- 5.10 This process will apply to all the following areas:
- a) fraud/corruption by elected Members;
 - b) internal fraud/corruption;
 - c) other fraud/corruption by Council employees;
 - d) fraud by contractors' employees; and
 - e) external fraud (the public).
- 5.11 Cases under a) will be referred to the Council's External Auditor and the Monitoring Officer.
- 5.12 In accordance with basic legal concepts any person who witnesses or discovers a criminal act has the right to refer concerns directly to the police.
- 5.13 Any decision to refer a matter to the police will be taken by the s151 Officer in consultation with the Chief Executive and Monitoring Officer. The Council will normally wish the police to be made aware of, and investigate independently, offenders where financial impropriety is discovered.
- 5.14 Depending on the nature of an allegation under b) to e), the Head of Internal Audit will normally work closely with the relevant senior manager concerned to ensure that all allegations are thoroughly investigated and reported upon.
- 5.15 The Council's disciplinary procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by employees.

6. AWARENESS AND TRAINING

- 6.1 The Council recognises that the continuing success of this policy and its general credibility will depend in part on the effectiveness of programmed training and an awareness of elected Members and employees throughout the Council.
- 6.2 To facilitate this in the past, positive and appropriate provision had been made via induction training. It is also intended that a programme of anti-fraud awareness training will be rolled out across the Council and the Council will participate in an annual Fraud Awareness Week.
- 6.3 All employees have access to full copies of the Whistleblowing Policy, Counter Fraud and Corruption Policy, Money Laundering Policy and Gifts and Hospitality Policy on the Council's network.
- 6.4 Key to effective awareness (and deterrent) is a formal and comprehensive system of feedback to provide outcome information to the person who originally referred concerns. Whilst confidentiality must be respected (including the Data Protection Act and Human Rights Act provisions) every referral should be concluded and the outcome communicated to the person making the original referral.

7. MEASURE OF EFFECTIVENESS

- 7.1 Ultimately, the objective of this policy is to ensure that no fraud is successfully committed against the Council.
- 7.2 In order to measure and demonstrate the effectiveness of the policy, an annual fraud report will be produced and published. This report will include the following information:
- How frauds are identified
 - Details of any frauds identified
 - Which type of frauds were involved
 - Any patterns or themes detected
 - New fraud issues highlighted
 - Prevention measures

ANNEX A

Anti-Bribery Protocol

1. Definition

- 1.1 A bribe is a financial or other advantage that is offered or requested with the intention of inducing or rewarding the improper performance of a relevant function or activity, or with the knowledge or belief that the acceptance of such an advantage would constitute the improper performance of such a function or activity.

2. Legislation

- 2.1 The Bribery Act is now in force and places responsibilities and powers on organisations such as local authorities.

- 2.2 There are four key sections of the Act which need to be considered for the purposes of this document, which are:

Section 1, which deals with bribing another person by money, payment in kind, or goods and services.

Section 2, the act of being bribed. This relates to individual officers and could lead to prosecution of senior managers.

Section 6, bribery of foreign officials.

Section 7, failure of a commercial organisation to prevent bribery. For this section a “relevant commercial organisation” means an entity that carries on a business and current indications are that this includes Local Authorities. This section also includes persons associated with the organisation, such as agency workers, suppliers and contractors.

- 2.3 Under the legislation an organisation has a defence if it can show that it has adequate bribery prevention procedures in place, which are informed by the following six principles:

1) Proportionality – the action an organisation takes should be proportionate to the risks it faces and the size of the business.

2) Top level Commitment – A culture needs to be evident in which bribery is never acceptable. This can be shown via leadership statements, training and procurement expectations.

3) Risk Assessment – to include proportionate risk management perhaps via training, newsletters, procurement controls and inclusion within organisational policies such as this one.

4) Due Diligence – i.e. knowing who the organisation is dealing with.

5) Communication – communicating policies and procedures by training and general awareness including how occurrences should be investigated and by whom.

6) Monitoring and Review – to ensure policies, training and awareness are relevant and updated and by nominating a responsible officer.

- 2.4 Defence against bribery charges under the act, therefore, should be considered adequate if the organisation has the following in place:

- Risk awareness and preparation

- Adequate communication and senior management buy-in
- A zero-tolerance culture
- Adequate education and training
- An audit trail and integration with counter fraud processes

2.5 The penalties for individuals under this legislation can, on conviction on indictment, be as high as a prison term of 10 years, or a fine or both. Although under section 7 a guilty person is only liable to a fine. The organisational consequences may include disbarment from contract tenders, reputational and financial risk exposure and adverse publicity.

3. The Council's commitment

3.1 The Council commits to :

- Setting out a clear anti-bribery protocol and keeping it up to date;
- Making all employees aware of their responsibilities to adhere strictly to this policy at all times;
- Encouraging its employees to be vigilant and to report any suspicions of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately;
- Rigorously investigating instances of alleged bribery and assisting police and other appropriate authorities in any resultant prosecution;
- Taking firm and vigorous action against any individual(s) involved in bribery;
- Provide information to all employees to report breaches and suspected breaches of this policy; and
- Include appropriate clauses in contracts to prevent bribery.

4. Officer responsibilities

4.1 It is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party where it is known or suspected that it is offered with the expectation that it will obtain a business advantage for them;
- accept a gift or hospitality from a third party where it is known or suspected that it is offered or provided with an expectation that a business advantage will be provided by the Council in return;
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy; or

- engage in activity in breach of this protocol or the Officer Code of Conduct.
- 4.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for the organisation or under its control. All staff are required to avoid activity that breaches these requirements.

5. Gifts and Hospitality

- 5.1 This document is not intended to change the requirements of the Council's gifts and hospitality policy included in the Code of Conduct for both Members and Officers.

ANNEX B

Publicity

1. Introduction

- 1.1 Rutland County Council has adopted this policy to address counter fraud and corruption issues enhancing public confidence in the administration of taxpayers' money.
- 1.2 The Counter Fraud & Corruption Policy and particularly this Publicity section aim to :
 - Make clear the connection between saving public monies and the fraud work that achieves this.
 - Dispel the belief held in some quarters that fraud is a victimless crime
 - Demonstrate consistent action is taken for both complex frauds and the perceived lower level frauds
 - Ensure that tough action taken against persons who commit fraud is utilised as an effective deterrent to others
 - Alter perceptions of this area of work to move for an image of petty bureaucracy or snoopers to one of professional public funds watchdog.
 - Ensuring that action taken is consistent with Rutland County Council policies and legislative provisions as well as being in the public interest
- 1.3 This policy covers the methods by which the counter fraud work by the Council will be promoted including the publicity associated with specific cases.

2. Publicity categories

- 2.1 Publicity takes many forms including
 - Leaflets
 - Posters
 - Press Releases / Articles
 - Advertisements
 - Intranet or Internet media
- 2.2 It is imperative that all available forms are maximised to promote a zero tolerance culture towards fraud throughout the organisation and to the public. However great care is needed to ensure that publicity in relation to counter fraud work is positive and does not undermine the service or reinforce the negative perceptions of this area of work.
- 2.3 Thus publicity needs to focus on three key areas :
 - Pro-active publicity of counter fraud work
 - Specific cases pursued e.g. specific prosecutions / convictions sought; and
 - Reactive responses to Media enquiries.

3. Proactive publicity of counter fraud work

- 3.1 This area of work is essential to promote the work of the services and ensure that others are aware of this work and thus deterred from attempting fraud. The aim of this publicity is to increase the profile of counter fraud work across Rutland County Council and the wider community in order to promote the referral processes and deter fraud.
- 3.2 An internet/intranet site shall be maintained which sets out details as to how to report fraud. The site will also provide links to relevant policies.
- 3.3 Any materials used for Fraud Awareness purposes shall be reviewed annually to reflect any necessary changes.
- 3.4 Fraud Awareness training is part of the Council's Corporate Training/Induction system.
- 3.5 In addition to the above the counter fraud work shall be promoted periodically both within the Council and to the general community.

4. Specific cases

- 4.1 Great care must be taken when publicising any specific case of fraud, theft or corruption. Data Protection Act and Human Rights Act provisions are key legal protections provided to those suspected of committing such offences and must not be breached by the Council's attempts to promote anti-fraud work.
- 4.2 However the publicity attached to any specific case is a necessary element of promoting the deterrent effect of anti-fraud work as it demonstrates actual instances and consequences to individuals.
- 4.3 Any decision that the Council should prosecute an individual, individuals or organisation must be taken following a formal quality assurance procedure.
- 4.4 Any decision to pursue prosecution will be taken on the basis of professional advice, the merits of the case itself and any applicable guidelines.
- 4.5 All prosecutions should include a consideration of publicity issues and ensure that the Council's communications team are involved / aware of the issue so that the Council can adopt a proactive publicity strategy and avoid the need to react to press enquiries.
- 4.6 A specific decision will be taken and recorded by the Head of Service to issue a press release for any specific case. In all other cases a press statement / position shall be prepared to address any potential press enquiry.
- 4.7 Press releases shall be prepared that promote the Council's Counter Fraud and Corruption policy and maximise the deterrent effect of prosecutions.

5. Reactive responses to media enquiries

- 5.1 Ideally the above measures aim to minimise the need for this where the Council proactively provides relevant information to promote anti-fraud through local (and possibly national) media.

5.2 Press queries will arise on some occasions and it is essential that they are responded to in such a way as to promote the anti-fraud policy of the Council.

5.3 Responses to Press queries regarding specific individuals must not breach Data Protection or Human Rights legislation.

A large print version of this document is available on request



Rutland
County Council

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COUNCIL

10 September 2018

PLANNING REFERRAL PROCESS

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader	
Contact Officer(s):	Saverio Della Rocca, Director for Resources	01572 758159 sdrocca@rutland.gov.uk
	Phil Horsfield, Deputy Director Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Increases the number of members on the Planning and Licensing Committee to 12;
2. Amends the Constitution to require that the quorum for the meeting be 50% of the membership;
3. Amends the Constitution to remove the option to substitute Members should a member of the Committee not be able to attend;
4. Appoints the membership outwith the requirement for Political Balance; (NB this requires a unanimous vote of Council);
5. Procedure Rule 110 be amended to remove the referral process for Committee or Sub-Committee exercising a regulatory function;
6. Authorises the Monitoring Officer to incorporate the revisions and changes above into the Council's Constitution.

1 PURPOSE OF THE REPORT

- 1.1 The Constitution Review Working Group proposes that Procedure Rule 110 be amended to remove the referral process for Committee or Sub-Committee exercising a regulatory function, thus removing the ability for members to refer planning decisions made at Planning and Licensing Committee to Council.
- 1.2 The Constitution Review Working Group propose changes to the procedure and composition of the Planning and Licensing Committee as detailed, in order to mitigate the concerns raised by members regarding the removal of the referral process,

- 1.3 To approve other amendments to the Constitution in relation to referral of planning decisions.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 At a meeting on 13th October 2017, Members considered the planning referral process and some changes were implemented to reflect lessons learnt as a result of a referral to Council some weeks before the meeting.

- 2.2 The following changes were presented to Council for approval on 13 November 2017:

- 2.2.1 Revised Public Speaking Scheme; and

- 2.2.2 Amendment of PR28 so that anyone who spoke at the original Planning Committee should also have a right to speak at the Council meeting when a decision is referred under PR110

- 2.3 In April 2018, following a referral of a planning decision under PR110, Members requested that further consider the general approach adopted by the Council.

- 2.4 The Constitution Review Working Group met and considered these matters. An initial report making proposals for the removal of the referral mechanism was considered by Council at the meeting of May 14th 2018.

- 2.5 Councillors at that meeting explained some of their concerns and made suggestions. While some of these suggestions could not be implemented owing to restrictions within the legislation, Council considered that examination of these ideas could not be done at the meeting where they were proposed and consequently the matter came back before the CRWG for consideration.

- 2.6 The Group met and considered these issues again on 11th July 2018. The Group also considered the ideas discussed in Council. While it was not possible to introduce the changes proposed at Council the Group considered that the size of the Committee and the increase in the quorum required would provide additional safeguards.

- 2.7 The recommendations above have been produced by the CRWG as striking the right balance between ensuring the proper involvement of the democratic process in the planning decision making process, ensuring that the Council is able to meet its duties in relation to the timescales for determination and ensuring those applying have a decision as promptly as possible.

3 CONSULTATION

- 3.1 This is detailed in the report.

4 ALTERNATIVE OPTIONS

- 4.1 The alternative to the proposed removal of the planning referral process would be to make amendments to the process in order to implement tighter controls. It is not considered appropriate to retain the status quo, as following a recent referral of a planning decision to Council, Members requested a review of the Councils approach.

5 FINANCIAL IMPLICATIONS

5.1 There are no financial implications.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 There is no legal requirement to have a referral process for planning decisions. It is for the Council to determine the Planning Procedure Rules. It is unusual for Councils to adopt such a procedure as call-in is usually reserved only for Scrutiny to examine key decisions made by the Executive.

6.2 The political proportionality rules that apply in allocating seats on Committees etc. are set out in Section 15 and 16 of the Local Government and Housing Act 1989 and apply only to political groups and not non-aligned Members. Alternative arrangements not complying with section 15 and 16 of the 1989 Act may be made by virtue of Section 17 of the 1989 Act but only if **no Member of the relevant authority votes against the recommendation.**

7 EQUALITY IMPACT ASSESSMENT

7.1 An Equality Impact Assessment Screening Form (EqIA) has been completed. No adverse or other significant issues were found.

8 COMMUNITY SAFETY IMPLICATIONS

8.1 There are no community safety implications.

9 HEALTH AND WELLBEING IMPLICATIONS

9.1 There are no health and wellbeing implications.

10 BACKGROUND PAPERS

10.1 There are no additional background papers to the report.

11 APPENDICES

11.1 None

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COUNCIL

10 September 2018

SCHEME FOR HONORARY ALDERMEN AND FREEMEN

Report of the Director for Resources

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Saverio Della Rocca, Director for Resources	01572 758159 sdrocca@rutland.gov.uk
	Phil Horsfield, Head of Legal and Corporate Governance	01572 758154 phorsfield@rutland.gov.uk
Ward Councillors	Not Applicable	

DECISION RECOMMENDATIONS

That Council:

1. Adopts the Policy regarding the conferring of the title of Honorary Alderman/Alderwoman and Honorary Freeman/Freewoman attached at Appendix A.

1 PURPOSE OF THE REPORT

- 1.1 The report seeks Council approval of a Protocol for the award of the titles of Honorary Alderman/Alderwoman or Honorary Freeman/Freewoman.

2 INTRODUCTION AND BACKGROUND

- 2.1 Section 249 of the Local Government Act 1972 empowers the Council to confer certain titles the titles of Alderman (or Alderwoman) or Freeman (or Freewoman).
- 2.2 The title of Alderman can be conferred on persons who have, in the opinion of the Council “rendered eminent services to the council as past members of that council, but who are not then members of the Council”.
- 2.3 The title of Freeman may be granted to anyone who is “a person of distinction” who, in the opinion of the Council “rendered eminent services to the council”
- 2.4 It is the responsibility of the Council to decide what amounts to “eminent service” in this context.
- 2.5 The Scheme attached at Appendix A suggests criteria against which the Council may wish to choose to judge the award of such an honour.
- 2.6 Other Council’s when conferring such an honour provide the following by way of example:
- 2.6.1 Scrolls; badges of office, invitations to civic events, etc.
- 2.7 In addition to this, Councils who grant this honour fly the civic flag at half mast on the death of those who have been granted the title.

3 PROCESS FOR NOMINATION

- 3.1 A process for the award of such honours is set out in the attached at Appendix A and it provides for Council to make the decision in relation to the award. It should be noted that a scheme is not required for the award however it is hoped that the Scheme provides some helpful transparency for those wishing to make nominations and for the public in understanding why the Council would confer such an honour.
- 3.2 It should be noted that this is a rare matter upon which a two-thirds majority is required in order for the honour to be confirmed and the meeting must be specially convened for the purpose of making the award. This means that the agenda must exclusively relate to this business and no other.
- 3.3 There are a variety of practices in arranging such meetings but it is suggested that there should be a very limited number of the meetings with 1 per electoral cycle being appropriate in most instance. This has not been included in the Policy to ensure that the Council is able to react to any exceptional circumstance but is included here to help set expectations and ensure that it is clear that such activity is exceptional.
- 3.4 The legislation is silent on the ability to withdraw such an award. In the absence of

provisions in the legislation making provision for this it is the view of Officers that the honour may be withdrawn by Council upon a vote of the full Council. In light of the fact that there is no provision requiring a two thirds majority then this would be by simple majority vote as with most other matters.

4 CONSULTATION

- 4.1 The information presented in the report has been compiled in consultation with the Group Leaders.
- 4.2 In addition to this the CRWG considered the report and the attached scheme at the last meeting. The Group agreed at that meeting that Councillors would provide feedback with their thoughts on the proposed Scheme to enable these to be discussed and the matter progressed for a decision at this meeting.
- 4.3 At Appendix B a table is attached containing all of the comments that were received from Councillors on this matter. Included in the table are some responses where there is a clear legal answer to the matters put forward.

5 ALTERNATIVE OPTIONS

- 5.1 It is considered that there a number of options
 - 5.1.1 Proceed with the scheme as set out;
 - 5.1.2 Proceed with an alternate or amended Scheme;
 - 5.1.3 Proceed to award such honours without a Scheme in place;
 - 5.1.4 Not to proceed and to make a decision that the Council does not wish to confer this honour at this time.
- 5.2 The reasons for the Scheme are set out in the report above. Should Council wish to amend the proposed Scheme then this is a matter for Council and they may do so as they wish so long as the alterations meet the provisions of the legislation.
- 5.3 For the 3rd option there is nothing to prevent the Council from doing this however members may wish to consider the extent to which this would be transparent and enable the public to understand why the Council would choose to make such an award.

6 FINANCIAL IMPLICATIONS

- 6.1 Section 249 of the Local Government Act 1972 permits the Council to spend “such reasonable sum as they think fit for the purpose of presenting an address, or a casket containing an address, to a person on whom they have conveyed the title...”
- 6.2 The financial implications would depend on what is included in the award process. It is not anticipated that there would be a significant number of these awards as the evidence from other authorities is that there can be a number of nominations to acknowledge historical contribution following initial adoption of a scheme but then there are only a small number usually shortly after ordinary elections

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The process requires a two thirds majority vote and must be done at a meeting specifically set aside for the purpose.
- 7.2 There is some debate about the ability to withdraw then honour once confirmed however this view is taken that as there is nothing to prevent this then it is possible.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment (EqIA) has not been completed because the award criteria are set out in the relevant legislation.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no community safety implications arising from this report.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and well-being implications arising from this report.

11 BACKGROUND PAPERS

- 11.1 None

12 APPENDICES

- 12.1 Appendix A: Policy

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

HONORARY ALDERMEN/FREEMEN

Policy Statement

Section 249(1) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 empowers the Council to confer the title of Honorary Alderman or Alderwoman on persons who have, in the opinion of the Council, rendered Eminent Services to the Council as past Members of that Council but who are not then Members of the Council.

The Council may also grant to persons of distinction who have rendered eminent service to Rutland County the title of Honorary Freeman or Freewoman

Eligibility and Restrictions

The following will be taken into account when consideration is given to granting the honour of Honorary Alderwoman/Alderman of Rutland County District Council:

1. Must have served as a Councillor for at least 2 terms. *[there are various requirements that Council's set for these ranging from 20 years service for some councils to no service requirement for others]*
2. Must be considered suitable for fulfilling the role of an Honorary Alderman, and respected by their peers and communities. *[again some council's set specific requirements for this. Some Council's make it a requirement that the person has served in a particular office such as Chairman or leader. Again members have discretion on this and are able to set the criteria they think best reflects Rutland.]*
3. Their achievement/s should be exemplary.
4. Must no longer hold elected office within the Rutland County District Council area.

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Rutland County District Council:

1. Must be considered suitable for fulfilling the role of an Honorary Freeman, and respected by their peers and communities. *[these criteria are again open for Council to set within the law. This category should be used for those who have not been Councillors]*
2. Their achievement/s should be exemplary.
3. Must not have held elected office with Rutland County District Council.

Who Can Make Nominations and How

Nominations can be made by elected Members. Nominations should be submitted to the Director for Resources.

Process

Nominations should be sent to the Director of Resources. If the nominee is able to meet the requirements set out in this Scheme then the nominee will be invited to accept the honour. If agreed, a Special Meeting of the Council will be convened in order for the nomination to be put before the Council and a formal vote taken. No fewer than two-thirds of those present at the Council meeting must agree the nomination.

The decisions of the Council on all nominations are final.

Entitlement

[Again it is for Council to decide what they would like to include in this area and some additional options are set out in the report that accompanies the scheme]

1. To enjoy the ceremonial title of Honorary Alderman/Honorary Freeman and be so addressed.

2. To be invited to attend the following Civic events where appropriate and be invited to take part in civic processions where appropriate such as

- Remembrance Sunday
- Annual Civic Service

the Honorary Alderman/Woman and/or Freeman/Freewoman will receive invitations to certain events.

3. To be invited to attend meetings of Annual Council;

Limitations

1. Honorary Aldermen may be reappointed by election to serve on Rutland County Council, but their Office is suspended for the period of their appointment as a Councillor.

2. The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction, or bringing the Council into disrepute.