

# Cabinet

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**Wednesday 19 April 2017 at 2.00 pm**

**To be held at the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Julie Dore	(Leader of the Council)
Councillor Olivia Blake	(Deputy Leader)
Councillor Ben Curran	(Cabinet Member for Finance and Resources)
Councillor Jackie Drayton	(Cabinet Member for Children, Young People & Families)
Councillor Jayne Dunn	(Cabinet Member for Housing)
Councillor Mazher Iqbal	(Cabinet Member for Infrastructure and Transport)
Councillor Mary Lea	(Cabinet Member for Culture, Parks and Leisure)
Councillor Bryan Lodge	(Cabinet Member for Environment)
Councillor Cate McDonald	(Cabinet Member for Health and Social Care)
Councillor Jack Scott	(Cabinet Member for Community Services and Libraries)

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## **PUBLIC ACCESS TO THE MEETING**

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The Cabinet discusses and takes decisions on the most significant issues facing the City Council. These include issues about the direction of the Council, its policies and strategies, as well as city-wide decisions and those which affect more than one Council service. Meetings are chaired by the Leader of the Council, Councillor Julie Dore.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

Members of the public have the right to ask questions or submit petitions to Cabinet meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Cabinet meetings are normally open to the public but sometimes the Cabinet may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

Cabinet decisions are effective six working days after the meeting has taken place, unless called-in for scrutiny by the relevant Scrutiny Committee or referred to the City Council meeting, in which case the matter is normally resolved within the monthly cycle of meetings.

If you require any further information please contact Simon Hughes on 0114 273 4014 or email [simon.hughes@sheffield.gov.uk](mailto:simon.hughes@sheffield.gov.uk).

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## **FACILITIES**

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**CABINET AGENDA  
19 APRIL 2017**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 1 - 4)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 5 - 18)  
To approve the minutes of the meeting of the Cabinet held on 15 March 2017.
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny** (Pages 19 - 48)  
Hate Crime Task Group Report  
  
Report of the Safer and Stronger Communities Scrutiny and Policy Development Committee.
- 8. Retirement of Staff** (Pages 49 - 52)  
Report of the Acting Executive Director, Resources
- 9. Proposed changes to the Post 16 Travel and Transport Policy** (Pages 53 - 108)  
Report of the Executive Director, Children, Young People and Families
- 10. Commissioning of Home Care and Supported Living for Adults with Social Care Needs** (Pages 109 - 118)  
Report of the Executive Director, Children, Young People and Families
- 11. Month 11 Capital Approvals** (Pages 119 - 166)  
Report of the Acting Executive Director, Resources

**NOTE: The next meeting of Cabinet will be held on  
Wednesday 10 May 2017 at 2.00 pm**



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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Cabinet

Meeting held 15 March 2017

**PRESENT:** Councillors Julie Dore (Chair), Ben Curran, Jackie Drayton, Jayne Dunn, Mazher Iqbal, Mary Lea, Bryan Lodge, Cate McDonald and Jack Scott

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**1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Leigh Bramall.

**2. EXCLUSION OF PUBLIC AND PRESS**

2.1 No items were identified where it was proposed to exclude the public and press.

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The minutes of the meeting of Cabinet held on 15 February 2017 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 Public Question in respect of Growing Sustainably report

5.1.1 Nigel Slack commented that it was good to see the Green Commission report finally making an impact on the City's forward planning and the general tenor of the report was to be welcomed. However, there was, within the community and with ecology/heritage experts, considerable concern over the potentially destructive aspects of new flood defences strategies outlined in the initial consultation. Will such concerns be addressed in the further development of the flood defence proposals and will any strategy be put to further consultation?

5.1.2 Councillor Bryan Lodge, Cabinet Member for the Environment, responded that consultation on the City's flood defences had taken place over the summer and there had been a good response from the public and other interested parties.

5.1.3 He commented that Officers had been working over the winter period to develop a short list of proposals to take forward. As regards the concerns referred to by Mr Slack, Councillor Lodge was not clear proposals these related to, but all developments required a flood risk assessment. Some of the proposals had been withdrawn as a result of public concerns and the proposals were being looked at as a whole rather than individually.

5.2 Public Question in respect of Neighbourhood Planning

- 5.2.1 Nigel Slack commented that, whilst he recognised that the new neighbourhood planning framework was a direct response to legislation, he would like to draw attention to one particular concern. Within the proposal at paragraph 1.3 (b) 'Whether to designate an organisation or body as a designated neighbourhood forum' Mr Slack's concern was that this power to designate a neighbourhood forum could lead to the potential for a perception of the Council creating pet forums. Could further thought be given to the process by which potential neighbourhood forums arise and the process by which they are 'designated', possibly through a community decision alongside Ward or Local Area Partnership Councillors?
- 5.2.2 Councillor Mazher Iqbal, Cabinet Member for Infrastructure and Transport, commented that paragraph 1.2 of the report on today's agenda stated that a report had been submitted previously to Cabinet which set out the principles and legal obligations Cabinet had in respect of this.
- 5.2.3 The Council did have the power to designate Neighbourhood Forums but it could not compel them to be formed. Once a proposal had been put forward, the public had 6 weeks to comment during the consultation period.
- 5.2.4 The Leader of the Council, Councillor Julie Dore, added that she had concerns over the capacity of some neighbourhoods to deliver plans. Some neighbourhoods may be better equipped to utilise capital to deliver plans. The Council was, therefore, looking at how it could enable and empower neighbourhoods to deliver plans. It was actually the opposite to the idea of pet forums in that the Council was engaging and encouraging neighbourhoods to come forward to deliver plans.
- 5.3 Public Question in respect of Devolution
- 5.3.1 Nigel Slack asked what was the Council's view on the decision by Barnsley and Doncaster Council Leaders to attend a 'Whole Yorkshire' devolution event? Should the Leader of Barnsley now stand down as Chair of the Sheffield City Region Combined Assembly (SCRCA) due to the potential for a conflict of interest?
- 5.3.2 Councillor Julie Dore commented that it was a decision for the Leader of Barnsley Council and the Chair of the SCRCA to determine whether there was a conflict of interest. The event had extended an invite to all Leaders across Yorkshire and the Chair of the SCRCA felt, out of courtesy, he should attend to hear what was said. This was not an assertion that he supported a Whole Yorkshire organisation. Mr Slack was welcome to ask the Chair the same question at the next meeting of the SCRCA.
- 5.4 Public Question in respect of the Streets Ahead Contract
- 5.4.1 Nigel Slack commented that, much had been made of late about the levels of remedial work having to be carried out by AMEY on roads already resurfaced under the Streets Ahead contract. To clarify matters, what were the current failure rates for the resurfacing work and how was this determined? Number of streets?

Length of failed surfaces? Or some other measure?

5.4.2 Councillor Bryan Lodge clarified that there had been no failures in the contract. A small amount of carriageway had been resurfaced, amounting to 1.2 miles of carriageway, which was a small percentage of what would be expected in a contract such as this.

5.4.3 There had been some issues in respect of underlying layers but AMEY would replace these at no cost to the Council. It was unfortunate that there would be any disruption to residents but this demonstrated that there were checks and balances in the contract and AMEY would be held to account.

#### 5.5 Public Question in respect of Streets Ahead Contract and Vulnerable People

5.5.1 Mr Slack commented on a recent situation whereby his elderly and frail mother's telephone had been disconnected during Streets Ahead pavements work. It had taken a great deal of effort on Mr Slack's part to resolve what he believed ought to be a simple situation. This was further complicated with the upset and distress caused to his mother

5.5.2 The questions that Mr Slack therefore needed answering were:-

Does the Streets Ahead contract include any policies and protocols for dealing with vulnerable people? If not, why not?

Why are work crews not made aware of where services are located on pavements?

What are the procedures for reporting and repairing damage caused by AMEY works?

What procedures are in place to ensure the necessary organisations are working in harmony in these repair situations?

What urgent action will the Council take to ensure that their contractor is not putting other vulnerable people in danger through lack of care?

Why are the staff who tried their best to resolve this dangerous situation being let down by this chaotic contract?

5.5.3 In response, Councillor Bryan Lodge commented that he was sorry to hear about Mr Slack's mother and hoped that she was recovering. Streets Ahead and AMEY always did what they could to support vulnerable people and helped with access in and out of properties.

5.5.4 Utility companies were the third party responsible for repairs where phone lines were damaged and Streets Ahead were responsible for referring incidents to them. Plans given to Streets Ahead were not always accurate and utilities services equipment should not be laid within the upper surfaces of footways.

- 5.5.5 Lessons would be learned from the incident reported by Mr Slack and Councillor Lodge would investigate the particular case further. Utility companies worked closely with the Council and AMEY and where utility companies needed to do emergency work, permits were granted by the Council, where appropriate.
- 5.5.6 Repairs to utilities were not part of the Streets Ahead contract and the Council was often left in difficult situations. For example, with street lights, if one wasn't working it was the responsibility of the Council and AMEY. However, if more were not working this was the responsibility of Northern Power.
- 5.5.7 On behalf of the Cabinet, Councillor Julie Dore wished Mr Slack's mother well and hoped she had a speedy recovery.

## **6. ITEMS CALLED-IN FOR SCRUTINY**

- 6.1 It was reported that the decision of the Cabinet Member for Housing, taken on 23 February 2017, in relation to the Approval of New HMO Licensing Standards, had been called-in and would be considered at the meeting of the Safer and Stronger Communities Policy and Development Committee to be held on 6 April 2017.

## **7. RETIREMENT OF STAFF**

- 7.1 The Acting Executive Director, Resources submitted a report on Council staff retirements.

**RESOLVED:** That this Cabinet :-

(a) places on record its appreciation of the valuable services rendered to the City Council by the following staff in the Portfolios below:-

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
<b><u>Children, Young People and Families</u></b>		
Freda Mower	Senior Teaching Assistant Level 3, Wharncliffe Side Primary School	28
Shirley Roddis	Teacher, Brunswick Community Primary School	24

(b) extends to them its best wishes for the future and a long and happy retirement; and

(c) directs that an appropriate extract of this resolution under the Common Seal of the Council be forwarded to them.

## **8. CARE HOME FEES 2017/18**

- 8.1 The Executive Director, Communities submitted a report requesting Cabinet to

approve the annual uplift of care home fees in Sheffield for the financial year 2017/18.

**8.2 RESOLVED:** That:-

- (a) in 2017/18 there is a 3.2% increase to the standard fee in residential and nursing homes; and
- (b) the fees for out of City placements are increased by the same amount provided they are at or below the standard fee rate.

**8.3 Reasons for Decision**

8.3.1 To ensure that fees paid for care and nursing homes in the City of Sheffield are uplifted in line with increases in the cost of wages and inflation for 2017/18.

**8.4 Alternatives Considered and Rejected**

8.4.1 Use the same formula as 2016/17 with different staff: non-staff ratios for residential (63:37) and nursing care (70:30).

8.4.2 Use the higher nursing care ratio of (70:30) for all types of care.

8.4.3 The options were appraised taking into account the following:

- Provider feedback from engagement events & planned consultation
- Market factors as described in the appendix to this report
- Costs of care as calculated in the appendix to this report
- Current and projected supply and demand
- The financial position of the Council.
- National Minimum Wage (NMW) at £7.50
- CPI at 1%

**9. SHEFFIELD CITY COUNCIL PUBLIC HEALTH STRATEGY**

9.1 The Director of Public Health submitted a report proposing that Sheffield City Council adopts the draft Public Health Strategy.

**9.2 RESOLVED:** That Cabinet:-

- (a) approves the Sheffield City Council Public Health Strategy 2017-19; and
- (b) asks that Cabinet Members and the Executive Management Team consider how best to implement the strategy across the functions of the Council.

**9.3 Reasons for Decision**

9.3.1 It is recommended that Cabinet approve the strategy and give consideration to how best to enact the recommendations. This will enable the organisation to

deploy it's resources to achieve the aims.

#### 9.4 **Alternatives Considered and Rejected**

- 9.4.1 It is not mandatory for a Local Authority to produce a (formal) public health strategy. Some have done so, many have not. The principal alternative option would be to not produce a public health strategy, or to produce a strategy that focused on the Public Health Grant. This was discounted as the ambition is that the totality of SCC is an organisation committed to improving the health and well being of residents of Sheffield.

### 10. **GROWING SUSTAINABLY: A BOLD PLAN FOR A SUSTAINABLE SHEFFIELD**

- 10.1 The Executive Director, Place submitted a report 'Growing Sustainably: a bold plan for a sustainable Sheffield'. This set out how the Council intended to progress its approach to creating a more sustainable Sheffield.

#### 10.2 **RESOLVED:** That Cabinet:-

- (a) recognises and welcomes the dedication and commitment that has been provided by the Sheffield Green Commission in developing and delivering their report 'Sheffield's Green Commitment';
- (b) notes the recommendations of the report "Sheffield's Green Commitment", which have informed Recommendation 3;
- (c) approves the document "Growing Sustainably: a bold plan for a sustainable Sheffield", and the five priority themes it contains, as a statement of the Council's strategic approach to Sustainability;
- (d) delegates authority to the Executive Director, Place, in consultation with the Cabinet Member for Infrastructure and Transport, to develop a gap analysis for each of the proposed five priority themes to identify Sheffield's strengths and opportunities for the City which will then form a detailed action plan;
- (e) delegates authority to the Executive Director, Place, in consultation with the Cabinet Member for Infrastructure and Transport, to develop an Action Plan consistent with the principles set out in "Growing Sustainably"; and
- (f) notes that the implementation of any of the proposed actions may be subject to further decision making in accordance with the Leader's Scheme of Delegation.

#### 10.3 **Reasons for Decision**

- 10.3.1 The introduction of a Sustainability strategy will provide the City with an opportunity to build on the excellent work that is already being done, and take forward the significant progress made by the Sheffield Green Commission.

- 10.3.2 It enables the Council to make a bold statement of its intentions, and to seek the support of its partners and stakeholders across the City.
- 10.3.3 It sets out five priority areas, which provides the direction and focus for our efforts and will allow us to develop an action plan.
- 10.3.4 To be clear to Government and our other partners in the Sheffield City Region of our intentions and strategy, which will support any request for investment or funding.
- 10.3.5 City sustainability is not something which one organisation can achieve in isolation, and will require the support and contribution of all organisations, businesses and residents across the city. Creating a clear vision and strategy will help to crystallise and re-affirm our ambitions and enable other partners to also contribute.
- 10.3.6 We understand that we have a unique role in facilitating and enabling, working alongside business and our communities to create collective approaches to the opportunities and challenges we face as a City.

#### 10.4 **Alternatives Considered and Rejected**

##### 10.4.1 The 'As-is' option: no new Sustainability Strategy or approach put in place in the City

Much of the valuable work which already takes place in the city supporting sustainability outcomes would continue. However, the new opportunities for co-ordinated approach, working together to deliver greater benefits would be lost, as would the potential to embed sustainability more strongly within our City and our activities.

## 11. **MENTAL HEALTH SOCIAL CARE FUNCTIONS**

- 11.1 The Executive Director, Communities submitted a report in relation to Mental Health Social Care Functions.
- 11.2 **RESOLVED:** That Cabinet:-
  - (a) approves the principles for the commissioning of mental health services set out in the report; and
  - (b) approves the four mental health service specifications to be incorporated into the Clinical Commissioning Group contract with Sheffield Health and Social Care NHS Foundation Trust (SHSC) (using the arrangements put in place for the Better Care Fund).
- 11.3 **Reasons for Decision**

11.3.1 Approval of the recommendations will enable the Council to work jointly with the CCG (utilising the Better Care Fund) to deliver the four mental health services currently delivered by SHSC directly on behalf of the Council.

11.3.2 This is the preferred option as it is in line with integrating health and social care and will enable:

- Increasingly joint commissioning with CCG e.g. joint commissioning planning and performance monitoring, opportunities for joint commissioning of other mental health services.
- Transparent spending and costs across the mental health and social care economy.
- Reduced risk of unintended negative financial impacts on SCC and the CCG.
- Transformational changes to be more easily delivered.
- Greater opportunities to attract external investment – integrated mental health budgets will make grant funding / transformation funding bids more likely to succeed.

#### 11.4 **Alternatives Considered and Rejected**

##### 11.4.1 **Option 1**

Seek to extend current arrangements to give officers time to consider alternative arrangements. Due to the implications on service delivery and HR implications, time would be needed to complete all consultation and ensure a safe service can be delivered. A 12-month extension would probably be required. In addition to approval for the extension, the Director of Finance and Commercial Services would also need to be prepared to waive Contract Standing Orders for this period.

This is not our preferred option:

- It would require the agreement of SHSC, which may not be obtained;
- It is not in line with our commissioning intentions nor does it allow us to start to address the issue of cost transference; and
- Officers from both Commercial Services and Legal Services would need to review all of the details of any proposed extension to ensure that it did not breach the Public Contracts Regulations 2015 and they have already indicated that it may not be possible to extend the contracts for the period that would be required to allow for appropriate consultation, procurement and transition.

##### 11.4.2 **Option 2**

Allow the current arrangements to end on the 31st March.

There is not enough time to coordinate the delivery of the contracted services



within the Council safely, and in addition this proposal is inconsistent with commissioning intentions and the wider integration agenda.

The alternative would be to consider procuring a replacement service provider independently of the CCG. However, this would almost certainly require an extension of the current contracts in the short term to allow time for a legally compliant procurement process to be carried out. This gives rise to the same concerns as option 1.

This is not our preferred option because of the risk to the public and the Council.

#### 11.4.3 **Option 3**

Work with SHSC to return the social care function to SCC.

This would need to be in combination with option 1. This is not our preferred option as it would work against our commitment to providing integrated support for service users; and would cause considerable disruption at a time when social care services are already undergoing significant change. This option will however be kept under review

## 12. **NEIGHBOURHOOD PLANNING - UPDATED DECISION MAKING FRAMEWORK**

12.1 The Executive Director, Place submitted a report requesting Cabinet consider and approve revised decision making arrangements for Neighbourhood Planning (originally approved 18th December 2013) to allow the Council to meet new statutory timescales for decision making.

12.2 **RESOLVED:** That:-

(a) all decisions involving any aspect of the executive statutory function relating to Neighbourhood Planning be delegated to the Head of Planning, in consultation with the Director of Creative Sheffield. Such delegated authority to be exercised in consultation with the relevant Cabinet Member responsible for Planning (currently the Cabinet Member for Infrastructure and Transport) PROVIDED THAT any such decision where:

- that stage of the Neighbourhood Plan process has resulted in significant public objection and/or the decision is publicly contentious in the opinion of the Cabinet Member; or
- the decision is considered to be a Key Decision because it is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards in the City;

then such decision shall be delegated to the Cabinet Member responsible for Planning; and

- (b) the same scheme of delegation as agreed under part (a) shall apply to decisions relating to the making of Neighbourhood Development Orders and Community Right to Build Orders as well as Neighbourhood Plans.

### 12.3 **Reasons for Decision**

- 12.3.1 The Housing and Planning Act 2016 and amendments to Regulations (set out in this report at section 1.8ff), reduce the time allowed to determine all decisions relating to Neighbourhood Planning. The proposed revisions to the framework agreed in December 2013 are the speediest routes by which decisions can be made, whilst still retaining Member involvement in the decision making process.

### 12.4 **Alternatives Considered and Rejected**

- 12.4.1 This report recommends revision only to those decisions that were reserved for Cabinet in December 2013 (see paragraph 1.3 of the report).

- 12.4.2 If Cabinet were to continue as the decision making body for some decisions as agreed in December 2013 this would:

- make it very difficult to meet tight statutory deadlines enforced by the updated Neighbourhood Planning legislation allowing for required consultation periods within parts of the process and turnaround time for writing and signing off reports before the decision is made.
- risk intervention by the Secretary of State in the neighbourhood planning process in Sheffield.

## 13. **REVENUE BUDGET AND CAPITAL PROGRAMME 2016/17 MONTH 10 AS AT 31 JANUARY 2017**

- 13.1 The Acting Executive Director, Resources submitted a report providing the month 10 monitoring statement on the City Council's Revenue and Capital Budget for 2016/17.

### 13.2 **RESOLVED:** That Cabinet:-

- (a) notes the updated information and management actions provided by this report on the 2016/17 Revenue Budget position;
- (b) approves the requests for access to funding and carry forward requests in Appendix 7 of the report; and
- (c) in relation to the Capital Programme:
- (i) approves the proposed additions to the Capital Programme listed in Appendix 6.1 of the report, including the procurement strategies and delegations of authority to the Interim Director of Finance and Commercial Services or nominated officer, as appropriate, to award

the necessary contracts following stage approval by Capital Programme Group;

- (ii) approves the proposed additions to the Capital Programme relating to the Growth Investment Fund listed in Appendix 6.1 of the report;
- (iii) approves the proposed variations, deletions and slippage in Appendix 6.1 of the report;
- (iv) notes the variations authorised by Directors under the delegated authority provisions; and
- (v) notes the latest position on the Capital Programme.

### 13.3 **Reasons for Decision**

- 13.3.1 To formally record changes to the Revenue Budget and the Capital Programme, to gain Member approval for changes in line with Financial Regulations, and to reset the Capital Programme in line with latest information.

### 13.4 **Alternatives Considered and Rejected**

- 13.4.1 A number of alternative courses of action are considered as part of the process undertaken by Officers before decisions are recommended to Members. The recommendations made to Members represent what Officers believe to be the best options available to the Council, in line with Council priorities, given the constraints on funding and the use to which funding is put within the Revenue Budget and the Capital Programme.

## 14. **LAND AT SPIDER PARK, SEVENFIELDS LANE**

- 14.1 The Executive Director, Place submitted a report in relation to Land at Spider Park, Sevenfields Lane.

### 14.2 **RESOLVED:** That:-

- (a) the Additional Land at Spider Park identified in the report, be declared surplus to the requirements of the City Council;
- (b) subject to advertising the proposed disposal of the Property and the Additional Land and upon no public objections being upheld, the Property be sold to the preferred developer for the purposes of residential development;
- (c) the Chief Property Officer be authorised to agree final terms for the disposal of the Property and the Additional Land, including the variation of any boundaries as required, and to instruct the Director of Legal and Governance to complete the necessary legal documentation; and

- (d) Cabinet notes that the Director of Culture & Environment will bring forward, as part of the monthly budget monitoring report, a capital approval submission to deliver the enhanced play area referred to at section 2 of the report. The sum be allocated to the Corporate Resource Pool and be available for reinvestment to enhance the play facilities in the area.

#### 14.3 **Reasons for Decision**

- 14.3.1 Release of the additional land is required to enable the Council to benefit from a capital receipt which is sufficient to secure sufficient funds for the installation of new play equipment and associated landscaping on the site of the former Wisewood Secondary School to the scale and quality indicated by the design annexed to the 2013 Report at Appendix E of the report.
- 14.3.2 The development of housing on the subject site will provide natural surveillance over the remaining open space and make the thoroughfare between Dial House Road and Sevenfields Lane safer to users.

#### 14.4 **Alternatives Considered and Rejected**

- 14.4.1 The Council could decline the request for additional space although this is likely to result in the preferred developer withdrawing its offer for the land. This would mean that the Council would have to re-market the site with no guarantee that an alternative developer would come forwards and with the resultant delays to the relocation of the external play area.

### 15. **CABINET ACTING AS CHARITY TRUSTEES OF OXLEY PARK, STOCKSBRIDGE: LEASE OF INMAN PAVILION, STOCKSBRIDGE**

- 15.1 The Executive Director, Place submitted a report seeking approval of Cabinet, acting as the Trustees of the Oxley Park Trust, to the renewal of the existing lease of Inman Pavilion to the Garden Village Community Association (Registered Charity No. 1162028).
- 15.2 **RESOLVED:** That Cabinet acting as the Trustees of Oxley Park approve the grant of a lease of the Inman Pavilion to the Garden Village Community Association (GVCA) for a period of 25 years from a date to be agreed, subject to a peppercorn rent, with GVCA retaining responsibility for all repairs, maintenance, insurances and all costs relating to the use and occupation of the Pavilion.

#### 15.3 **Reasons for Decision**

- 15.3.1 The proposal to grant a new lease at a peppercorn rent:
- regularises the existing occupation of the building
  - enables grant funding bids to be made by GVCA to repair, maintain and improve the Pavilion
  - ensures that a valuable asset is retained for use by the local community
  - supports the charitable objects of the Oxley Park Trust and GVCA

15.4 **Alternatives Considered and Rejected**

- 15.4.1 Alternative options are limited as GVCA have protection of occupation under the provisions of the Landlord & Tenant Act 1954 the Trustees would be bound to grant a new lease based on statutory terms.

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**Author/Lead Officer of Report:** Diane Owens,  
Policy & Improvement Officer  
**Tel:** 0114 27 35065

**Report of:** *Safer & Stronger Communities Scrutiny & Policy Development Committee*

**Report to:** *Cabinet*

**Date of Decision:** *Wednesday 19<sup>th</sup> April 2017*

**Subject:** *Hate Crime Task Group Report*

Is this a Key Decision? If Yes, reason Key Decision:-

Yes  No

- Expenditure and/or savings over £500,000

- Affects 2 or more Wards

Which Cabinet Member Portfolio does this relate to?

Cross cutting:

- Community Services and Libraries
- Housing
- Children, Young People & Families

Which Scrutiny and Policy Development Committee does this relate to?

Safer & Stronger Communities Scrutiny and Policy Development Committee

Has an Equality Impact Assessment (EIA) been undertaken?

Yes  No

If YES, what EIA reference number has it been given? *(Insert reference number)*

Does the report contain confidential or exempt information?

Yes  No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

*"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."*

**Purpose of Report:**

The Safer & Stronger Communities Scrutiny and Policy Development Committee undertook an in depth piece of work around hate crime. This was done through a cross party Task Group. The work focussed on the reporting of hate crime and the Task Group has now produced its final report.

Drawing on their findings the report outlines a set of recommendations which aim to;

- raise awareness and build understanding of hate crime,
- increase the reporting of hate crime,
- support partnership working arrangements, and
- improve the data we have available in the city

This Cabinet report presents the Scrutiny Committee's report to Cabinet (Appendix A).

**Recommendations:**

Cabinet is asked to:

1. Thank the Safer & Stronger Communities Scrutiny and Policy Development Committee for its work on hate crime.
2. Note the Hate Crime Task Group Report that is attached as Appendix A to this report.
3. Agree that an initial joint response from the Cabinet Members for Community Services and Libraries, Housing, and Children, Young People & Families is provided to the Safer & Stronger Communities Scrutiny Committee's July 2017 meeting.
4. Agree that a further report to the Safer & Stronger Communities Scrutiny Committee on progress on implementing the recommendations be provided to the Committee by December 2017.

**Background Papers:**

Appendix A: Hate Crime Task Group Report

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Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	<b>Finance:</b> Pauline Wood, Finance Manager
	<b>Legal:</b> Andrea Simpson, Solicitor
<b>Equalities:</b> Adele Robinson, Social Justice and Inclusion Manager	
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>EMT member who approved submission:</b>
<i>n/a (scrutiny report)</i>	
3	<b>Cabinet Member consulted:</b>
<i>n/a (scrutiny report)</i>	
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
<b>Lead Officer Name:</b> Diane Owens	
<b>Job Title:</b> Policy & Improvement Officer	
<b>Date:</b> 6/4/2017	

## 1. PROPOSAL

1.1 Public awareness and understanding of hate crime has increased in recent years, as have levels of reporting. However, data suggest that it is still significantly underreported. Members were aware of public concern around this issue and following a number of discussions at Full Council, at its meeting in September 2016 the Safer & Stronger Communities Scrutiny Committee agreed to set up a cross party Task Group to look at hate crime in more depth.

1.2 Following initial discussions around some of the issues involved, and a recognition that there was also work being led by other groups and organisations in the city, including the Equality Hub Network, the Group agreed to focus on the reporting of hate crime.

1.3 The cross party Task Group was made up of eight members and was led by the Committee Chair Cllr Tony Damms. The review was carried out between September 2016 and January 2017.

1.4 The Task Group wanted to understand the different ways hate crime can be reported in the city to identify things that were working well and any areas for improvement.

1.5 The Group used a range of approaches to gather data for their review, including desk top research, evidence gathering sessions and events and workshops.

1.6 This report presents the Scrutiny Committee's report to Cabinet. It requests a joint response from the relevant Cabinet Members, for Community Services and Libraries, Housing, and Children, Young People & Families, on the recommendations made in the Hate Crime Task Group report for the Committee's July 2017 meeting, and a further report to the Committee updating on progress by December 2017.

### 1.7 Hate Crime Task Group Report

Drawing on what the Task Group found and heard the report makes recommendations across the following four areas:

#### 1. In Order To Raise Awareness And Build Understanding

1.1 *In order to raise awareness and build understanding promoting community cohesion and raising awareness around hate crime becomes a key communications campaign for the Council for 2017.*

This should include the Council Communications Team working alongside the Police Communications Team and the Equality Hub Networks Hate Crime Working Group to co-produce clear and accessible materials, taking into consideration consistent information and branding and to include:

- A clear definition of a hate crime and a hate incident
- Information on how to report and what happens when you make a report, including the support available at all stages

- 1.2 In order to raise awareness **a citywide anti-hate crime campaign is undertaken** including information in widely used public places such as supermarkets, restaurants and public transport, this should include ongoing effective promotion of routes for independent reporting, including the Fearless website, which enables anonymous reporting for young people. We may be able to learn lessons from the “Hate Hurts” campaign undertaken in West Yorkshire.
- 1.3 In order to challenge negative perceptions and address underreporting within specific target groups, **targeted campaigns are undertaken, particularly for groups that are known to underreport** and to include specific work to engage with families and carers of disabled people. Including working with the Equality Hub Network on the best ways to engage with people and deliver meaningful messages
- 1.4 In order to ensure an effective approach to communications and promotion (as outlined above) **the Council works with partners to secure funding of £10,000 to enable sufficient communications resource** (staff time / materials / online resources) to deliver the recommendations.

## 2. Reporting

- 2.1 In order to provide an effective and co-ordinated approach for people who do not wish to contact the Police directly, **Sheffield Council, as part of the Sheffield Community Safety Partnership, fund the piloting of an independent 24/7 hate crime reporting line** (to ideally include phone, web chat, online and email), this approach should be piloted for 3 years (recognising funding may be subject to annual agreement) and should provide regular performance reports to the Sheffield Safer & Sustainable Communities Partnership and the Safer & Stronger Communities Scrutiny Committee. The likely cost for this service is around £10,000 per year for Sheffield. To reinforce its independence the service should have its own branding.
- 2.2 In order to provide a more effective and easy route to independent reporting, *Sheffield Council and the Police (in partnership with existing Third Party Reporting Centres) and in light of the introduction of a proposed independent 24/7 hate crime reporting line (recommendation 2.1) consider adopting the approach of having third party referral centres that signpost people to the 24/7 hate crime reporting line (as opposed to reporting centres)*, we could learn lessons from Merseyside who adopted this approach a number of years ago
- 2.3 In order to raise awareness of *independent reporting (see recommendation 2.1) the 24/7 hate crime reporting line service is actively promoted with frontline staff in the Council and the Police (and other relevant organisations e.g. SYPTE) and appropriate*

*training and accessible contact information is provided (e.g. business cards)*

### 3. Partnership Working

- 3.1 In order to ensure effective partnership working in the city, ***consideration be given to broadening membership of the Citywide Multi-Agency Hate Crime Group, to include South Yorkshire Passenger Transport Executive (SYLTE) to help engage them in discussions around tackling incidents on public transport, particularly on bus services***
- 3.2 In order to increase staff awareness and understanding, ***the City Centre Ambassadors are given training on hate crime, including awareness raising (hate incidents / crimes) and reporting, including the independent 24/7 hate crime reporting line (if introduced)***
- 3.3 In order to support continued partnerships and close working with communities ***the Council and the Police continue to work closely with the Equality Hub Network, including co-production of awareness raising materials and also exploring other possibilities for co-production, such as training around disability and hate crime awareness***
- 3.4 In order to support effective partnership working and awareness raising with young people, ***the Council and Police work with the young people and youth workers leading on the Fearless campaign, including exploring options for joint working around awareness raising, especially in local schools***

### 4. Improving Our Understanding

- 4.1 In order to increase our understanding of city centre incidents, ***the City Centre Ambassadors pilot the recording of any hate incidents / crimes that they are made aware of over a 6 month period and report this data to the Safer & Sustainable Communities Partnership***
- 4.2 In order to improve data capture and recording across all protected characteristics, and in line with the Council Motion agreed in March 2015 ***the committee requests that the Cabinet Member write to the Police and Crime Commissioner regarding the inclusion of gender (misogyny and misandry) as a category of hate crime***
- 4.3 In order to improve data capture and improve our understanding of hate crime ***the committee requests that the Cabinet Member write to the Police and Crime Commissioner to ask that consideration be given to further changes to the South Yorkshire Police recording systems to enable the capture of more detailed equalities monitoring data including the use of the four identified sub categories for disability (learning, physical, sensory and mental).***

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

2.1 The Council's Corporate Plan has a priority theme of "*Thriving Neighbourhoods and Communities*" which includes a specific commitment to "*work to improve levels of reporting in areas such as hate crime and domestic abuse*". This work also connects to the commitment within the priority theme of "*An In Touch Organisation*" to "*gather information and feedback, to design how we deliver our services*".

2.2 The recommendations outlined in the Hate Crime Task Group Report aim to raise awareness and build understanding of hate crime, increase the reporting of hate crime, support partnership working arrangements, and improve the data we have available in the city.

## **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 The Task Group gathered evidence through a variety of activities, as detailed in its report, which informed the findings and recommendations.

3.2 The outcome of the Hate Crime Task Group Report will be determined by the response to the report from the relevant Cabinet Members and any subsequent implementation they choose to carry out. Any actions taken or decisions made would include consideration of any appropriate consultation activity.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality of Opportunity Implications**

4.1.1 As a Public Authority, we have legal requirements under the Public Sector Equality Duty in Section 149 of the Equality Act 2010. In carrying out our functions we must have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons with a protected characteristic and those without

Protected characteristics under the Act include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

4.1.2 The Council's Equality, Diversity and Inclusion Policy Statement was updated in 2014. The statement includes a set of commitments, including "*Creating an environment for our staff and the people of Sheffield*" that "*promotes fairness, equality, diversity and inclusion*" and "*where intimidation, discrimination, harassment, bullying or victimisation is actively prevented and opposed*".

4.1.3 The set of recommendations outlined in the Hate Crime Task Group Report stand to have positive implications in terms of equalities. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation. Any actions taken or decisions made would include consideration of any equalities implications including completion of equality impact assessments (EIA's) to fully explore and understand the implications for people with different protected characteristics.

#### 4.2 Financial and Commercial Implications

4.2.1 The Committee is very aware of the financial context in which the Council and partner agencies are now operating. Although some of the recommendations in the report relate to small amounts of new or additional expenditure, others focus on how the Council can make better use of its existing resources.

4.2.2 There are no direct financial implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation. This would include any financial and commercial implications.

#### 4.3 Legal Implications

4.3.1 There are no direct legal implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation, and the legal implications of any proposal would be fully considered at that time.

4.3.2 Under the Local Government Act 2000 section 21, clause 2(b.) there is an explicit power for Scrutiny committees to make reports or recommendations to the Executive.

#### 4.4 Other Implications

4.4.1 As a number of the recommendations in the Hate Crime Task Group Report relate to the work of the Safer & Sustainable Communities Partnership Board, the Committee also plan to share the report with the Partnership Board during May 2017.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 An alternative option in relation to the recommendations would be to do nothing with the Task Group Report. However, given the time and effort spent by the Task Group and contributions to the work from external organisations this is not deemed a viable option.

5.2. An alternative option in relation to the recommendations would be to respond to the Committee's report over a much longer timescale. However, the Scrutiny Committee would welcome a fast response to its recommendations. The Committee believes a report to its July 2017 meeting strikes an appropriate balance between speed and allowing sufficient time for Cabinet Members and officers to consider the recommendations in the Hate Crime Task Group report

## **6. REASONS FOR RECOMMENDATIONS**

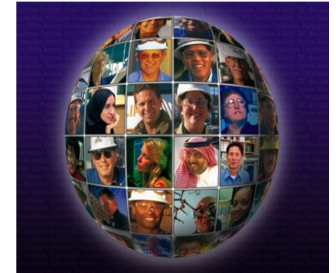
6.1 In order to make it clear to the Scrutiny Committee what actions the Council is committing to, the Committee requests a joint response report to its Hate Crime Task Group Report.

6.2 To enable the Committee to scrutinise progress made in implementing the recommendations the Committee requests a further report back on implementation.

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**Safer & Stronger Communities Scrutiny & Policy  
Development Committee  
Hate Crime Task Group Report**

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## OVERVIEW

Hate Crime can be any activity which is perceived to be motivated by hostility or prejudice, based on a person's race or ethnicity, religion or belief, disability, gender identity or sexual orientation. The term hate crime covers both criminal acts and "hate incidents", which are non-criminal acts, and can include things such as bullying and verbal abuse. Hate crime can have a very negative and long lasting impact. Victims of hate crime are more likely to suffer repeat victimisation and up to four times more likely to suffer more serious psychological impacts than are victims of non-targeted crime, they are also less likely to be satisfied with the response they receive from the Police<sup>1</sup>.

Public awareness and understanding of hate crime has increased in recent years, as have levels of reporting. However, the two main sources of national data on hate crime show that it is being still significantly underreported. The Crime Survey for England & Wales shows an estimated national average of 222,000 hate crimes each year during 2012-13 and 2014-15, whilst actual Police Recorded Crime figures for the same period, show 44,471 hate crimes in 2013/14 and 52,528 in 2014/15<sup>2</sup>. Data also shows specific groups, including disabled people and people from the LGBT community (lesbian, gay, bi-sexual and transgender) are much less likely to report. There is also a low level of recorded incidents relating to religion or belief.

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 In July 2016 the UK Government published its National Hate Crime Action Plan "Action Against Hate", which describes how it will tackle hate crime until 2020. The plan includes measures to increase reporting, including developing third party reporting centres, preventative work on public transport and stronger support for victims. Following on from this, work began to refresh the existing Hate Crime Strategy and Action Plan in Sheffield and leads from the Council and the Police plan to work with partners and communities to develop and deliver an action plan for the next 5 years.

As a result of both the importance of this topic and the ongoing work at both a local and national level, in September 2016 the Safer & Stronger Communities Scrutiny & Policy Development Committee agreed to set up a cross-party task group to look at hate crime.

Due to initial discussions around some of the challenges, combined with ongoing work being led by other groups and organisations in the city, the Task Group agreed the focus of their review would be the reporting of hate crime, specifically: ***To understand the different ways hate crime can be reported in Sheffield, identifying things that are working well and any areas where improvements could be made.***

The cross party task group consisted of eight members and was chaired by the Scrutiny Committee Chair, Cllr Tony Damms:

Cllr Tony Damms	Cllr Keith Davis	Cllr Mark Jones	Cllr Magid Magid
Cllr Richard Shaw	Cllr Sue Auckland	Cllr Nasima Akhter	Cllr Michelle Cook

The task group review was undertaken between October 2016 and January 2017.

<sup>1</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

<sup>2</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016



## SUMMARY OF THE NATIONAL & LOCAL PICTURE

### The Legal Framework

Over recent years a number of high profile cases, including the Stephen Lawrence Inquiry have impacted both on public awareness and understanding of hate crime and on our legal framework and practice. The UK's legislative framework continues to evolve, including changes aimed at better defining and strengthening the legislation. UK law now includes specific offences for racially and religiously aggravated activity and offences of stirring up hatred on the grounds of race, religion and sexual orientation. Public order legislation aims to ensure that individual rights to freedom of speech and freedom of assembly are balanced against the rights of others to go about their daily lives unhindered

Since 2014 the use of “insulting words or behaviour” is no longer covered by public order law. This came as a result of a legal change introduced by the Government in 2013, through which the Crime and Courts Act amended sections of the Public Order Act 1986 to remove the word ‘insulting’. The amendment was intended to enhance the protection of the right to freedom of expression under Article 10 of the European Convention on Human Rights and came into force on 1st February 2014. As a result words or behaviour that are merely 'insulting', will no longer constitute a criminal offence, but more serious, planned and malicious incidents of insulting behaviour could still constitute an offence<sup>3</sup>.

Public Order Act some criminal cases “enhanced sentencing” can also be applied, through which a judge can increase an offender’s sentence if they feel the criminal act was motivated by hostility or demonstrated hostility on the grounds of the five characteristics (race or ethnicity, religion or belief, disability, gender identity or sexual orientation). Following a recent decision by the Government (announced on 12th December 2016) the UK will also be adopting an official definition of anti-Semitism to help combat hate crime targeted against the Jewish community.

As a Public Authority, the Council also has legal obligations under the Equality Act 2010 to people with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). These are collectively known as the ‘general duties to promote equality’ and include:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations between persons with protected characteristic and those without

Every person has one or more of the characteristics, so the Act protects everyone against unfair treatment. The Councils Equality, Diversity and Inclusion Policy Statement was updated in 2014. The statement includes a set of commitments, including “*Creating an environment for our staff and the people of Sheffield*” that “promotes fairness, equality, diversity and inclusion” and “where intimidation, discrimination, harassment, bullying or victimisation is actively prevented and opposed”<sup>4</sup>.

<sup>3</sup>Crown Prosecution Service: Public Order Offences incorporating the Charging Standard, [http://www.cps.gov.uk/legal/p\\_to\\_r/public\\_order\\_offences/](http://www.cps.gov.uk/legal/p_to_r/public_order_offences/) (20/12/2016)

<sup>4</sup> Sheffield City Council, Equality, Diversity and Inclusion Policy Statement 2014

## The National Policy Context

The Government published its Counter-Extremism Strategy in October 2015; a key part of the strategy is to focus on all forms of extremism and the full range of harms that extremism causes, including the promotion of hatred and division among communities. The Government's Hate Crime Action Plan "Action Against Hate" also outlines how the Government plans to look across the full spectrum, from understanding the drivers of hate crime to dealing with its causes and providing better support for victims.

In July 2016 the Home Affairs Select Committee launched an inquiry to look at "Hate crime and its violent consequences", including hate crime motivated by extremism and actions carried out by fixated individuals ("lone wolves"). The inquiry is chaired by Rt Hon Keith Vaz MP. The inquiry has received written submissions and met with a number of key witnesses, it is still open and is in the process of receiving further evidence and it is expected to report later in the year.

In July 2015, at the request of the then Prime Minister and Home Secretary, Dame Louise Casey was asked to undertake a review into integration and opportunity in our most isolated and deprived communities. The resulting report entitled "*A review into opportunity and integration*" was published in December 2016. The report cites the issue of the continued underreporting of hate crime. It aims to stimulate national debate and discussion, along with promoting greater consideration of the steps that everyone can take to improve integration and opportunity. It also sets out some specific recommendations which it hopes the Government will accept and take forward, including a new communities programme "*to complement and underpin existing work to tackle extremism, hate crime and violence against women*".<sup>5</sup>

The College of Policing, the professional body for policing, has also published a national strategy and operational guidance to ensure hate crime is dealt with effectively and the Crown Prosecution Service will be working on updated guidance.

## Reporting

The official Police recorded data on hate crime shows an increase over the past 12 months. In 2015-16, there were 62,518 hate crimes (based on race, sexual orientation, religion, disability and transgender) this is an increase of 19% on the previous year<sup>6</sup>. The weeks following the UK's referendum membership of the European Union, held on 23<sup>rd</sup> June 2016 also saw national reports of a noticeable increase in hate crime, including via the online reporting website True Vision; Sheffield also saw an increase in incidents in this period. There seems to be some consensus that this increase in incidents is likely to be linked to a small minority of people feeling "emboldened" by the referendum result and at both a national and local level the overwhelming response remains condemnation and a commitment to unify to tackle such hatred.

As already outlined, data from the Independent Crime Survey for England & Wales shows there is still a significant challenge in terms of underreporting, with particular groups, including disabled people being highlighted as less likely to report. At a national level, the consultation and engagement undertaken to inform the national action plan also highlighted communities which faced barriers to reporting; including Jewish People from

<sup>5</sup> The Casey Review, *A review into opportunity and integration: Executive Summary*, Dame Louise Casey DBE CB, (December 2016)

<sup>6</sup> The Casey Review, *A review into opportunity and integration: Executive Summary*, Dame Louise Casey DBE CB, (December 2016)

the Charedi community, the Gypsy, Traveller and Roma communities, and asylum seekers and refugees<sup>7</sup>. The plan also states that young people are both the main victims and perpetrators of hate crime.

Whilst both local and national data do show an increase in hate crime reporting, given the context of significant underreporting and an ongoing push to increase awareness and understanding, there is a consensus that this should not be seen as a purely negative development and that increases in reporting should be both expected and welcomed.

## Data

Over recent years there have been a number of changes to how hate crime data is recorded. In 2014 a number of sub-categories for the recording of faith and disability crimes and incidents were introduced to get a better understanding of the impact of national and international events on local communities and improve and target services for victims. The subcategories for faith are anti-Christian, anti-Hindu, anti-Islam, anti-Semitism and anti-Sikh and some Police forces also introduced the recording four subcategories for disability, learning, physical, sensory and mental. Since April 2016 Government has asked the Police to ensure that the recording of religious based hate crime includes the faith of the victim.

The table below outlines some of the differences in data at a national level in terms of Police Recorded Crime and the independent Crime Survey for England & Wales (CSEW).

Category	Police Recorded Crime	Independent Crime Survey for England & Wales
<b>Categories as a % of all hate crime</b>		
Race	82%	47%
Religion	6%	17%
Disability	5%	33%
<b>Total number of incidents</b>		
Sexual Orientation	4,584	29,000 (estimated figure)
Transgender identity	557	Unavailable ( <i>as there are too few respondents to have an accurate estimate</i> )

**Data Source:** Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

<sup>7</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

<sup>8</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

Tell MAMA (Measuring Anti-Muslim Attacks) supports victims of anti-Muslim hate and is a public service which also measures and monitors anti-Muslim hate incidents. Statistics from Tell MAMA indicate that 2,317 incidents of anti-Muslim hatred were reported to and verified by them (including reports shared by the Police) between 1<sup>st</sup> January and 31<sup>st</sup> December 2015, compared with 599 in 2014. A further 1,000 incidents were reported during the first four months of 2016. Of the 801 incidents of anti-Muslim hatred that were documented by Tell MAMA during 2015, 364 were online (73%)<sup>8</sup>.

In terms of measuring overall online hate crime at present it is not possible to provide data on this. In its recent action plan the Government has confirmed that steps have been taken to improve the capturing of this information and that along with the introduction of a clear definition of online hate crime the Home Office is continuing to work with the Police to improve the *“consistency and quality of the data and to determine when it will be ready for publication”*<sup>9</sup>.

### Public Transport

In 2015 British Transport Police (BTP) recorded 1,993 racially motivated hate crimes across railways in England, Wales and Scotland and the London Underground, an increase of 37% over the previous five years<sup>10</sup>. The Government's national plan outlines actions aimed at addressing hate crime on public transport, both in terms of incidents affecting passengers and staff, this will include community led advertising campaigns on public transport to raise awareness and understanding.

### Third Party Reporting

One of the recommendations from the Stephen Lawrence Inquiry focussed on providing routes for independent and accessible reporting for racist incidents, as outlined below:

*That all possible steps should be taken by police services at local level in consultation with local government and other agencies and local communities to encourage the reporting of racist incidents and crimes. This should include:*

- *the ability to report at locations other than police stations;*
- *the ability to report 24 hours a day*

*(Source: Recommendation 16 of the Stephen Lawrence Inquiry)<sup>11</sup>*

The Government's Action Plan confirms that the Police will continue to improve True Vision, the national dedicated hate crime website which enables reporting directly to an individual's local Police force. It also says that more support will be provided for young people who are exposed to hate crime material online. The Plan also confirms a number of actions to improve third party reporting, to give victims the opportunity to report hate crime without approaching the Police, which the plans states can both help people both feel more comfortable coming forward, whilst providing more channels for reporting.

<sup>8</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

<sup>9</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016

<sup>10</sup> The Guardian, Race hate crimes reported on UK railways rise 37% in five years, 27 January 2016, [www.theguardian.com/race-hate-crimes-uk-railways-rise-37-per-cent](http://www.theguardian.com/race-hate-crimes-uk-railways-rise-37-per-cent)

<sup>11</sup> The Stephen Lawrence Inquiry, Report of an Inquiry by Sir William Macpherson of Cluny, February 1999

## The Local Picture

As already outlined, work is currently underway in Sheffield to refresh the city's Hate Crime Strategy and Action Plan and since October 2016 a combined Police and Council Anti-Social Behaviour unit has been established in the city. The team will handle cases such as responding to repeat vulnerable victims of hate crime / incidents as well as considering how to spend the Sheffield Safer & Sustainable Communities Partnership's community safety funding to deliver the greatest impact.

Sheffield is also in the process of working with the voluntary and community sector to co-produce a Cohesion & Integration Strategy and Action Plan for the City as well as working closely with partner organisations and local communities, including the Equality Hub Network around PREVENT, including delivering the statutory requirements for public sector bodies. The Police and Crime Commissioner also identified hate crime as a key focus in his Police and Crime Plan for South Yorkshire, as part of the priority to provide an '*effective response to threats to the most vulnerable people*'.

Sheffield has established a Hate Crime Scrutiny Panel which is run by Stop Hate UK. Stop Hate UK are a voluntary sector organisation which aims to raise the profile and increase the reporting of hate crime. Stop Hate UK have been funded up until April 2017 to run a Hate Crime Scrutiny Panel, which meets on a monthly basis in a central location. The panel provides a scrutiny process for members of the public to hear about how specific, anonymised cases have been dealt with by South Yorkshire Police. The meetings are attended by a range of members of the public who review and pass comment on how the police have responded to investigated reports of hate crime, with a view to improving the response.

Young People in Sheffield have also been actively involved in the Fearless Project (the Young People's version of Crimestoppers). Fearless is a dedicated project for young people, which has been designed and developed by young people to help raise awareness and improve community safety. The Fearless website and educational resources provide information and advice about crimes that might affect young people; as well as a route for anonymous reporting. Fearless has been piloted in a number of areas of the country, including Sheffield, and it is now going to be rolled out nationwide. Young Advisors from Sheffield Futures have been actively involved in the Fearless project and a number of them met with members of the Scrutiny Task Group to talk to them as part of their review into hate crime.

From both a national and local perspective there seems to be some consensus in terms of some of the challenges and recommendations around hate crime, which includes:

- Underreporting
- Increasing awareness and understanding
- The need for targeted communications with groups with the highest rates of underreporting, including specific work with disabled people
- An increase in online / cyber incidents
- A need to engage effectively with young people
- Routes for independent reporting
- The need for focused work on public transport
- High quality victim support





## APPROACH

The Task Group used a range of approaches to gather data for their review, including desk top research, evidence gathering sessions and attendance at events and workshops. Evidence gathering sessions were organised with a number of key witnesses and areas for discussion were shared in advance to enable a full and open discussion.

Sheffield has an **Equality Hub Network**, which brings communities and decision makers together to work for positive change. The Network is made up of seven “Equality Hubs”, based on protected characteristics under the Equality Act 2010. The seven hubs are Age, Black, Asian, Minority Ethnic and Refugee, Carers, Disability, Women, LGBT (Lesbian, Gay, Bisexual, Trans) and Religion / Belief (including no religious belief). At a similar time to Scrutiny the Equality Hub Network also set up a working group to look at hate crime, focussing on raising awareness and communication, and so both groups were keen to work together closely. In light of this members of the Scrutiny Task Group attended an event organised by the Equality Hub Network in October 2016 and the two groups worked together to arrange a joint workshop in November 2016 to discuss the areas they were looking at, awareness raising and reporting.

Due to the Scrutiny Task Groups focus on reporting, they were keen to understand routes for independent reporting, including hearing directly from **third party reporting centres**. This was particularly around awareness of hate crime and how the centres were working; both in terms of things they were working well, if they would benefit from any further support and any areas for improvement. An online survey was sent to all third party reporting centres in the city; this also offered centres the chance to meet with members of the task group for a further discussion.

Members of the Task Group also met with a small group of **young advisors from Sheffield Futures** who have been very actively involved in the **Fearless Project** (the Young People’s version of Crimestoppers) to discuss hate crime and reporting for young people. This session was organised by the Young People Involvement Workers, who also contributed suggestions in terms of learning from and potential links with the Fearless Project.

The Task Group met with **Sheffield Voices**, a self-advocacy group for people with a learning disability who are supported by local Third Sector organisation Disability Sheffield (Centre for Independent Living). The Workshop was organised by the Development Worker who supports the group. Sheffield Voices have also produced a powerful short film to raise awareness of hate crime targeted at disabled people, which was shown at a meeting of the Safer & Stronger Communities Scrutiny & Policy Development Committee. Both the workshop and the video enabled members of the Task Group to better understand the experiences of people with a learning disability in terms of hate crime and members of Sheffield Voices made a number of suggestions in terms of things they felt could be improved, particularly in terms of communication, awareness and reporting.

The diagram on the following page gives a summary of the evidence gathering activity undertaken:

## APPROACH

**Summary of evidence gathering activities** - In addition to desk top research, the following activities were undertaken by the Task Group:

### Individual meetings were held with:

- € Maxine Stavrianakos, Head of Neighbourhood Intervention & Tenant Support, Sheffield City Council
- € Julia Cayless, Partnership and Performance Manager, Sheffield City Council
- € Ian Proffitt, Acting Chief Inspector, South Yorkshire Police
- € Andrew Bolland, Partnerships and Contracts Manager, Stop Hate UK
- € Steve Cooper, City Centre Resources Manager, Sheffield City Council

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### Third Party Reporting Centres

An online survey was sent to 13 individuals, 7 representing third sector organisations and 6 from the public sector (including 3 from Sheffield Council). A total of 9 responses were received, 6 from the public sector and 3 from the third sector. The survey also invited the centres to meet with 2/3 members of the task group to further discuss hate crime and reporting, four meetings were subsequently arranged, as outlined below:

- € **Sheffield Council Customer Services**, Team Leader
- € **Heeley City Farm**, Safe Places coordinator
- € **Sheffield Council Human Resources**, Human Resources Service Manager
- € **Sheffield University** - Student Transitions & Support Manager and Head of Advice & Representation at Sheffield Students' Union

### Equality Hub Network Event & Workshop

- € **Equality Hub Network Hate Crime Event** - A joint event organised by the Disability Hub and the Religion / Belief Hub – three Task Group members attended this event.
- € **Equality Hub Network Joint Workshop** – A joint workshop between members of the Scrutiny Hate crime task group and the Equality Hub Network (Cross hub) Hate Crime Working Group to discuss awareness raising and reporting.

### Meetings with other groups

- € **Sheffield Voices** - a self-advocacy group for people with a learning disability, supported by Disability Sheffield). This group have also produced a disability hate crime awareness video.
- € **Young Advisors (Sheffield Futures)** – meeting a small group of young advisors who have been involved in the Fearless campaign (online anonymous crime reporting for young people)

The Task Group reviewed the evidence gathered and identified a set of findings and recommendations as outlined in the next section



## FINDINGS – WHAT'S WORKING WELL?

The Task Group heard about a number of positives areas, both in terms of partnership working and pieces of work, some of which have been summarised below:

### Equality Hub Network

Both the Police and Council were positive about working with the Equality Hub Network and the links this gives them to communities. This includes a series of high quality events arranged by the Network and more recently the establishment of the Cross Hub Working Group to look at hate crime - specifically awareness raising and communication

### Joint Working

The Police are planning to work with the Equality Hub Networks Hate Crime Working group on a refreshed media campaign and communications materials.

### Partnership Working

The Task Group heard of some positive relationships that were clearly being built, including between Disability Sheffield and the Police.

There was also a clear desire from a number of the Third Party Reporting Centres to look at what they can do to help raise awareness and encourage reporting.

### Central Reporting Point

The Task Group tested the idea of the Merseyside approach and the "concept" of having a 24/7 reporting line as a route for independent (non-Police) reporting with a number of people involved in the review, the response to which was positive.

### Fearless Campaign

Fearless provides information, educational resources and anonymous reporting for young people. The approach has been piloted in areas, including Sheffield and will now be rolled out nationally. Those involved were very positive about Fearless, and opportunities to link with work around hate crime.

### Training & Skills

The Task Group heard of some positive work being led by organisations in the city, including the disability hate crime awareness short film produced by Sheffield Voices. Sheffield Voices are also involved in delivering disability awareness training to organisations and would like to do more in Sheffield.



## FINDINGS – POSSIBLE AREAS FOR IMPROVEMENT

The Task Group have focussed their findings and recommendations around the following themes:

1. Raising Awareness and Building Understanding
2. Reporting
3. Partnership Working
4. Improving our Understanding

### 1. Raising Awareness and Building Understanding

A number of the people the Task Group met with spoke about trust and confidence in organisations and processes as being a foundation to increasing the reporting of hate crime. Accessible and clear public information, giving an explanation of what a hate crime is and what a hate incident is was also felt to be a priority, to help raise awareness and understanding both within communities, the wider public and organisations responding to hate crime. People felt these definitions needed to be easy to understand and written in plain English and that information (both off and online) needed to be up to date and consistent. The findings of the online research undertaken by the Task Group mirrored some of these concerns, in that online information was not always accurate or consistent across agencies, this included information on the third party reporting centres, a number of which were no longer actively operating as a centre. Clear information about the support available for people, both when they are reporting and following the making of a report was also seen as essential, as was the need for effective signposting to organisations who can provide high quality support and advice.

Both the Police and Council acknowledged the need for consistent engagement to build relationships and trust with communities; however both cited reduced capacity as having a negative impact in this area. For the Police reduced capacity has also meant more generic and less specialised officers.

In terms of broader awareness raising with the public, a number of people the Task Group spoke with talked about information being highly visible and “in the right place”. This was not just about posters in council buildings, people were keen to see publicity in “places where everyone goes”, examples given included supermarkets and restaurants. In addition and in light of a number of concerns about the number of incidents taking place on public transport, especially buses and involving both members of the public and sometimes staff, it was felt consideration should also be given to a targeted awareness raising campaign on the bus network, that could potentially be extended to other forms of public transport. This would need to link with / complement any nationally organised campaign as outlined in the Governments action plan.

The issue of consistent branding was also raised and discussed. It was acknowledged that there was no national branding for hate crime, the only national resource being the True Vision Website. Although the group are aware that Stop Hate UK has developed branding, which has been in place

for over 10 years and which includes materials targeting particular groups and communities, this branding is available to organisations purchasing specific services from Stop Hate UK (the hate Crime Scrutiny Panel service which Sheffield is currently purchasing does not qualify). A number of people raised the fact that consistent branding would help with awareness raising, including easier identification of third party reporting centres.

There were a number of discussions around under-reporting of hate crime, particularly in terms of the LGBT community, disabled people and incidents relating to religion or belief and these findings mirror both the local and national statistics on hate crime. The group were also made aware of concerns around underreporting by students. The group felt that some targeted activities with these communities would therefore be beneficial.

In terms of people with a learning disability, some particular concerns were raised regarding a degree of acceptance and normalisation for both individuals and their families or carers in terms of hate incidents, such as bullying and verbal abuse and sometimes actual hate crime. Some people felt this was also at times linked to fear of reprisals, which in some cases could lead to an individual being discouraged from reporting. It was felt that a campaign of targeted awareness raising, to both challenge perceptions and encourage reporting would be beneficial. The Short film produced by Sheffield Voices, was felt to be a powerful tool that could be used as part of this approach.

## Page 11 2. Reporting

The need for clear, consistent information about hate crime, easy ways to report and information about what will happen if you make a report have already been highlighted. In addition, in terms of discussions around reporting the main areas that arose were the 101 telephone line, online or cyber bullying and third party reporting centres. Some people also raised the idea of having dedicated / specialist hate crime Police officers to work with communities.

In terms of the 101 telephone line, the Task Group heard from a number of people who raised concerns about very long waiting times, sometimes in excess of 30 minutes, which had led some people to give up on waiting and so potentially on reporting. A smaller number of people also raised the issue of a lack of staff understanding in terms of both hate crime and initiatives for people needing support, such as the Safe Places scheme.

The prevalence of online or cyber-crime was expressly raised by young people, in particular via social media platforms, the increasing use of memes (which include images of the individual) as a form of bullying or hate crime was also discussed. The Young People wanted to have easy reporting options, including the ability to report anonymously, which could be done via the Fearless website; the young people also advised that the Fearless project is in the process of developing a reporting App. The discussion with the young people also raised the question about online reporting options enabling people to easily send attachments or screen shots as evidence of an incident.

### Third Party Reporting Centres

The "go live" date for Hate Crime reporting via third party reporting centres in Sheffield was February 2013. This included Council First Point centres, Housing Offices, a number of third sector organisations and subsequently South Yorkshire Fire & Rescue Service.

Findings from both the online survey and subsequent discussions with the Third Party Reporting Centres found consistent agreement about the need for an independent reporting option, which means people don't have to go directly to the Police. However, there were a number of challenges in terms of third party reporting centres, some of which mirror the experience at a national level, including low levels of reporting and implications of staff turnover for smaller organisations. A small number of centres also responded to say they were no longer operating as a centre and so needed to come off the list.

All of the centres who responded to the survey fed back that they had received very low levels of hate crime reports coming through them. The main reasons for this were felt to be a lack of awareness of the centres and their role. A number of people said they felt the centres needed much further promotion, combined with the need for broader awareness raising around hate crime, as outlined previously in this report. The question of how you would find out about or identify a centre if you don't have internet access was also raised, which links to the earlier points around consistent branding.

Some other concerns were also raised in terms of staff turnover and awareness (as in some organisations it may only be 1-2 members of staff who have awareness of the process). The range of things that would need to be in place to be a "good centre" were also discussed, including having a confidential space to meet with people, being able to see people quickly and having well trained staff who have the time to spend with someone (which for some individuals may mean quite a long time).

There were also discussions about the current list of third party reporting centres in Sheffield and whether they effectively cover all five characterises and if they do not does the list need to be broadened?

Discussions with staff involved in some of Sheffield Councils third party reporting centres found they were confident about staff awareness and understanding of hate crime and how they could support someone who wished to make a report. The data available from Human Resources in terms of reporting by Council staff for the past 2 years show that reporting numbers have remained consistently low.

Third party reporting centres don't receive any specific funding; they were given initial training for staff about hate crime and reporting, which was provided by the Council and Police, along with some ad hoc support. There were some concerns raised by the Council and Police about capacity in terms of both time and money to provide effective, ongoing support for the centres in terms of training, advice and publicity, especially if this network were to further grow. The Police also understandably raised the point that support being provided by the Police could call into question the relative independence of the centres.

There was also some “testing” of some of the elements of the approach adopted in Merseyside with those involved in the review, including the use of a 24/7 independent telephone line, which enables third party centres to act more as a referral point as opposed to a reporting centre. The response to this idea was generally very positive. However, a number of people the task group spoke with reiterated the point that whatever the model was for independent (non-Police) reporting to work well it would need to be well promoted. The other point raised by a number of people was that things can take a long time to “bed in” and so they wouldn’t want to see short term pilots for new approaches.

### 3. Partnership Working

There was some really positive feedback about partnership working in the city, especially with regards to the ongoing work being undertaken with the Equality Hub Networks Working Group on Hate Crime. Positive relationships have also clearly been built with other groups and organisations, but inevitably some were still to be built or could be further improved.

A number of people the Task Group met with spoke positively about a citywide multi-agency Hate Crime Group, facilitated by the Council which they would welcome being re-established, it was also felt that a review and potential broadening of membership should also be considered. Linked to this, in light of concerns that were raised about the number of hate incidents taking place on public transport (especially buses) it was felt that South Yorkshire Passenger Transport should be invited to be part of this group along with any other relevant partnership working arrangements.

There were also some discussions regarding partnership approaches in terms of preventative work. For the Police hate incidents (as opposed to hate crimes) by their nature do not result in prosecutions and so are ultimately about safeguarding, sign posting and problem solving; again reduced capacity to undertake some of this more preventative work was also raised with the Task Group. However, the combined Police and Council Anti-Social Behaviour Unit, which has recently been established, was cited as a positive approach to future partnership working. The group also heard about Housing Offices acting as third party reporting centres and the role of housing officers through the housing plus model.

The Young Advisors from Sheffield Futures spoke to the Task Group about the work they have undertaken around the Fearless project. The Young Advisors have been actively involved in the project, including website design and content, educational materials and work in schools. Fearless aims to educate and empower young people to make their community a safer place. It provides young person friendly information and advice about crime, along with training resources which have been designed by young people. Fearless also enables anonymous reporting to the Police.

Sheffield has been one of the pilot sites for this project which is now going to be rolled out nationally. The Young Advisors were very positive about the work that has been undertaken and felt that linking in with this, especially through work through schools would be the best way of raising awareness of hate crime with young people.

The Task Group had a number of discussions around training, specifically in terms of disability awareness and hate crime awareness. Through their discussion with Sheffield Voices, the group were made aware that they have been involved in delivering disability awareness training to public sector organisations in the region. In light of these discussions the Task Group have made some specific recommendations about training, specifically hate crime awareness training for the Councils City Centre Ambassadors'. The Task Group has also asked that consideration be given to co-producing training and training materials.

#### 4. Improving our Understanding

The Task Group had some discussions with people around available data; this highlighted the fact that there is currently no easily collectable data on the reports or referrals taken by the third party reporting centres. This information is not collected on the Police system, so the only way this is available is through collation by the centres themselves, however given the very low levels of reporting coming through the centres to date this has not posed a significant challenge.

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 There has clearly been some improvement in terms of data collection by the Police, including the introduction of sub-categories for the recording of faith incidents which were introduced between 2014/16. The subcategories for faith are anti-Christian, anti-Hindu, anti-Islam, anti-Semitism and anti-Sikh and some forces are using four subcategories for disability, learning, physical, sensory and mental, however these sub categories for disability are not currently being used by South Yorkshire Police.

The Task Group also discussed the issue of hate crime based on gender. The Task Group are aware that the inclusion of misogyny as a category of hate crime is currently being piloted by Nottinghamshire Police, led by their Chief Constable Sue Fish and in partnership with Nottingham Women's Centre. Nottinghamshire Police introduced this approach in July 2016 (though data has been compiled from April 2016). This change saw Nottingham become the first force in the country to record the harassment of women as a hate crime.

The Force feel the result has been positive, enabling the reporting of 30 hate crimes (11 hate crimes and 19 hate incidents) over a 5 month period and media reports state that 15 other Police forces are now considering adopting this approach<sup>12</sup>. The 11 misogynistic hate crime offences including harassment, kidnapping, possession of weapons and causing public fear, alarm or distress. The Task Group are also aware that national research has shown significant levels of online abuse based on gender<sup>13</sup>. The Task Group would therefore like to make a recommendation around the inclusion of gender as a category of hate crime. This also supports a motion at Full Council in March 2015 that raised the suggestion that misogyny be included as a category of hate crime.

<sup>12</sup> BBC, Misogyny hate crime statistics revealed (accessed December 2016), <http://www.bbc.co.uk/news/uk-england-nottinghamshire-37405732>

<sup>13</sup> Action Against Hate: The UK Government's plan for tackling hate crime, July 2016





## RECOMMENDATIONS

The Task Group would like to make recommendations across the four identified themes:

1. Raising Awareness and Building Understanding
2. Reporting
3. Partnership Working
4. Improving our Understanding

### 1. In Order To Raise Awareness And Build Understanding

- 1.1 *In order to raise awareness and build understanding **promoting community cohesion and raising awareness around hate crime becomes a key communications campaign for the Council for 2017.*** This should include the Council Communications Team working alongside the Police Communications Team and the Equality Hub Networks Hate Crime Working Group to co-produce clear and accessible materials, taking into consideration consistent information and branding and to include:
  - A clear definition of a hate crime and a hate incident
  - Information on how to report and what happens when you make a report, including the support available at all stages
- 1.2 *In order to raise awareness **a citywide anti-hate crime campaign is undertaken*** including information in widely used public places such as supermarkets, restaurants and public transport, this should include ongoing effective promotion of routes for independent reporting, including the Fearless website, which enables anonymous reporting for young people. We may be able to learn lessons from the “Hate Hurts” campaign undertaken in West Yorkshire.
- 1.3 In order to challenge negative perceptions and address underreporting within specific target groups, **targeted campaigns are undertaken, particularly for groups that are known to underreport** and to include specific work to engage with families and carers of disabled people. Including working with the Equality Hub Network on the best ways to engage with people and deliver meaningful messages
- 1.4 In order to ensure an effective approach to communications and promotion (as outlined above) **the Council works with partners to secure funding of £10,000 to enable sufficient communications resource** (staff time / materials / online resources) to deliver the recommendations.

## 2. Reporting

- 2.1 In order to provide an effective and co-ordinated approach for people who do not wish to contact the Police directly, **Sheffield Council, as part of the Sheffield Community Safety Partnership fund the piloting of an independent 24/7 hate crime reporting line** (to ideally include phone, web chat, online and email), this approach should be piloted for 3 years (recognising funding may be subject to annual agreement) and should provide regular performance reports to the Sheffield Safer & Sustainable Communities Partnership and the Safer & Stronger Communities Scrutiny Committee. The likely cost for this service is around £10,000 per year for Sheffield. To reinforce its independence the service should have its own branding.
- 2.2 In order to provide a more effective and easy route to independent reporting, *Sheffield Council and the Police (in partnership with existing Third Party Reporting Centres) and in light of the introduction of a proposed independent 24/7 hate crime reporting line (recommendation 2.1) consider adopting the approach of having third party referral centres that signpost people to the 24/7 hate crime reporting line (as opposed to reporting centres)*, we could learn lessons from Merseyside who adopted this approach a number of years ago
- 2.3 In order to raise awareness of *independent reporting (see recommendation 2.1) the 24/7 hate crime reporting line service is actively promoted with frontline staff in the Council and the Police (and other relevant organisations e.g. SYPTE) and appropriate training and accessible contact information is provided (e.g. business cards)*

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## 3. Partnership Working

- 3.1 In order to ensure effective partnership working in the city, **consideration be given to broadening membership of the Citywide Multi-Agency Hate Crime Group, to include South Yorkshire Passenger Transport Executive (SYPTE) to help engage them in discussions around tackling incidents on public transport, particularly on bus services**
- 3.2 In order to increase staff awareness and understanding, **the City Centre Ambassadors are given training on hate crime, including awareness raising (hate incidents / crimes) and reporting, including the independent 24/7 hate crime reporting line (if introduced)**
- 3.3 In order to support continued partnerships and close working with communities **the Council and the Police continue to work closely with the Equality Hub Network, including co-production of awareness raising materials and also exploring other possibilities for co-production, such as training around disability and hate crime awareness**

**3.4** In order to support effective partnership working and awareness raising with young people, ***the Council and Police work with the young people and youth workers leading on the Fearless campaign, including exploring options for joint working around awareness raising, especially in local schools***

#### **4. Improving Our Understanding**

**4.1** In order to increase our understanding of city centre incidents, ***the City Centre Ambassadors pilot the recording of any hate incidents / crimes that they are made aware of over a 6 month period and report this data to the Safer & Sustainable Communities Partnership***

**4.2** In order to improve data capture and recording across all protected characteristics, and in line with the Council Motion agreed in March 2015 ***the committee requests that the Cabinet Member write to the Police and Crime Commissioner regarding the inclusion of gender (misogyny and misandry) as a category of hate crime***

**4.3** In order to improve data capture and improve our understanding of hate crime ***the committee requests that the Cabinet Member write to the Police and Crime Commissioner to ask that consideration be given to further changes to the South Yorkshire Police recording systems to enable the capture of more detailed equalities monitoring data including the use of the four identified sub categories for disability (learning, physical, sensory and mental).***

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**This report will be shared with both Sheffield City Council's Cabinet and with the Safer & Sustainable Communities Partnership**

**The Safer & Stronger Communities Scrutiny & Policy Development Committee would like to request that Cabinet provide an initial response to their recommendations by July 2017 with a more detailed progress report to be provided by the end of 2017.**

***Thank You***

*The task Group would like to thank everyone who was involved in this piece of work, for both their times and contributions.*



## BIBLIOGRAPHY

### Reports & Documents

- Action Against Hate, The UK Government's Plan for Tackling Hate Crime, Home Office, July 2016
- The Casey Review: A Review into Opportunity and Integration, December 2016
- Sheffield City Council, Equality, Diversity and Inclusion Policy Statement 2014
- Sheffield City Council's Draft Cohesion and Integration Strategy and Action Plan
- The Stephen Lawrence Inquiry, Report of an Inquiry by Sir William Macpherson of Cluny, February 1999

### Websites / Web links

- Fearless <https://www.fearless.org/>
- True Vision [http://report-it.org.uk/report\\_a\\_hate\\_crime](http://report-it.org.uk/report_a_hate_crime)
- South Yorkshire Police <http://www.southyorks.police.uk/>
- West Yorkshire Police, hate crime <https://www.westyorkshire.police.uk/hatecrime>
- Crimestoppers, Working with Young People <https://crimestoppers-uk.org/get-involved/working-with-young-people/>
- Merseyside Police, Hate Crime <https://www.merseyside.police.uk/hate-crime/how-to-report-a-hate-crime/>
- Stop Hate UK <https://www.stophateuk.org/>
- Sheffield City Council, hate crime and incidents <https://www.sheffield.gov.uk/equality-and-diversity/staying-safe/hate->
- Disability Hate Crime Short Film, Sheffield Voices <https://vimeo.com/149041874>
- Crown Prosecution Service: [http://www.cps.gov.uk/legal/p\\_to\\_r/public\\_order\\_offences/](http://www.cps.gov.uk/legal/p_to_r/public_order_offences/)
- BBC, Misogyny hate crime statistics revealed (Sept 2016) <http://www.bbc.co.uk/news/uk-england-nottinghamshire-37405732>
- Home Affairs Select Committee inquiry: Hate crime and its violent consequences <https://www.parliament.uk/new-inquiry-hate-crime/>
- The Guardian, Race hate crimes reported on UK railways rise 37% in five years (Jan 2016) <https://theguardian/hate-crimes-uk-railways>





**Author/Lead Officer of Report:**  
Simon Hughes/Principal Committee Secretary

**Tel:** 27 34014

**Report of:** *Acting Executive Director, Resources*

**Report to:** *Cabinet*

**Date of Decision:** *19<sup>th</sup> April 2017*

**Subject:** *Staff Retirements*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>N/A</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>N/A</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		

**Purpose of Report:**

To report the retirement of the following staff from the Council's Service and to convey the Council's thanks for their work.

**Recommendations:**

To recommend that Cabinet:-

- (a) place on record its appreciation of the valuable services rendered to the City Council by the above-mentioned members of staff in the Portfolios stated;
- (b) extend to them its best wishes for the future and a long and happy retirement; and
- (c) direct that an appropriate extract of the resolution now made under the Common Seal of the Council be forwarded to those staff above with over 20 years' service.

**Background Papers: None**

*(Insert details of any background papers used in the compilation of the report.)*

## 1. PROPOSAL

- 1.1 To report the retirement of the following staff from the Council's Service and to convey the Council's thanks for their work:-

<b><u>Children, Young People and Families</u></b>		<b><u>Years' Service</u></b>
Claire Blundell	Residential Homes Manager	29
Valerie Higgins	Administrator/Finance Officer, Nether Green Infant School	23
Paula Robinson	Senior Youth Prevention Worker	22
<b><u>Communities</u></b>		
Brian Coddington	Contracts Officer	45
Stephen Johnson	Archives and Heritage Officer	23
Marie Ledger	Business Support Manager	24
Stewart Merrill	Senior Housing Solutions Officer	34
Robert Pinder	Approved Mental Health Practitioner	36
<b><u>Place</u></b>		
Mark Claypole	Maintenance Operative, Sheffield Markets	29
David Cooper	Head of Policy and Projects, Culture and Environment	38
Darryl Dawson	Area Officer, Parks and Countryside	38
Patrick Holt	Maintenance Operative, Sheffield Markets	39
Martin Kirwan	Technician, Highway Development Control	20
Mark Lowe	District Parks Officer	40
Ivor Powell	Maintenance Operative, Sheffield Markets	35
Trevor Sullivan	Principal Planning Officer	28

<b><u>Resources</u></b>		<b><u>Years' Service</u></b>
Stephen Adams	Facilities Manager	31
Titu Hayre-Bennett	Human Resources Business Partner	31



# Agenda Item 9



Author/Lead Officer of Report:  
Kate Dymond  
Project and Programme Coordinator, CYPF

Tel: 2736900

Report of: Jayne Ludlam  
Report to: Cabinet  
Date of Decision: 19.4.17  
Subject: Proposed changes to the Post 16 travel and transport policy

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input type="checkbox"/>		
- Affects 2 or more Wards		<input checked="" type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <i>(Insert title of Portfolio)</i>				
Which Scrutiny and Policy Development Committee does this relate to? <i>(Insert name of Committee)</i>				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1197 <i>(Insert reference number)</i>				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
"The <b>(report/appendix)</b> is not for publication because it contains exempt information under Paragraph <b>(insert relevant paragraph number)</b> of Schedule 12A of the Local Government Act 1972 (as amended)."				

**Purpose of Report:**

Proposed changes to the Post 16 travel and transport policy:

- To report back on the proposals following a thorough consultation with all affected users, alongside schools and colleges, between 30 January and 24 March 2017.
- To highlight a number of recommended changes to the Post 16 travel and transport policy from the findings of the consultation to Cabinet, for their endorsement.

The report also includes the questionnaires that went out to affected families, a detailed analysis of the consultation, and the findings from the consultation.

## **Recommendations:**

*Following the consultation we are asking Cabinet to approve the following:*

1. That the Council should cease to provide the discretionary zero fare bus pass for post 16 students with effect from 1/9/2017 and instead request that families who are eligible apply for and use the 16- 19 Bursary fund to pay for transport. The council will continue to work alongside schools and colleges to offer the necessary support to any families or young people who need help with the application process in order that they are able to access the bursary.
2. To cease to provide completely free post 16 Special Educational Needs transport. Whilst not asking families to pay the full cost of Special Educational Needs transport, it is proposed to ask all families for a contribution of £540 per year regardless of the location of their education provision (The weekly cost over the year would be £10.38). A variety of payment options to meet family's needs will be available. Families who are eligible for either the vulnerable or discretionary bursary will be expected to apply and use this fund towards the cost of transport.
3. To continue to support Independent Travel Training and to ensure that it remains a central part of the post 16 travel and transport policy. To ensure that as many students who are able, travel independently to and from their place of education and training in order to maximise their independence, lifelong learning and employment prospects.
4. To create and administer a hardship fund in order to mitigate the impact on those families with students in post 16 education who may be significantly affected by these proposals. Those who could access the fund may include:
  - Families with siblings attending post 16 education at the same time, who are both on Special Educational Needs transport
  - Low wage working families who have children on Special Educational Needs post 16 transport
  - Young people who are mid-way through their course at 1 September 2017, for whom the changes will have a negative impact on their studies.
5. To implement the policy changes from 1st of September 2017. To delegate authority to the Executive Director of Children Young People and Families to implement these recommendations

Finally, we would like to thank all those families, schools, colleges and voluntary sector organisations who took the time to give us their views and suggestions which in turn have helped to shape our proposals.

**Background Papers:** N/A

Lead Officer to complete:-	
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Liz Gough</i>
	Legal: <i>Deborah Eaton</i>
	Equalities: <i>Bashir Khan</i>
Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.	
EMT member who approved submission:	Jayne Ludlam
Cabinet Member consulted:	Councillor Jackie Drayton
I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
Lead Officer Name: Kate Dymond	Job Title: Project and Programme Coordinator
<b>Date:</b> 7/04/2017	

# **1 PROPOSAL**

## **1.1 Background**

- 1.1.1 Sheffield City Council is one of the few remaining local authorities that provides post 16 transport for students with Special Educational Needs or a Disability (SEND) for free. It is also the only identified local authority which still provides a discretionary zero fare bus pass to students who are eligible for the 16-19 student bursary. Many local authorities do not make this provision because the 16-19 Bursary Fund (which replaced the Education Maintenance Allowance and Discretionary Learner Support Fund) is intended for this purpose.
- 1.1.2 Sheffield City Council is ambitious for the outcomes of all its young people and wants to support them in their continuing education or training and the development of lifelong skills. The Council's transport policy for post 16 learners reflects this by putting independent travel training at its centre. We want to do all we can to help and support all children and young people with SEND on their journey towards independence. We provide free independent travel training for all students who want to try to travel independently and / or who will benefit from this where appropriate. We recognise that for some young people travel training will not be an option so we will continue to support them in their travel needs.
- 1.1.3 Sheffield City Council also fulfils its duties to facilitate the attendance of students in post 16 provision by giving significant funds to the South Yorkshire Passenger Transport Executive (SYPTTE) to ensure that young people in post 16 education get a reduced rate for their travel (currently 80p per journey).

## **1.2 Financial Background**

In the light of successive budget cuts the Council is having to look at those services which are discretionary or which we currently provide for free. Special Educational Needs post 16 transport currently costs the council £300,000, although this does not include the cost of travel training and some other duties relating to the administration of post 16 travel support, and this cost is increasing.

Providing the post 16 discretionary zero fare bus passes to students on a low income who travel over 3 miles to their place of education costs the Local Authority £84,000 within the academic year. Due to changes in numbers of students who are deemed eligible for the discretionary pass, this cost fluctuates from year to year.

### 1.3 Statutory duties

The Council's duty with regards to those young people in post 16 education differs from its duty to provide transport for "eligible children" of compulsory school age. The key difference is that the Council has "*to facilitate the attendance of...*" children of sixth form age receiving education or training (those young people aged 16-18 and those continuing learners who started their programme of learning before their 19<sup>th</sup> birthday) rather than to actually provide transport.

- I. Statutory duty: s509AA Education Act 1996.  
The duty is to publish an annual transport policy statement which must specify "the arrangements for the provision of transport or otherwise that the authority considers it necessary to make **to facilitate the attendance** of all persons of sixth form age receiving education or training".
- II. The Department for Education's Post 16 Transport Guidance to which the Council must have regard states that the overall intention of the 16-18 transport duty is to:
  - ensure that learners of sixth form age are **able to access** the education and training of their choice
  - ensure that, if support for access is required, this will be **assessed and provided** where necessary.

### 1.4 Discretionary Powers Post 16 transport to education and training

Statutory guidance makes it clear that local authorities are free to take a local approach to enable local circumstances to be taken into account.

- i. The legislation gives local authorities the discretion to determine what transport and financial support are necessary to facilitate young people's participation in education and learning.
- ii. Local authorities may ask learners and their parents for a **contribution** to transport costs.
- iii. Local authorities may take receipt of **16-19 bursary funding** into account in assessing an individual's need for financial help with transport.

### 1.5 Post 16 home to school transport policy annual arrangements

There is a duty on local authorities to publish annual Post 16 Transport Policy Statement. The deadline for this is the 31 May each year. The statement must set out the arrangements for the provision of transport and for the financial assistance towards transports costs that it considers necessary to facilitate attendance of students of 6th form age. Therefore it is necessary that any changes which will be implemented as a result of the

Cabinet decision are in the 2017-18 Post-16 Transport and Travel Policy to be published in May 2017.

## 1.6 The 16-19 Bursary Fund- background.

In 2011 in England the Education Maintenance Allowance (EMA) was scrapped and the government instead introduced a new 16-19 Bursary. The EMA had been given to students directly. The funding for discretionary bursaries is given to schools and colleges for them to distribute - these are not council funds. Those institutions set their own eligibility criteria for discretionary bursaries, although they must comply with the basic eligibility conditions of the scheme (see Appendix 1).

The 16-19 Bursary Fund supports eligible learners in post 16 education. It is an award made to students by schools and colleges to help overcome the individual barriers to participation a student faces. It is to help with the cost of transport, meals when a student is at their place of education, books and special equipment. There are two types of bursary, the vulnerable bursary and the discretionary bursary. The vulnerable student bursary is money taken directly from government, and is set at up to £1,200 per year.

The defined vulnerable groups are students who are:

- in care
- care leavers
- getting [Income Support](#) (IS), or [Universal Credit](#) (UC) in place of Income Support, in their own right
- getting [Employment and Support Allowance](#) (ESA) or Universal Credit (UC) **and** Disability Living Allowance (DLA) or [Personal Independence Payments](#) in their own right

Please note that where students are getting ESA and DLA/PIP, their family will not be able to continue to claim Child Benefit for the young person.

For the discretionary bursary, individual schools and colleges manage the amount allocated to them, and the amount given to individual students. As noted above these are not council funds. Government guidance states

*Each local authority must set out in an annually published transport statement the arrangements they will make to facilitate the participation in education or training students of sixth-form age. The institution's bursary fund policy should take account of this. (Guidance 16 to 19 Bursary Fund guide: 2016 to 2017)*

## 2 **HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 Sheffield City Council is determined to make the best use of public money to have the greatest impact for Sheffield. Our current provision of our Post

16 Travel and Transport Policy goes beyond our statutory duties. Due to the successive and ongoing budget cuts that Sheffield City Council is facing, these changes to the current policy will help us find our savings in an area where we have until now been able to continue to make provision beyond our statutory duties. In order to reduce inequalities, it is proposed a hardship fund is created from within the resource that currently pays for post 16 transport to mitigate against the impact on some service users.

- 2.2** Sheffield City Council recognises the life changing and life enhancing impact of all levels of independent travel and will continue to provide a free travel training programme for all of those who are deemed suitable. Because we want to support children with Special Educational Needs and Disabilities to live happy, healthy and fulfilling lives, our travel training offer extends not just to those who can reach full independence but also to facilitate the maximum level of independence each child and young person can accomplish.

### **3 HAS THERE BEEN ANY CONSULTATION?**

**3.1** Consultation Proposal: Discretionary zero fare bus pass for post 16 students

- 1) To no longer provide a free bus pass. Instead we would expect young people to use the 16-19 Bursary to meet their travel costs.**

**3.2** Consultation Proposals: Special Educational Needs post 16 transport

- 1) To ask families whose child is educated within South Yorkshire and receives post-16 SEND transport by minibus or taxi to make a contribution of £540 (£10.38 per week) per year towards the cost of travel on the minibus or taxi. (This contribution has been worked out based on the cost of a 16-18 termly bus pass issued by Travel South Yorkshire).**
- 2) For those whose child is educated outside of South Yorkshire, the contribution that we would be asking families to pay is £700 (£13.46 per week). This reflects the increased equivalent public transport cost.**
- 3) Families could choose not to continue using transport but take their child to and from school or college and receive a discretionary travel allowance based on the distance travelled. This travel allowance will be discretionary and families will have to meet certain criteria to receive it.**



### 3.3 Consultation scope

Sheffield City Council went out to public consultation on the proposed changes between 30 January and 24 March 2017

*Home to School Travel and Transport Guidance* (statutory guidance for local authorities, July 2014) states that local authorities should consult on school transport arrangements. The consultation should last at least 28 working days. Sheffield City Council extended this period and consulted for 35 working days.

We consulted with all affected families in post 16 education as well as families who currently have a student in Year 11 who either receive a zero fare bus pass, or are currently accessing Special Educational Needs transport. This also ensured that the consultation was used as an opportunity to forewarn families that this proposal may be implemented. - therefore enabling students in Y11 to consider the cost of travel as a factor in selecting their post 16 provision.

Officers also consulted extensively with schools, colleges, and other voluntary sector organisations working with hard to reach communities, including the Sheffield Parent Carer Forum.

### 3.4 Consultation Process

Letters including consultation documents were sent to all affected stakeholders with free-post stamped addressed envelopes in order that people could easily return them. For students who access Sheffield City Council's Special Educational Needs transport, consultation documents were delivered via the fleet and handed to their families on the day that the consultation opened. The consultation was available online throughout the consultation period.

The consultation was split into two separate consultation documents as it was felt that this would be easiest for families as they would only need to answer questions relating to the changes that would affect them. All consultation documents had a translated sheet within the pack in the 8 key languages identified in the EIA, asking for families to contact the local authority if they needed any additional support.

A phone line was opened for support throughout the consultation process, and all queries regarding the consultation were answered. Several families who needed additional support in completing the consultation documents were assisted by officers filling out the consultation over the phone.

Two bookable one to one confidential information sessions were held in the Town Hall, one in the daytime and one in the evening. At these sessions families were informed that they would be able to talk about their specific circumstances with Council Officers in a confidential manner.

Notification of the consultation was also sent to:

- All secondary schools within Sheffield via school point
- All head teachers of secondary provision via email
- The Sheffield college
- Longley Park College
- Ruskin Mill Trust (Freeman College and Brantwood Special School)
- The Sheffield Parent Carer forum
- Voluntary sector organisations working with hard to reach communities

Schools and colleges were offered a visit from an officer to discuss the proposals. The following schools and colleges all received a visit from an individual officer to discuss the proposals and their concerns in more details:

- Bents Green
- Longley 6th Form College
- Sheaf Training
- The Sheffield College
- Seven Hills
- Talbot Special School
- Freeman College.

Staff from Integrated Resource Units at King Egbert's and Silverdale also had a telephone discussion regarding the consultation and fed back into the consultation that way.

### **3.5** Overall Consultation responses

The Special Educational Needs home to school transport consultation received **108** responses, including one response which was defaced. The discretionary post 16 discretionary zero fare bus pass consultation received **135** responses. As the consultation was split into two separate consultation documents, the following section is split into two sections.

### **3.6** Home to School Travel Support for Young People in Post-16 Education discretionary zero fare bus pass consultation responses (Appendix 2).

The percentage of families who responded to the consultation who disagreed with the proposal to cease to provide the discretionary bus pass for post 16 students was:

7 (5.3%) Very satisfied  
9 (6.8%) Fairly satisfied  
10 (7.5%) Neither satisfied nor dissatisfied  
18 (13.5%) Fairly dissatisfied  
89 (66.9%) Very dissatisfied

There were two key reoccurring responses.

Firstly, a significant number of respondents stated that they believed that transport should be provided for free for post 16 students on principle, and as such, bus passes should be provided. Secondly that the bursary that students currently received was not sufficient to cover books/food. It was also highlighted by one family that the bursary was currently being used to support household bills.

*“children(sic) use the 16-19 Bursary on stationery and school clothes / eating during the breaks and its not enough for children of this age”*

*“We are expected to contribute more and more to our daughters education with books, equipment and trip costs which at one time were provided. The withdrawal of the free bus pass will further impact on our family financially at a time when we as are many families struggling to make ends meet.”*

One family felt that if the discretionary zero fare bus pass was removed then it would prevent their child from attending education:

*“My son would not be able to attend school/college as the money wouldn't be available for travel.”*

Another respondent stated:

*“I understand the council is stretched for resources. Funding the fares will stretch our family but it is affordable if we make adjustments elsewhere. I would want a card of some kind so my children can purchase child fares given they are in full time education.”*

Longley Park College communicated that the bursary funding was not equal in differing education providers and as such students studying at their college did not get awarded as much discretionary bursary.

### **3.7 Questionnaire 2: Home to School Travel Support for Young People with a Special Educational Need or Disability (SEND) who are in Post-16 Education: Responses (see Appendix 3).**

- 1) To ask families whose child is educated within South Yorkshire and receives post-16 SEND transport by minibus or taxi to make a contribution of £540 (£10.38 per week) per year towards the cost of travel on the minibus or taxi. (This contribution has been worked out based on the cost of a 16-18 termly bus pass issued by Travel South Yorkshire).**

30% of respondents felt that the amount proposed to charge families was fair. Various reasons for this were given including:

*“Our daughter has received the vulnerable student bursary. This could also help towards the cost of her transport.”*

*“The contribution is a fair price for the service received. The drivers and escorts are friendly professionals who make a difference on the journey, setting the tone for the day.”*

*Regarding the amount of contribution from parents towards the total cost “seems reasonable with regards to estimated actual cost per year quoted in covering letter.”*

For those families who opposed the idea a reoccurring theme was that transport should be provided for free:

*“I fully object to the cuts being made to any of the budgets which affect disabled children/adults and their families.”*

*“Please always let minibuses be free whatever age of people with disabilities, it is not about the money it just should be free life is very very hard indeed.”*

Parents and schools raised concerns about families who had more than one child accessing post 16 Special Education Needs transport at the same time, and the impact that the contribution could have on those families:

*“I have two children on the Autistic Spectrum who are both in post16 (sic) Education but in different school/settings. Therefore the cost of a contribution would be double. Also if I was to transport them myself, I would not be able to get them both to their places of education on time as they are on opposite sides of the town.”*

The consultation asked if families would like the cost of Special Educational Needs transport to be deducted at source and then any remainder funds to be given to families, and the response to this was overwhelmingly positive at **87%**

In addition, when visited, all schools spoken to raised concerns about the threshold for the bursary being very low and that the impact of the cost of transport on families who fell just outside of the bursary threshold would be very high.

- 2) For those whose child is educated outside of South Yorkshire, the contribution that we would be asking families to pay is £700 (£13.46 per week). This reflects the increased equivalent public transport cost.**

The proposal to charge families £700 for those travelling outside of South Yorkshire was questioned in terms of equity by schools and parents who felt that it was disadvantaging students where the council was unable to make provision within the city.

- 3) Families could choose not to continue using transport but take their child to and from school or college and receive a discretionary travel allowance based on the distance travelled. This travel allowance will be discretionary and families will have to meet certain criteria to receive it.**

The consultation also sought views on a parental travel allowance which would mean that families would not have to contribute towards the cost of transport but instead take their child to and from their place of education and receive an allowance for this. The response to this was negative with **82%** of parents/carers stating that this is not something that they would consider.

### **3.8 Other points raised during the consultation: Using the 16-19 Bursary for Post 16 SEND transport**

In discussions with special schools, the proposed use of the bursary towards the cost of transport was understood. The discretionary bursary is intended to be used for transport, although Sheffield City Council has not historically asked families to use it in this way.

It was recognised by schools and colleges that asking families to make a contribution towards the cost of transport may increase the numbers of students applying for the discretionary bursary, which then may impact the amount available for each student. The discretionary bursary fund is money which is given to schools, and although good practice suggests that schools work alongside the Local Authority, Sheffield City Council has no say over how these funds are administered.

### **3.9 Independent Travel Training**

During every meeting /conversation that was had between schools and colleges, staff stressed the importance of Independent Travel Training (ITT) for their students.

One member of staff at Silverdale School stated *“I have nothing but praise for the travel training team, they are dealing with profoundly deaf children, supporting them to overcome barriers.”*

The staff member felt that the benefit extended beyond that, and that through the travel training scheme some students had improved attendance.

*“SEND bus travel trained children (sic) attend more because they have been provided with other options so if they miss their bus, they can still come in”.*

Whilst the consultation was not around travel training, all families received information on this with the consultation documents. It is proposed that travel training remains a central part of any post 16 travel and transport policy, and that as many students who are able travel independently to and from their place of education and training in order to maximise their independence, lifelong learning and employment prospects

## **4 RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality of Opportunity Implications**

Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. This is the duty to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Equality Act 2010 identifies the following groups as a protected characteristic:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

An Equality Impact Assessment has been carried out and highlights a tapering negative impact on poverty and social inclusion for working low income families and/or carers who have an income above the discretionary bursary threshold of £16,190 but beneath £21,000 as they will have pay for provision. A hardship fund is being proposed to mitigate against negative impact.

The full EIA of the proposals is attached as Appendix 4

## 4.2 Financial and Commercial Implications

The proposal to cease provision of the discretionary zero fare bus pass will reduce the cost to the Local Authority by £84,000. Whilst this change can be introduced in full from September 2017, it has been noted that it may be necessary for some students currently in post 16 education to access the hardship fund in order to guarantee that they are able to continue to attend their education provision (see Section 6.4).

In addition, if all families who have students on post 16 Special Educational Needs transport contribute the full amount of £540 towards the cost of transport (around 200 students) this would generate income of approx. £100,000 p.a. In reality the amount of income is likely to be lower as charging may result in some families finding other travel arrangements; or the use of the hardship fund for some lower income families will result in lower contributions.

In summary, the maximum gross would be £184k p.a. (bus pass saving plus income from family contributions).

The actual level of net saving will be lower depending on the extent to which families are able to access the 16-19 Bursary or apply for reduced contributions through the hardship fund. The number of identified families with more than one child at post 16 provision is fewer than 5% of those accessing Special Educational Needs transport. Until this proposal is introduced it is not possible to know fully how many families will need to access the hardship fund, and thus what actual amount the proposed changes will bring in.

As a prudent estimate, if 50% of the saving is achieved, this would be £92k p.a. (if introduced from September 2017, the saving would be pro rata for the first year).

It is anticipated that administration and collection of the contributions towards transport costs would be dealt with by existing resources.

## 4.3 Legal Implications

The Council's duties and powers have been set out in detail above.

Sheffield City Council has met its duty to consult on any proposed changes and has ensured that the consultation ran for longer than the statutory required length of time. The proposed changes will bring us into line with the practice of surrounding Local Authorities, and ensure we meet our statutory duty to facilitate the attendance of students in post 16 education.

In exercising its discretionary power to determine what transport and financial support are necessary the Council must do so reasonably and take into account all relevant matters and ensure that the policy does not

differentiate between post 16 providers or institutions in its arrangements. As long as the Council does so it will be acting lawfully.

Sheffield City Council must publish its Post 16 travel and transport policy annually on or by 31 May.

#### 4.4 Other Implications

There are no other implications identified.

### 5 **ALTERNATIVE OPTIONS CONSIDERED**

5.1 Sheffield City Council has maintained discretionary provision regarding its post 16 travel policy for longer than neighbouring authorities. One option was to continue with this provision, however in light of continuing and extensive budget cuts this option was no longer considered sustainable.

5.2 For those whose child is educated outside of South Yorkshire, the contribution that we would be asking families to pay is £700 (£13.46 per week). This reflects the increased equivalent public transport cost

The council considered all the initial proposals which were sent out to families, but in order to decrease inequalities and ensure that no young people were detrimentally disadvantaged the proposal to charge families £700 for travelling outside of South Yorkshire was rejected.

### 6 **REASONS FOR RECOMMENDATIONS**

6.1 That the Council should cease to provide the discretionary zero fare bus pass for post 16 students with effect from 1/9/2017 and instead request that families who are eligible to apply for and use the 16- 19 Bursary fund to pay for transport. The council will continue to work alongside schools and colleges to offer the necessary support to any families or young people who need help with the application process in order that they are able to access the bursary.

The 16-19 Bursary Fund is to help with education-related costs for students aged 16 to 19 and travel is a key element of this education-related costs. Government guidance states that:

*Local authorities may take receipt of 16-19 bursary funding into account in assessing an individual's need for financial help with transport (see statutory duties 1.3).*

Whilst it is recognised that the bursary has been used by students in a variety of ways, it remains an appropriate fund for the Council to take into consideration when providing travel assistance (see statutory duties (1.3).



As noted in 1.1.1, all other identified authorities are using their right to take bursary funding into consideration and as such do not automatically provide zero fare bus passes to students in receipt of the bursary.

In addition, as a Local Authority, Sheffield City Council ensures that post 16 students are able to travel at a reduced rate on public transport (currently 80p per journey on buses within Sheffield) with its reduced bus fare scheme via the funding the council contributes to the South Yorkshire Passenger Transport Executive.

Taking all the consultation responses into account, the Council believe that we should come into alignment with other authorities and cease to provide a discretionary zero fare bus pass for post 16 students. However, the consultation has raised potential issues which we have sought to mitigate (see section 6.5).

The Council will work with schools and colleges throughout the summer term 2017 to ensure that students who are eligible have all the information and support that they need to apply for the bursary. Following any policy change, the council, across all relevant services, will continue to offer the necessary support to any families or young people who need help with the application process in order that they are able to access the bursary.

Other responses from parents included concerns that students in post 16 education should not be given money and should instead be given a bus pass. We recognise parents' concerns and there is an option for families to purchase bus passes from South Yorkshire Passenger Transport Executive if this best their family's needs.

- 6.2** To cease to provide completely free post 16 Special Educational Needs transport. Whilst not asking families to pay the full cost of Special Educational Needs transport, it is proposed to ask all families for a contribution of £540 per year regardless of the location of their education provision (The weekly cost over the year would be £10.38). A variety of payment options to meet family's needs will be available. Families who are eligible for either the vulnerable or discretionary bursary will be expected to apply and use this fund towards the cost of transport.

Sheffield City Council is committed to providing Special Educational Needs transport for eligible post 16 students in order to facilitate their attendance at school/college. Whilst recommending that families pay a contribution of £540 per year, we acknowledge the need for these payments to be able to be made in a variety of ways, monthly, termly or annually, and will ensure that a range of payment options are available for families.

It is proposed that students who are eligible use the 16-19 Bursary Fund to pay the contribution of £540 for Special Education Needs post 16 transport. **87%** of respondents stated that it would be a good idea for this contribution to be deducted at source. It is therefore proposed that the Council works with schools so that if possible students who access the discretionary

bursary via the Council's administrative function have the cost of transport removed before any remainder funds are given to families.

As noted in 6.1, the Council will work with schools and colleges throughout the summer term 2017 to ensure that students who are eligible have all the information and support that they need to apply for the bursary. Upon implementation of any policy change, the council, across all relevant services, will continue to offer the necessary support to any families or young people who need help with the application process in order that they are able to access the bursary.

**6.3** To continue to support Independent Travel Training and to ensure that it remains a central part of the post 16 travel and transport policy. To ensure that as many students who are able, travel independently to and from their place of education and training in order to maximise their independence, lifelong learning and employment prospects.

Sheffield City Council recognises the life changing and life enhancing impact of all levels of independent travel and will continue to provide a free travel training programme for all of those who are deemed suitable. In order to support children with Special Educational Needs and Disabilities to live happy, healthy and fulfilling lives, our travel training offer extends not just to those who can reach full independence but also to facilitate the maximum level of independence each child and young person can accomplish.

**6.4** To create and administer a hardship fund in order to mitigate the impact on those families with students in post 16 education who may be significantly affected by these proposals. Those who could access the fund may include:

- Families with siblings attending post 16 education at the same time, who are both on Special Educational Needs transport
- Low wage working families who have children on Special Educational Needs post 16 transport
- Young people who are mid-way through their course on 1<sup>st</sup> September 2017, for whom the changes will have a negative impact on their studies.

As noted throughout this Cabinet report, the Council is committed to ensuring that all Sheffield children and young people are able to reach their full potential, and it is determined to ensure that this change in policy enables students to access education. This hardship fund will take into consideration the individual family circumstances, and will be dealt with on a case by case basis.

It is proposed that the hardship fund will also be used to ensure that young people who will be mid-way through their course on 1st September 2017, for whom the changes will have a negative impact on their studies, are able to access this fund if necessary to ensure their continued attendance. This

will be dealt with by officers upon families request on an individual basis. The hardship fund will also be available for students if there is a funding gap between their bursary and the cost of a student's travel.





We do not know how many students may need support from the hardship fund who are currently mid-way through their post 16 education, as we have not historically asked students to fund their fare in this way (see section 4.2).

**6.5 To publish the changed policy by the 31 May and to implement the policy changes from 1st of September 2017. To delegate authority to the Executive Director of Children Young People and Families to implement these recommendations**

There is a duty on local authorities to publish annual Post 16 Transport Policy Statement (see section 1.5). The deadline for this is the 31 May each year. Sheffield City Council has made the decision to implement these changes later than many other local authorities, including our neighbouring authorities. It is proposed that these changes are introduced in September 2017.

Finally, we would like to thank all those families, schools, colleges and voluntary sector organisations who took the time to give us their views and suggestions which in turn have helped to shape our proposals.

## Appendix

Appendix Item Number	Description	Document
1	Bursary information sent to families as part of the consultation	 Bursary guidance leaflet final.pdf
2	Questionnaire one: Home to school travel support discretionary zero fare bus pass consultation- results	 Home to school travel support discretionary ;
3	Questionnaire two : Home to School Travel Support for Young People with a Special Educational Need or Disability (SEND) who are in Post 16 Education	 young people with SEND post 16 transpor
4	EIA	 EIA 2014_15 - Post 16 Home to school tra

## **16-19 Bursary Fund Guide**

The 16-19 Bursary is an award made to students by schools and colleges to help overcome the individual barriers to participation a student faces. It is to help with the cost of transport, meals, books and special equipment. The funding for bursaries is given to schools and colleges for them to give out, they are not council funds.

There are two types of 16-19 bursary available for post 16 students; vulnerable bursaries and discretionary bursaries.

### **Discretionary bursary**

In Sheffield, schools and colleges use household income in some way to assess the amount of support they award to a student, this is because the discretionary bursary is targeted at those students who most need financial help.

It is for individual schools/colleges to decide which students receive a discretionary bursary and how much they receive, depending on each student's circumstances. Most schools in Sheffield require students to maintain a level of attendance and behavior in order for them to qualify for the bursary.

Although some schools administer their bursary fund through Sheffield City Council, others administer it themselves. In the first instance all students who wish to apply for the bursary need to contact their school or college.

### **Who qualifies for the Discretionary Bursary in Sheffield?**

The qualifying criteria is a household income of £16,190 or below.

### **Vulnerable student Bursary**

The vulnerable student bursary is up to £1200. To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care/ care leaver
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit **and** Disability Living or Personal Independence Payments in their own right

### **How to apply for the Bursary?**

Whichever school or college that your child attends within Sheffield, there is a process of application in order to receive the bursary. Students will need to speak to their head of 6<sup>th</sup> form or Student Services in order to get an application form. For students attending the Sheffield College this is called the Learner Support fund, applications must be made at Student Services at the campus that the student attends. Schools and The Sheffield College also have further details of this on their websites.

Further details of the bursary can be found at <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2016-to-2017>

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# Consultation: Home to School Travel Support for Young People in Post-16 Education

We are proposing to make some changes to travel support for post-16 students. We would like to hear your views on these proposals.

## What we are proposing to change

Currently, Sheffield City Council provides a discretionary free bus pass for some post-16 students based on their household income and distance they live from their place of study.

The free bus pass is discretionary. This means that we do not have to provide it and many local authorities don't because there is a 16-19 Bursary Fund intended for this purpose.

Unfortunately, in the light of successive budget cuts, the Council are having to review all discretionary services we provide.

Under the proposal, we would no longer provide a free bus pass. Instead we would expect young people to use the 16-19 Bursary to meet their travel costs. More information about this bursary can be found on our website.

Please click Next.



Q1

**Do you have a son or daughter in post-16 education at school or college?**

105 (77.8%) Yes

30 (22.2%) No

Q2 **What year is your child / children currently in?**

95 (70.4%) Year 11 (age 15 / 16)

27 (20.0%) Year 12 (age 16 / 17)

20 (14.8%) Year 13 (age 17 / 18)

3 (2.2%) Year 14 (age 18 / 19)

0 (0.0%) None of the above

This questionnaire has been designed for families who have a child in post-16 education or those who will be in post-16 next year (current Year 11). If this does not apply to you, you will find that many of the questions are not relevant, however please give your views on the proposal by emailing: [ed-adviceandconciliation@sheffield.gov.uk](mailto:ed-adviceandconciliation@sheffield.gov.uk)



Q3

**Does your son or daughter currently receive a discretionary free bus pass to get to school or college?**

43 (87.8%) Yes

6 (12.2%) No

Q4 **Does your son or daughter currently receive a 16-19 Bursary?**

28 (62.2%) Yes

17 (37.8%) No

Q5 **Would the proposal to remove the discretionary free bus pass for post-16 students affect your family?**

83 (61.5%) Yes, it would affect my family now

59 (43.7%) Yes, it would affect my family in the future

15 (11.1%) No, it wouldn't affect my family

Q6 **Please give details. (Include further information about other children in your family who may be directly affected by any proposed changes.)**

87 (100.0%)

**The proposal is to stop providing a free bus pass and expect young people to use the 16-19 Bursary to meet their travel costs.**

Q7

**How satisfied or dissatisfied are you with the proposal?**

- 7 (5.3%) Very satisfied
- 9 (6.8%) Fairly satisfied
- 10 (7.5%) Neither satisfied nor dissatisfied
- 18 (13.5%) Fairly dissatisfied
- 89 (66.9%) Very dissatisfied

Q8 **Please explain why you answered this way.**

110 (100.0%)

## The 16-19 Bursary Fund

The 16-19 Bursary is available for students in post-16 education who need financial help to access their course. The fund is applied for through school or college and is intended for course-related costs such as travel, books, equipment and lunches on days of study / training.:

More detailed information about the 16-19 Bursary can be found on our website.

We know that some students already receive the bursary **and** get a free bus pass. We would expect these students to use some of their bursary for travel costs.

We also know that some students who qualify for the bursary have not applied for it.

We are interested to find out how many people are aware of the bursary and have applied for it.

### Q9 **Before filling in this questionnaire, had you heard of the 16-19 Bursary Fund?**

55 (42.3%) Yes

75 (57.7%) No

### Q10 **Has your family applied for the 16-19 Bursary?**

30 (56.6%) Yes

23 (43.4%) No

### Q11 **Why haven't you applied for the 16-19 Bursary?**

11 (52.4%) We do not have a child currently in post-16 education

4 (19.0%) Our household income is too high

3 (14.3%) I don't know how to apply for it

3 (14.3%) Other reason

### Q12 **Please tell us why you have not applied for the 16-19 Bursary.**

3 (100.0%)

## Equalities

**The questionnaire is anonymous but the following information will help us to understand more about how different people could be affected by the proposed change.**

**Q13 Is your family receiving any of the following benefits? Please tick all that apply.**

- 24 (26.4%) Income Support
- 14 (15.4%) Job Seekers Allowance (JSA)
- 21 (23.1%) Employment Support Allowance (ESA)
- 2 (2.2%) Incapacity Benefit
- 12 (13.2%) Carer's Allowance
- 40 (44.0%) Housing Benefit
- 33 (36.3%) Council Tax Benefit
- 26 (28.6%) Working Tax Credit
- 3 (3.3%) Not sure

**Q14 Which of these best describes your ethnic or cultural background?**

- 68 (53.5%) White
- 5 (3.9%) Mixed / Dual Heritage
- 27 (21.3%) Asian or Asian British
- 13 (10.2%) Black / African / Caribbean or Black British
- 14 (11.0%) Other ethnic group

**Q15 Are you...**

- 59 (89.4%) English / Welsh / Scottish / Northern Irish
- 0 (0.0%) Irish
- 0 (0.0%) Gypsy / Irish Traveller
- 0 (0.0%) Roma
- 5 (7.6%) Other European
- 2 (3.0%) Other White Background

**Q16 Are you...**

- 3 (60.0%) White and Black Caribbean
- 0 (0.0%) White and Black African
- 0 (0.0%) White and Asian
- 2 (40.0%) Other Mixed Background

**Q17 Are you...**

- 1 (3.7%) Indian
- 6 (22.2%) Bangladeshi
- 15 (55.6%) Pakistani
- 0 (0.0%) Chinese
- 5 (18.5%) Other Asian Background

**Q18 Are you...**

- 2 (15.4%) Caribbean
- 6 (46.2%) Somali
- 4 (30.8%) Other Black African
- 1 (7.7%) Other Black Background

**Q19 Are you...**

- 10 (71.4%) Yemeni
- 3 (21.4%) Other Arab
- 1 (7.1%) Other Ethnic Group

**Thank you for giving your views.**

**Please make sure that you click on the Submit button at the bottom of this screen to send your completed questionnaire.**

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# Consultation: Home to School Travel Support for Young People with a Special Educational Need or Disability (SEND) who are in Post-16 Education

We are proposing to make several changes to travel support for post-16 students who have a Special Educational Need or Disability (SEND). We would like to hear your views on these proposals.

## What we are proposing to change

Free school transport does not have to be provided once a student with special educational needs or a disability (SEND) or an Education Health Care Plan has reached the age of 16 and has started post-16 education. At the moment, Sheffield City Council pays in full for post-16 students with SEND who travel to school or college by minibus or taxi meaning that families get this completely free of charge.

Unfortunately, in the light of successive budget cuts, the Council are having review all services we provide for free.

It costs up to £4000 per year to transport a full-time post-16 student to and from their school or college on a Sheffield City Council minibus. It costs up to £12,000 to transport a high needs student in an individual taxi.

Please click [Next](#) to read more information about what we are proposing.



## Proposal 1

From September 2017, we are proposing to ask families whose child is educated within South Yorkshire and receives post-16 SEND transport by minibus or taxi to make a contribution of £540 (£10.38 per week) per year towards the cost of travel on the minibus or taxi. This contribution has been worked out based on the cost of a 16-18 termly bus pass issued by Travel South Yorkshire.

## Proposal 2

For those whose child is educated outside of South Yorkshire, the contribution that we would be asking families to pay is £700 (£13.46 per week). This reflects the increased equivalent public transport cost.

To make both of these proposals easier for families, the amount could be paid either yearly, termly or monthly by direct debit.

The weekly cost over the year would be £10.38 (or £13.46 for those outside South Yorkshire).

We would like to know how families would prefer to spread this cost. **We are expecting that students from low income families who get a minibus or taxi to school or college will use part of the 16-19 Bursary to meet the cost.** (Further information about the bursary is provided on our website.)

## Proposal 3

Families could choose not to continue using transport but take their child to and from school or college and receive a discretionary travel allowance based on the distance travelled. This travel allowance will be discretionary and families will have to meet certain criteria to receive it.



# Your Views on the Proposals

## Section 1: About You and Your Family

The questionnaire is anonymous but the following information will help us to measure the coverage of the consultation and to understand how the proposals might affect families in different circumstances.

**Q1 Do you have a child or children with SEND in post-16 education at school or college?**

85 (79.4%) Yes

22 (20.6%) No

**Q2 Do you have a child or children with SEND in post-16 education who is educated outside of the city?**

3 (2.8%) Yes

104 (97.2%) No

**Q3 Do you have a child or children with SEND in one of the following school year groups? Tick all that apply.**

33 (30.8%) Year 11 (age 15 / 16)

28 (26.2%) Year 12 (age 16 / 17)

22 (20.6%) Year 13 (age 17 / 18)

23 (21.5%) Year 14 (age 18 / 19)

4 (3.7%) None of the above

This questionnaire has been designed for families who have a child or children with SEND in post-16 education (or who will be entering post-16 education in September 2017). If this does not apply to you, you will find that many of the questions are not relevant so please give your views on the proposed changes by emailing:

**[ed-adviceandconciliation@sheffield.gov.uk](mailto:ed-adviceandconciliation@sheffield.gov.uk)**

**Q4**

**How does your child or children with SEND currently get to and from school or college? Tick all that apply.**

3 (2.8%) Walk

4 (3.7%) Public Transport

2 (1.9%) Car

74 (69.2%) Minibus provided by Sheffield City Council

30 (28.0%) Taxi provided by Sheffield City Council

3 (2.8%) Other

**Q5**

**Please tell us how your child / children with SEND currently gets to school or college.**

3 (100.0%)

**Q6**

**Which of the following describes your family situation at the moment?**

39 (37.1%) One parent family

66 (62.9%) Two parent family

**Q7 Which of these best describes your family's transport situation at the moment?**

46 (45.5%) I am a driver and have regular access to a car

15 (14.9%) Another adult in the house drives and has regular access to a car

13 (12.9%) I am a driver but do not have regular access to a car

25 (24.8%) No-one in our house drives

5 (5.0%) I have a disability that makes it hard for me to plan transport arrangements

**Q8 Do you have a mobility vehicle funded through the Disability Living Allowance?**

20 (19.0%) Yes

85 (81.0%) No

**Q9**

**Is your family receiving any of the following benefits?**

- 29 (33.7%) Income Support
- 0 (0.0%) Job Seekers Allowance (JSA)
- 15 (17.4%) Employment Support Allowance (ESA)
- 1 (1.2%) Incapacity Benefit
- 63 (73.3%) Carer's Allowance
- 31 (36.0%) Housing Benefit
- 35 (40.7%) Council Tax Benefit
- 7 (8.1%) Not sure

**Q10**

**Would the proposal to introduce a contribution towards travel for post-16 students with SEND affect your family?**

66 (65.3%) Yes, it would affect my family now

35 (34.7%) Yes, it would affect my family in the future

13 (12.9%) No, it wouldn't affect my family

**Q11 Please give details. (Include further information about other children in your family who may be directly affected by any proposed changes.)**

75 (100.0%)

## Section 2: The Proposals

**Q12 Proposal 1 is to ask families to make a contribution of £540 per year (£10.38 per week) towards transport to school or college is. Do you think this is...**

29 (29.6%) About right

69 (70.4%) Too high

0 (0.0%) Too low

**Q13 Proposal 2 is to ask families whose child with SEND is educated outside of South Yorkshire to make a contribution of £700 per year (£13.46 per week) towards transport to school or college. Do you think this is...**

18 (26.1%) About right

50 (72.5%) Too high

1 (1.4%) Too low

**Q14 Please explain why you answered this way.**

77 (100.0%)

**Q15 If contributions are introduced, what kind of payment would best suit your family?**

- 62 (88.6%) Monthly
- 4 (5.7%) Termly
- 4 (5.7%) Annually

**Proposal 3 is to look at providing a discretionary travel allowance to families who take their child to school or college in their own vehicle or on public transport. This allowance will have eligibility criteria.**

**Q16 Would you be interested in this option?**

- 7 (6.6%) Yes
- 87 (82.1%) No
- 12 (11.3%) Possibly

**In which of the following ways would you be most likely to use this?**

	<b>Yes</b>	<b>No</b>	<b>Need more information</b>
Drive my child in the family car and pay for petrol	8 (61.5%)	2 (15.4%)	3 (23.1%)
Pay a friend to help me / take my child	1 (10.0%)	7 (70.0%)	2 (20.0%)
Take my child on public transport	5 (38.5%)	3 (23.1%)	5 (38.5%)
Share duties with other parents	2 (18.2%)	6 (54.5%)	3 (27.3%)

**Q18 If you would use the travel allowance in another way (not listed above), please give details.**

- 7 (100.0%)



### Section 3: The 16-19 Bursary Fund

The 16-19 Bursary is available for students in post-16 education who need financial help to access their course. The fund is applied for through school or college and is intended for course-related costs such as travel, books, equipment and lunches on days of study / training. More detailed information can be found on our website.

We know that some students receive the bursary and also get free home-to-school travel on a minibus or taxi. We would expect these students to use some of their bursary as a contribution towards their transport.

**Q19 Before filling in this questionnaire, had you heard of the 16-19 Bursary Fund?**

39 (36.8%) Yes

62 (58.5%) No

5 (4.7%) Not sure

**Q20 Have you already applied for the 16-19 Bursary?**

20 (51.3%) Yes

19 (48.7%) No

**Q21 Are you in receipt of the 16-19 Bursary?**

14 (73.7%) Yes

5 (26.3%) No

**Q22 Why haven't you applied for the bursary?**

6 (33.3%) My son or daughter is not in post-16 education at the moment

3 (16.7%) My family income is too high

5 (27.8%) I don't know how to apply for it

4 (22.2%) Other reason

**Q23 Please tell us why you have not applied for the 16-19 Bursary.**

5 (100.0%)

**Q24**

**Sheffield City Council currently administers the 16-19 Bursary for special schools in the city. One option might be for the family to ask the Council to take out the cost of transport before transferring the remainder to the student.**

**Do you think this would be helpful for families?**

31 (88.6%) Yes

4 (11.4%) No

## Section 4: Your ideas and suggestions

**Q25** We are always interested to hear suggestions from families on ways of making changes that we may not have thought of. Please use the box below to put forward any suggestions you might have.

38 (100.0%)

## Section 5: Equalities

Please answer these final two questions which will help us to see who the consultation has reached.

### Q26 Are you a foster carer?

- 2 (2.0%) Yes
- 98 (98.0%) No

### Q27 Which of these best describes your ethnic or cultural background?

- 81 (80.2%) White
- 4 (4.0%) Mixed / Dual Heritage
- 10 (9.9%) Asian or Asian British
- 3 (3.0%) Black / African / Caribbean or Black British
- 3 (3.0%) Other Ethnic Group

### Q28 Are you...

- 76 (93.8%) English / Welsh / Scottish / Northern Irish
- 0 (0.0%) Irish
- 0 (0.0%) Gypsy / Irish Traveller
- 1 (1.2%) Roma
- 1 (1.2%) Other European
- 3 (3.7%) Other White Background

### Q29 Are you...

- 2 (50.0%) White and Black Caribbean
- 0 (0.0%) White and Black African
- 1 (25.0%) White and Asian
- 1 (25.0%) Other Mixed Background

### Q30 Are you...

- 1 (10.0%) Indian
- 2 (20.0%) Bangladeshi
- 7 (70.0%) Pakistani
- 0 (0.0%) Chinese
- 0 (0.0%) Other Asian Background

### Q31 Are you...

- 0 (0.0%) Caribbean
- 3 (100.0%) Somali
- 0 (0.0%) Other Black African
- 0 (0.0%) Other Black Background

**Q32 Are you...**

1 (33.3%) Yemeni

1 (33.3%) Other Arab

1 (33.3%) Other Ethnic Group

**Thank you for giving your views.**

**Please make sure that you click on the Submit button at the bottom of this screen to send your completed questionnaire.**

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## Equality Impact Assessment and Consultation

### Introductory Information

**Reference number**

1197

**Budget/project proposal name**

Post 16 Home to school transport

**Entered on Q Tier**

Yes  No

**Budget/project proposal status**

Project

**Years**

12/13  13/14  14/15  15/16  16/17  17/18  18/19  19/20  20/21  21/22

**EIA date**

16/01/2017

**EIA lead**

Bashir.Khan@sheffield.gov.uk

**EIA contact**

**Lead corporate plan priority**

Better Health and Wellbeing

### Portfolio, Service and Team

**Cross portfolio**

Yes  No

**Communities**

Yes  No

**CYPF**

Yes  No

**Place**

Yes  No

**Resources**

Yes  No

**PPC**

Yes  No

**Health (including Director of Public Health)**

Yes  No

**Brief aim(s) of the proposal and the outcome(s) you want to achieve**

To cease the non statutory elements of Home to School Transport for post 16 students and to charge a contribution of £540 for families to access post 16 SEND transport.

This means that we will cease to provide a zero fare bus pass once students reach post 16 education and instead ensure that they use the 16-19 bursary to help with the cost of transport.

## Specialist Provision

### Proposal impacts on or relates to specialist provision

Yes  No

### Impact on specialist provision

The proposal relates to ceasing the non statutory elements of Home to School Transport for post 16 students by charging a contribution.

There is no change proposed to the statutory elements of Home to School Transport for post 16 students.

## Poverty (Financial Inclusion)

### Proposal has an impact on poverty or financial inclusion

Yes  No

### Customer impact

Negative

### Level

Medium/High

### Summary of impact

There is a tapering negative impact on poverty and social inclusion for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have to contribute financially to their child's transport.

### Supporting evidence

Information is not obtainable regarding working tax credit levels so we are not able to model or demonstrate families exact income.

### Action plan bring drawn up

Yes  No

### Action and mitigation summary



The consultation asked families directly to describe how this proposal will impact them, the consultation also asked families to identify how they would best meet the payment, in terms of frequency.

88% families supported the contribution towards the total cost of SEND transport being deducted at source for those who received the discretionary bursary and then any remainder funds from the bursary to be given to families.

To ensure that this change in policy does not prevent SEND students from accessing post 16 education, it is proposed that a hardship fund is set up to support our most vulnerable students and families. This fund will take individual family circumstances, such as whether a family has more than one child in Post 16 education at any given time. It will also ensure that students from low wage working families living in poverty will be supported by the Council to help ensure that all its children are able to reach their full potential.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

Families with students who are currently in their post 16 education, who are eligible to access the bursary fund who would historically have also received a discretionary bus pass will be asked to contact the Local Authority if they are eligible but not in receipt of the bursary, of if the bursary fund does not cover the cost of their bus fare.

Free travel training will continue to be provided to support young people coming off of transport

**After mitigation, there a residual medium/high impact**

Yes  No

## Health

**Proposal has significant impact on health and well-being (including effects on the wider determinants of health)**

Yes  No

**Public Health Leads has signed off the health impact(s) of this EIA**

Yes  No

**Health lead**

Bethan Plant

## Age

**Staffing**

Yes  No

**Customers**

Yes  No

**Impact**

Neutral

**Level**

None/Low

**Details on impact**

The proposal relates to provision that is age specific.

There is no impact on the child/young person who are accessing SEND transport, however there is a financial impact on the parents/carers of children and young people within Post 16 education. The impact would be a tapering negative impact for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have pay for provision.

Regarding the proposal to cease to provide a discretionary buss pass, Sheffield City Council are aware that students are currently getting and/or are eligible for a discretionary bursary intended to support the cost of travel.

#### Supporting evidence

##### Action plan

Yes  No

##### Action and mitigation

To ensure that this change in policy does not prevent SEND students from accessing post 16 education. It is proposed that a hardship fund is set up to support our most vulnerable students and families. This fund will take individual family circumstances, such as whether a family has more than one child in Post 16 education at any given time into consideration. It will also ensure that students from low wage working families living in poverty will be supported by the Council to help ensure that all its children are able to reach their full potential.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

Families with students who are currently in their post 16 education, who are eligible to access the bursary fund who would historically have also received a discretionary bus pass will be asked to contact the Local Authority if they are eligible but not in receipt of the bursary. If the bursary fund does not cover the cost of their bus fare, they should contact the Council to see if they can access the hardship fund.

Free Independent travel training is available so that in the longer term the child/young person is able to increase their independence and ability to self travel in order to maximise their lifelong learning, skills and opportunities.

#### Disability

##### Staffing

Yes  No

##### Customers

Yes  No

##### Impact

Neutral

##### Level

Medium/High

##### Details on impact

We are not proposing to change our post 16 transport provision, therefore, the child/young person will not be impacted on by the changes.

There is no statutory duty for the local authority to provide transport, and instead a duty to facilitate attendance at school,

Sheffield City Council are not proposing to cease SEND transport for eligible young people, however, we want to to charge a contribution for the service, this will be met by the parent carer, with a financial impact which would be a tapering negative impact for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have pay for provision.

Free Independent travel training is available so that in the longer term the child/young person is able to increase their independence and ability to self travel in order to maximise their lifelong learning, skills and opportunities.

#### Supporting evidence

If a child or young person receives travel training this will increase their independence which has a postive impact.

#### Action plan

Yes  No

#### Action and mitigation

To ensure that this change in policy does not prevent SEND students from accessing post 16 education. It is proposed that a hardship fund is set up to support our most vulnerable students and families. This fund will take individual family circumstances, such as whether a family has more than one child in Post 16 education at any given time into consideration. It will also ensure that students from low wage working families living in poverty will be supported by the Council to help ensure that all its children are able to reach their full potential.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

### Pregnancy/maternity

#### Staffing

Yes  No

#### Customers

Yes  No

### Race

#### Staffing

Yes  No

#### Customers

Yes  No

#### Impact

Neutral

#### Level

None/Low

#### Details on impact

Some BME groups have a higher representation within the SEND special school cohort.

We want to charge a contribution for the service, this will be met by the parent carer. This would be a tapering negative impact for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have pay for provision.

### Supporting evidence

#### Action plan

Yes  No

#### Action and mitigation

To ensure that this change in policy does not prevent SEND students from accessing post 16 education. It is proposed that a hardship fund is set up to support our most vulnerable students and families. This fund will take individual family circumstances, such as whether a family has more than one child in Post 16 education at any given time into consideration. It will also ensure that students from low wage working families living in poverty will be supported by the Council to help ensure that all its children are able to reach their full potential.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

Families with students who are currently in their post 16 education, who are eligible to access the bursary fund who would historically have also received a discretionary bus pass will be asked to contact the Local Authority if they are eligible but not in receipt of the bursary. If the bursary fund does not cover the cost of their bus fare, they should contact the Council to see if they can access the hardship fund.

### Religion/belief

#### Staffing

Yes  No

#### Customers

Yes  No

### Sex

#### Staffing

Yes  No

#### Customers

Yes  No

### Sexual Orientation

#### Staffing

Yes  No

#### Customers

Yes  No

### Transgender

#### Staffing

Yes  No

**Customers**

Yes  No

**Carers****Staffing**

Yes  No

**Customers**

Yes  No

**Impact**

Negative

**Level**

Medium/High

**Details on impact**

There will be a financial impact on carers, as the provision that is available is not changing, however this will now come at a cost.

This would be a tapering negative impact for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have pay for provision.

**Supporting evidence**

See attached information on costs/income

**Action plan**

Yes  No

**Action and mitigation**

To ensure that this change in policy does not prevent SEND students from accessing post 16 education. It is proposed that a hardship fund is set up to support our most vulnerable students and families. This fund will take individual family circumstances, such as whether a family has more than one child in Post 16 education at any given time into consideration. It will also ensure that students from low wage working families living in poverty will be supported by the Council to help ensure that all its children are able to reach their full potential.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

Families with students who are currently in their post 16 education, who are eligible to access the bursary fund who would historically have also received a discretionary bus pass will be asked to contact the Local Authority if they are eligible but not in receipt of the bursary. If the bursary fund does not cover the cost of their bus fare, they should contact the Council to see if they can access the hardship fund.

Free Independent travel training is available so that in the longer term the child/young person is able to increase their independence and ability to self travel in order to maximise their lifelong learning, skills and opportunities.

**Voluntary/Community & Faith Sectors****Staffing**

Yes  No

**Customers**

Yes  No

**Cohesion****Customers**

Yes  No

## Partners

### Customers

Yes  No

## Armed Forces

### Staffing

Yes  No

### Customers

Yes  No

## Other/Additional

### Staffing

Yes  No

### Customers

Yes  No

## Supporting Documentation

Copy of Household Incomes 2015 - Summary only.xlsx

## Summary of Impact

### Overall summary of possible impact

It is proposed to cease the non statutory elements of Home to School Transport for post 16 students. This means ceasing the provision of a zero fare bus pass once students reach post 16 education and instead to ensure that they use the 16-19 bursary to help with the cost of transport.

There are neutral impacts on age, disability and race. We are not proposing to change or cease transport, so there will be no impact on the child/young person, however, there will be charging a contribution for the service.

There will be a tapering negative impact on poverty and social inclusion for working low income families and/or carers who have an income above the discretionary bursary threshold income of £16,190 but with incomes beneath £21,000 as they will have pay for provision.

To ensure that this change in policy does not prevent SEND students from accessing post 16 education. It is proposed that a hardship fund is set up to support our most vulnerable students and families.

Where students have to travel outside of South Yorkshire due to no specialist educational provision meeting their needs being available within the city region, the charge will be the same as for those travelling within South Yorkshire.

### Proposal has geographical impact across Sheffield

Yes  No

### Which local partnership area will be impacted

All Partnership Areas

### Proposal has a cumulative impact

Yes  No

### Summary of evidence

**Review****Review date**

30/04/2017

**Risk rating**

None

**Decision Type****Type of decision**

Individual Cabinet Member

**Lead cabinet member**

Drayton Jackie (LAB-CLLR)

**Staff****Staff who may be affected by these proposals are aware** Yes  No**Consultation****Consultation required** Yes  No**Manager and Approval****Lead officer**

Sleath Dominic

**EIA approved** Yes  No**EIA escalated due to significant poverty impact and sign-off agreed** Yes  No

Form complete

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**Author/Lead Officer of Report: Phil Holmes**  
**Tel: 0114 273 6751**

**Report of:** Jayne Ludlam, Executive Director, CYPF and Communities

**Report to:** Cabinet

**Date of Decision:** 19 April 2017

**Subject:** Commissioning of Home Care and Supported Living for adults with social care needs

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input checked="" type="checkbox"/>		
- Affects 2 or more Wards		<input checked="" type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <b>Health and Social Care</b>				
Which Scrutiny and Policy Development Committee does this relate to?				
<b>Healthier Communities and Adult Social Care</b>				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given?	1183			
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

**Purpose of Report:**

To highlight the importance of good quality Homecare and Supported Living to many of Sheffield's most vulnerable residents

To seek authority to proceed with the procurement of Home Care and Supported Living services and subsequent awarding of contracts

**Recommendations:****That Cabinet**

- (i) Notes plans to ensure that both Homecare and Supported Living are commissioned to provide positive outcomes and sustainable quality at best value for the people of Sheffield.
- (ii) Approves the procurement strategy outlined in this Report.
- (iii) Delegates Authority to the Director of Adult Services in consultation with the Director of Finance and Commercial Services to award the contracts for Home Care and Supported Living.
- (iv) Delegates authority to the Director of Adult Services in consultation with the Director of Legal and Governance and the Director of Finance and Commercial Services, as appropriate, to take all other necessary steps not covered by existing delegations to achieve the outcomes outlined in this Report.

**Background Papers:**

None



Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Liz Gough
		Legal: Henry Watmough-Cownie
		Equalities: Liz Tooke
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	Jayne Ludlam
3	<b>Cabinet Member consulted:</b>	Cate McDonald
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> Phil Holmes	<b>Job Title:</b> Director of Adult Services
	<b>Date:</b> 7 <sup>th</sup> April 2017	

## 1 Proposals

- 1.1 A joint Home Care and Supported Living Invitation to tender is proposed. This will contain the Council's vision and aspirations for home-based support, technical instructions to providers, specifications for services and evaluation methodology. Providers will be invited to apply to provide one or both services under this tender.
- 1.2 Nationally and locally, the market for home-based care and support has been organised in service specific areas.
- Home Care (domiciliary care), characterised by regular short visits of an hour or less with a significant proportion focussed on personal care, has been seen as mostly intended for older and people who have a physical impairment. However in reality homecare providers support adults of all ages with a range of disabilities, including learning disabilities, dementia and various mental health conditions.
  - Supported Living, characterised by longer visits (sometimes including 24 hour cover) and which can include but is not focussed on personal care, has been seen as intended for people with learning disabilities or mental health problems. However in reality Supported Living providers support adults of all ages with a range of disabilities, including older people and people living with physical disabilities.
- 1.3 The Council arranges and pays for Home Care and Supported Living for over 2,900 people. We estimate that a further 600 people arrange and pay for their own Home Care in Sheffield – using many of the same providers.
- 1.4 The current frameworks for Home Care and Supported Living services end in September 2017. It is proposed that the Council recommissions these frameworks to provide positive outcomes and sustainable quality at best value for the people of Sheffield.
- 1.5 Social care services of this kind come within the 'light-touch' regime provided for by the Public Contracts Regulations 2015. The flexibilities available within this regime are such that once procured the frameworks will be able to be re-opened at our discretion to allow further eligible providers to become framework providers. It is proposed that the new frameworks will run for up to 4 years, using a 3+1 year contract model.
- 1.6 In order to have the new contracts operating in time, it is proposed that the following timetable is used:
- Invitation to Tender 28<sup>th</sup> April 2017
  - Evaluation start 6<sup>th</sup> June 2017
  - Evaluation end 7<sup>th</sup> July 2017
  - Contract award 17<sup>th</sup> July 2017
  - Transition process 17<sup>th</sup> July – 1<sup>st</sup> October 2017
  - Contracts start 2<sup>nd</sup> October 2017

## **Our vision**

- 1.7 The Council's vision is that homecare and supported living in Sheffield will be outcome-focussed, person-centred, innovative and diverse. It will build on the individual's strengths and abilities in a way that encourages independence, helping them attain their own goals and aspirations and live an ordinary life.
- 1.8 Effective support will increase people's skills, confidence and social relationships, reducing their dependency on 'paid for' services. It will also help people to move from restrictive care settings including secure hospitals and will reduce the need for further hospital admissions.
- 1.9 We will deliver our vision with a market development approach that treats Home Care and Supported Living consistently whilst recognising key differences. We will improve overall market conditions with the aim of bringing new providers into Sheffield, improving individual outcomes through improved care and support services. The Home Care Service and Supported Living specifications will help providers and commissioners to move closer to an outcome-focussed service with positive impacts on people and which moves away from formulaic time and task based services which tend to deliver fixed units of care.
- 1.10 We will adopt a principle of minimal disruption to people who have support in the transition from the current to the new frameworks. This means that wherever possible, subject to meeting clear standards about quality and value, providers will retain their existing work and new contracts will focus on new work.
- 1.11 The recommendations will enable the Council to develop home-based care and support that :
  - is outcome-focussed, person-centred, innovative and diverse.
  - removes artificial distinctions between the needs of different service user groups and recognises that all adults with social care needs have similar aspirations to have independent lives at home and in their communities.
  - achieves a sustainable, responsive and high quality market that provides best value for Sheffield.

## **Key aspects of the approach for Homecare Services**

- 1.12 For the first time a full set of Home Care contracts will be issued with fixed hourly rates based on a 'Cost of Care' pricing model. This has been welcomed by many providers and the fair rate will allow them to stabilise their businesses and pay workers at a rate compatible with minimum wage requirements. The Cost of Care model will take the National Minimum Wage into account, both in setting the prices this year and uplifts during subsequent years of the contract.
- 1.13 The rates will be adjusted each year to take into account changes in National Living Wage levels and other factors which affect provider costs. This will be underpinned by engagement with providers to truly understand their opportunities and constraints.
- 1.14 The Service Specification for the enhanced/locality tier of the Home Care service will include the requirement for 48 hour pick up for new packages and resumed service from hospital stays for example.
- 1.15 The proposed contract model of multiple primary providers supported by a network of framework providers offers the best chance of shaping a stable

market in the city. Introducing a fair price for care calculated by the “Cost of Care” model offers a chance for providers to deliver a fair deal for their workers but improving pay and conditions sufficiently to improve retention rates.

### **Key aspects of the approach for Supported Living Services**

1.16 For the new tender it is proposed to use the rates established via the Cost of Care Model and to require a discounted rate where providers deliver multiple hours at one shared address to several users.

## **2 How does this decision contribute?**

2.1 The proposal will contribute to the Better Health and Wellbeing ambition, by ensuring people can access the care and support they need to be independent safe and well in their homes and in their communities.

2.2 The proposals in this report will:

- Support robust and sustainable Home Care and Supported Living markets in Sheffield.
- Allow providers to appropriately reward and support frontline care workers.
- Enable providers and commissioners to move towards more person-centred and outcome-focussed support.
- Deliver improved quality whilst maintaining continuity by deploying a transition plan which minimises disruption and stress for service users.

## **3 Has there been any consultation?**

3.1 Home Care and Supported Living have been the subject of extensive consultation. Focus groups, forums, surveys and one to one meetings have produced large volumes of information about what people think makes a good service. Service users, providers, SCC staff and partner staff have all contributed. Consultation has highlighted a mixture of positive feedback and areas for further development. We have used this engagement work to inform development of the specification, which will include specifying and evaluating the method statements.

3.2 This work has also been extensively influenced by the Homecare Scrutiny Task Group set up by the Council’s Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee. The Homecare Scrutiny Task Group reported to Committee on 24<sup>th</sup> February 2016 and can be read [here](#) . A progress report on the 10 Recommendations that were made by the Task Group is being provided to Scrutiny this month. Some recommendations relate to the way that social work staff carry out their work, but most directly relate to care and support commissioning and covered within this report.

3.3 The most commonly recurring comments from service users can be grouped into the following areas.

- Service quality should be consistently high across the city
- Choice should be available.
- Carers should be known to the person and kept as consistent as possible
- Staff should be skilled, respectful, motivated and compassionate

- Service Users should have all the information they need to enable them to benefit fully from the service.
- Punctuality is important. Call times and length should be flexible to be centred on the person's needs on the day. Time should be available to do the job properly and the service user and carer should not feel rushed.

3.4 The key issues from providers have included:

- The challenge of dealing with unanticipated cost pressures arising from new national policies.
- Providers need the full range of information about service users and the planned support.
- The challenge of anticipating demand in advance and having staffing capacity on hand to meet it.
- The challenge of supporting customers with a range of needs, which may create bespoke training requirements.

3.5 The specification will address these issues and will be monitored to ensure that quality standards which are important to people are upheld. Evaluation will include method statements that reflect service user views.

## **4 Risk Analysis and Implications of the Decision**

### **Equality of Opportunity Implications**

4.1 The proposals are designed to improve the stability, availability and quality of Home Care delivered to vulnerable adults with eligible social care needs. The resulting improvements will not impact disproportionately on any section of the service user population.

4.2 An Equality Impact Assessment has been completed and is summarised below:

- Home Care and Supported Living services are about achieving better outcomes for people with eligible needs regardless of who they are.
- Home Care and Supported Living contracts will have a positive impact for people using the services and their carers because they will seek to drive up quality within the constraints of public sector budgets. The model will encourage a healthy and diverse market of providers to ensure there is choice for service users and that a robust supply is assured. They will introduce opportunities for people to spend more meaningful time in community based activities, and encourage innovation in service provision to meet people's needs.
- Transitions between providers will be minimised subject to providers meeting essential criteria in relation to quality and value. We will take into account that people and their carers can find changes in provider challenging.
- We will work closely with all stakeholders from project start to implementation.
- The specifications will be finalised by end April 2017 for Invitation to Tender. Any relevant updates in the EIA will be included at this point and reference to the specification made

### **Financial and Commercial Implications**



- 4.3 Low pay remains a challenge to the sustainability and quality of the domiciliary care sector. The Council remains committed to introducing the Foundation Living Wage across all contracts. A separate piece of work is underway to determine the costs associated with this and how this can be achieved.
- 4.4 The recent Budget announcement brought forward additional funding for adult social care. Part of the explicit rationale for this is to ensure that the local social care provider market is supported and to provide stability and extra capacity in local care systems. The funding is intended to support councils to continue to focus on core services, including maintaining adult social care services, which could not otherwise be maintained. However, additional funding is earmarked for the next three years only. The Council needs to work alongside local NHS organisations to consider a longer term plan, built on the success of strong Home Care and Supported Living arrangements in reducing demands for urgent healthcare.
- 4.5 Annual Home Care spending, via the current contracts stands at £16.4m. The current Supported Living framework had an annual spend of £22.83 million in 2016/17.
- 4.6 A Leader's decision in December 2016 authorised up to £1.625m additional annual spend in order to stabilise the Home Care market.
- 4.7 A 'Cost of Care' pricing model has been developed and will be used to inform the pricing in relation to home-based care and support. This model takes into account, not only the basic costs of running a Home Care business, but also makes allowance for the different amount of travel time between visits which varies considerably between different contract areas. Home Care also requires a significant level of logistical administration to manage the scheduling of visits, and to manage a high frequency of change in service users and service user needs, including the need to pick up new work at short notice.
- 4.8 Travel time in Supported Living is only a pressure where there are dispersed visits to people's own individual homes. Where services are delivered into schemes, often on a 24/7 arrangement, the reduced costs of travel and administration should be reflected in the hourly rate.

### **Legal Implications**

- 4.9 The Council has a duty to meet the eligible needs of those in its area and it fulfils this duty in part through Council arranged services. The Council also has functions under the Care Act 2014 to ensure that service users
  - receive services that prevent their care needs from becoming more serious, or delay the impact of their needs;
  - can get the information and advice they need to make good decisions about care and support;
  - have a range of provision of high quality, appropriate services to choose from.
- 4.10 Home Care and Supported Living Services are core elements of the local offer of services that support people in their communities. One way of procuring a range

of external providers that can meet the varied needs of service users is via a framework agreement.

4.11 The European Convention on Human Rights requires local authorities to take into account their 'positive obligations' to actively promote and protect the rights of people as described in the Convention and maintains that providers of publically funded home care should consider themselves bound by the HRA.

4.12 The proposals outlined above are compliant with the Public Contract Regulations 2015 and the Council's own Contract Standing Orders.

## **5 Alternative options considered**

5.1 Discontinuing support in these areas is not an option. These services are required to fulfil the Council's functions and duties under the Care Act 2014.

## **6 Reasons for Recommendations**

6.1 Nationally the Home Care market is fragile and some major national Home Care providers are leaving the market – particularly in the north of England. Home Care providers are citing low fees, difficult trading conditions, and challenges with recruitment as the primary reasons for their exit. However, Sheffield City Council has offered increased rates for homecare providers in 2017-18 and all but two of 29 providers have accepted these rates. This provides a stronger foundation for the development of homecare in Sheffield than has been in place in recent years.

6.2 If quality and supply of Home Care and Supported Living are not sustainable there are obviously direct consequences for Sheffield's citizens. This is not only in relation to poor customer experience. For example, insufficient homecare supply can result in older people staying in hospital longer than they need to, creating significant pressures for others around access to emergency treatment and also risking worse longer term outcomes for themselves.

6.3 There are clear standards for practice in this area which will help deliver services of a sustainable quality. Some have a cost implication but others can be delivered through improved commissioning practice including more collaborative and supportive market relationships. For example, the National Institute for Health and Care Excellence (NICE) published national guidance on Homecare Standards in June 2016. This can be accessed [here](#). UNISON's Ethical Homecare Charter is provided [here](#) and also provides a framework for improving quality. The principles within both NICE guidance and the Ethical Homecare Charter will be contained within the Council's proposed approach to procurement.



**Author/Lead Officer of Report:**  
Kerry Bollington,  
Head of Commercial Business Development

**Tel:** 0114 273 5872

**Report of:** *Eugene Walker*

**Report to:** *Cabinet*

**Date of Decision:** *19<sup>th</sup> April 2017*

**Subject:** *Capital Approvals for Month 11 2016/17*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input checked="" type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <b><i>Finance and Resources</i></b>		
Which Scrutiny and Policy Development Committee does this relate to? <b><i>Overview and Scrutiny Management Committee</i></b>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

*This report provides details of proposed changes to the Capital Programme as brought forward in Month 11 2016/17*

**Background Papers:**  
**Appendix 1 -**

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Dave Phillips</i>
		Legal: <i>Sarah Bennett</i>
		Equalities: No
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	<i>Eugene Walker</i>
3	<b>Cabinet Member consulted:</b>	<i>Councillor Ben Curran Cabinet member for Finance and Resources</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Kerry Bollington</i>	<b>Job Title:</b> <i>Head of Commercial Business Development</i>
	<b>Date:</b> 6 <sup>th</sup> April 2017	

## 1. PROPOSAL

### Summary:

- 1.1 A number of schemes have been submitted for approval in line with the Council's capital approval process. In the absence of a revenue and capital monitoring report in the current month, to avoid unnecessary delay to the progress of these projects a stand-alone request for approval is presented.
- 1.2 Below is a summary of the number and total value of schemes in each approval category for Month 11:
  - 4 additions of specific projects to the capital programme with a value of £13.404M (namely STEP programme (sustainable Transport Exemplar programme), Moorfoot Lifts refurbishment, CYPF Extended Free Entitlement and Norfolk Heritage Park works).
  - 7 variations to the capital programme creating a net increase of £2.7m and
  - 2 requests for slippage amounting to £0.3m.

- 1.3 Further details of the schemes listed above can be found in Appendix 1, Schedule 1.
- 1.4 Also included are details of schemes brought forward for approval in Months 1 and 8 at schedules 2 and 3 respectively.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

The proposed changes to the Capital programme will improve the recreational leisure facilities, schools, roads and homes used by the people of Sheffield, and improve the infrastructure of the city council to deliver those services.

This report is part of the monthly reporting procedure to Members on proposed changes to the Council's capital programme.

By delivering these schemes the Council seeks to improve the quality of life for the people of Sheffield.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 *No*

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### 4.1 Equality of Opportunity Implications

- 4.1.1 *No*

### 4.2 Financial and Commercial Implications

- 4.2.1 *Yes. Cleared by Kerry Bollington*

### 4.3 Legal Implications

- 4.3.1 *No*

### 4.4 Other Implications

- 4.4.1 *No*

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 A number of alternative courses of action are considered as part of the process undertaken by Officers before decisions are recommended to Members. The recommendations made to Members represent what Officers believe to be the best options available to the Council, in line

with Council priorities, given the constraints on funding and the use to which funding is put within the Revenue Budget and the Capital Programme.

**6. REASONS FOR RECOMMENDATIONS**

- 6.1 To record formally changes to the Capital Programme and gain Member approval for changes in line with Financial Regulations and to reset the capital programme in line with latest information.

**7 RECOMMENDATIONS**

- 7.1 Approve the proposed variations, slippage and additions to the Capital Programme listed in Appendix 1, including the procurement strategies, and delegates authority to the Director of Commercial Services to award the necessary contracts following stage approval by Capital Programme Group.

## SCHEDULE 1

### Approvals sought for schemes approved at Capital Programme Group on 27 March 2017

Scheme Description	Approval Type	Value £000	Procurement Route
<b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b>			
<b>Highways</b>			
<p><b>Sustainable Transport Exemplar Programme</b></p> <p>Sheffield City Council (SCC) is to act as Accountable Body for Sustainable Transport Exemplar Programme funding on behalf of Barnsley, Doncaster and Rotherham councils. This funding will be used to develop innovative transport solutions across the city region. SCC will make payments to the other councils on the basis of substantiated claims and draw down the funding from Sheffield City Region.</p>	Addition	9,645	N/A
<p><b>Little Don Link Cycle Route</b></p> <p>An Initial Business Case for Upper Don Valley area cycle routes including the Little Don Link was approved by the TN&amp;C Board 10th November 2015. This business case outlined a total budget of £1,492K split across years as follows:</p> <ul style="list-style-type: none"> <li>• 15/16 £422K</li> <li>• 16/17 £250K</li> <li>• 17/18 £820K</li> </ul> <p>The budget for 15/16 was put on the CAF and approved June15 but the further years budget approved by TN&amp;C Board later that year was never added to the CAF or approved by CPG.</p> <p>The works planned to spend £422K took place and actually cost £441K in 15/16. This</p>	Variation	55 (16/17) 996 (17/18)	N/A

<p>changes the budget split to:</p> <ul style="list-style-type: none"> <li>• 15/16 £441K</li> <li>• 16/17 £231K</li> <li>• 17/18 £820K</li> </ul> <p>The actual spend in 16/17 is for feasibility only on the other 2 planned routes - Deepcar and Oughtibridge, any works and construction as a result will take place in 17/18. The CAF has therefore been updated as follows:</p> <ul style="list-style-type: none"> <li>• (15/16 £441K)</li> <li>• 16/17 £55K</li> <li>• 17/18 £996K</li> </ul> <p>N.B. Claims have been made to STEP to fund the costs in 16/17</p> <p>An OBC will be presented to Board to update the scope of the project and the costs going forward.</p> <p><b>Funded by Sustainable Transport Exemplar Programme (STEP)</b></p> <p>STEP Programme funding paper including this scheme presented to TN&amp;C Board 6th December 2016</p>			
<b>Culture</b>			
<p><b>Site Gallery</b></p> <p>Over the past thirty years, Site Gallery has evolved from an artist-led photography studio and exhibition space to a public gallery with a business model based on the generation of income from a diverse range of sources alongside public investment from Arts Council England and Sheffield City Council.</p> <p>With decreasing public investment, the necessity to develop a more diverse and resilient business model has become essential. Restricted by physical space, the Gallery proposes to expand its operations through the alteration and refurbishment of the existing building and the neighbouring SIF unit, which will increase the Gallery's accommodation from 570m2 to 1411 m2. Once completed, the facility will provide a new gallery space, an</p>	Variation	300	N/A



<p>extended café facility, new events space, new business units for lease and improved flow and navigation throughout the building, seamlessly joining the extension to the existing gallery.</p> <p>The programme will deliver:</p> <p><i>Enhanced Audience Experience</i></p> <ul style="list-style-type: none"> <li>• Create spaces for audiences to reflect and respond to works and for interpretive material to be presented</li> <li>• Re-work the layout of the ground floor across the expanded footprint so core elements flow well between each other</li> <li>• Expand and relocate the education/events space to ground floor</li> <li>• Improve access throughout by rationalising entrances and re-locating the lift and stair-wells creating</li> <li>• usable/useful space</li> </ul> <p><i>Competitive Artistic Offer</i></p> <ul style="list-style-type: none"> <li>• Increase gallery size by 230% creating the scale to present impactful installations</li> <li>• Expand technical scope (light/sound/space) supporting excellent production and presentation of artwork</li> <li>• Create a range of spaces to enable a richer, varied experience</li> </ul> <p><i>Focused Business Growth</i></p> <ul style="list-style-type: none"> <li>• Expand events space to cater for up to 100 people</li> <li>• Expand the café to accommodate the industry standard minimum 40 covers</li> <li>• Treble the floor space for business lets</li> <li>• Improve the layout and design of the shop</li> </ul> <p><i>Design Quality</i></p> <ul style="list-style-type: none"> <li>• Give exterior of the building greater architectural impact making it a 'destination'.</li> </ul>			
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- Create coherent interior design throughout public spaces

*Efficient Operation*

- Renew core fabric to reduce costs and environmental impact
- Install equipment to recycle heat and provide low carbon electricity.

**Costs**

• Project Development	£139,000
• Construction	£1,131,040
• Design Team Fees	£117,725
• Design/ construction contingency	£167,250
• Client Costs	£163,995
• Irrecoverable VAT	£35,990
• <b>Total</b>	<b>£1,755,000</b>

**Confirmed Income / Funders**

• Arts Council England: Capital	£970,000
• Sheffield City Council 2014 grant	£125,000
• Sheffield City Council 2016/17 grant	£300,000
• Sheffield City Region Infrastructure Fund	£100,000
• Garfield Weston Foundation	£75,000
• Foyle Foundation	£50,000
• Wolfson Foundation	£20,000
• Sheffield Town Trust	£15,000
• JG Graves Foundation	£10,000
• Site's own funds	£50,000
• Individual donations, confirmed to date	£6,000
• Freshgate Foundation	£2,000
• Sheffield Church Burgess Foundation	£2,000
• Individual Giving Campaign	£30,000
• <b>Confirmed funds</b>	<b>£1,755,000</b>

**Funded through Place Revenue Account (Prudential Borrowing).**

<b>Parks</b>																																												
<p><b>Norfolk Heritage Park Playground</b></p> <p>Play provision in Norfolk Heritage Park for the over 8's is in a declining condition with the main unit coming to the end of its life. This has been worsened by a recent arson attack within the play area. Also access into Jervis Lum and NHP from the new residential site is very poor. There is no noticeable entrance area, a steep slope into the site and a bridge which is unsuitable for many users. Poor access and declining play provision may result in the in the site losing its Green Flag status.</p> <p>The objective is to provide improved access into the park and to develop improved play facilities which will cater for the demand from both existing residents and new residents who will be living in the new SHC development adjacent to the park.</p> <p>The solution to this will be to remove the existing climbing unit in the over 8's play area, to install new robust equipment and to carry out associated landscaping and re-surfacing following consultation with users and residents.</p> <p>It is also proposed to install a new bridge and steps to improve access into the site.</p> <p><b>Costs:</b></p> <table border="0"> <tr> <td colspan="2"><i>Playground Refurbishment</i></td> <td colspan="2"><b>Fees:</b></td> </tr> <tr> <td>Woodland Play Area</td> <td></td> <td>UED</td> <td></td> </tr> <tr> <td>-Central Zone</td> <td>£105,879</td> <td>Technical Design</td> <td>£6,149</td> </tr> <tr> <td>-Upper Accessible Zone</td> <td>£38,131</td> <td>Operations on Site</td> <td>£4,866</td> </tr> <tr> <td>-Lower Zone</td> <td>£34,770</td> <td>CDS</td> <td></td> </tr> <tr> <td>Existing Under 8s Area</td> <td>£35,000</td> <td>Procurement &amp; Tendering</td> <td>£6,150</td> </tr> <tr> <td>Prelims @ 15%</td> <td>£32,067</td> <td>Contract Award &amp; Docs</td> <td>£1,050</td> </tr> <tr> <td>Contingency @ 5%</td> <td>£10,756</td> <td>Valuations on Site &amp; Final Acc</td> <td>£2,800</td> </tr> <tr> <td><b>SUBTOTAL</b></td> <td><b>£256,603</b></td> <td></td> <td><b>£21,015</b></td> </tr> <tr> <td><i>Access Improvements</i></td> <td>£20,000</td> <td></td> <td></td> </tr> </table>		<i>Playground Refurbishment</i>		<b>Fees:</b>		Woodland Play Area		UED		-Central Zone	£105,879	Technical Design	£6,149	-Upper Accessible Zone	£38,131	Operations on Site	£4,866	-Lower Zone	£34,770	CDS		Existing Under 8s Area	£35,000	Procurement & Tendering	£6,150	Prelims @ 15%	£32,067	Contract Award & Docs	£1,050	Contingency @ 5%	£10,756	Valuations on Site & Final Acc	£2,800	<b>SUBTOTAL</b>	<b>£256,603</b>		<b>£21,015</b>	<i>Access Improvements</i>	£20,000			Addition	231	<p>Playground Works – Open competitive tender</p> <p>Access Works - 3 competitive quotations from local companies</p>
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<p>TOTAL £297,618</p> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>• S106 £138,618 (£67,112 not received, expected by end of March17)</li> <li>• NHP Charitable Account £30,000</li> <li>• Easement income from Cables £20,000</li> <li>• Norfolk Park TARA £29,000</li> <li>• Public Health £80,000</li> <li>• TOTAL £297,618</li> </ul> <p>However the CAF is currently showing funding of £230,506 which is the total budget less the S106 money not yet received (297,618 - 67,112).</p> <p>The CAF will be varied if/when the money is received.</p>			
<p><b>Millhouses Park Basketball</b></p> <p>It was reported in January that the basketball area at Millhouses Park is in a poor state of repair and requires refurbishment if it is to stay in use. An opportunity has arisen via a charitable donation from the friends of Millhouses Park and external funding from Sport England to refurbish the courts.</p> <p>The project supports Basketball England in their plans to increase participation across the UK including their 'Playball Outdoor Honesty Balls' project which provides free access to basketballs.</p> <p>The funding available will allow the courts to be resurfaced, lines marked, new hoops and backboards and fencing repairs.</p> <p>Funding from the Friends of Millhouses Park was unconfirmed but has now been finalised and is slightly less than originally stated:</p> <p>Sport England was £10,200, now £10,200</p> <p>Friends of Millhouses Park was £4,796, now £3,500</p> <p>TOTAL was £14,996, now £13,700</p> <p>The Project Manager has obtained a quotation for the works that fits within the funding</p>	Variation	-1	N/A

available.			
<b>INFRASTRUCTURE</b>			
<p><b>Millennium Gallery Life Cycle</b></p> <p>The Millennium Gallery is a popular publicly accessible facility managed by Sheffield Museum Trust, for which the Sheffield City Council has offered support to maintain the building infrastructure. There is a currently requirement for extra maintenance work at the gallery to enable the gallery to remain open.</p> <p>This request is for £65.7k extra budget to fund £4.8k survey costs, £20.7k floor replacement costs and £44.9k BMS (Building Management System) improvements, totalling £70.4k, after having allowed for a £4.7k balance already in the budget. The results from the survey work will inform the projected building capital works for the next 5 years, with any further works being requested and reviewed by Council officers on an annual basis.</p> <p>All work is to be funded from the CRP (Corporate Resource Pool).</p>	<p>Variation (EMT)</p>	<p>66</p>	<p>Sheffield Museum Trust responsible for own procurement.</p> <p>Requirement to comply with SCC's competition requirements under Contracts Standing Orders in funding agreement.</p>
<p><b>Moorfoot Lifts</b></p> <p>The current lift provision within the Moorfoot building is old and experiencing failure on a regular basis, incurring ongoing repair costs, which will only increase further as the lifts get older and spare parts become hard to get hold of. Due to their age and obsolescence, 9 of the lifts are now beyond economic repair. A review of the options available was undertaken that looked at replacing these 9 lifts, comprising 6 lifts in the Central block, 2 in the North Wing and a service lift.</p> <p>Except for the lifts in the East Wing, which at this stage are excluded as they still have an expected useful life of between 5 and 10 years, each of the lifts that serves Moorfoot is to be replaced, thereby providing modern lift cars, gear and controls to serve the building;</p> <p>Specialist lift suppliers are to be appointed to supply and install the replacement lifts.</p> <p>Whilst not a legal requirement to have lifts in the building, industry standards suggest a minimum number for a building of Moorfoot's size and occupancy. This supports our operational requirement for lift replacement, as should more lifts suddenly fail, not only</p>	<p>Addition</p>	<p>2,290</p>	<p>Open competitive tender process</p>

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<p>would the facilities provision in the building reduce, the standard would not be met.</p> <p>Replacement with newer stock would increase safety not only of the lifts themselves, but also by way of better automation, some of the currently manually controlled procedures.</p> <p>Having reviewed the options, the solution selected was to replace the Moorfoot lifts in pairs to minimise disruption to staff, to take place over a two year period.</p> <p>The total project budget is £2.29m and is to be funded from CRP.</p>			
<b>SUCCESSFUL CHILDREN &amp; YOUNG PEOPLE</b>			
<p><b>Totley Primary Permanent Extension</b></p> <p>Dore and Totley have seen a high number of young families moving to the area and this trend presents a 10% increase in demand for reception places spread across all 3 primary schools in the area - Dore Primary, Totley Primary and Totley All Saints. Feasibility studies identified Totley Primary as the preferred location for expansion to accommodate this increasing demand for places as it offers the simplest and most cost effective solution.</p> <p>A temporary expansion at Totley Primary was completed in summer 2016 providing an additional 30 places as a bulge year from September 2016. 30 further places are required from September 2017 as another temporary measure and a permanent 1FE expansion was agreed to be provided with a target completion date of September 2018. These measures together will provide a total of 210 additional places.</p> <p>The objective of this project is to support a permanent expansion from 210 to 420 places at Totley Primary by September 2018.</p> <p>Phase 1 of the project received approval in January 2017 for £321k of expenditure and is currently out to tender</p> <p>This budget variation requests approval to apply £2.7m of DfE Basic Need funding to deliver Phase 2 of the project and involves:</p> <ul style="list-style-type: none"> <li>• 2 new build blocks for teaching and learning together with the required ancillary spaces</li> <li>• a MUGA to provide the required hard external play area</li> </ul>	<p>Cabinet Variation</p>	<p>2,673</p>	<p>Competitive tender using the regional YORbuild2 Construction Framework</p>

<ul style="list-style-type: none"> <li>• additional car parking</li> <li>• enhanced cycle parking</li> <li>• a new permanent access route from Baslow Road for service and emergency vehicles only.</li> </ul> <p>Phase 2 works are to be procured using the regional YORbuild2 Construction Framework. We will use the JCT Design and Build Contract 2011, Client Design (traditional) process with design completion responsibility transferring to the Contractor.</p>			
<p><b>Gleadless Primary – Rebuild</b></p> <p>The current project budget is £3.12m to relocate the NI phase onto the existing Junior site through the construction of a new block and refurbishment of existing. The variation is requested to cover the following estimated costs:</p> <ul style="list-style-type: none"> <li>• Distribution Pipework and radiators      £86,000</li> <li>• Health and Safety works                      £30,000</li> <li>• Scheme overspend                                £76,000</li> <li>• Total    £192,000</li> </ul> <p>The variation will be funded through the CYPF Building Condition Programme.</p>	Cabinet Variation	192	N/A
<p><b>Ecclesall Infants Permanent Expansion</b></p> <p>The programme outlined within the proposed contract does not meet the original recommendation approved by Cabinet that Planning permission should be in place before 1<sup>st</sup> July 2017. It is therefore requested that Cabinet approve a variation that the Planning Permission should be granted by 1<sup>st</sup> September 2018, subject to any significant issues arising during pre-planning consultation.</p>	Cabinet Variation (Scope)	0	N/A
<p><b>Basic Need and Condition Block Allocations</b></p> <p>This block allocation is an amalgam of the Basic Need and Condition block allocations, which are both fully funded by annual grants from the Department of Education (DfE), in order to support Local Authorities in the provision of adequate facilities to meet demand for numbers of pupil places and the longer term maintenance of school buildings to an acceptable standard.</p>	Cabinet Variation	-2,865	N/A

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<p>This variation request seeks to allocate £2.865m to the following schools: £2.673m to Totley Primary Permanent Extension for Phase 2 works; and £0.192m to Gleadless Primary Rebuild for pipe work and boiler replacement).</p>																																																																																				
<p><b>Extended Free Entitlement (30 hrs childcare) Capital Programme</b></p> <p>In June 2016 Sheffield City Council was invited to submit a funding request for up to 75% of the total costs of a maximum of 6 projects, not to exceed £4m in total, with the other 25% to be funded directly by each project. Sheffield submitted 6 projects but only 2 were approved for funding in Round 1; being a Consortium for Children &amp; Families project in the Burngreave/Darnall area and a scheme at St Thomas of Canterbury RC Primary School.</p> <p>In March 2017 the DfE then emailed their decision to also fund the other 4 projects in Round 2, being schemes at Intake Preschool, Twinkle Nursery, Coume Springs Children's Centre and Wincobank NI School.</p> <p>A summary of the projects is shown below, with the value requested for approval being the 75% SCC passported contribution:</p> <table border="1" data-bbox="91 877 1393 1372"> <thead> <tr> <th>Ref.</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th></th> <th></th> </tr> <tr> <th>Project</th> <th>Consortium</th> <th>St.Thomas</th> <th>Intake</th> <th>Twinkle</th> <th>Coume</th> <th>Wincobank</th> <th>Total</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Total:</td> <td>£915,914</td> <td>£296,400</td> <td>£305,672</td> <td>£49,769</td> <td>£62,791</td> <td>£41,700</td> <td>£1,672,246</td> <td>(100)</td> </tr> <tr> <td>3rd Party</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(25%):</td> <td>£228,979</td> <td>£74,100</td> <td>£92,672</td> <td>£12,442</td> <td>£15,698</td> <td>£10,750</td> <td>£434,641</td> <td>(26)</td> </tr> <tr> <td>DfE / SCC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(&lt;75%):</td> <td>£686,935</td> <td>£222,300</td> <td>£213,000</td> <td>£37,327</td> <td>£47,093</td> <td>£30,950</td> <td>£1,237,605</td> <td>(74)</td> </tr> <tr> <td>No. of 30hr</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Places</td> <td>172</td> <td>52</td> <td>28</td> <td>40</td> <td>16</td> <td>30</td> <td>338</td> <td></td> </tr> </tbody> </table>	Ref.	1	2	3	4	5	6			Project	Consortium	St.Thomas	Intake	Twinkle	Coume	Wincobank	Total	%	Total:	£915,914	£296,400	£305,672	£49,769	£62,791	£41,700	£1,672,246	(100)	3rd Party									(25%):	£228,979	£74,100	£92,672	£12,442	£15,698	£10,750	£434,641	(26)	DfE / SCC									(<75%):	£686,935	£222,300	£213,000	£37,327	£47,093	£30,950	£1,237,605	(74)	No. of 30hr									Places	172	52	28	40	16	30	338		<p>Addition</p>	<p>1,238</p>	<p>Third Party Grant</p> <p>Recipients responsible for own procurement.</p> <p>Grant agreement includes provisions to require competition in accordance with the terms on which we receive the grant.</p>
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<p>The DfE has indicated that Sheffield City Council will be responsible for ensuring delivery of the projects and for any overspend. Steps have been taken to minimise the risk to SCC by adding in a 10% contingency funding margin to each bid. In addition each project was required to sign a disclaimer prior to submission of the bids. SCC may also request proof of third party project funding and should this fall short of the required 25%, the project would be curtailed to ensure the DfE/SCC passported funding did not comprise more than 75% of the total project cost.</p> <p>Approval to spend is sought pending formal acceptance of the DfE funding and will result in provision of capacity for 338 additional childcare places to support working families across Sheffield, with additional childcare employment opportunities being created as a result.</p>			
<b>SLIPPAGE / ACCELERATED SPEND</b>			
<b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b>			
<b>Highways</b>			
<p><b>Greenhill Main Rd / Avenue</b></p> <p>This is a long standing request that was due to be completed with the Meadowhead roundabout scheme. This scheme provides a controlled pedestrian and cycle crossing over Greenhill Main Road together with improved crossing facilities over Greenhill Avenue.</p> <p>Modelling for the roundabout phase (built February 2014) showed that traffic lights on Greenhill Main Road would add to the effectiveness of the scheme, thereby further improving journey time, reducing congestion and hence vehicle emissions.</p> <p>The original Project Manager left in August 2016 and it has not been progressed until recently. The works are to be tied in with Amey Core Works which will next be in the area in June/July17 therefore it is requested that the remaining 16/17 budget be slipped into 17/18 to enable the scheme to continue.</p> <ul style="list-style-type: none"> <li>16/17 £226,379 - £184,190 = £ 42,189</li> </ul>	Slippage	-184	N/A

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<ul style="list-style-type: none"> <li>• 17/18 £0 + £184,190 = £184,190</li> </ul> <p><b>Funded by Sustainable Transport Exemplar Programme (STEP)</b></p>			
<p><b>Better Buses 2 (City Centre)</b></p> <p>The City Centre Scheme is a leading edge development that will link real-time bus tracking information into the South Yorkshire's new Intelligent Transport System Common Database.</p> <p>This will enable the information to be processed and adaptively adjust timings of the traffic signals in the City Centre to assist public transport that is running behind schedule.</p> <p>The procurement for the purchase of the software is being undertaken by RMBC with the development of the adaptive traffic control being carried out by staff in Sheffield's Urban Traffic Control Centre.</p> <p>The procurement and set up of the database has been delayed and therefore costs have been delayed on this scheme. It is requested that the remaining 16/17 budget be slipped into 17/18 to enable the scheme to be completed and to achieve its objectives.</p> <ul style="list-style-type: none"> <li>• 16/17 £283,000 - £114,068 = £168,932</li> <li>• 17/18 £54,707 + £114,068 = £168,775</li> </ul> <p><b>Funded by Better Buses (SYPTE)</b></p>	Slippage	-114	N/A
<b>PROCUREMENT STRATEGY only</b>			
<p><b>CDS Capital Delivery partner</b></p> <p>We are reprocurring the current Delivery Partner contract which supports the ability of the Capital Delivery Service to deliver the Council's capital programme at times of peak demand. CDS operate a 'core and flex' model, whereby the core in-house resource can be supplemented by a delivery partner to deliver temporary peaks in workload. The contract will be strictly limited to supplementing the core professional services that CDS currently offers. It will not be used for wider consultancy services; these should be commissioned separately with appropriate bespoke approvals.,</p> <p>The current contract with Turner and Townsend expires in June 2017.</p>			Tender through regional YORconsult professional services framework

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<p>The value of this commission will not exceed £1m per annum. We are proposing a contract duration of four years (fixed term) so that the opportunity is more attractive to the market than a one year term with subsequent extensions. Not only will this provide us with the most competitive price, but will also maximise potential employment and skills outputs, particularly 'higher level' apprenticeships. There will be no guarantee of any particular level of work in the contract.</p> <p>The method of procurement is a tender process through the regional YORconsult professional services framework.</p>			
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## SCHEDULE 2

Approvals sought for schemes approved at Capital Programme Group December 2016

Scheme Description	Approval Type	Value £000	Procurement Route
<b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b>			
<b>GREAT PLACE TO LIVE :-</b>			
<b>Highways</b>			
<p><b>North Sheffield BB Group B</b></p> <p>Continuation of the North Sheffield scheme of interventions to improve bus journey times and reliability with a view to encouraging more people to use the buses and therefore reduce congestion.</p> <p>This variation is for the cost of the remaining two schemes in Group B, and one that was in Group C, but is now proposed to be delivered as part of Group B.</p> <p>The schemes are:</p> <ul style="list-style-type: none"> <li>• 1835 Barnsley Road Phase 1 (Orphanage Road) – Group B Total Cost £337k</li> <li>• 1836 Barnsley Road Phase 2 (Scott Road) – Group B Total Cost £373k</li> </ul>	Variation	899 16/17 436 17/18 464	Procurement Strategy in place for Group B. One scheme added to Group B from Group C, Separate Procurement Strategy for this presented to December CPG (High Street, Ecclesfield)

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<p>• 1845 High Street, Ecclesfield – was Group C Total Cost £198k</p> <p>TOTAL £908k</p> <p>Total costs of the previous Group B schemes are £572k</p> <p>TOTAL Group B therefore currently stands at: £908k+£572k = £1,480k</p> <p>Current approved budget £581k, therefore variation requested £899k</p> <p>£464k of that has been profiled in 17/18 as scheduled in the Transport Management Programme, it won't be possible to complete all 3 schemes by the end of 16/17</p> <p>The Sheffield Better Buses Programme Board approved over £2.8m of 'Better Buses Area' funding on the North Sheffield Better Buses schemes between 2014/15 and 2017/18. The current expectation is that the total project cost of all interventions will be less than this at £2.773m</p> <p><b>Funded by Better Buses</b></p>			<p>All Amey Hallam Highways under Schedule 7 of PFI contract.</p> <p>Works link in with Core Investment Period works</p>
<p><b>Owlthorpe Development Agreement</b></p> <p>The sites known as Owlthorpe C, D and E are due to be marketed in the new year, making a contribution to the Council's housing delivery targets and generating capital receipts in excess of £10m.</p> <p>Under the terms of a Development Agreement with Taylor Wimpey (TW) in 1997, the Council (SCC) is liable for 50% of the cost of the access roads to the sites when they are developed. This liability would be revealed to any potential purchaser of the sites when</p>	<p>Addition</p>	<p>432</p>	<p>N/A</p>

<p>undertaking due diligence.</p> <p>Property Services recommend discharging the liability in advance of marketing the remainder of the site to enable a clean title and make the sites more attractive to the development market.</p> <p>The payment is a one off payment of £427k with fees for legal work associated with the payment for legal services to discharge the contractual Liability and enter into the appropriate legal documentation. to evidence that both parties agree the payment is in full and final settlement of SCC`s liabilities under the contract.</p> <p>To be funded from Corporate Resource Pool</p>			
<p><b>Skelton Lane (one way)</b></p> <p>To introduce a short length of one-way system and associated works to reduce vehicular conflicts and congestion on Skelton Lane and Spa Lane.</p> <p>The current proposal is to make Skelton Lane one-way (except for cyclists) from its junction with Skelton Grove towards Tannery Street, build out the footway at each end of the one-way section to create improved pedestrian crossing places and two on-street parking bays, and prohibit parking at the junctions with Tannery Street and Skelton Grove and at pedestrian crossing places. This revised scheme has been approved by local Members.</p> <p>The £16.5k will be spent on design (£8.5k), a Traffic Regulation Order (£2k), a Road Safety Audit (£3k), and HMD/SCC fees (£3k)</p> <p><b>Funded by Local Transport Plan (LTP)</b></p>	<p>New</p>	<p>16.5</p>	<p>Construction estimated at £30.5K - &lt; £50K so no separate procurement strategy document needed.</p> <p>Route: Amey Hallam Highways under Schedule 7 of PFI contract.</p> <p>Works link in with Core Investment</p>

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			Period works
<b>HOUSING</b>			
<b>Annual Revision to Housing Capital Programme</b> See separate Appendix 1a for details.		51,400	
<b>SUCCESSFUL YOUNG PEOPLE : -</b>			
<p><b>Silverdale Permanent Expansion</b></p> <p>This project was originally authorised at £6.7m for the construction of a new permanent 2FE (420 additional place) expansion to the existing Silverdale school together with elements of remodelling to the existing building and associated external works. However, due to a change in the programme in response to market conditions and future planning requirements, the project is now on hold with a resultant £6.2m, after initially committed costs of £0.5m, being transferred back to the Basic Need block allocation to free previously allocated Department for Education Basic Need Grant money.</p> <p>This variation will restrict costs to the 2016/17 committed spend only, with the balance of the project expenditure being withdrawn from the overall programme until a formal decision on a revised solution to the pupil placement provision in the South West area of Sheffield is taken.</p>	Variation: Project on Hold	-6,173	N/a
<p><b>Prince Edward Primary</b></p> <p>The rebuild of Prince Edward Primary school formed part of the Education Funding Agency's (EFA) Priority Schools Building Programme which was funded, procured and project managed by the EFA. Additional works, outside of the scope of the agreed EFA works, were to be funded by CYPF. Such works included highways works, for which a variation was previously authorised to fund the installation of safety bollards outside the main school entrance, and a request is now being made for authorisation of a further £26k to cover the cost of installing Maglocks (magnetic door locks) on site throughout the building, to improve security at the school to its original level, as these were also outside the agreed scope of the EFA works.</p>	Variation: change of scope	26	N/a: Waiver of Contracts Standing Orders granted; to note only

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<p>As Robert McAlpine were the main contractor for the works, it made sense from an expediency and potential cost saving point of view for them to carry out the further works and procurement waiver has been put in place to cover the extra costs.</p> <p>The additional cost is to be covered from the CYPF Basic Need block allocation.</p>			
<p><b>Basic Need Block Allocation</b></p> <p>This block allocation holds funds received from a series of annual Department for Education grants for the provision of school places. The funds are allocated to projects covered by the school places expansion programme on the basis of demand for extra place arising across the city.</p> <p>This net increase in funding level represents the funds of £6.173m returned to this block allocation that were previously allocated to the Silverdale Permanent Expansion project that is now on hold due to a change in the overall programme, less an allocation of £26k to Prince Edward Primary School to cover the cost of magnetic door locks.</p>	Variation	6,147	N/a
<p><b>Totley Permanent Expansion</b></p> <p>The scheme encompasses the expansion of Totley Primary School from a 1 Form Entry (210 place) school by an extra 30 places for September 2017, together with some kitchen remodelling works, under Phase 1 at this stage. It also has the potential for a further 180 places to be delivered by September 2018 (under Phase 2) to increase its future capacity to a 2 Form Entry (420 place) school. This will address the need for increased capacity for school places in the area and represents the best site to accommodate this demand.</p> <p>This project had an initially approved budget of £59k, under delegated authority, for feasibility and survey works and now wishes to progress to the build stage, for which it now requests a further £268k to bring the total cost for Phase 1 to £327k now requiring Cabinet approval.</p>	Addition (post feasibility)	327	Tender through a Regional YORbuid2 Construction Framework

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<p>The value of extra work, at £268k is to be funded from the CYPF Basic Need DfE grant allocation.</p>			
<p><b>Basic Need Block Allocation</b></p> <p>This block allocation holds funds received from a series of annual Department for Education grants for the provision of school places. The funds are allocated to projects covered by the school places expansion programme on the basis of demand for extra place arising across the city.</p> <p>This allocation is to cover the funding of extra works of £327k at Totley Permanent Expansion as above.</p>	Variation	-327	N/a
<p><b>ESSENTIAL BUILDING WORKS</b></p>			
<p><b>Abbeydale Industrial Hamlet</b></p> <p>This project was previously authorised to carry out major repairs to the dam wall at Abbeydale Industrial Hamlet's pond, to prevent loss of water power required for the site.</p> <p>The work would protect the asset (dam wall and 1829 Tilt Hammer Shop) and prevent environmental damage.</p> <p>The project scope originally included draining the dam, removal and protection of marine life in line with Environment Agency requirements, and the provision of a pond liner, using a temporary inflatable Cofferdam to section off part of the dam for repair works in line with English Heritage.</p> <p>The project was originally estimated at £252k based on tender returns, then increased by £74k due to unforeseen leakage on the base of the dam and the inability to complete works to the original design, however as a result of the fish stock turning out to be diseased and thus no longer having to be protected and removed, the project value was then reduced by</p>	Variation	53	Yes: variation under existing contract

<p>£74k.</p> <p>The project now requests a variation request to reflect £53k of further costs on site, bring the total cost to £305k, covering issues found during the defects period, however these leaks were not part of the original scope of works and could not be foreseen during the feasibility of the original contract, being works necessary to remedy the leaking dam in areas outside the original design.</p> <p>The extra work is to be funded from the corporate resource pool.</p>			
<p><b>STRONG ECONOMY</b></p>			
<p><b>Light Weighting Project</b>                  Sheffield City Council (SCC) have been requested by Sheffield City Region (SCR) to act as agent for the £10m Sheffield City Region Investment Fund grant to be made to fund the Light Weighting Centre project to be delivered by the University of Sheffield.                  The responsibilities of SCC will be limited to:                  - Accepting the grant funding from SCR                  - Passporting the funding to the University of Sheffield                  SCC will enter a back to back funding agreement with the University of Sheffield to ensure all risks relating to the funding are transferred to the University of Sheffield</p> <p>The Light Weighting Centre is a £25m capital investment project, requiring £15m of support for construction and a projected £10m for experimental capital equipment to be delivered by the University of Sheffield. This first phase of the project, involving a facility of 7,878m<sup>2</sup> is for £10m; £6m to support the first part of the building required to house a 10,300 tonne hydraulic press and associated equipment; and £4m of experimental capital equipment required to deliver research programmes. To facilitate this work, the press building and equipment need to be in place by April 2017.</p>	<p>Addition</p>	<p>10,000</p>	<p>N/A</p>

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Approval of the scheme to be dependent on confirmation of funding from Sheffield City Region which will require a separate Leaders Scheme of Delegation Report when the full details are known. To be funded by Sheffield City Region Investment Fund			
<b>SLIPPAGE / ACCELERATED SPEND:-</b>			
<b>In Touch Organisation</b>			
<b>Medico Legal Centre</b> CAF variation to slip £778k from 16/17 into 17/18 due to programme revision resulting from service request to accommodate more of their own higher workload during winter period and thus have capital works starting later.	Slippage	-778	N/a
<b>STRONG ECONOMY</b>			
<b>SRQ Land Assembly</b> Slippage of £9m from 2016-17 into 2017-18 due to delay in a final land purchase (£4.7m) and associated fees (£1.3m) plus an identified contingency of £3.4m.	Slippage	9,196	
<b>SRQ - Highways Enabling Works</b> Slippage of £2.3m as construction start date delayed due to the time taken for Eurovia to agree a revised contract sum; this meant that the start on site date was delayed until 10 October 2016, with the highway due to be completed on 17 March 2017 and the public realm on 9 June 2017.	Slippage	2,269	
<b>SRQ - Asbestos Removal</b> Changes to the asbestos removal method to meet HSE requirements and additional works	Slippage	1,407	

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<p>required by Yorkshire Water to ensure sufficient dust suppression at the Grosvenor site have led to programme slippage (£276k). In addition £1.13m contingency to be used on the wider demolitions programme is also now deferred until 2017-18</p>			
<p><b>STAGE APPROVALS:-</b></p>			
<p><b>PROCUREMENT STRATEGY</b></p>			
<p><b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b></p>			
<p><b>HIGHWAYS</b></p>			
<p><b>Sheffield Bus Hotspots Phase 1, 2016 / 2017</b></p> <p>Bus Hotspots is a mini-programme, largely funded through SYPTTE BBA funding, with schemes identified in partnership between SCC, SYPTTE and the bus operators. The overall objective of the Bus Hotspots programme is to improve the reliability and predictability of bus journeys across the city, targeting existing congestion hot spots, with a package of small to medium projects. In 2016/17, the projects include a small length of carriageway widening; revised road linings; adding bus priority to a traffic signal controller; revising signal plans; and bus stop improvements such as bus stop clearways to enable buses to pull out of the traffic flow. There are some larger projects being developed for delivery in 2017/18 including extended bus lanes; revised junction arrangements; STM (IT co-ordination) strategies; and new waiting and loading restrictions through the Traffic Regulation Order.</p> <p>A variation to the Bus Agreement / Bus Hotspots was approved at Cabinet on 30 November 2016, however this only referenced the scheme at Dykes Hall Road. Further works are now being included in this project and this procurement strategy is seeking approval for the projects listed below (there are no CAF implications at this stage):</p>	<p>N/A</p>	<p>N/A</p>	<p>Amey Hallam Highways under Schedule 7 of PFI contract.</p> <p>Works link in with Core Investment Period works</p>

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<p>The locations likely to be delivered in 2016/2017 are:  Upper Hanover Street (15/16 slippage): lining scheme (delivered); Holme Lane pocket lane (15/16 slippage); Mansfield Road (15/16 slippage) - lining scheme (delivered); Brightside Lane (15/16 slippage): signal scheme (issued for delivery within 2016/2017); Castlebeck Avenue/Beaumont Road North (15/16 slippage): signal scheme (issued for delivery within 2016/2017); Dykes Hall Road - bus stops scheme (for delivery in 2016/2017); Bus stops at Hackenthorpe (for delivery within 2016/2017); Granville Road initial design only (for delivery in 2017/18); Birley Spa/Moss Way initial design only (for delivery in 2017/18); Handsworth Road (Asda) initial design only (for delivery in 2017/18); Meadowhall Rd/Jenkin Rd/Meadowhall Way initial design only (for delivery in 2017/18)</p> <p>Further sites are currently in development for Phase 2 covering 2017 – 2018 and a revised procurement strategy will be submitted for these. As a result, construction costs for the schemes to be delivered in 2017 – 2018 are not included in this procurement strategy, but will be included in the next version in parallel with an increase in scope of this project following an additional allocation of up to £1m from SYPTTE (better Buses) . This is currently expected to be January 2017</p>			
<p><b>SUCCESSFUL YOUNG PEOPLE : -</b></p>			
<p><b>Demolition of Former Tinsley Junior School (Procurement Strategy Variation only)</b>  Following construction of the New Tinsley Meadows School, which utilises what was part of the Tinsley Green Public Open Space, the former Junior School has been vacant which leaves it vulnerable to vandalism and arson attacks. The original approval for the New Tinsley Meadows School was given with the proviso that new public open space was created by the demolition and basic making good of the former Tinsley Junior School. Landscaping of the site will not in included in this contract as, following demolition of the buildings, the site will be subject to a public consultation exercise to determine future requirements for the site.</p> <p>Utilities will be disconnected and various Surveys carried out prior to the Contractor taking possession. The Contractor will remove any asbestos, softstrip the buildings, demolish down to ground floor slab, remove and backfill the substructures to the Main Building, topsoil the Building's footprint and erect fencing to some areas.</p>			<p>Tender using SCC's Minor Works Demolition Framework</p>

<p>The current CAF for Tinsley New School includes a provision for demolition, however the original procurement strategy excluded these works - anticipated construction cost for this is £125,000</p>			
<p><b>DIRECTOR VARIATIONS / FEASIBILITY APPROVALS:- (Note only)</b></p>			
<p><b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b></p>			
<p><b>HIGHWAYS</b></p>			
<p><b>Hallam University Central Cycle Route (Link City Campus to Collegiate Campus)</b>                  Request for an additional £37k to progress the scheme to Outline Business Case based on the Wellington Street/Charter Row route option.</p> <p>Although this route is slightly longer than the other options, the interventions required to achieve a higher standard of design are considered to be fewer. In addition, the cost of building a section of the route (phase 5) will be paid for as part of the Cavendish project so the total cost to SCC will be reduced. The other options would need SCC to cover the complete cost for the whole route.</p> <p>Current approval for feasibility is £5k.</p> <p>This went to Board as a revised Initial Business Case and was given 1a approval. Costs to progress the outline design are expected to be £34k and £3k is required to cover spend</p>	<p>Feasibility Variation</p>	<p>37</p>	<p>N/A</p>

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<p>above the approved £5k on the initial feasibility work.</p> <p>Transport Planning Fees £6k          Scheme Design Fees £11k          Survey/Traffic Regulation Order £10k          Cycle Monitoring Station £3.5k          Contingency £3.5k          TOTAL £34k</p> <p>£34,000 + £2,946 initial overspend = additional £36,946</p> <p><b>Funded by Sustainable Transport Exemplar Programme (STEP)</b></p>			
<p><b>Streets Ahead Opportunities</b></p> <p>To change existing road markings in Crosspool and Lowedges to provide more permanent solutions at a cost of £18k. Use of LTP funds for this purpose was agreed by the Thriving Neighbourhoods and Communities Board on 25th October 2016.</p> <p>This variation also includes £4k for Road Safety Audits and programme management costs allocated per scheme from Danger Reduction.</p> <p>Total Variation: £18k + £4k = £22k</p> <p><b>Funded by Local Transport Plan (LTP)</b></p>	<p>Director's Variation</p>	<p>22</p>	<p>N/A          Variation under £50K</p>
<p><b>Inner Relief Road</b></p>	<p>Director's</p>	<p>20</p>	<p>N/A</p>

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<p>To cover legal costs of the final detail and title transfer of three plots. The 3 plots form part of the Inner Relief Road and therefore their acquisition needs to be completed to fully vest ownership of that land with Sheffield City Council as the land.</p> <p>Plot 33 Steelhouse Lane (RSPCA &amp; Car Park site), Plot 36 South Yorkshire Ambulance Service former premises Corporation Str, Plot 56 National Grid.</p> <p><b>Funded by S106</b></p>	Variation		
<p><b>BB2 Penistone Rd KBR</b></p> <p>To cover compensation costs due to the Duke of Norfolk estate for the Old Penistone Road Bus Route which goes over some of the Duke of Norfolk's land. Use of LTP funds for this purpose was agreed by the Thriving Neighbourhoods and Communities Board on 25th October 2016.</p> <p><b>Funded by Local Transport Plan (LTP)</b></p>	Director's Variation	16	N/A
<p><b>Penistone Rd Livesey Lowther</b></p> <p>Contract Award issued for £293k which will be the total costs for 16/17 including £3k for Road Safety Audits and programme management costs allocated per scheme from Danger Reduction. Final costs approved by Thriving Neighbourhoods and Communities Board on 6th December 2016</p> <p>Total costs £293k - Current Approval £281k = Variation of £12k</p> <p>Funded by STEP £9k and LTP £3k</p> <p><b>Sustainable Transport Exemplar Programme (STEP) and Local Transport Plan (LTP)</b></p>	Director's Variation	12	N/A Variation under £50K

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<p><b>Local Network Management - Double Yellow Lines</b></p> <p>Implementation of a resident's only permit parking scheme on Drake House Lane West at a cost of £11k (ICMD Report Nov16).</p> <p>Commuter parking for Crystal Peaks takes place on Drake House Lane West making it difficult for residents to park near to their own properties. Parking also takes place on both sides of the Lane which in parts is narrow. Parking on both sides of the road could restrict access for emergency service vehicles.</p> <p>Use of LTP funds for this purpose was agreed by the Thriving Neighbourhoods and Communities Board on 25th October 2016</p> <p><b>Funded by Local Transport Plan (LTP)</b></p>	<p>Director's Variation</p>	<p>11</p>	<p>N/A Variation under £50K</p>
<p><b>Parks</b></p>			
<p><b>ECB Cricket Pitches</b></p> <p>SCC was awarded £150k by the England and Wales Cricket Board (ECB) to install and maintain 10 non turf pitches; £100k for installation, £50k for a 5 year maintenance programme.</p> <p>Following tender the construction and maintenance element came in under budget at £85k as a result the ECB agreed to fund further equipment purchases including protection for the pitches for multi-use sites. The total project cost is now £133k.</p> <p>Construction £79k, Maintenance £6k, Equipment £40k, Fees £8k</p>	<p>Director's Variation</p>	<p>-17</p>	<p>Procurement Strategy in place, tenders received and contract awarded</p>

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<p>Current Approval £150k - Final Project Cost £133k = Reduction of £17k</p> <p>The funding source has also changed slightly with £125k coming from ECB and £8k will be a revenue contribution to capital. Acceptance of the ECB grant is in progress via a Leader's Scheme of Delegation as approval is needed in time for works to start in January 2017</p> <p>The sites are:          Graves Park x 2, Bents Green x 2, Ecclesfield Park, Mather Road, Hollinsend Park, Don Valley Bowl, Meadowhead School, Emmanuel School (Thorpe Green).</p> <p>Funding of the ongoing maintenance of the pitches after the 5 years and the equipment will be from revenue.</p> <p><b>Funded by ECB and a RCC</b></p>			

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**SCHEDULE 3**

Approvals sought for schemes approved at Capital Programme Group June 2016

Scheme Description	Approval Type	Value £000	Procurement Route
<b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b>			
<b>GREAT PLACE TO LIVE :-</b>			
<b>Highways</b>			
<p><b>Public Rights of Way</b></p> <p>The Council has a statutory responsibility for the maintenance and improvement of an extensive public rights of way (PROW) network comprising:</p> <ul style="list-style-type: none"> <li>• 643km of public footpaths</li> <li>• 104km of bridleways</li> <li>• 32km of cycle tracks</li> <li>• 22km of 'byways open to all traffic' referred to as BOATS</li> <li>• 2km of restricted byways</li> </ul> <p>The PROW team has an annual maintenance programme which can address planned /known issues as well as respond to any unplanned events, which can of course occur due</p>	Addition	120	3 x packages all below £50k, to be procured via competitive quotes from local contractors

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<p>to the nature of the PROW network.</p> <p>They also have an annual improvement programme, set out in this business case, which is funded through Local Transport Plan, which is available until 2017/18. It is understood that small scheme funding will be available via the City Region beyond 2017/18. Bus Lane Camera surplus income is also utilised in PROW improvement schemes. However this type of funding is legally restricted to use in “metalling” of highways, so it cannot support the full range of PROW improvements</p> <p>Funding: £80K LTP, £40K Camera Enforcement Income (RCC)</p>			
<p><b>BB2 City Centre Package</b></p> <p>Re-profile £54,707 of the 15/16 £75,254 slippage into 17/18 agreed with the Better Buses Funding Body</p>	Re-Profile	55	N/A
<p><b>Body Cameras</b></p> <p>Purchase and installation of 40 Body Worn Video Cameras for Parking Services staff to wear while carrying out their duties. There are various cashable and non-cashable benefits but the main aim is to improve health and safety of staff and reduce stress and illness.</p> <p>Funded by LTP</p> <p>Revenue Impact: £38,800</p> <p>The Parking Services revenue budget will be used for the ongoing costs of the Body Worn Cameras solution. There should be no additional staff resources required as a result of this project. The estimated time and costs have been calculated using historical evidence data from 2014/15 and research across other Local Authorities.</p> <p>Ongoing maintenance costs for units estimated at £6900 per year x 5 and one off project cost £4300 procurement and communications.</p>	Addition	23	<p>N/A under £50K</p> <p>At least 3 competitive quotations to be obtained in accordance with Contracts Standing Orders</p>
<p><b>Sheaf Valley Riverside Route</b></p> <p>Sheaf Valley Riverside Route</p> <p>The project is to make improvements to the Sheaf Valley riverside cycle/walk route - either</p>	Feasibility	18	N/A

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<p>by constructing a ramp up to Archer Rd from Millhouses Park or by widening the Millhouses Park riverside path.</p> <p>Feasibility to find an affordable option that has transport benefits to current and future users of the park. This options appraisal may find that the budget is not sufficient for construction, in particular for the ramp (if that was the option we otherwise wanted to construct).</p> <p>Sheaf Valley Riverside Path 'Options Appraisal' projected costs:                  £4K – Client role, project management, stakeholder consultation – Transport Planning team                  £8K – Options appraisal, preliminary designs, stakeholder consultation – Urban and Environmental Design team                  £4K – Topographical survey – Amey                  £2K – Initial flood/drainage investigations – e.g. Transport Planning, CDS</p> <p>Funded by STEP</p>			
<p><b>Culture</b></p>			
<p><b>M1 Gateway Public Art Project</b></p> <p>Re-profile £269,345 of the 2016/17 budget into 2017/18 making a total 17/18 budget of £459,345, there is no change to the overall programme budget, due to delays in procurement. The new expenditure profile and timescales have been agreed by Tinsley Art Project Board and E.ON plc UK (the major funder).</p> <p>N.B. Also includes slippage of £38,981 to be approved as part of all 15/16 Year End slippage</p>	<p>Re-Profile</p>	<p>269</p>	<p>N/A</p>

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<p><b>Housing</b></p>			
<p><b>Stock Increase Programme</b>  Reduction of the Q number in conjunction with additions to individual projects in this scheme.  See 97435, 97444, and 97551 above  = £6,457,289 added to individual BUs less total underspends added back into the programme of £562,237 = £5,895,052 reduction needed.   And remaining scheme total re-profiled 2018-21 based on BU 97551, see above   Funding: Per the HRA Stock Increase Programme and is a combination of HRA Capital Reserve, RTB 1-4-1 receipts, RTB LA Share receipts, Additional Borrowing and Section 106. The mix will change over time.</p>	<p>Allocation</p>	<p>-5,895</p>	<p>N/A</p>
<p><b>Acquisitions</b>  Allocate £5,476,814 from Q number 87 to continue this programme, re-profiling all years in the process.  2016/17 budget is now £10,118,514 reduced by £2,460,486. The 2016/17 plan is 90 General Acquisitions at £73,000; 10 4-beds at £108,000; fees of £3,280 per property, totalling £7,078,000   Future years have also been re-profiled - 17/18 reduced by £1,829,880 to £11,085,120, 18/19 increased by £2,141,780 to £13,040,780, and 19-21 increased by £9,165,400 to £17,328,500 to support outputs of: 816 General Acquisitions including 23 new build properties at Fox Hill 2014/21   Funding: Q00087 see Q00087 above  N.B. Also includes slippage of £1,540,000 to be approved as part of all 15/16 Year End</p>	<p>Variation</p>	<p>5,477</p>	<p>Kier Housing Repairs and Maintenance Contract</p>

<p>slippage</p> <p>Calculation: £9,615,400 + £2,141,780 - £1,829,880 - £2,460,486 - £1,540,000 slippage = £5,476,814 additional funding needed</p>			
<p><b>Windows &amp; Doors Placement (CHS)</b></p> <p>Re-profile £2,973,115 from 16/17 into 17/18. £126,885 accelerated spend was a result of an increased volume of work needing to be completed in voids during 15/16. The reduction to the budget in 16/17 is as a result of a much lower work content being found in 16/17 programme list</p> <p>Funding: HRA</p> <p>N.B. Also Includes a reduction in the 16/17 budget of £126,885 for accelerated spend</p>	Re-Profile	2,973	N/A
<p><b>Roofs and Externals</b></p> <p>Re-profile by reducing the 2016/17 budget by £2.5m and the 17/18 budget by £3,054,198 to £1m. Increase the 18/19 budget from £5,326,087 to £7,755,519. Increase the 19/20 budget from £7m to £7,755,519. Increase the 20/21 budget from £5,863,272 to 7,755,519 there is no change to the overall programme budget</p> <p>This budget is held as a block allocation for various pieces for unapproved work. It has been re-profiled to reflect the expected approval/procurement timescales for these projects</p> <p>Funding: HRA programme - HRA Depreciation / Major Repairs Reserve.</p>	Re-Profile	2,500	N/A
<p><b>Community Heating (CHS)</b></p> <p>Remaining budget on BU 97416 transferred back to the Q number but profiled in 18/19. There were 2 schemes planned but have been shelved with no plans to restart them until 2018/19 at the earliest.</p> <p>BU 97416 has had a 16/17 budget of £935k &amp; a 17/18 budget of £385,285. The projects these budgets were allocated for were rejected by CPG so the budgets should not have</p>	Allocation/ Re-Profile	1,320	N/A

<p>been approved.                  Funding: HRA</p>			
<p><b>Disabled Grants</b></p> <p>The DFG scheme is a mandatory demand lead scheme. The scheme overspent by £528,245 in 15/16, however this also resulted in an additional 59 outputs, there were 371 in total. Partly because of the continued success of the scheme in Sheffield the grant for 16/17 has increased to £3.058m. We are also able to use £0.301m as grant due not received for work ordered and paid for in 15/16, this helps to use the 16/17 allocation as it is uncertain whether the scheme could generate over £3m of activity in 16/17. The outputs for 16/17 have been increased from 438 to 564, an increase of 126 to reflect the increase in budget from £2.000m to £3.058m, an increase of £1.058m</p> <p>Funding: 2016/17 Funded solely by increased DFG allocation of £3,058,441 as confirmed by Logasnet DCLG.</p>	<p>Variation</p>	<p>1,058</p>	<p>N/A</p>
<p><b>Garages (CHS)</b></p> <p>Re-profile by reducing the 16/17 budget by £1,000,000 leaving a budget of £1,316,000 and re-profile it into 17/18 increasing the budget to 2,202,000 This is the allocation held for garage demolition &amp; refurbishment pending business case &amp; procurement strategy. Budgets have been amended to reflect less work being carried out in 16/17 based on predicted Procurement timescale.</p>	<p>Re-Profile</p>	<p>1,000</p>	<p>N/A</p>
<p><b>General/RTB Acquisitions CHS</b></p> <p>Allocate £901,000 from Q number 87 to carry out repairs and refurbishment of properties that are acquired on the open market / previous RTB's. This scheme complements the General Acquisitions which is part of the Stock Increase programme. This will achieve 106 outputs based on an average price of 8,500 per property for refurbishment works. This scheme is driven from the outputs acquired in 97551 General Acquisitions which has seen a significant increase in the number of properties being acquired as part of the overall Stock Increase Programme.</p>	<p>Allocation</p>	<p>901</p>	<p>N/A</p>

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Funding: Q00087 see above			
<p><b>Homes and Loans</b></p> <p><b>New allocations for 2016/17</b></p> <p><b>- HULL - HUMBER SUB REGION HAL</b>  Home Appreciation Loans to assist vulnerable home owners with improvements and adaptations across the city of Hull</p> <p><b>- NE LINCS - SUB REGION HAL</b>  Home Appreciation Loans to assist vulnerable home owners with improvements and adaptations across North East Lincolnshire</p> <p><b>- YORK - NY SUB REGION HAL</b>  Home Appreciation Loans to assist vulnerable home owners with improvements and adaptations across York</p> <p><b>EP LOANS HULL</b>  Residential Landlord Loans to assist owners with bringing properties back into residential use and reduce the number of long term empty properties across Hull</p> <p><b>- EP NORTH EAST LINC</b>  Residential Empty Property Loans to assist owners with bringing properties back into residential use and reduce the number of long term empty properties across North East Lincolnshire</p> <p><b>- COMM EP NORTH EAST LINCS</b>  Commercial Empty Property Loans to assist owners with bringing commercial units back into use and reduce the number of long term empty commercial units across North East Lincolnshire</p> <p>The funding for each of these Business Units is ring-fenced to that particular project and can</p>	Variation	<p>313</p> <p>47</p> <p>54</p> <p>42</p> <p>232</p> <p><u>30</u></p> <p><u>718</u></p>	N/A

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<p>only be spent by the local authority Council as it is from their own private sector housing budget.</p>			
<p><b>Arbourthorne 5MS</b></p> <p>Reduce the budget by £681,952 from £1,730,865 to £1,048,913. The project is now entering what should be the final year and a comprehensive review has revealed the main reason for the reduction is the lack of take up of the relocation loan (RAL) offer. It is now known that of the 8 remaining private residents, only 3 will require a RAL. This will result in a saving to New Homes Bonus capital of £332,500. The other factor to contribute to the reduction is the lower than expected cost of the acquisition of the privately owned properties due to the current housing market. This will result in a saving of £349,452 to HRA RTB capital receipts.</p> <p>Funding: HRA RTB Receipts</p>	<p>Reduction</p>	<p>-682</p>	<p>N/A</p>
<p><b>Waste Management (CHS)</b></p> <p>Re-profile £514,196 from 2016/17 into 18/19. This budget is a block allocation for waste recycling currently there are no plans for work to be delivered on this in 2016/17. there is already a significant budget profiled in 2017/18 therefore this has been re-profiled into 2018/19 pending a business case and procurement strategy being brought forward</p> <p>Funding: HRA programme - HRA Depreciation / Major Repairs Reserve.</p>	<p>Re-Profile</p>	<p>514</p>	<p>N/A</p>
<p><b>Obsolete Heating</b></p> <p>The 2015/16 budget overspent by £456,686 however approval is sought not to reduce the remaining budgets. This overspend was as a result of additional works which has been subsequently funded by additional heating rebate income. In 2015/16, £211,667 of heating rebate funding was used to offset the additional expenditure. A further £245,019 is expected to be received during 2016/17 and will be used to offset the 2016/17 final expenditure. This will mean there will be no overall impact on the HRA Major Repairs Reserve that is funding the scheme (no more is required than originally approved). There is no change to the overall programme budget</p>	<p>Variation</p>	<p>457</p>	<p>N/A</p>

<p>Funding: Heating Rebate income.</p>			
<p><b>Insulation (Council Hsg)</b>                  Re-profile £352,868 from 16/17 into 17/18. This is as the remaining insulation works require procurement which has not yet begun and it is now expected to start in 17/18 but with some fees incurred in 16/17.</p> <p>Funding: HRA                  N.B. Also Includes a reduction in the 16/17 budget of £17,132 for accelerated spend</p>	<p>Re-Profile</p>	<p>353</p>	
<p><b>Other Planned Elementals</b>                  Re-profile the 2016/17 budget of £268k into 2017/18 making a total 17/18 budget of £2,268,000, there is no change to the overall programme budget. The work this budget is allocated for will not be brought forward in 2016/17 therefore the money has been slipped into 2017/18</p> <p>Funding: HRA programme - HRA Depreciation / Major Repairs Reserve</p>	<p>Re-Profile</p>	<p>268</p>	<p>N/A</p>
<p><b>Regional ERL</b>                  Increase the 16/17 budget by £123,801 from RHB loan redemptions received in quarter 4 of 15/16. Outputs are based on an average loan of £1,000.00 and will increase from 381 loans to 505 loans.</p> <p>Funding: This project is funded from the Regional Housing Board recycled funding &amp; is ring-fenced to the 21 local authorities that participate in the scheme and cannot be used for other activities.</p>	<p>Variation</p>	<p>124</p>	<p>N/A</p>
<p><b>Lansdowne and Hanover Cladding</b></p>	<p>Re-Profile</p>	<p>95</p>	<p>N/A</p>

<p>Re-profile 15/16 slippage of £95,020 into 17/18. The reason for this is as there are continued issues with final work to Leasehold properties which means there is a requirement to retain this budget until such time the work is completed or alternative solutions are found. It is unknown when this may be required therefore it will be brought forward is needed. There will be 4 outputs slipped as a result.</p> <p>Funding: HRA Depreciation/Major Repairs Slippage</p>			
<p><b>LTE`s Repairs &amp; Refurbs CHS</b></p> <p>Allocate budget of £79,475 from Q00087. This will deliver 15 outputs based on an average cost of £10k per property for refurbishment work; there is some slippage to cover part of this. This is intrinsically linked to the same 15 outputs being acquired for 97429 Long Term Empties.</p> <p>Funding: Q00087 see Q00087 above</p> <p>N.B. Also includes slippage of £70,525 to be approved as part of all 15/16 Year End slippage.</p>	Variation	79	N/A
<p><b>Lift Maintenance &amp; Repair</b></p> <p>This project is to refurbish obsolete passenger lifts and repair damage caused by vandalism. This CAF is to allocate an additional £76,260 to the 2016/17 budget as this is due to be reduced by this amount to cover last year's overspend. The 2015/16 budget overspent by 76,260 as the budget was reduced at the start of the year in error. The additional budget will be allocated from the underspend on 97294.</p>	Variation	76	N/A
<p><b>Emergency Demolition</b></p> <p>This project was to acquire and demolish properties if deemed unsafe. The requirement for emergency demolitions has decreased over the past three years and the budget is now being reduced by £21k over each of the following three years to reflect the expected demand. This is a £63k saving to the HRA programme</p>	Reduction	-63	N/A

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<p><b>Non Highways Responsive Works</b></p> <p>Re-profile part of the 15/16 slippage of £81,200 into 17/18 - £20,000, and 18/19 - £40,000</p> <p>This budget is held to cover work not included in the Streets-Ahead project on Housing land where there is a clear case to resurface the Housing land at the same time. This is therefore demand led based on referrals from Amey. Based on the 15/16 outturn for this work the slippage has been re-profiled in line with the current forecast. There will be 0 outputs slipped as a result because it is purely demand led work.</p> <p>Funding: HRA</p>	Re-Profile	60	N/A
<p><b>Park Hill (South)</b></p> <p>Increase of £5,000 is also requested following the receipt of income for filming. The ITV filming took place during Feb, March and April. Now that Park Hill is an empty building, more permanent security measures are required. This work was delaying until filming was completed. This CAF is also to increase the 2016/17 budget by £5,000 for income received from CPL Good Vibrations for filming at Parkhill. The additional funding will contribute to the ongoing cost of securing the building.</p> <p>N.B. Also includes slippage of £11,597 to be approved as part of all 15/16 Year End slippage</p>	Variation	5	N/A
<p><b>SAFE AND SECURE COMMUNITIES :-</b></p>			
<p><b>CIP(Community Investment Plan) – Grange Crescent</b></p> <p>This submission is for a feasibility project to the initial value of £17k funded by the Corporate Resource Pool.</p> <p>The Joint Learning Disability Service’s transformation objectives and operational strategy requires the consolidation of service provision into a single service location.</p> <p>The purpose of this strategy is to identify, appraise and provide a fit for purpose property solution within the council’s current means and to reduce the council’s liability.</p>	Feasibility	17	N/A

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This is going to take place by utilising the existing property appraisal and develop options for the existing facility at Grange Crescent.

To appropriately dispose of the properties which are presenting financial and reputational liability in accordance with the Asset Review appraisal and CIP Locality Hubs Strategy (Sharrow). The vacation and disposal is to be carried out by T&FM and Property Services and is not the subject of this IBC.

The feasibility aims to develop an outline business case by July 2016

The potential project cost post Outline Business Case is £350k to provide a preferred solution. £650k is the expected capital receipt from the disposal of the 5 buildings identified below. This receipt will be added to the CIP Corporate Resource Pool and provide the funding required for this project.

Proposed surplus properties

The vacation, decommissioning and disposal of the following properties in furtherance of this rationalisation are already ongoing and are not a direct part of this Business Case. It is nevertheless important to note the number of properties and services being rationalised to understand the future provision requirements of Grange Crescent.

- Beaumont Day Centre: this property will be vacated at the end of May 2016 and will become surplus to requirements once the optimisation of Grange Crescent has taken place. This property is currently on the market for disposal and the estimated capital receipt for this property is £100,000.00
- Blackstock Road: this property has already been vacated due to boiler failure and has been disposed of. The actual capital receipt for this property is £134,000.00 and this was received in the 2015/16 financial year.
- Hallamgate Day Centre: This property has already been vacated as it is no longer fit for purpose for the service provision which was based there. An agreement for the

<p>disposal of the property has been made and contracts signed. This is awaiting legal completion and the agreed receipt for this property is £525,000.00 which will be received in the 2016/17 financial year.</p> <ul style="list-style-type: none"> <li>• Love Street: the property is based within an area earmarked for regeneration. It will remain in use until vacant possession is required. A date for vacating is difficult to predict as indicated by the following comment from the City Regeneration Team in January 2016:</li> </ul> <p>“Unfortunately we still aren’t much clearer on when the redevelopment might start. Realistically, the very earliest start time for redevelopment would be 12 months from now and on the basis that this is part of the wider site probably won’t be in the first phase, it could easily be 3 – 4 years”.</p> <p>The objective of this project is to optimise Grange Crescent via refurbishment to provide a fit for purpose hub facility for the Joint Learning Disabilities Service. This will allow the above properties to be released as surplus and to be disposed of.</p>			
<p><b>IN TOUCH ORGANISATION</b></p>			
<p><b>Medico-Legal Centre FRA</b></p> <p>This project will carry out the design, feasibility and delivery of a major refurbishment scheme including essential health and safety and compliance works at the Medico Legal Building, to ensure it is both safe and fit for purpose to meet current and future demand.</p> <p>Funding: The project is to be 100% funded from Corporate Resource Pool capital receipts. The total project value is £2.11m and this request is for additional funding of £2.088m to be approved in addition to the £22k already approved for feasibility work, of which a slippage request into 2016/17 is also included for £7.42k. The main areas of improvement are</p> <ul style="list-style-type: none"> <li>• Fire Risk Assessment upgrade fire alarm, smoke detectors, emergency lighting etc.</li> <li>• Refurbishment of ground floor areas, visitors viewing, reception and wc’s</li> </ul>	<p>Addition; Slippage.</p>	<p>2,088 -7</p>	<p>Tender process using the regional YORbuild2 construction framework</p>

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<ul style="list-style-type: none"> <li>• Refurbishment of post mortem suite, new flooring to mortuary areas, upgrade of body fridges and shower areas</li> <li>• Remodelling of first floor office accommodation including coroner, police and family areas</li> <li>• Refurbishing of existing large coroner's court ( IT fit out and decoration ) and provision of second smaller coroner's court</li> <li>• Roof repairs</li> <li>• New windows through-out</li> <li>• Upgrade of existing heating, lighting and power installations</li> </ul>			
<p><b>Asbestos Removal Framework</b>  This project will set up a framework for access to asbestos surveys and asbestos project management in order to facilitate a more effective model to conduct asbestos surveys and address the work arising as a result.</p> <p><b>Funding:</b> The project is to be 100% funded from Capital Receipts/ Corporate Resource Pool from funds currently held in the Resources Asbestos Block Allocation (Q50) described below. The total project value is £150k and this request is for additional funding of £146k to be approved in addition to the £4k already approved for feasibility work, all of which is included as a slippage request into 2016/17.</p>	Addition; Slippage	146 -4	Competitive tender process (above OJEU value, restricted [i.e. 2 stage] procedure)
<p><b>Asbestos Schemes Block Allocation</b></p> <p>This is a request for a reduction to allocate all the remaining funds held in this block allocation to the Asbestos Removal Framework (BU 90086) described above.</p>	Allocation	-146	N/A
<p><b>DIRECTOR VARIATIONS:- (Note only)</b></p>			
<p><b>Botanical Gardens Education</b></p> <p>Tendering the project was delayed as a result of delays in the legal approvals and the</p>	DV	24	Contract Award approved at



<p>planning permission required to add security shutters. The budget has been re-profiled to move £5,157 from Fees to Construction. This is because the architects will now be employed directly by the main contractor and not by SCC and their fees are included in the main contract. The tenders have been evaluated and the successful contractor identified. The confirmed costs are £24,490.85 higher than the estimated budget. Approval has been granted by the Trust to increase the budget to £633,262.85.</p> <p>Funding: Sheffield Botanical Gardens Trust</p> <p>N.B. Also includes slippage of £111,306 to be approved as part of all 15/16 Year End slippage.</p>			<p>Strategic CPG 13.05.16</p>
<p><b>Charnock Rec MUGA</b></p> <p>Project Manager made a request to the Board to use up the remaining Viridor funding and S106 funding allocated as part of the Parks Overarching Programme to install a seesaw and picnic bench on site:</p> <p>The Friends of Charnock Recreation Ground would like this spent on a seesaw and a picnic bench. The ward councillors have confirmed that they are happy for the S106 to be used for this purpose'</p> <p>The remaining Viridor money is £2,198 and the S106 money is £2,140 = £4338.</p> <p>Following a Director's Variation approved at March CPG £500 of the money is already budgeted in 16/17. The variation is therefore £4,338 - £500 = £3,838</p> <p><b>N.B. the £2,140 S106 is part of the Parks S106 funded overarching programme</b></p> <p>See Q00093 in the Parks Section above.</p>	<p>DV</p>	<p>2</p>	<p>N/A, low value. Competitive quotations to be obtained in accordance with Contracts Standing Orders</p>

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