

Waste & Street Scene Policy Committee

Wednesday 13 March 2024 at 10.00 am

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

The Press and Public are Welcome to Attend

Membership

Councillor Joe Otten
Councillor Mark Jones
Councillor Alexi Dimond
Councillor Tony Damms
Councillor Sue Alston
Councillor Christine Gilligan Kubo
Councillor Tim Huggan
Councillor Mike Chaplin
Councillor Sioned-Mair Richards

PUBLIC ACCESS TO THE MEETING

The Waste and Street Scene Policy Committee discusses and takes decisions on:

- Highway maintenance and management
- Waste management
- Parking Services (management and enforcement)
- City Centre management
- Markets
- Regulatory licensing policy
- Statutory licensing policy development (to be referred to Strategy and Resources Policy Committee for decision on submission to Full Council as part of Budget and Policy Framework)
- Environmental Regulation

Meetings are chaired by Councillor Joe Otten.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk . 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 Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpage](#) 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.

Policy Committee meetings are normally open to the public but sometimes the Committee 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 on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in advance of the date of the meeting, by email to the following address: committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

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.

**WASTE & STREET SCENE POLICY COMMITTEE AGENDA
13 MARCH 2024**

Order of Business

Welcome and Housekeeping

The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.

1. Apologies for Absence

2. Exclusion of Press and Public

To identify items where resolutions may be moved to exclude the press and public.

3. Declarations of Interest

Members to declare any interests they have in the business to be considered at the meeting.

(Pages 7 - 10)

4. Minutes of Previous Meeting

To approve the minutes of the last meeting of the Committee held on 14 February 2024.

(Pages 11 - 20)

5. Public Questions and Petitions

To receive any questions or petitions from members of the public.

(NOTE: There is a time limit of up to 30 minutes for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions at the meeting are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on 11th March 2024.)

6. Members' Questions

To receive any questions from Members of the Committee on issues which are not already the subject of an item of business on the Committee agenda – Council Procedure Rule 16.8.

(NOTE: a period of up to 10 minutes shall be allocated for Members' supplementary questions - one supplemental question on each question may be asked by the Member who had submitted the original question).

7. Work Programme

Report of the Director of Policy and Democratic Engagement

(Pages 21 - 32)

8. Parking Fees and Charges - Amendment to Sunday Tariff

Report of the Executive Director, Neighbourhood Services

(Pages 33 - 38)

9. 2023/24 Quarter 3 Budget Monitoring

(Pages 39 - 50)

Report of the Director of Finance and Commercial Services

10. **Safety Certification / Safety Advisory Group (SAG) Policy - Sports Stadia and Regulated Stands** (Pages 51 - 78)
Report of the Executive Director, Neighbourhood Services
11. **Waste and Street Scene Committee Climate Statement** (Pages 79 - 92)
Report of the Executive Director, Neighbourhood Services
12. **Civil Parking, Bus Lane and Moving Traffic Enforcement Policy** (To Follow)
Report of the Executive Director, Neighbourhood Services
13. **Amey (Streets Ahead) Contract Performance** (Pages 93 - 124)
Report of the Executive Director, Neighbourhood Services

NOTE: Appendices 1 and 3 to the report at item 13 in the above agenda are not available to the public and press because they contain exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its Policy Committees, 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 Standards Committee in relation to a request for dispensation.

Further advice can be obtained from David Hollis, General Counsel by emailing david.hollis@sheffield.gov.uk.

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Waste & Street Scene Policy Committee

Meeting held 14 February 2024

PRESENT: Councillors Joe Otten (Chair), Mark Jones (Deputy Chair), Alexi Dimond (Group Spokesperson), Sue Alston, Christine Gilligan Kubo, Tim Huggan and Mike Chaplin

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Tony Damms and Councillor Sioned-Mair Richards.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 No items were identified where resolutions may be moved to exclude the press and public.

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 the Committee held on 20 December 2023 were approved as a correct record, subject to the insertion of "To proceed with the decision on the basis of the information contained within the report" to paragraph 10.4.1 regarding alternative options.

4.2 It was noted that a point of clarification had been requested by Andy Buck regarding the response to his public question. Officers were in contact with Amey to confirm the date of completion for the repair works to Chippinghouse Road and a response would be provided to Andy Buck. This did not impact the accuracy of the Minutes.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 A petition had been received from Mandeep Khaira which had received 17 signatures:

"Obtaining a post box for Teynham Road, S5

We, the undersigned, petition the council to support the community in S5 to have a post box on Teynham Road, S5.

A local post box on Teynham Road would be beneficial to the community, to ensure that everyone can access a local post box without having to rely on public transport / use one in heavy traffic areas."

There was no speaker to this petition. The Chair responded with the following answer:

A meeting will be arranged with the petitioner to understand the need for a post box in the area. Post boxes are the responsibility of Royal Mail however, once further information has been gathered, the Committee may wish to write to Royal Mail to encourage them to provide sufficient coverage in the area.

5.2 Roy Morris from Better Buses for South Yorkshire attended the meeting and asked the following questions:

“I am a member of Better Buses for South Yorkshire. As well as buses, we are obviously concerned with issues relating to council policy on broader, loosely related issues. Therefore, I would be grateful for a slot to ask the following question at the next WSS meeting:

Would it be a positive development to publicise the use made of traffic infringement charges?

More detail:

- What use is made currently of funds collected?
- Is there a potential benefit in giving a higher profile to these funds and their use?
- Would such publicity facilitate the development and public acceptance of measures to move towards net zero?”

The Chair responded with the following answers:

In terms of traffic infringement charges, the council issues Penalty Charge Notices for civil contraventions of Parking, Bus Lane and Clean Air Zone restrictions. The police also issue fines for some parking, bus lane and other traffic related contraventions, but the council do not derive any income from those fines.

The Parking and Bus Lane Penalty Charge Notices issued by the council contribute towards the overall annual parking account. The Council publishes the account annually on its website. The use of the parking account is regulated by Section 55 (4) of the Road Traffic Regulation Act 1984 and the Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022. These regulations set out the purposes for which income beyond the costs of running the parking service can be used:

- Provision and maintenance of off-street parking (parking account only)
- Funding public transport
- Highway and road improvements
- purposes of environmental improvement in the local authority's area

In previous years surpluses have been spent on highway maintenance.

The Penalty Charge Notices for the Clean Air Zone are regulated by Part III and

Schedule 12 of the Transport Act 2000, Parts 2 and 6 of The Road User Charging Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013. In the event that net proceeds are generated from the Scheme over the opening ten year period, these proceeds would be applied to facilitate the achievement of relevant local transport policies in Sheffield's Transport Strategy and the Sheffield City Region Transport Strategy in accordance with the following high level spending objectives:

- supporting the delivery of the ambitions of the Scheme and promoting cleaner air;
- supporting active travel and public transport use;
- supporting zero emission and sustainable infrastructure and actions in and around the city to improve air quality.

A report to the Transport, Regeneration and Climate Policy committee on the 14 February 2024 will recommend endorsing the proposal to commit an initial £1m of CAZ surplus income to accelerate air quality improvement initiatives around schools and improve air quality for children traveling to school.

In terms of publicising the use of any surplus income, council officers brought a public report on the annual parking account to the Waste and Street Scene Policy Committee in December, with detail on the work undertaken by Parking Services to manage traffic and support bus priority measures. The report to Transport, Regeneration and Climate Policy Committee on CAZ income will be accompanied by a press release and ongoing communications plan relating to the clean air implementation plan.

The council is keen to promote net zero and measures to increase public transport patronage are an essential strand to improving overall carbon emissions in the city.

- 5.3 In response to a request by the Committee, Officers agreed to circulate a link to the webpage where the Annual Parking Account was published.

6. MEMBERS' QUESTIONS

- 6.1 There were no questions from Members of the Committee.

7. WORK PROGRAMME

- 7.1 The Principal Democratic Services Officer submitted a report containing the Committee's Work Programme which detailed all known, substantive agenda items for forthcoming meetings of the Committee to enable the Committee, other Committees, officers, partners and the public to plan their work with and for the Committee.
- 7.2 Officers agreed to schedule a walk round of match day parking at Sheffield Wednesday football ground and to arrange a meeting with the Sheffield Food Partnership following the election in May.

7.3 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:-

1. approves the Committee's work programme, as set out in Appendix 1, including any additions and amendments identified in Part 1;
2. gives consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and
3. notes any referrals from Council or other Committees detailed in Section 2 of the report and agrees the proposed responses.

8. **REVIEW OF THE MOOR MARKET SERVICE CHARGE**

8.1 The Interim Operations Manager City Centre Maintenance and Sheffield Markets and Head of Street Scene Services presented a report that set out a proposal to review the service charge recharged to traders at the Moor Market and the reasons why officers considered that this needed to be implemented.

8.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:

1. approves an increase to the service charge currently charged to market traders of CPI+8% (an increase of 14.8%);
2. approves a period of 12 weeks from the decision being taken to the implementation of the new service charge; and
3. agrees that further service charge reviews should take place annually for officers to make proposals to the Committee for moving towards full cost recovery or if necessary, proposals will be brought to maintain the service charge at that rate at the time of the report or reduce the service charge.

8.3 **Reasons for Decision**

8.3.1 The option outlined in scenario 5 (CPI+8%) provides a reasonable increase to the service charge that enables the Council to move towards full cost recovery whilst allowing time to assess the impact of the increase on traders, given that the service charge has not been increased in a number of years.

8.3.2 The Market Traders provide a valuable service and a service charge above CPI+8% may impact on occupancy levels or result in costs being passed on to customers.

8.4 **Alternatives Considered and Rejected**

8.4.1 The option to do nothing (scenario 1) has been rejected by officers due to the unsustainable nature of the increasing subsidy required on operational costs.

- 8.4.2 The option to move straight to full cost recovery (scenario 9) will be too much of an impact on the tenants. It's likely to create significant cost pressures that are too large to pass straight on to customers and may increase the markets vacancy rate, which will negatively financially impact the budgets for service charges and rents. Overall, it could undermine the financial position rather than improve it.
- 8.4.3 Other models of recharging the service charge such as a service charge only tenancy agreement are options that require further work that has not been possible to complete in time to consider for this paper.

9. PARKING FEES AND CHARGES

- 9.1 The Parking Services Manager and Head of Street Scene Services presented a report that reviewed the parking fees and charges and proposed changes to the charges for parking permits, bay suspensions, parking dispensations and parking tariffs. The proposed changes would help to better manage parking demand and contribute to wider traffic management and environmental objectives.
- 9.2 Members requested that the green permit and zoning schemes be reviewed as the number of green permits had increased significantly which was impacting on the availability of on street parking in the city centre.
- 9.3 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:
4. approves an increase in Pay and Display tariffs in the parking zones outside the city, as detailed in Appendix A, and that these be implemented as soon as practicable;
 5. approves an increase to City Centre Zone Pay and Display tariffs, as detailed in Appendix A, noting that parking in Carver Lane, Devonshire Green, Milton Street and West Street Lane car parks is for a maximum of 6 hours and the rates for Wicker Lane car park are per two hours, and that these tariffs be implemented as soon as practicable with the following amendment:
 - a. that the City Centre discounted evening tariff, which is in place for Monday to Saturday of a £2 flat rate after 4.30pm (or £1.45 for up to 1 hour), be also applied to Sunday.
 6. approves changes to the permit pricing structure, as detailed in Appendix B of this report, and that these be implemented from 1st of April 2024;
 7. approves changes to the dispensation and bay suspension charges, as detailed in this report, and that these be implemented from 1st of April 2024;

8. approves an increase to Pay and Display tariffs in Parks car parks, as detailed in Appendix A, and notes that tariffs relating to those car parks which fall within charitable trust property will require the consent of the Charity Trustee Sub-Committee, and that these be implemented as soon as practicable;
9. approves a delegation to the Executive Director of Neighbourhoods Services, in consultation with the Committee Chair and Members of the Waste and Street Scene Policy Committee, to make future changes to the parking fees and charges contained within this document, where this supports effective management of demand for parking and contributes to wider traffic management objectives (provided they are not increased by less than a whole 5 pence or an amount greater than the rate of Consumer Price Index plus 1% from the date they were last increased); and
10. requests that officers in the parking services team work together with the Transport team to examine and review the green permit and zoning schemes and report findings and any recommendations for action or change to the appropriate committee.

9.4 Reasons for Decision

9.4.1 It is anticipated that the proposed tariff and fee changes set out in this report will help by better managing parking demand in areas and at times when demand is regularly and demonstrably outstripping supply.

9.4.2 It is therefore recommended that:

- Pay and Display tariffs in the parking zones outside the city centre are increased, as detailed in Appendix A, and that these are implemented as soon as practicable.
- City Centre Zone Pay and Display tariffs are increased, as detailed in Appendix A, and that these are implemented as soon as practicable.
- Changes to the permit pricing structure, as detailed in Appendix B of this report be approved and be implemented from 1st of April 2024.
- Changes to the dispensation and bay suspension charges, as detailed in this report, be approved and be implemented from 1st April 2024.
- Pay and Display tariffs in Parks car parks are increased, as detailed in Appendix A, and that these are implemented as soon as practicable.
- The Executive Director of Neighbourhood Services has authority, in consultation with the Committee Chair and Members of the Waste and Street Scene Policy Committee, to make future changes to the parking fees and charges contained within this document, where this supports effective management of demand for parking and contributes to wider traffic management objectives (provided they are not increased by less than a whole 5 pence or an amount greater than the rate of Consumer Price Index plus 1% from the date they were last increased).

9.5 Alternatives Considered and Rejected

- 9.5.1 The Council could maintain its current tariffs. This would not address the excess demand parking issues outlined in this report, nor enable other positive outcomes that may arise, such as better air quality.
- 9.5.2 The Council could make higher and more widespread increases in tariffs, but, with the information available, these are not thought to be appropriate or proportionate to achieve the aims of the proposed increases.
- 9.5.3 The Council could reduce the number of permits allowed at each residential property to restrict demand. This general approach could have a disproportionate effect in certain Peripheral Parking Zones and as such this would need to be considered in greater detail on a Zone-by one basis.

10. WASTE AND STREET SCENE CAPITAL STRATEGY 2024/25

- 10.1 The Head of Street Scene Services presented a report that set out the key priority areas for capital investment for the Waste and Street Scene Policy Committee and provided an overview of potential projects and priorities for the years 2024 to 2029, together with an overview of anticipated developments and challenges up to 2052. The Committee was asked to endorse the general approach to inform the Council's overarching Capital Strategy.
- 10.2 Officers agreed to provide further information on the arrangements with Veolia regarding the use of fleet vehicles for the waste contract and the preparedness to submit bids when funding is available to procure new green vehicles.
- 10.3 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:-
 - 1. endorses the proposals set out in this report;
 - 2. notes that the proposals will be included in the draft Capital Strategy to be submitted by the Strategy and Resources Policy Committee to Full Council for approval in March 2024; and
 - 3. notes that, if approved at Full Council:
 - a. officers will prepare for and conduct consultation with relevant stakeholders (including with partners, staff, trades unions [if required] and in respect of equalities and climate change) on the proposals in this report in order to determine the final project proposals;
 - b. officers will work to develop any necessary detailed implementation plans for the proposals in this report so that the proposals can be implemented as planned; and
 - c. approval for detailed proposals will be sought as part of the monthly

capital approval cycle by the Finance Committee.

10.4 **Reasons for Decision**

- 10.4.1 Members are asked to note the unsustainable financial position highlighted by the medium-term financial analysis presented to Strategy and Resources Committee in September 2023.
- 10.4.2 This report and its recommendations set out how capital projects can continue to be developed and delivered, despite the limited resources available and continue to deliver quality infrastructure for the people of Sheffield.

10.5 **Alternatives Considered and Rejected**

- 10.5.1 The Council is required to both set a balanced budget and to ensure that in-year income and expenditure are balanced. Committee is invited to comment upon and endorse the current proposals to form part of the Council's wider Capital Strategy for 2024/25.

11. **USE OF GLYPHOSATE VIA THE STREETS AHEAD CONTRACT**

- 11.1 The Assistant Director – Highways presented a report that provided an update on the previous trials relating to reducing the use of Glyphosate and the outcomes of those trials. The report set out options and recommended actions for phasing out the use of Glyphosate in highway areas.
- 11.2 Officers agreed to provide further information on the outcomes from the trials of the FoamStream system by other authorities and whether the Council had designed its own trial differently, taking into account the findings from the other authorities.
- 11.3 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:

1. approves the continuation of the city-wide reduction in the use of Glyphosate as was agreed unanimously on 27th September 2023;
2. agrees that officers supplement efforts to reduce the use of Glyphosate by carrying out limited operational trials of the FoamStream system during 2024;
3. agrees that officers use the FoamStream trials as the basis to calculate both cost and environmental implications of the system and present this to Committee in December 2025;
4. retains the option, in December 2025, to instruct the commencement of a further three-year trial of maintaining trial areas of the highway using alternative measures which are Glyphosate free from 1st January 2026 to

1st January 2029;

5. agrees that, if the legislative position on Glyphosate changes in the intervening period, officers commit to return to Committee within 3 months of any legislative change announcement with a revised position for the Committee to consider; and
6. agrees that, regardless of the legislative position, officers will return to Committee by December 2025 to advise on the total usage of Glyphosate products throughout the current trial of reduction measures, alongside detailed cost implications to enable the Committee to decide whether they wish to progress to the next phase of trials.

11.4 Reasons for Decision

11.4.1 Approval of the recommendations will allow:

- A continuing reduction in the use of glyphosate in highway areas across all of Sheffield.
- Establishing better baseline data around longer-term impacts of cessation.

11.5 Alternatives Considered and Rejected

11.5.1 The option to 'do nothing' was considered and discounted considering both the declaration of a Nature Emergency and the support received for the petition against the use of Glyphosate.

11.5.2 The option to cease the use of Glyphosate on all land immediately was considered but discounted due to high level of cost/expenditure. Sheffield has 1,064,045.03 square metres of high usage footways and 8,77,757.67 square metres of lower use footways in the city.

Based on a "worst case scenario" of around 10% of the footway network failing between 2023 and 2037 due to weeds and vegetation this is estimated to cover around £116 million pounds in resurfacing.

Additional Street Cleansing Costs have also been modelled based on 42 additional operatives, additional road sweepers, and other vehicles, and plant machinery being brought into the operation to uplift street cleansing service to manually remove weeds has also been costed at around £2.4 million per year – circa £32 million over the remainder of the PFI contract.

Therefore, the total potential cost implication of complete cessation in a worst-case scenario could be as high as £150 million of additional expenditure. This may however be mitigated should there be a legislative change.

11.6 During the discussion on the above item, Councillor Alexi Dimond left the meeting and did not return.

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Report to Waste and Street Scene Policy Committee

13 March 2024

Report of: Director of Policy and Democratic Engagement

Subject: Committee Work Programme

Author of Report: Rachel Appleyard, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;

2. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and
3. That any referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

3.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Waste and Highways PFI	Teams presentation to all new members of the committee on the Waste and Highways PFI contracts	Completed
Street Scene & Regulation	Teams presentation on the services within SS&R and the lead officers	Completed
Visit to the Energy Recycling Facility	To see the ERF plant in action and gain a wider understanding of how waste is dealt with and used to provide electricity and heat	Completed
Parking Services	Walk round with a particular focus on one aspect e.g. street parking, match day parking. Requested walk round of match day parking at Sheffield Wednesday Football Club.	Part completed
CCTV	Night-time visit to the CCTV control room.	Completed
Sheffield Street Tree Partnership	These sessions are being run specifically for elected members and will offer the opportunity to find out more about Sheffield Street Tree Partnership; who they are and their work to deliver the vision of a network of street trees that Sheffield can be proud of *book via Eventbrite (Email gone out to all Cllrs)	Completed
Page Hall Waste Trials	Committee visit to see the work being done and lessons learned.	Completed
Sheffield Food Partnership	Committee to meet with the partnership to learn about what they do and explore ways to work together.	TBC

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

New Items	Proposed Date	Note
NEW: Parking Fees and Charges – Amendment to Sunday Tariffs	March 2024	Amendment to Policy approved by W&SS in February 2024.
Amended Items	Proposed Date	Note
REMOVED: Progress update on Martyn’s Law and mitigation measures for crowded public places	N/A	Changed to knowledge briefing.
MOVED: Review of Taxi Licensing Fees and Charges	June 2024	Further work required before bringing proposals forward.
MOVED: Review of General Licensing Fees and Charges	June 2024	Further work required before bringing proposals forward.

Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee’s next meeting, at the discretion of the Chair.

Topic	
Description	
Lead Officer/s	
Item suggested by	
Type of item	
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	

Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 6 23/24	13 March 2024	10am				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>Any other committee-specific standing items eg finance or service monitoring</i> 					
2023/24 Quarter 3 Budget Monitoring		Jane Wilby / Philip Gregory	Decision			This Cttee
Safety Advisory Group (SAG) Policy – Sports Stadia & Regulated Stands	Requested by Committee	Ben Brailsford / Matt Proctor	Decision	Written briefing for the committee or all members Consultation with Sheffield Sport Ground operators	Consultation with Sheffield Sport Ground operators	This Cttee

Amey (Streets Ahead) Contract Performance	Report of ongoing performance. Requested in Septembers WSS Committee	Mohamed Edroos / Davina Millership	Post-Decision	Ongoing engagement via Knowledge Briefings.		This Cttee
Committee Climate Statement		Richard Eyre	Decision			This Cttee
Civil Parking, Bus Lane and Moving Traffic Enforcement Policy		Sabia Hanif / Ben Brailsford	Decision			This Cttee
NEW: Parking Fees and Charges – Amendment to Sunday Tariffs	Amendment to Policy approved by W&SS in February 2024.	Sabia Hanif / Ben Brailsford	Decision			This Cttee

Meeting 1 24/25	Date TBC	TBC				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Standing items	<ul style="list-style-type: none"> • Public Questions/ Petitions • Work Programme • Any other committee-specific standing items eg 					

	<i>finance or service monitoring</i>					
Future Waste Collection Service Options for Consultation	The council will be introducing new weekly food waste collections and collecting more types of plastic for recycling to meet our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy.	Neil Townrow	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation to include citywide online consultation via Have Your Say Sheffield, engagement through LACs, targeted discussions with Access Liaison Group, Universities and VCF partners.	This Cttee
MOVED: Review of Taxi Licensing Fees and Charges	Review of Licensing Fees and Charges	Craig Harper / Daniel Parlett	Decision	Written briefing for the committee or all members	The report will be informed by consultation with taxi trade bodies and the Taxi Trade Forum, as well as online consultation promoted via Gov.Delivery	This Cttee
MOVED: Review of General Licensing Fees and Charges	Review of Licensing Fees and Charges	Ian Ashmore / Dominic Stokes	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee

Items which the committee have agreed to hold a committee briefing on or add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Surface water flooding and climate mitigation	Requested by Committee in February 2023. Briefing on surface water flooding remediation with particular regard to the road network. Consider cross-over with climate mitigations. Other cttee's projects have a knock on impact on the flood strategy which is in W&SS remit.		Briefing		Crossover with TRC Policy Committee	This Cttee
Pest Control	Review of approach to concessions for pest control and keeping private land free of infestations.	Ian Ashmore / Craig Bebbington	Referral to decision-maker	Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach. Will bring some outline discussion documents re. the issues to future briefings.	May need some engagement with LACS. Primarily focussed on how we tackle land we do not own and its not a statutory issue re concessions.	

Public engagement session	Requested by Committee in June 2023.Format and topic(s) to be confirmed.	Richard Eyre	Pre-decision		Public to be invited to make statements to the committee on a specific area(s) of the committee work programme.	This Cttee
Review of District Energy Network and future opportunities	Progress update on how the plans for district heating are progressing, particularly in relation to connecting SCC assets.	Neil Townrow	Post-decision			This Cttee
Reducing the use of Single Use Plastic	To prepare a report for the Committee to consider how to reduce the use of Single Use Plastic. Item suggested following public question to the Committee on 27.09.23.		Pre-decision			This Cttee
Market Strategy	Review of current Market Strategy, discussion on Markets development options for indoor and outdoor and proposals to address outdoor market reduced trading days and future options for indoor market improvements	Ben Brailsford / Liam Pond	Decision	Member briefings		This Cttee
Sexual Entertainment Venues	Report on developing a policy on Sexual Entertainment Venues	Ian Ashmore	Decision			This Cttee

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3 **Page 30**

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

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Report to Policy Committee

Author/Lead Officer of Report: Sabia Hanif
(Parking Services Manager)/

Tel: 07900655289

Report of: *Executive Director of Neighbourhood Services*
Report to: *Waste & Street Scene Policy Committee*
Date of Decision: *13th March 2024*
Subject: *Parking Fees & Charges 2024 – Amendment for Sunday Tariff*

Type of Equality Impact Assessment (EIA) undertaken N/a Initial Full

Insert EIA reference number and attach EIA **2581**

Has appropriate consultation/engagement taken place? Yes No

Has a Climate Impact Assessment (CIA) been undertaken? Yes No

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:

This report seeks a minor amendment for the City Centre Sunday evening pay and display tariff introduced as part of a wider parking fees and charges decision at Waste and Street Scene Committee on the 14 February 2024.

Recommendations:

The Waste and Street Scene Policy Committee is recommended to approve:

- To apply the following amendment to the City Centre evening tariff on Sunday only. The evening tariff applies from 4.30pm-8.30pm
 - o Zone 1 – apply the existing rate of £1.45 per hour or £2 flat rate for more than an hour.
 - o Zone 2 and off street car parks – introduce a new rate of £1 for an hour, and £2 flat rate for more than an hour's parking.

Background Papers:

[\(Public Pack\)Item 9 Parking Fees and Charges Amended Report and Appendix A & B Agenda Supplement for Waste & Street Scene Policy Committee, 14/02/2024 10:00 \(sheffield.gov.uk\)](#)

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.	Finance: Adrian Hart
		Legal: Richard Cannon
		Equalities & Consultation: Louise Nunn
		Climate: N/A
	<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	SLB member who approved submission:	<i>Ajman Ali</i>
3	Committee Chair consulted:	<i>Joe Otten</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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Sabia Hanif</i>	Job Title: <i>Parking Services Manager</i>
	Date: 29.02.24	

1. **Background**

1.1 On 14th February 2024 the Waste and Street Scene committee agreed to increase the City Centre Sunday charges as part of a stepped process to align the fees with the Monday-Saturday tariffs to. [Decision – Parking Fees and Charges | Sheffield City Council \(moderngov.co.uk\)](#). The tariff increased to £2 per hour in Zone 1 on street, and £1 per hour in zone 2 on street, as well as the off street car parks.

1.2 The decision also introduced the application of the existing Monday-Saturday evening tariff to the new Sunday charges. The evening tariff applies between 4.30 and 8.30pm and has been in place for number of years on Monday to Saturday to supports the early evening economy by providing a reduced parking rate at a time when there is lower demand for pay and display spaces.

1.3 Applying the evening charge to Sunday's new tariff in zone 2 on street, and in the off street car parks, increases the hourly rate for the first hour from £1 to £1.45. This is contrary to the objective of providing a reduced rate to users of the early evening economy. The proposal is therefore designed to rectify this inadvertent impact on the hourly charge.

1.4 **Proposal**

City Centre Sunday Pay & Display Evening charges.

- To apply the following amendment to the City Centre evening tariff on Sunday only. The evening tariff applies from 4.30pm-8.30pm
 - o Zone 1 – apply the existing rate of £1.45 per hour or £2 flat rate for more than an hour.
 - o Zone 2 and off street car parks – introduce a new rate of £1 for an hour, and £2 flat rate for more than an hour's parking.

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

2.1 The operation of on and off-street parking spaces, the management of parking through the introduction of parking restrictions contribute to the effective management of traffic in the city. Traffic management through parking restrictions and their enforcement also enables the Council to help deliver its Transport Strategy published in July 2018, by investing in facilities to enable people to make informed choices about the way they travel and helping transport contribute to the social, economic and environmental improvements we want to happen in the City. Amending the Sunday tariff in Zone 2 and off street car parks will help meet the objectives of supporting the city centre early evening economy at a time where there is lower parking demand.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The Council is not required to consult on straightforward changes to prices (and only prices) included within a tariff, but a legal notice will be published in the local newspaper giving at least 21 days' notice of the changes being implemented. Copies of the legal notice will also be posted in the car parks covered by the new tariffs.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no significant Equality implications arising from this report.

4.2 Financial and Commercial Implications

- 4.2.1 There will potentially be a small loss of income for introducing the evening tariff on a Sunday. However, this decision was made at the last committee.

4.3 Legal Implications

- 4.3.1 Although the changes proposed in this report are minor amendments to a set of tariffs which have recently been approved by the Committee, the legal implications associated with their introduction are essentially the same as those associated with the approval of the tariffs originally. This is because their amendment will require the making of a legal order (a traffic order).
- 4.3.2 The same duties and powers therefore apply. Under section 35 of the Road Traffic Regulation Act 1984 ("the Act"), the Council may provide off street parking places and charge for the use of them. Further under section 45 of the Act, the Council may designate parking places on a highway and charge for the use of them including the issuing of parking permits.
- 4.3.3 Under regulations 3 and 4 of the Local Authority (Transport Charges) Regulations 1998, where the Council has designated a parking place under section 45, it may suspend the parking place and, where that is upon request, charge for the provision of this service. Also under the 1998 Regulations, where the Council has made a traffic regulation order for the regulation of traffic, it may impose a charge for the consideration of any application to suspend parking restrictions under the order. It is for the Council to decide the appropriate charge and in doing so it should have regard to the cost of providing the service. It is however not bound to set the charges at cost recovery only. The Council therefore has the power to impose parking charges in connection with the

provision of on street parking and off-street parking. It also has the power to make the proposed amendments to those charges as detailed in this report.

4.3.4 Section 122 of the Act imposes a general duty on the Council to exercise its functions under the Act to “secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway”. Collectively, these criteria may be referred to as “traffic management purposes”. In exercising these functions, the Council should have regard to, amongst other things, any other matters appearing to them to be relevant. Therefore, when exercising the function of setting parking charges, the Council is required to have regard to these traffic management purposes. The purposes as set out in this report satisfy this requirement – in short, the Council would be making amendments to charges which ordinarily act as a demand management strategy albeit only during a period of lesser demand (which includes the identified times on Sundays). This is intended to be done for the purposes of providing suitable and adequate parking, having regard to the matters which appear to the Council to be relevant (which include supporting the early evening economy in the city centre).

4.3.5 Section 55 of the Act requires the Council to keep an account of their income and expenditure in respect of designated parking places including the parking charges discussed above. In line with this requirement the Council maintains a ring-fenced account in respect of the designated parking places. Section 55(4) of the Act sets out the purposes for which any surplus income in respect of designated parking places can be used. Therefore, any surplus in income in respect of designated parking places must be used for these purposes, which include:

- Provision and maintenance of off-street parking
- Meeting costs incurred in the provision or operation of public transport.
- Highway and road improvements and maintenance
- Reducing environmental pollution
- Improving public open spaces.

4.3.6 All of these functions are carried out by the Council’s services; any surplus income in respect of designated parking places is currently utilised in accordance with section 55 of the Act to underpin the activities of the relevant service areas.

4.3.7 Decisions in relation to fees and charges must align with the medium-term financial strategy and any policies in respect of fees and charges set by the Council.

4.4 Climate Implications

4.4.1 There are no significant climate implications arising from this report.

4.5 Other Implications

4.5.1 There are no other implications

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council could maintain the current evening tariffs, but, with the information available, these are not thought to be appropriate or proportionate to achieve the aims of the proposed increases.

6. REASONS FOR RECOMMENDATIONS

6.1 The tariff and fee changes approved by the Committee on 14th February 2024 will have the effect of better managing parking demand in areas and at times when demand is regularly and demonstrably outstripping supply. The Council has subsequently identified that one of the implications of this earlier decision will be to increase charges during a period in which there is lesser demand (the identified times on Sundays) and consequently the charge set is not considered commensurate with the traffic management purpose it is intended to fulfil. The proposed adjustment to the relevant charges will address that disparity.

6.2 It is therefore recommended that:

- To apply the following amendment to the City Centre evening tariff on Sunday only. The evening tariff applies from 4.30pm-8.30pm
 - o Zone 1 – apply the existing rate of £1.45 per hour or £2 flat rate for more than an hour.
 - o Zone 2 and off street car parks – introduce a new rate of £1 for an hour, and £2 flat rate for more than an hour's parking



Report to Policy Committee

Author/Lead Officer of Report: Philip Gregory,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Philip Gregory, Director of Finance & Commercial Services*

Report to: *Waste & Streetscene Committee*

Date of Decision: *13th March 2024*

Subject: *2023-24 Q3 Budget Monitoring Report*

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>				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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 brings the Committee up to date with the Council's General Fund revenue outturn position for 2023/24 as at Q3.

Recommendations:

The Waste and Street Scene Policy Committee is recommended to:

Note the updated information and management actions on the 2023/24 Revenue Budget Outturn as described in this report.

Background Papers:
[2023/24 Revenue Budget](#)

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: Philip Gregory, <i>Director of Finance and Commercial Services</i>
		Legal: <i>Sarah Bennett, Assistant Director, Legal Services</i>
		Equalities & Consultation: <i>Adele Robinson, Equalities and Engagement Manager, Policy, and Performance.</i>
		Climate: n/a
<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	SLB member who approved submission:	<i>Philip Gregory, Director of Finance and Commercial Services</i>
3	Committee Chair consulted:	<i>Cllr Zahira Naz, Chair of the Finance Committee</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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Philip Gregory</i> <i>Jane Wilby</i>	Job Title: <i>Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
	Date: 1 st March 2024	

1. PROPOSAL

1.1. This report provides an update on the current outturn position for Sheffield City Council's revenue budget for 2023/24.

2023-24 Q3 Financial Position by Directorate

1.2. At the end of the third quarter of 2023-24, the Council's revenue budget shows a forecast overspend of £16.7m. This was an improvement of £700k from the previous quarter's outturn position.

Full Year £m	Q3 Outturn	Budget	Q3 Variance	Q2 Variance	Move ment
Neighbourhood Services	148.9	146.8	2.1	3.3	(1.2)
Adults	146.7	144.2	2.6	3.4	(0.8)
Children's	142.5	131.3	11.2	8.8	2.4
City Futures	49.2	48.8	0.4	1.0	(0.6)
Strategic Support	15.0	10.6	4.5	4.4	0.0
Public Health & Integrated Commissioning	12.8	11.2	1.6	1.8	(0.2)
Corporate	(498.4)	(492.9)	(5.5)	(5.2)	(0.3)
Total	16.7	(0.0)	16.7	17.4	(0.7)

1.3. This overspend is due to a combination of factors. Agreed Budget Implementation Plans ("BIPs") are not forecast to fully deliver within the year. There are underlying cost and demand pressures faced by services that are partially offset by one-off items. These "one-offs" consist of grant income, draws from specific reserves or provisions and income from central government or external sources.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Neighbourhood Services	(4.7)	2.9	3.9	2.1
Adults	(11.2)	3.5	10.3	2.6
Children's	(5.0)	4.0	12.2	11.2
City Futures	(0.1)	0.4	0.1	0.4
Strategic Support	(1.1)	0.1	5.5	4.5
Public Health & Integrated Commissioning	(0.5)	0.0	2.0	1.6
Corporate	0.0	0.0	(5.5)	(5.5)
Total	(22.7)	10.9	28.5	16.7

1.4. In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. Overspends against general fund budgets in 2021/22 and 2022/23 have meant we have drawn almost £40m from this reserve to date. Current overspends of £16.7m would deplete this reserve to just £14m for budget overspends for 24/25 and beyond. Given this challenging position and likely requirement in the next few years to draw on this reserve, a further £12.5m has been identified from a one-off surplus from our collection fund. This is subject to approval at full council on 6th March.

1.5. 2023-24 Q3 Financial Position by Committee

1.5.1. The major budget risk areas are in Childrens & Adults Social Care and in Homelessness services:

Full Year £m	Q3 Outturn	Budget	Q3 Variance	Q2 Variance	Movement
Adult Health & Social Care	154.6	152.5	2.1	3.1	(1.0)
Communities Parks and Leisure	46.8	47.1	(0.4)	0.8	(1.2)
Economic Development & Skills	11.1	11.1	0.0	(0.0)	0.1
Education, Children & Families	145.6	132.4	13.2	10.9	2.3
Housing	11.1	8.2	2.9	3.2	(0.3)
Strategy & Resources	(462.7)	(462.5)	(0.2)	0.6	(0.8)
Transport, Regeneration & Climate	43.6	43.6	(0.0)	(0.0)	0.0
Waste & Street Scene	66.6	67.6	(1.0)	(1.1)	0.1
Total	16.7	(0.0)	16.7	17.4	(0.7)

1.5.2. In 22/23, the Council's overspend improved by over £14m from the first quarter's forecasts to final outturn. This was mainly due to additional income received rather than underlying improvements in budgets and cost reductions. Whilst there is a likelihood we may receive some additional government funding in the final quarter of 2023/24, it is unlikely we will see an improvement on this scale.

Many underlying budget issues in social care services still remain and this is reflected in the current forecast position.

1.5.3. Most of the overspend is due to underlying cost and demand pressures in services. We estimate that £28.5m is embedded in the baseline costs but is somewhat mitigated by one-off income:

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Adult Health & Social Care	(11.5)	3.5	10.1	2.1
Communities Parks and Leisure	(0.2)	0.1	(0.2)	(0.4)
Economic Development & Skills	0.1	0.0	(0.1)	0.0
Education, Children & Families	(5.2)	4.0	14.4	13.2
Housing	(1.7)	0.2	4.4	2.9
Strategy & Resources	(3.6)	2.8	0.6	(0.2)
Transport, Regeneration & Climate	0.0	0.1	(0.2)	(0.0)
Waste & Street Scene	(0.6)	0.3	(0.7)	(1.0)
Total	(22.7)	10.9	28.5	16.7

1.5.4. Balancing the General Fund 2023/24 budget was only possible because the Council identified £47.7m of savings:

General Fund Budget Implementation Plans (in £m)

Committee	Total Savings	Financial Savings Deliverable in Year	In Year Gap	Financial Savings Deliverable Next Year (Slippage)	Undeliverable Savings
Adult Health & Social Care	31.6	28.0	3.5	3.5	0.0
Comm, Parks & Leisure	2.0	1.9	0.1		0.1
Economic Dev & Skills	0.5	0.5	0.0		0.0
Ed, Children & Families	6.9	2.9	4.0	0.3	3.6
Housing	0.6	0.5	0.2		0.2
Strategy & Resources	4.1	1.4	2.7	2.5	0.2
Transport, Regen & Climate	0.8	0.7	0.1		0.1
Waste & Street Scene	1.1	0.8	0.3		0.3
Grand Total	47.7	36.8	10.9	6.4	4.5

The current forecasts show £10.9m savings plans are undeliverable this year. This represents a delivery rate of 77% against target with a further 23% set to be delivered in the following year.

In 22/23, less than 65% of savings targets were delivered. Whilst we are improving upon overall delivery performance, we are still falling short of targets meaning further draws could be required from our reserves to meet these overspends if they are not managed and mitigated. Delivering in year budgets must be a key focus for all services for the Council to retain financial sustainability.

-
- 1.5.5. Inflation is continuing to fall; from April 2023 CPI at 7.8% to 4.2% in December (month 9). Whilst we are seeing some stabilisation in the cost base, the fall in inflation does not mean that our costs will now reduce, higher costs are now embedded in baseline expenditure. There is an increased demand for services alongside cost pressures in social care, home to school transport and homelessness services.

1.6. Key Committee Overspends:

- 1.6.1. **Adult Health and Social Care are forecast to overspend by £2.1m** The main area of overspend in the service sits in staffing budgets. The high cost of packages of care put in place during covid increased our baseline costs and this carries into 23/24. Work to review packages of care has continued throughout 23/24 which has helped to reduce baseline costs in Homecare. This work and one-off funding has mitigated the position again this year leaving a £0.5m overspend in the purchasing budgets. However, there remains an underlying pressure of around £10m, a significant aspect of which is within Learning Disabilities, plus £3.5m savings undelivered in 23/24 which will need to be resolved through the Recovery Plan for 2024/25. This was presented to Committee 31 January 2024 detailing how underlying issues, which are estimated at around £17m including additional staff pressures, will be addressed. Action owners and responsible Assistant Directors are currently working through implementation plans to ensure the requisite staff capacity and any additional resources are made available.

- 1.6.2. **Education, Children and** The key overspends in the service relate to placements with external residential placements a particular issue which are

Families are forecast to overspend by £13.2m

forecast to overspend by £6.7m. The average placement cost has increased to £5,800 per week but due to a limited number of places in the city, placements for the most complex children can cost much more. Actions are being taken to ensure that costs for placements are being met by all elements including education and where possible health. High-cost placements are also being reviewed.

The savings proposal for £1.6m to increase fostering placements this year is forecast to not be delivered. Marketing is taking place, but our number of foster carers remains static. Nationally this has been an issue since the pandemic as older foster carers decided to exit the market and there has not been the like for like recruitment to new foster carers. Overall looked after children numbers have remained stable with increased demand being met, where possible, through family based placements.

Further demand in home to school transport costs are forecast to create a £3.6m overspend against budgets this year. Since the start of the new school year, the overspend has increased due to a further 180 children now requiring transportation to school. Sheffield City Council are now supporting over 2,365 children with transportation to school, this has increased by almost 1,000 children in 4 years, and demand is forecast to continue to increase. An overarching SEND review, including Home to School Transport, is currently underway. Outcomes from the review will bring about longer-term changes to reduce pressures but the underlying cost base will be difficult to reduce due to the rising demand for the service.

Integrated Commissioning budgets are forecast to overspend by £2m in recognition of the unachieved saving from 2022/23 relating to leveraging additional funding from Health partners.

1.6.3. **Homelessness support in temporary and exempt accommodation is forecast to cost the Council £8.4m**

The Government does not fully subsidise all housing benefit payments made by the Council even though it sets the rules that determine the amount the Council has to pay. In 2022/23, the Council incurred a loss of £5.9m as a result of the legislation relating to temporary homelessness and supported accommodation. The Council is essentially bridging the gap between the amount the accommodation costs to procure and the amount we are able to recover via housing benefits.

In 2023-24, this is forecast to cost the Council £4.5m for temporary accommodation and £3.5m for supported accommodation. The shortfalls are split between the Housing General Fund and Strategy and Resources budgets respectively.

The Budget Implementation Group

1.6.4. **A working group is in place to drive**

A senior officer working group has been established to help drive delivery of the budget. The purpose of the Budget Implementation Group (BIG) is to improve the delivery of the

improvements in budget delivery	Council's annual Revenue Budget (both General Fund and Housing Revenue Account), challenge and drive delivery of the Budget Implementation Plans (BIPs) and make recommendations for the allocation of transformation funding. It will look to facilitate Council wide learning. The group is jointly chaired by the Director of Finance and Commercial Services and the Chief Operating Officer. The group has a nominated core member from each Directorate.
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Transformation Funding

1.6.5. The Council identified £4m to support transformation activity	As part of 2023-24 budget setting, the Council identified a £4m fund that would be used to support programmes of transformational change in the organisation, expedite the delivery of savings plans or support where delivery of savings has become "stuck". The "BIG" group has provided advice, challenge, and recommendations for allocation of the transformation funding to the Council's Performance and Delivery Board.
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In August 2023, the Performance & Delivery board approved bids to support delivery of programmes in Adult Social Care, Housing, Children's services, ICT, HR, and Organisational Strategy to build upon the Future Sheffield programme. These key projects are working to stabilise the organisation and bring budgets back to a steady footing for the future. Each programme of work is being monitored, and progress reported to the Council's Performance & Delivery board to ensure activity remains on track. Overall performance will be reported to the finance committee as part of in-year budget monitoring briefings, with relevant policy committees overseeing progress on programmes in their areas.

Medium Term Financial Analysis (MTFA) & 2024/25 Budget

1.6.6. By law, the council must set a balanced budget	The Council is facing a challenging financial position. The Strategy and Resources Committee on 5 th September received the Council's Medium-Term Financial analysis, highlighted the financial pressures facing the Council over the coming 4 years and the potential gap of £61.2m in resources.
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Each Committee has worked to reach savings targets to achieve a balanced budget for 2024/25. On February 21st 2024, the Strategy and Resources committee recommended the budget to full Council on 6th March.

For 2024/25 we are forecasting pressures of £79m for Committees budgets. These pressures result from rising demand for services but also significant increases in contract and price inflation due to the current economic backdrop. Approximately £49m of these pressures relate to Social Care Services. Through our 2024/25 Business Planning Process, Committees managed to identify £8m of savings to help deliver the balanced budget. Delivery of these savings will require steadfast commitment, and targeted resources from the Council to be successful.

In addition to these savings, increases in Business Rates income and associated grants, uplifts to sales fees and charges where appropriate, additional funding from government (mainly ringfenced to social care) along with the difficult decision to increase Council Tax by 4.99%, means we are able to set a balanced budget for 2024/25.

23-24 Q3 Committee Budget Outturn Position

1.7. Waste & Street Scene Committee is £1m underspent

1.7.1.	The Waste & Street scene committee is forecast to underspend by £1m.	Full Year £m	Outturn	Budget	Variance
		Streetscene & Regulation (City Centre Management; Director Of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services)	66.6	67.6	(1.0)
		Total	66.6	67.6	(1.0)

The W&SS committee forecasts an underspend against budget as at Q3, this is within £0.1m of the position forecast at Q2 representing good quality forecasting and financial management of Council budgets.

1.7.2.	Whilst the committee is forecast to underspend this year, £300k of savings plans are set to fall short of target	Full Year Variance £m	One-off	BIPs	Trend	Total Variance
		Streetscene & Regulation (City Centre Management; Director Of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services)	(0.6)	0.3	(0.7)	(1.0)
		Total	(0.6)	0.3	(0.7)	(1.0)

Full details of the budget saving targets are shown below.

1.7.3. Budget Savings £m *rounded to nearest £100k

Financial RAG	Description	Total Savings	Savings Deliverable in Year	In Year Gap	Savings Deliverable Next Year	Undeliverable Savings
Red	Further dimming of lighting & reduction to carbon emissions	0.1		0.1		0.1
Red Total		0.1		0.1		0.1
Amber	Challenge planning conditions and allow SSC to compete with private operators for commuter and longer parking					
	Milton street & Devonshire Green car parks to reset tariffs and parking periods	0.1		0.1		0.1
	Reduction in night time running hours of City Centre fountains	0.1	0.0	0.1		0.1
Amber Total		0.2	0.0	0.1		0.1

Green	5% cuts to supplies & services budgets	0.1	0.1	-0.0	-0.0
	50% cut to training budgets	0.0	0.0	-0.0	-0.0
	Create new car park at West Lane	0.1	0.1	-0.0	-0.0
	Freeze the annual contribution to the lifecycle costs sinking fund	0.3	0.3	-0.0	-0.0
	Removal of underspent budget	0.1	0.1	-0.0	-0.0
	Removal of vacant posts to create improved structure and service delivery	0.2	0.2	-0.0	-0.0
	Green Total	0.8	0.8	-0.0	-0.0
	1.1	0.8	0.3	0.3	

Permanent budget mitigations have been agreed from other service areas to balance the budget position in the service and will not result in pressures for future years.

- 1.7.4. A breakdown of budgets included in the W&SS committee is provided below for further detail on the split between income and expenditure budgets:

Service Area	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn	Variance
WASTE MANAGEMENT	31.7	(5.5)	37.1	31.6	(0.1)
HIGHWAYS CONTRACT ENVIRONMENTAL REGULATIONS	29.5	(47.5)	77.0	29.5	(0.0)
HIGHWAY MAINTENANCE DIVISION	4.8	(1.7)	6.9	5.2	0.4
CITY CENTRE MANAGEMENT	2.0	(2.0)	4.0	2.0	(0.0)
SHEFFIELD CITY MARKETS	1.9	(1.4)	3.7	2.3	0.5
DIR OF STREETSCENE AND REGS	1.4	(1.7)	3.3	1.6	0.2
EMERGENCY PLANNING	1.2	0.0	0.6	0.6	(0.6)
LICENSING	0.3	(0.1)	0.4	0.3	(0.0)
PLACE HUB	0.2	(1.5)	1.8	0.3	0.1
COST OF LIVING HUB	0.0	0.0	(0.0)	(0.0)	(0.0)
PARKING SERVICES	0.0	(10.8)	10.8	(0.0)	(0.0)
Grand Total	67.6	(85.0)	151.5	66.6	(1.0)

The above breakdown of the committee's budget provides good context for the high value expenditure budgets of the committee. A £1.0m underspend represents just 1.5% deviation from net budget and less than 1% of expenditure budgets.

- 1.7.5. **Contract inflation over the past two years has driven up base budgets** Whilst inflation is beginning to fall, contract inflation pressures driven by RPIX are now embedded in our cost base. Contract inflation was applied for 2022/23 at 8%, for 2023/24 at 12.6%, contract indices for 2024/25 reflect January rates at 4.2%; medium-term planning assumptions have allowed for 4% for 2025/26 and 3% thereafter in line with current market expectations.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that the committee notes their 2023/24 budget forecast position and takes action on overspends.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

4.2 Financial and Commercial Implications

- 4.2.1 The primary purpose of this report is to provide Members with information on the City Council's revenue budget monitoring position for 2023/24.

4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

4.4 Climate Implications

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

4.4 Other Implications

- 4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To record formally changes to the Revenue Budget.



Report to Policy Committee

Author/Lead Officer of Report:

Matt Proctor, Sports Grounds and Events Lead Officer

Report of: Ajman Ali, Executive Director Neighbourhood Services

Report to: Waste and Street Scene Policy Committee

Date of Decision: 13th March 2024

Subject: Safety Certification / Safety Advisory Group (SAG) Policy – Sports Stadia & Regulated Stands

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?	Ref: 2637			
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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 inform members of the updated Safety Certification / Safety Advisory Group (SAG) Policy in relation to sports grounds.

Recommendations

The Waste and Street Scene Policy Committee is recommended to:

Approve the content of the revised Safety Certification / Safety Advisory Group (SAG) Policy Document attached at Appendix A.

Background Papers:

Appendix A: Safety Certification / Safety Advisory Group Policy Document.

Appendix B : EIA 2637

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: Adrian Hart
		Legal: Rebecca Lambert
		Equalities & Consultation: Ed Sexton
		Climate: N/A
<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	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Councillor Joe Otten
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Ben Brailsford	Job Title: Head of Street Scene Services
	Date: 13th March 2024	

1. PROPOSAL

- 1.1** Following an internal audit in 2023, a recommendation was made to carry out a periodical review of the SAG policy in relation to Sports Grounds.
- 1.2** That review began in the third quarter of 2023.
- 1.3** The current policy was originally devised in 2013 and has been periodically reviewed in the years since.
- 1.4** The policy revisions reflect changes in best practice and implements recommendations contained within the industry accepted document “Guide to Safety at Sports Grounds” together with advice from the Sports Grounds Safety Authority (SGSA) who have responsibility for monitoring both the Council and stadium operators.
- 1.5** In addition to updating titles and clarifying references, notable additions to the policy include;
- Section 2.6 – addition of a dispute resolution procedure following a recommendation by the SGSA.
 - Section 4.8 – addition of a Medical Advisory Group (MAG) section, reflecting updated best practice
 - Section 4.9 – addition of a Supporters Representative section, again reflecting best practice
- 1.6** The policy as originally drafted in 2013 encompassed the SAG processes for events held away from sports stadia. In the intervening years, event assessment has diverged significantly from that of sports stadia and to this end, a separate policy will be devised for these events and will be the subject of a later report. References to such events have been removed from this policy.
- 1.7** The revised policy also reduces the number of during performance inspections to be carried out at each of the two main stadia annually. The previous commitment was 6 per stadium but due to continued compliance at both Bramall Lane and Hillsborough it is proposed to reduce these to four.

To give some context, SGSA guidance allows a local authority to determine the number of during performance inspections it carries out after risk assessing the stadia under its remit, but recommends a minimum of two per season. Anecdotal evidence from the SGSA inspector is that the Council carries out well in excess of the number of inspections of other local authorities.

2.0 HOW WILL THE DECISION CONTRIBUTE

2.1 The revised policy will contribute to the strategic goals set out in 'Our Sheffield – Delivery Plan'. It will assist SAG partners to perform their duties on the group with clarity.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 SAG partners and stadium operators have been consulted throughout the process and appropriate amendments have been made in light of responses received.

3.2 The SGSA has also been party to the consultation and has indicated that they consider the policy to be thorough and complete.

4.0 RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 Section 149(1) of the Equality Act 2010 contains the 'Public Sector Equality Duty', under which the Council as a public authority must, in exercise of its functions, have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that connected to protected characteristics and prohibited by or under this Act;
- b) advance equality of opportunity between those who share a relevant protected characteristic and those who do not;
- c) foster good relations between those who share a relevant protected characteristic and those who do not.

4.1.2 An Equality Impact Assessment (EIA) has been undertaken to consider any implications that may arise in respect of the Council's duties under the Act as a public authority.

4.1.3 The EIA notes that, although the stadium or sports ground management have their own responsibilities in respect of facilities, spectators and other matters, the Council's function of deciding whether to issue safety certificates is applicable to its legal duties under the Equality Act. In other words, the council must, when exercising this function, have due regard to the need to advance equality of opportunity, eliminate discrimination and meet other requirements.

4.1.4 The EIA assesses that the updated SAG Policy is fully consistent with the council's duties under the Equality Act and with organisational equality policy. There are no disproportionate impacts arising from the policy.

4.1.5 Particular consideration has been given to the protected characteristic of Disability. It is noted that the stadium or sports ground management must provide facilities to cater for the needs and wants of disabled supporters. The Safety Advisory Group offers guidance in this respect to both the sports ground and the Council, as the Certifying Authority responsible for

issuing any safety certificate. Such considerations include the accessibility and safety of viewing areas, facilities provided and evacuation procedures.

- 4.1.6** It is considered that this provides assurance and is fully consistent with our Equality Act duties.

4.2 Financial and Commercial Implications

- 4.2.1** There are no financial implications.

4.3 Legal Implications

- 4.3.1** Under the Safety of Sports Grounds Act 1975 (1975 Act) the Council is tasked with the responsibility of being the Certifying Authority responsible for issuing a safety certificate and / or a special safety certificate in respect of sports grounds designated by the Secretary of State.

- 4.3.2** The Fire Safety and Safety at Places of Sport Act 1987 (1987 Act) places a similar responsibility upon the local authority in relation to regulated stands at non designated sports grounds.

- 4.3.3** The Council has delegated its powers for the safety certification of sports grounds under the 1975 Act and the 1987 Act to the Director of Streetscene and Regulations Services, and appropriately onwards as defined in the Council Constitution and scheme of delegations.

- 4.3.4** The policy document provides a framework to support the discharge of that duty.

- 4.3.5** The Right Honourable Lord Justice Taylor made the following recommendation in his Final Report following the inquiry into the Hillsborough Stadium Disaster in 1989:

‘To assist the local authority in exercising its functions, it should set up an Advisory Group consisting of appropriate members of its own staff, representatives of the police, of the fire service and ambulance services and of the building authority.’

4.4 Climate Implications

- 4.4.1** There are no climate implications.

4.5 Other Implications

- 4.5.1** There are no other implications.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1** The review was carried out to comply with a recommendation by the Councils internal auditors and reflect changes to industry best practice.

5.2 Failure to review would result in an outdated policy being in force.

6. REASONS FOR RECOMMENDATIONS

6.1 Following consultation with relevant partners, comments, suggestions and requests for amendments or additions have been considered and appropriately implemented into the proposed new document.



Safety Certification / Safety Advisory Group Policy Document



Covering designated stadiums & regulated stands

Date of issue: 2013
Version No: 2.0
Date of last review: March 2024
Date of next review: March 2025

Original Document Author: Steve Lonnia, Chief Licensing Officer

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PART ONE

1.0 INTRODUCTION

1.1 Overview

- 1.1.1 This document has been produced by Sheffield City Council (the Council) on behalf of the Safety Advisory Group. The document sets out the agreed policy and procedures with regards to the Safety Advisory Group process.
- 1.1.2 Under the Safety of Sports Grounds Act 1975 (1975 Act), the local authority is responsible for issuing a safety certificate and / or special safety certificate in respect of sports grounds designated by the Secretary of State. These are sports grounds that, in his opinion, have accommodation for more than 10,000 spectators - 5,000 in the case of Premiership or Football League grounds in England and Wales.
- 1.1.3 The 1975 Act defines a sports ground as a place where sports or other competitive activities take place in the open air, and where accommodation has been provided for spectators, consisting of artificial structures, or of natural structures artificially modified for the purpose.
- 1.1.4 The Fire Safety and Safety of Places of Sport Act 1987 (1987 Act) lays a similar responsibility upon the local authority in relation to regulated stands at non-designated sports grounds. Regulated stands are stands that provide covered accommodation for 500 or more standing or seated spectators. Responsibility for determining if a stand is a regulated stand rests with the local authority. However the determination must be undertaken in accordance with the statutory guidance contained in Home Office Circular 97/1988 as determined by the local authority under section 26 of the 1987 Act.
- 1.1.5 There are three categories of sports grounds recognised by the law, designated grounds, regulated stands and other grounds. Designated grounds and regulated stands are described above. Other grounds are grounds that are not designated and which do not have regulated stands but issues affecting the safety of spectators may still arise. Circular HOC 97/1988 informs Local Authorities that they should be aware of all sports grounds and the events held there.
- 1.1.6 Other Grounds shall be inspected and monitored under the Council's general Health and Safety Duty. This work shall be undertaken by the Health Protection Service (HPS). The SAG will assist in this process upon request of HPS. Such grounds include Bracken Moor (Stocksbridge Park Steels Football Club) and Sandygate Road (Hallam Football Club).
- 1.1.7 The Safety Advisory Group process will also advise and assist safety officers, promoters and other event organisers when hosting large scale events such as concerts, festivals and other mass gatherings of people in a designated stadium etc. The overall responsibility for safety at any stadium or event remains with the certificate holder. However the safety advisory group process will be used in a very pro-active manner to offer advice to all sports grounds etc.

1.2 Purpose

- 1.2.1 This policy document sets out the Council's approach to discharging its powers and responsibilities in respect of the issue and review of the General Safety Certificate and/or Special Safety Certificate.
- 1.2.2 The Council aims to provide an overview of the role of the Safety Advisory Group and to clarify the roles and responsibilities of other organisations and agencies involved in the safety certification process.
- 1.2.3 The policy also sets out the approach of the Safety Advisory Group in relation to designated stadiums, regulated stands and other grounds where the group is engaged.

1.3 Policy Aim

- 1.3.1 This policy aims to ensure that the Council working with its partners as a Safety Advisory Group ensure the reasonable safety of all those present at designated stadia, regulated stands or other grounds in Sheffield that falls within the Safety Advisory Group process.
- 1.3.2 The policy also aims to ensure that spectators/individuals are able to attend in reasonable safety, comfort and security and that all those who attend events enjoy the experience and return home safely.

1.4 Scope

- 1.4.1 The sports grounds covered by these arrangements are;
- Bramall Lane Stadium home of Sheffield United Football Club
Hillsborough Stadium home of Sheffield Wednesday Football Club
Owlerton Stadium venue of speedway, stock cars and greyhound racing
Olympic Legacy Park, venue of Rugby League and Football
- 1.4.2 The powers to issue and review the general safety certificate are vested solely in Council officers with delegated authority for this activity.

1.5 Policy Objectives

- 1.5.1 The Council through the Safety Advisory Group aim to fulfil the following policy objectives:-
- To ensure that spectator safety is of the highest attainable standard as is reasonably practical at all sports grounds, regulated stands, that involve the Safety Advisory Group;
 - To establish and manage the Safety Advisory Group for such stadiums and regulated stands;
 - To undertake and manage the annual review of any safety certificate for stadiums and/or regulated stands; and
 - To foster, encourage and promote a safety culture within sports grounds and regulated stands in Sheffield.

1.6 Legislation, Guidance and Legislative Duty

- 1.6.1 The legislation and regulations that apply to the safety of all persons at sports grounds should be read in conjunction with this policy and agreed procedures. The relevant legislation and regulations are as follows;
- Safety of Sports Grounds Act 1975 (as amended)
 - Fire Safety and Safety of Places of Sport Act 1987
 - Safety of Sports Grounds Regulations 1987
 - Safety of Places of Sport Regulations 1988
- 1.6.2 Guidance on the application of the legislation referenced above can be found in the following Home Office Circulars;
- Home Office Circular No 7/1986 - Annex C of which provides guidance on the procedure regarding applications for general safety certificates under the provisions of the Safety at Sports Grounds Act 1975.
 - Home Office Circular No 96/1988 – Which includes advice on the issue of safety certificates for regulated stands.
 - Home Office Circular No 97/1988 – Which includes statutory guidance under section 26 (8) of the 1987 Act to local authorities on the methodology that must be applied in determining whether a stand at a sports ground is a "regulated" stand.
 - The annual inspection of a designated sports ground will include all items detailed in the Secretary of State's statutory guidance as set out in Home Office Circular 72/1987. For regulated stands the inspection will cover the items in the statutory guidance set out in Home Office Circular 97/1988

1.6.3 Under the Safety of Sports Grounds Act 1975 (as amended) the Council has a duty to:-

- Issue a general safety certificate for each designated sports ground within the city boundary, containing such terms and conditions that the Council consider necessary or expedient to secure reasonable safety.
- Issue a special safety certificate where appropriate.
- Serve a prohibition notice in respect of any sports ground if the authority considers that the admission of spectators to the Sports Ground or any part of the Sports Ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the Ground or that part of the Ground ought to be prohibited (or restricted).
- Amend/replace and/or transfer any general safety certificate as and when appropriate.
- Enforce the terms and conditions of the general safety certificate.

1.6.4 Under the Fire Safety and Safety of Places of Sport Act 1987 the Council has a duty to undertake similar duties in relation to regulated stands at non-designated sports grounds. Regulated stands are stands that provide accommodation for 500 or more seated or standing spectators.

- Issue a general safety certificate for each regulated stand (including the whole or any part of that sports ground to be covered by the certificate) within the city boundary, containing such terms and conditions that the Council consider necessary or expedient to secure reasonable safety.

1.7 Delegations

1.7.1 The Council has delegated its powers for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) and the Fire Safety and Safety of Places of Sport Act 1987 to:

The Director of Street Scene & Regulations Services and onwards to appropriate staff as per the Council Constitution and scheme of officer delegations.

1.7.2 Licensing is the lead department for the safety certification of sports grounds.

1.8 Responsibility for Safety

1.8.1 The primary responsibility for the safety of all persons at a site rests at all times with the stadium management (Certificate Holder).

1.8.2 The responsibility for safety should never be assumed by the Council nor should the Council become involved in the management of events or take any action that could be interpreted as involvement.

1.9 Fees

1.9.1 Under the provisions of the 1987 and 1988 Regulations a local authority is permitted to charge a fee for the issue, amendment, replacement or transfer of a safety certificate. The regulations explain that any fee should be commensurate with the work actually and reasonably done by or on behalf of the local authority. It should also be noted that a local authority may only charge for amending a safety certificate if the amendment was at the request of the certificate holder. The procedures should set out how any fee charges are to be determined.

1.10 Certificate

1.10.1 General Safety Certificate – for a designated stadium/regulated stand is to contain terms and conditions that the Council consider necessary or expedient to secure the reasonable safety of all persons at that stadium when it is being used for the activities specified in the certificate.

When all matters relating to safety are in place and the Council consider the stadium to be ready, a safety certificate can be issued and may cover more than one specified activity.

1.10.2 Special Safety Certificate – for a designated stadium/regulated stand that has a general safety certificate in place it may be that a special safety certificate is issued for a different specified activity (e.g. a concert or religious gathering in a football stadium). The special safety certificate may impose terms and conditions that the Council consider necessary or expedient to secure reasonable safety

of all persons at that stadium when it is being used for the activities specified in the special safety certificate.

The applicant will be required to make a separate application and may also be required to submit / supply whatever information is required by the Council to discharge its functions.

PART TWO**2.0 SAFETY ADVISORY GROUPS****2.1 Overview**

- 2.1.1 Sheffield City Council has established a Safety Advisory Group to provide specialist advice and guidance in relation to safety at designated stadiums and regulated stands.
- 2.1.2 A similar group sits to consider other events held in the City away from designated sports grounds and is not considered as part of this policy. i.e. Tramlines, Parks events etc
- 2.1.3 The group is a multi agency group and is chaired by the Chief Licensing Officer or a suitably experienced nominated deputy.
- 2.1.4 The group will provide specialist advice in relation to safety at sports grounds, regulated stands and other large scale events etc. This includes determining the terms and conditions to be imposed on each certificate and monitoring their implementation.

2.2 Terms of Reference

- 2.2.1 The Safety Advisory Group has been established to:-
- Advise/guide the Council with regard to any issues relating to safety at stadiums.
 - Monitor the issuing and enforcement of any safety certificates, regulated stand certificates and special safety certificates in relation to safety at stadiums and sports grounds
 - To receive, check and approve any applications for alterations, amendment and/or transfer of a safety certificate in relation to a designated stadium and/or a regulated stand.
- 2.2.2 A copy of the groups' full terms of reference are set out in Appendix "A" this policy.

2.3 Objectives

- 2.3.1 To develop as a body of expertise and to provide a forum within which the Council can maintain a consistent approach to spectator / event safety.
- 2.3.2 To promote a safety culture within sports grounds.
- 2.3.3 Support, advise and guide the management, operators and/or safety officers at sports grounds, on measures to improve all aspects of safety.
- 2.3.4 Work continually to ensure the reasonable safety of all those attending at sports grounds and events held within them.

2.4 Membership

- 2.4.1 The Council uses the sports grounds safety advisory group for two distinct functions, those being the safety at sports grounds and other large scale events in stadia where it considers public safety to be a matter for concern.
- 2.4.2 The core membership of each group is similar however other individuals and/or authorities may be invited as and when necessary. Set out below is the core membership at each group.

Sports Grounds

- Chief Licensing Officer (Chair)
- Stadium Management / Safety Officer
- South Yorkshire Police
- South Yorkshire Fire & Rescue
- Yorkshire Ambulance Service
- City Council Building Control
- City Council Health & Safety Enforcement Team
- City Council Safeguarding Children Officer

- City Council Highways / Urban Traffic Control
- The Sports Grounds Safety Authority is invited to observe / advise
- A nominated representative of appropriate supporters group(s) are also invited

Large Scale Events Held in Stadia

- Chief Licensing Officer (Chair)
- Event Safety Officer
- South Yorkshire Police
- South Yorkshire Fire & Rescue
- Yorkshire Ambulance Service
- City Council Building Control
- City Council Health & Safety Enforcement Team
- City Council Safeguarding Children Officer
- City Council Highways / Urban Traffic Control
- City Council Environmental Protection / Noise Nuisance Officer
- Production / Promotion Management
- Stewarding Company
- First Aid / Medical Provider

2.5 Meetings

2.5.1 The Safety Advisory Group will meet as follows;

- Sheffield Wednesday FC - quarterly
- Sheffield United FC - quarterly
- Owlerton Stadium - twice per year
- Olympic Legacy Park - twice per year

2.5.2 The Safety Advisory Group may meet in addition to the above to discuss proposed alterations, variations, de-brief incidents, near misses and any other issues as deemed necessary.

2.5.3 The meetings will also include at least one called to discuss the annual inspection process including reports from the stadiums engineers and all other inspecting authorities.

2.5.4 The Safety Advisory Group will meet as often as deemed necessary prior to a large scale event at a sports ground not covered by any general safety certificate that may be in force.

2.6 Dispute Resolution

2.6.1 In the event of a dispute or disagreement between parties, the Chair has discretion to convene an extraordinary SAG meeting in any format. Matters deemed to be frivolous, vexatious or repetitious by the Chair will not be considered under this process.

2.6.2 Where the issue relates to matters for which the Council as the Certifying Authority has jurisdiction, submissions will be heard from the disputing parties and advice will be sought from relevant members of the group.

2.6.3 After considering the same, the Certifying Authority will decide upon the issue and produce a determination notice with reasoning which will be based on advice, tangible evidence, intelligence and relevant industry guidance. Any decision shall be *Wednesbury Reasonable**. Necessary amendments to any General Safety Certificate will be made accordingly.

2.6.4 In the absence of Certifying Authority jurisdiction, the group may offer guidance or advice only.

2.6.5 It is recognised that SAG partners may have their own statutory powers outside of this process. It is a decision for those organisations alone as to whether to exercise those powers.

*Associated Provincial Picture Houses Ltd v Wednesbury Corporation [1948]

PART THREE

3.0 ENFORCEMENT

- 3.0.1 It is an offence for any responsible person, not merely the certificate holder, to contravene the terms and conditions of a safety certificate or a prohibition notice. These offences, along with the defences of absence of consent and due diligence, are listed in section 12 of the Safety of Sports Grounds Act 1975 and section 36 of the Fire Safety and Safety of Places of Sport Act 1987.
- 3.0.2 This policy sets out the arrangements that have been put in to place for ensuring compliance with the relevant safety at sports grounds legislation and the terms and conditions of any individual certificate.
- 3.0.3 This section of the policy sets out the Council's powers and approach to enforcement activity, how the Council deals with businesses and the approach to be taken when infringements of the law are established. In applying this policy the Council's aim is to ensure that any enforcement action taken is proportionate, open, consistent and transparent.
- 3.0.4 This document should be read in conjunction with the relevant legislation, associated guidance and our enforcement policy document so as to provide a full understanding of the Safety at Sports Grounds role carried out by the Council. The Council has a range of options to deal with incidents which may put the public at risk, or any safety weakness identified by its inspecting officers.
- 3.0.5 The local authority must ensure it has the necessary powers and procedures in place to enable it to take any necessary action in the appropriate timescales. The response of the Council should be proportionate to both the urgency and the seriousness of the individual circumstances.
- 3.0.6 The available enforcement options are;
- No Action / Words of Advice
 - Informal Warning
 - Prohibition Notice
 - Reduction in Capacity
 - Simple Caution
 - Prosecution

3.1 Informal Warning

- 3.1.1 Informal warnings would be an option where the transgression is minor and:-
- it is thought that informal action will achieve compliance;
 - safety management being displayed is reasonably high and this method of enforcement will achieve the desired result;
 - consequence of non-compliance will not pose a significant risk to health and/or safety of persons at the site and would only be a very short term issue.
- 3.1.2 Informal warnings may take the form of simple advice for example a verbal warning followed by a formal request for action in the form of letter, e-mail, or notice. The communication will contain all information necessary to ensure that the club / organisation knows what is required of them, why it is necessary and the timescales for completion.
- The communication may:-
- indicate the regulations contravened and the measures that will achieve compliance with the legal requirements and that other means of compliance may be chosen;
 - clearly indicate that recommendations of good practice are not legal requirements,
 - clearly indicate the timescales for compliance

3.2 Prohibition Notice

- 3.2.1 Section 10 of the 1975 Act enables the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that ‘the admission of spectators to a sports ground or any part of a sports ground involves or would involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted’.
- 3.2.2 The Council needs to ensure that it can, if necessary be able to issue a notice in a very short space of time and without reference to senior officers or to members (see delegated powers). The issuing of a Prohibition Notice must be seen as a last resort and it can be appealed in a magistrate’s court but prior to the hearing the Prohibition Notice stands.
- 3.2.3 Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand.
- 3.2.4 The Council has decided that when a prohibition notice is issued by the Chief Licensing Officer under delegated powers, the club/organisation has the right of appeal to the Licensing Committee if necessary. Such an appeal would be processed and arranged as quickly as possible in order to assist the club.
- 3.2.5 If the Council considers and states in the notice that the risk to spectators is / or may be imminent then the notice takes effect as soon as it is served. In all other cases, it comes into force at the end of the period specified in the notice. The Council may amend or withdraw the notice at any time.
- 3.2.6 The notice should be clear as to what action is required to satisfy the notice and specify ways compliance can be achieved.
- 3.2.7 The issuing of a prohibition notice will be recorded on a public register in accordance with the Environment & Safety Information Act 1988.

3.3 Reduction in Capacity

- 3.3.1 The Council can reduce the permitted capacity of all or part of a sports ground. This may be appropriate in the following situations:
- where an incident occurs that suggests that the management is performing unsuccessfully, the Council will review the (S) factor which could negatively affect the capacity of the ground. There may have been no incident but the performance of the management raises concerns re the control of the event;
 - where the Council’s inspecting officers identify any deficiencies in the structure / fabric, equipment, records or management systems which the authority has not already taken into account when accepting or calculating the permitted capacity, the (P) or (S) factor will be reviewed as appropriate which again could negatively affect the capacity of the ground
- 3.3.2 The new capacity will be calculated having regard to the change in circumstances, and a new certificate will have to be issued (or an amendment to schedule 5 in the current certificate). Once the item causing concern has been rectified the capacity can be reassessed through the (P) or (S) factor.
- 3.3.3 The Council will follow the same procedures as during the routine annual review of the safety certificate for the setting of the (P) or (S) factor. It should invite the ground management to submit its proposed revised (P) or (S) factor, while reserving the right to overrule this if appropriate.
- 3.3.4 There is an onus on the Council to act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity.

3.4 Simple Caution

- 3.4.1 In appropriate circumstances, where a prosecution would otherwise be justified, a Simple Caution may be administered with the consent of the offender.
- 3.4.2 A Simple Caution is an admission of guilt, but is not a form of sentence, nor is it a criminal conviction.
- 3.4.3 For a Simple Caution to be issued a number of criteria must be satisfied:
- (a) Sufficient evidence must be available to prove the case.
 - (b) The offender must admit the offence.
 - (c) It must be in the public interest to use a Simple Caution.
 - (d) The offender must be 18 years or over.
- 3.4.4 We will also take into account whether the offender has received a simple caution within the last 2 years when determining whether a simple caution is appropriate for any subsequent offending.
- 3.4.5 If during the time the Simple Caution is in force the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the Caution may be cited in court, and this may influence the severity of the sentence that the court imposes.
- 3.4.6 The refusal of an offender to be cautioned does not preclude the matter being passed for prosecution. In fact, any such failure will be a material consideration when deciding whether the offender should then be prosecuted for that offence.

3.5 Prosecution

- 3.5.1 The decision to prosecute is extremely significant and must be related to the risk, it must be for a blatant disregard for the safety certification / law. The process prior to any decision to prosecute must be to check if another enforcement option is more suitable e.g. Prohibition Notice.
- 3.5.2 Prosecutions should be undertaken as soon as possible and only if the Council is satisfied that there is relevant, admissible, substantial and reliable evidence that the offence has been committed by the defendant and that there is a realistic prospect of conviction.

3.6 Annual Inspection

- 3.6.1 This will be undertaken at each designated ground at least once every 12 months. The annual inspection of a designated sports ground will include all items detailed in the Secretary of State's statutory guidance as set out in Home Office Circular 72/1987.
- 3.6.2 For regulated stands the inspection will cover the items in the statutory guidance set out in Home Office Circular 97/1988 and will be undertaken every two years for stands with less than 2000 capacity.
- 3.6.3 The list below is not exhaustive and is only intended to give a sample of what is checked during an annual inspection,
- the structural condition, dynamic performance and electrical and gas tests;
 - the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans;
 - the condition of the sports ground and its fixtures and fittings; and
 - the lighting, emergency lighting, public address, cctv, emergency telephones, fire warning and entry control equipment.

3.7 During Performance Inspections

- 3.7.1 During Performance Inspections will be made on a planned basis, on event days, to ensure that the terms and conditions in the safety certificate are suitable and appropriate for the use taking place and to monitor the ground management's compliance with the terms and conditions of the safety certificate. The inspection programme is as follows;
- for designated stadiums a match day safety inspection will be undertaken a minimum of four times per year;
 - for regulated stands with a capacity of more than 2000 spectators a during performance inspection will be undertaken a minimum of once a year;
 - for regulated stands with a capacity of less than 2000 spectators a during performance inspection will be undertaken once every two years; and
 - for other grounds a during performance inspection will be undertaken once every three years.
- 3.7.2 The person undertaking these inspections should be suitably qualified and competent to undertake inspections on general safety of a sports stadium. Where possible a joint approach will be undertaken with members of the Safety Advisory Group participating in the inspection.
- 3.7.3 Results of such inspections shall be reported at the routine SAG meeting for the venue, or sooner if any items of serious concern are noted.
- 3.7.4 After the event produce detailed reports of the management of the activity for submission at any debriefing meeting or sent to the club requesting action and/or explanations, to enable consideration to be given to further control and/or enforcement action.

PART FOUR

4.0 ROLES & RESPONSIBILITIES

4.0.1 The Rt Hon Lord Justice Taylor made the following recommendation in his Final Report following the inquiry into the Hillsborough Stadium Disaster;

“To assist the local authority in exercising its functions, it should set up an Advisory Group consisting of appropriate members of its own staff, representatives of the police, of the fire service and ambulance services and of the buildings authority.”

4.0.2 Sheffield City Council decided that the Safety Advisory Group process would be managed by the licensing service and the relevant senior officer from licensing would Chair the meetings. The Council also stated that an officer of the Council responsible for Health & Safety must also be part of the group.

4.0.3 The role descriptions below are not an exhaustive list of duties for all different officers and agencies involved in the Safety Advisory Group. They are here to set out the core role of some of the officers / agencies that attend the meetings.

4.0.4 The officers that attend these meeting should have the authority and power to make relevant decisions at the meeting on behalf of their authority.

4.1 Role of the Chief Licensing Officer

4.1.1 To ensure that the Council’s statutory duties in accordance with the Safety at Sports Grounds Act 1975 are properly discharged.

4.1.2 To manage the day to day activities (administration and enforcement) of the Council in relation to Safety at Sports Grounds.

4.1.3 To ensure that the Licensing Committee are kept informed of Safety at Sports Grounds activities, including writing and presenting reports if and when necessary on any amendments, alterations etc. to safety certificates.

4.1.4 To ensure the Safety Advisory Group undertakes activities as appropriate to determine the terms and conditions of any general or special safety certificate and monitor their implementation.

4.1.5 To ensure the Safety Advisory Group work within the terms of reference set out in Appendix A.

4.1.6 To ensure that membership of the Safety Advisory Group reflects the interests of all parties as recommended in the final report of Lord Justice Taylor (Final report by the Rt. Hon Lord Justice Taylor following the inquiry into the Hillsborough Stadium Disaster in 1989).

4.1.7 To act in a co-ordinating role for all members of the safety advisory group and be responsible for organising meetings and inspections as appropriate.

4.1.8 To initiate prosecutions authorised by Sheffield City Council for breach of conditions of either a general or special safety certificate and / or any other offences under the Act.

4.1.9 To Chair the Safety Advisory Group where possible and to act as authorising signatory for the general and special safety certificates, prohibition notices, warning letters etc in accordance with any scheme of officer delegations.

4.1.10 To nominate the Sports Grounds & Events Lead Officer to act as nominated deputy / representative in the discharge of the Council’s duties outlined in this policy.

4.2 Role of the Sports Grounds & Events Lead Officer

4.2.1 To deputise for the Chief Licensing Officer as follows;

- chair meetings of the Safety Advisory Group as directed and ensure that decisions taken by the group are implemented;
- organise meetings of the Safety Advisory Group;
- co-ordinate and prepare agendas and supporting paperwork, arrange the taking of minutes and circulation of the same to all members;
- attend as directed on match days as appropriate to observe and understand the operation of the stadium and / or undertake inspections;
- establish and maintain a filing system for safety advisory group documentation;
- draft and issue warning letters, prohibition notices etc; and
- keep the Chief Licensing Officer informed and up to date of all relevant issues etc.

4.3 Role of the Emergency Services (Police, Fire and Ambulance)

4.3.1 South Yorkshire Police

- attend Safety Advisory Group Meetings and advise on issues in relation to crowd management, public order and policing of and safety at sports grounds;
- assist the Council with the Safety Certification decision making process;
- monitor by means of attendance at the stadium / event and observation of the provision of safety measures provided by the club / organisation in terms of stewarding effectiveness and provision of police services;
- to provide specialist advice from a police perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, and other events; and
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings.
- advise and assist with regards to counter terrorism issues
- Set up a statement of intent and sign off with the Certificate Holder (s)

4.3.2 South Yorkshire Fire and Rescue

- attend Safety Advisory Group Meetings and advise on fire safety matters including all ingress and egress to and from sports grounds, concerts and events, capacities etc;
- also advise on issues such as width of exit routes, staircases, gates and vomitories, provision of fire fighting equipment, fire alarms, shutters, signage etc.
- assist the Council with the Safety Certification decision making process;
- to provide specialist advice from a fire and rescue perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, and other events;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings; and
- select fixtures invited and arranged by the SAG Chair and undertake pre match and during performance inspections at each stadium and report any findings.
- advise and support the Council on Fire related issues.

4.3.3 Yorkshire Ambulance Service

- attend Safety Advisory Group Meetings and advise on medical and first aid related matters;
- to provide specialist advice from a medical perspective at all stages of any development, alteration or redevelopment of a sports ground;
- attend the stadium on match days as part of the stadium control staffing and observe and understand the operation of the stadium in relation to medical and first aid issues;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings; and
- select fixtures and arrange pre match and during performance inspections at each stadium and report findings to Chair of Safety Advisory Group.

4.4 Role of the Sports Grounds Safety Authority (SGSA)

- keep under review the discharge by the local authority of their statutory functions under the Safety at Sports Grounds Act 1975;
- offer guidance on good practice relating to safety advisory groups and safety certification;
- attend safety advisory group meetings where invited;
- attend the annual inspection review meetings where possible; and
- offer advice and guidance on crowd management and safety issues.

4.5 Role of the Health and Safety Enforcement Team

- provide officer(s) to attend meetings and advise on health and safety related matters;
- attend selected fixtures and report to the SAG on its findings
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings;
- to provide specialist advice from a health & safety perspective at all stages of any development, alteration or redevelopment of a sports ground; and

4.6 Role of Building Control

- provide officer(s) to attend meetings and advise on building control matters including all ingress and egress to and from the sports ground, as well as capacities and structural safety;
- also advise on issues such as width of exits routes, staircases, gates, vomitories and circulation areas and compliance with relevant legislation such as the Buildings Act 1984
- assist the Council with the Safety Certification decision making process;
- to provide specialist advice from a building control perspective at all stages of any development, alteration or redevelopment of a sports ground;
- to provide specialist advice in relation to the pre planning for football fixtures, and other events;
- undertake an annual inspection / review of the stadium / safety certificate and attend annual review meetings.

4.7 Role of the Safety Officer / Certificate Holder

- nominate a safety officer to represent the certificate holder
- to be responsible for the safe operation of the sports ground including crowd safety, movement, segregation, entering, exiting, ticketing, stewarding and all other safety matters at the stadium;
- to manage and co-ordinate any works raised as part of the annual inspection process;
- to bring to the attention of the lead officer and/or responsible person any observations of concern in relation to technical equipment e.g. turnstile operation, CCTV, lighting etc.
- to ensure that all terms and conditions of the General Safety Certificate and/or Special Safety Certificate are complied with;
- to provide any information as requested and/or as contained in the terms and conditions of the certificate to the Safety Advisory Group and/or Sheffield City Council;
- to appropriately consider any recommendations or requirements of the Safety Advisory Group and/or Sheffield City Council; and
- to attend all meetings of the Safety Advisory Group when invited.
- To create, maintain and manage an operations manual for the stadium.

4.8 Role of the Medical Advisory Group (MAG)

4.8.1 The Medical Advisory Group sits separately to the SAG, but reports directly to SAG with a view to;

- ensuring that best clinical practices are maintained;
- discuss common issues associated with current regulations and medical provision at sporting events;
- seek to generate new legislation and regulations;
- discuss any medical incidents and identify ways of risk assessing and improving services.
- improve the quality of care provided by private medical services and NHS foundation trust ambulance services
- encourage and optimise communication between each of the membership organisations
- encourage sharing & learning between these organisations with regard to the current challenges facing sporting events
- identify and prioritise opportunities to support medical services to manage quality effectively
- develop quality management tools, best practice guidance and training materials
- develop and enhance emergency medical procedures
- identify any issues and seek to assess how to change and improve services to avoid or minimise future incidents

4.9 Role of Supporters Representative

4.9.1 A nominated representative of recognised supporters groups will be afforded the opportunity to attend the SAG meetings.

4.9.2 It is recognised that such groups can offer a valuable insight into safety issues at a stadium or sports ground.

4.9.3 The supporters representative will be in attendance for all matters listed on the meeting agenda, unless and until a core SAG member makes a submission that an item is sensitive, for example personal details, commercial sensitivity or matters of security.

4.9.4 Minutes will be circulated to the supporters representative but will not be publicly circulated without redaction of individual officers names, as per wider Council policy.

PART FIVE

5.0 General

- 5.1 This policy will be reviewed every twelve months by the Chief Licensing Officer or the Sports Grounds & Events Lead Officer.
- 5.2 This policy and all other associated documentation will be made available electronically upon request.
- 5.3 A copy of the policy and safety certificates will be circulated electronically to all Safety Advisory Group members.
- 5.4 The Chair of the Safety Advisory Group will monitor the group's performance against the above aims / objectives and will consult with the Sports Grounds Safety Authority as to whether those aims / objectives have been achieved and/or maintained throughout the year.
- 5.5 The Chair shall also implement such measures as deemed necessary following any SGSA audit into the Council's functions under this policy.

APPENDIX “A”**Safety Advisory Group
Terms of Reference
(TOR)**

1. To ensure that all stadiums, regulated stands, and events are managed in accordance with the law, statutory regulations and any guidance that may have been issued;
2. The Safety Advisory Group will be Chaired by the Chief Licensing Officer or in his absence the Sports Grounds & Events Lead Officer;
3. All meetings will have an agenda and be minuted with all actions recorded and monitored;
4. Minutes of the previous meeting will be first business on the each agenda;
5. The Safety Advisory Group will meet in accordance with minimum requirements set out in paragraph 2.5.1 of the Safety Advisory Group Policy;
6. The Safety Advisory Group will:-
 - a. Give its advice, guidance and support to those involved in the management of sports stadiums, regulated stands, pop concerts and events within it's district;
 - b. Consider all applications made to the certifying authority for alterations/amendments etc. to the stadium or its safety certificate;
 - c. Inspect and approve any alterations/amendments to the stadium and/or safety certificate once they have been completed;
 - d. Consider and respond to any complaints made to the certifying authority with regard safety advisory group process;
 - e. Carry out an annual inspection of each stadium and a review of regulated stands every two years;
 - f. Carry out an annual / biennial review of each safety certificate as appropriate
7. The Council as the Certifying Authority will undertake routine, pre match and during performance inspections of each stadium;
8. The Council as the Certifying Authority will be responsible for enforcing the conditions of the safety certificate;
9. Results of any inspections undertaken by the Police, Fire & Rescue, Ambulance Service, Building Control and / or the Health and Safety Enforcement Team will be sent to the Chair of the Safety Advisory Group and copied to the relevant Safety Officer at the stadium; and
10. To promote safety at all events and the continual improvement of standards.
11. This document will form part of the Safety Certification Policy Document and will be reviewed every twelve months.

PART A - Initial Impact Assessment

Proposal Name: Safety Certification / Advisory Group (SAG) Policy

EIA ID: 2637

EIA Author: Matthew Proctor

Proposal Outline: Sheffield City Council is updating the Safety Advisory Group Policy (Sports Stadia & Regulated Stands), on behalf of the SAG. This EIA is being undertaken to consider any implications that may arise in respect of the Council's duties under the Equality Act 2010 as a public authority. Under various legislation described in the SAG Policy, the local authority is responsible for issuing a safety certificate and/or special safety certificate in respect of designated sports grounds and regulated stands. The venues covered by the Policy are:
- Bramall Lane Stadium home of Sheffield United Football Club - Hillsborough Stadium home of Sheffield Wednesday Football Club - Owlerton Stadium venue of speedway, stock cars and greyhound racing - Olympic Legacy Park, venue of Rugby League and Football Although the stadium or sports ground management of the above have their own responsibilities in respect of facilities, spectators and other matters, the Council's function of deciding whether to issue safety certificates is applicable to its legal duties under the Equality Act. In other words, the council must, when exercising this function, have due regard to the need to advance equality of opportunity, eliminate discrimination and meet other requirements.

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Ajman Ali

Service Area: Streetscene & Regulation

EIA Start Date: 01/03/2024

Lead Equality Objective:

Equality Lead Officer: Ed Sexton

Decision Type

Committees: Policy Committees
• Waste & Street Scene

Portfolio

Primary Portfolio: Neighbourhood Services

EIA is cross portfolio: No

EIA is joint with another organisation: No

Overview of Impact

Overview Summary:

The updated SAG Policy is fully consistent with the council's duties under the Equality Act and with organisational equality policy. There are no disproportionate impacts arising from the policy. Particular consideration has been given to the protected characteristic of Disability. It is noted that the stadium or sports ground management must provide facilities to cater for the needs and wants of disabled supporters. The Safety Advisory Group offers guidance in this respect to both the sports ground and the Council, as the Certifying Authority responsible for issuing any safety certificate. Such considerations include the accessibility and safety of viewing areas, facilities provided and evacuation procedures. It is

considered that this provides assurance and is fully consistent with our Equality Act duties.

Impacted characteristics:

- Disability

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact:

No

Impact areas:

Initial Sign-Off

Full impact assessment required:

No

Review Date:

01/03/2024

Action Plan & Supporting Evidence

Outline of action plan:

Action plan evidence:

Changes made as a result of action plan:

Significant risk after mitigation measures:

Outline of impact and risks:

Review Date

Review Date:

01/03/2024



Report to Policy Committee

Author/Lead Officer of Report:

Tel:

Report of: Executive Director, Neighbourhood Services

Report to: Waste & Street Scene Policy Committee

Date of Decision: 13-3-24

Subject: Waste and Street Scene Committee Climate Statement

Type of Equality Impact Assessment (EIA) undertaken	Initial <input checked="" type="checkbox"/> Full <input type="checkbox"/>
Insert EIA reference number and attach EIA	EIA ID: 2455
Has appropriate consultation/engagement taken place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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:

The Committee Climate Statements:

1. Respond to the Annual Climate Progress Report 2022/23 in a timely manner.
2. Restate the cross-party council commitment to taking what action we can to address the climate emergency, adapt our city and council for a changing climate and reduce emissions to achieve our ambition to be a net zero city and council by 2030.
3. Increase understanding of the impact climate change will have on committees, the opportunities that tackling climate change offers, and the contribution to climate and net zero action each committee is currently making and needs to make moving forward.

Recommendations:

On the back of the decision taken by the Strategy and Resources Policy Committee at its meeting held on 13 December 2023, the Committee is recommended to:

(a) consider and, if not previously agreed, agree (with or without amendments) their respective statement to ensure that the proposed actions contained in such statement are reflected in their Work Programme.

Background Papers:

- 10 Point Plan on Climate Action
- Our Council and The Way We Travel Decarbonisation Routemap
- Annual Climate Progress Report 2022/23
- Sheffield City Council Constitution of 6 Sep 2023

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.	Finance: Adrian Hart
		Legal: Louise Bate
		Equalities & Consultation: Ed Sexton
		Climate: Mark Whitworth
	<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	SLB member who approved submission:	Kate Josephs, Chief Executive
3	Committee Chair consulted:	Councillor Tom Hunt, Leader / S&R Chair Cllr Joe Otten
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Richard Eyre	Job Title: Director of Street Scene & Regulations
	Date: 13-3-24	

1. SUMMARY

- 1.1 The climate emergency is one of the biggest challenges we will face as a city, region, country and global community. It is acknowledged that achieving net zero by 2030 is going to be extremely challenging but publication of the Annual Climate Progress Report (approved by Transport, Regeneration and Climate Policy Committee 11th December 2023) has highlighted the scale of the challenge in the public domain.
- 1.2 The report shows while action is being taken and progress is being made in some areas or work, we have not reduced emissions at the pace and scale required to meet our 2030 target. It is clear that to achieve this target and to stay within the city's Carbon Budget, urgent action is needed at a scale not seen before, and maintaining an ambitious target is important in funding discussions and to enable robust policy frameworks to be developed.
- 1.3 Sheffield is not unusual amongst local authorities in the position in which we find ourselves. The Committee on Climate Change reported in summer 2023 that the lack of investment and consistent policy supporting the UK's legally binding target of achieving net zero by 2050 means that UK is at risk of missing its 2050 target and the announcement from Government in September 2023 to delay key climate change related legislation exacerbates this. We face a period of increased uncertainty around the policy levers that will be available in the coming years to support us to deliver our climate action at pace and at scale. We are working closely with other leading local authorities to both seek to influence government to make the policy changes needed to escalate our activity, and to explore options for seeking investment.
- 1.4 Further to this, significant additional resources from central government will be required to help us to meet our ambitions and realise the opportunities that climate action brings. We will continue to work with government and the Mayoral Combined Authority to influence this.
- 1.5 While the Sheffield City Council Constitution requires all committees to take climate into consideration in decision-making, we think it would be helpful to clarify the impacts that climate change will have on committees, the opportunities that tackling climate change offers and the role that all committees can and need to make towards Sheffield achieving its climate and net zero ambitions if we are to succeed.
- 1.6 The Committee Climate Statements:
1. Publicly respond to the report in a timely manner.
 2. Restate the cross-party council commitment to taking what action we can to address the climate emergency, adapt our city and council for a changing climate and reduce emissions to achieve our ambition to be a net zero city and council by 2030.

3. Increase understanding of the contribution to climate action that each committee is currently and need to make moving forward.

1.7 The statements set out (1) our commitment to addressing climate change, (2) how climate change relates to our committees, and (3) how it relates to each of our specific policy committees.

1.8 'Our commitment to addressing climate change' reiterates the cross-party and council-wide commitment to taking what action we can to address the climate emergency, adapt our city and council for a changing climate and reduce emissions to achieve our ambition to be a net zero city by 2030. It also states a commitment to requiring services to plan for adapting to the changing climate.

1.9 'How climate change relates to our committees' reiterates the constitutional requirement for all committees to consider climate, and outline of the specific committees for which further content has been developed.

1.10 'Our commitment to addressing climate change' and 'How climate change relates to our committees' statements were approved by Strategy and Resources Policy Committee at its meeting held on 13 December 2023. A decision/approval of these sections is not required by this committee.

1.11 'How climate change relates to each of our specific policy committees' contains a specific statement from Waste and Street Scene Policy Committee. These statements set out the following against the committees remit:

- Related or relevant City/Sector/Council emissions.
- Impacts of climate change and benefits of acting.
- How the committee can contribute and support climate action through decision-making.
- Key actions on the current committee work plan and council service plans that strongly support climate/net zero.

1.12 The vast majority of the action that is required to tackle climate change will have benefits beyond reducing carbon emissions and so the content of the statements also draw attention to the socioeconomic, health and wellbeing and other benefits to taking action on climate change.

2. HOW DOES THIS DECISION CONTRIBUTE?

2.1 In 2019, the council declared a climate emergency and set an ambitious target to become a net zero city and council by 2030. Our vision and the actions we are taking have been further set out in the '10 Point Plan for Climate Action' and the 'Our Council and The Way We Travel Decarbonisation Routemaps'.

- 2.2 The Council Plan 2024/25 went to the Strategy and Resources Committee on 13th December 2023, and sets out our mission and purpose to focus on “people, prosperity and planet” in everything we do. The plan was endorsed and is now subject to consultation, will be coming back to the Strategy and Resources Committee in February and then on to Full Council for full approval.
- 2.3 The statements will support action within the local authority and city to make progress towards net zero and to adapt to climate change by increasing understanding of the contribution to climate action that the Waste and Street Scene Policy Committee is currently making and need to make moving forward through decision-making.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The Waste and Street Scene Policy Committee climate statement is for information only and does not explicitly require consultation.
- 3.2 We held a Climate Summit event in November 2022 to bring together a wide range of organisations across the city to start exploring the action needed on climate change.
- 3.3 Climate has been a strong theme in the City Goals consultation.
- 3.4 Individual decisions of the Waste and Street Scene Policy Committee are either currently subject to the relevant consultation or will be in the future.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 It is widely recognised that climate change will have a more negative effect on people with protected characteristics, particularly people living in poverty, people with some long-term health conditions and disabilities and people from ethnic minorities, who are disproportionately likely to both experience disability and poverty. Young people are also acutely impacted, both due to climate anxiety now, and by being more impacted by climate change throughout their lifetimes.
- 4.1.2 The transition to a net zero society is happening independently of any decision of Sheffield City Council, but the local authority has an ambition to reach net zero by 2030, well ahead of the national target, and this creates additional challenges. The Council has a key role to play in ensuring that the transition happens in a way which ensures both climate justice and social justice.
- 4.1.3 The statements also draw attention to the socioeconomic, health and wellbeing and other benefits to taking action on climate change,

increase understanding that failing to act to address climate change will likely result in wider and greater inequality, and that activity taken to address climate change can also address social justice to deliver strong co-benefits.

4.1.4 We are committed to ensuring that our action on the climate emergency is grounded in our values of promoting equality, diversity and inclusion for all. A full Equality Impact Assessment has been undertaken alongside the creation of the 10 Point Plan for Climate Action in 2022, as well as initial assessment for the Our Council and The Way We Travel routemaps.

4.1.5 An initial assessment has been undertaken on the Committee Climate Statements (2455). As decisions are made on specific decisions, full Equality Impact Assessments will be prepared where appropriate for individual decision and actions and was not required on the composite of Committee Climate Statements.

4.1.6 We further consulted with the Equalities and Engagement service in relation to each of the specific committee statements who confirmed that the EIA 2455 remains appropriate at this stage on the basis that decisions are made on specific decisions, full Equality Impact Assessments will be prepared where appropriate for individual decision and actions and a further Equality Impact Assessment was not required at this stage.

4.2 Financial and Commercial Implications

4.2.1 There are no financial and commercial implications arising directly from this report, however there are financial implications of Net Zero by 2030 and climate change.

4.2.2 Tackling the climate emergency and responding to the national and global changes that are facing the city will require multi-billion-pound investment over many years. It was recognised in the 10 Point Plan for Climate Action published in 2022 that it will not be possible to find the necessary finance within the local authority's, or the city's, existing resources. One of the ten points in the 10 Point Plan was specifically focused on the exploration of external funding streams and this work is ongoing.

4.2.3 The Our Council routemap chapter commits the local authority to prioritising climate action in our budgeting, and officers will need to work with Members to commit to specific sums or projects. Whilst sourcing the up-front investment is challenging, decarbonising the Council's estate and fleet can result in savings in ongoing energy costs.

4.2.4 Action will also need to be taken that commits us to working to reduce the carbon emissions we are indirectly responsible for through our procurement. These may potentially have additional up-front costs but decisions will be taken on a case by case basis.

4.2.5 Many of the actions that we will need to take in order to achieve our ambitions will require working differently or taking decisions in ways which ensure that we do not increase our carbon emissions. Some of these decisions may have additional short term costs, but in many cases, whole life costing may demonstrate that additional up-front investment has long term benefits. In other cases, the action that is taken can reduce service costs without significant additional investment (for example by reducing the milage of our fleet, changing the way we use our equipment or buildings or buying less and reusing more).

4.2.6 The true financial implications of the decarbonisation of the local authority and city Housing are difficult to quantify, and the costs of not taking or delaying action are equally difficult to quantify. There is increasing recognition that, globally, delayed action will increase the eventual costs. Locally, this is more difficult to estimate, but the climate is changing and investment in mitigation works that also enable adaptation are likely to have long term benefits both in terms of reduced requirement for retrofit in future, but also in terms of potentially reduced health and social care costs. An example of this is building well-insulated homes with renewable energy. Similarly, other actions which have dual outcomes may potentially have positive benefits (for example, action taken to decarbonise and create a sustainable economy may result in increased business rates).

4.3 Legal Implications

4.3.1 There are no legal implications arising out of this report. There may be legal implications arising from decisions and actions arising from the implementation of proposals, and these proposals and their legal implications will be the subject of further reports where required.

4.4 Climate Implications

4.4.1 The Statements in themselves do not increase, maintain or reduce GHG emissions against any of the categories. However, they restate our climate commitments amidst a challenging time, commit to developing council-wide service climate adaptation plans, and include an overview of and commitment to the decisions that committees intend to take to support and accelerate net zero and climate action at pace and scale.

4.4.2 By communicating commitment and increasing understanding of how the Waste & Street Scene Policy Committee can support delivery of those commitments at pace and scale through decision-making, it is considered that if utilised, they have the potential to contribute to large reductions in emissions and increased climate action at pace and scale over the coming years and support an overall moderate decrease in emissions and climate adaptation for the future.

- 4.4.3 It is important to note however that realisation of climate benefits is reliant on future decision-making being in line with the commitments outlined.
- 4.4.4 Decisions are made on specific decisions and action, and initial/full Climate Impact Assessments will be prepared where appropriate for individual decision and actions.
- 4.5 Other Implications
- 4.5.1 Human Resources
- 4.5.1.1 There are no HR implications arising directly from this report, however there may be HR implications arising from decisions and actions arising from the implementation of proposals.
- 4.5.1.2 We need actions that support the council to become a climate competent organisation, employees to become carbon literate, to include our position in induction and in job roles and descriptions, and it is clear that the action that is needed to make both the Council and city net zero will require employees across the organisation to play their part. As time goes on, retraining is likely to be needed for employees, including those in roles working with technology that becomes obsolete.
- 4.5.1.3 Proposals and their HR implications will be the subject of further reports where required.
- 4.5.2 Public Health
- 4.5.2.1 There are no public health implications arising directly from this report, however there may be public health implications arising from decisions and actions arising from the implementation of proposals.
- 4.5.2.2 The climate emergency is recognised by the Director of Public Health as a public health emergency. Climate change is the greatest global health threat facing the world in the 21st century, but it is also the greatest opportunity to redefine the social and environmental determinants of health. It threatens to undermine the last 50 years of gains in public health, intensifying heatwaves and extreme weather events, worsening flood and drought, altering the spread of infectious diseases, and exacerbating poverty and mental ill-health. However – and crucially - the response to climate change brings immense benefits for human health in Sheffield, with the potential for cleaner air, healthier diets, and a more liveable city.
- 4.5.2.3 Across all the work that we do to mitigate and adapt to climate change, it will be important to understand where our actions might widen inequalities and then act to mitigate against that widening of inequalities, for example, through provision of additional support to those people that are most impacted by the effects of climate change.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Not providing committee climate statements considered due to the resource required to collate.
- 5.2 Providing more detailed Committee Climate Statements that provided an overview of strategic climate goals, with each Chair then reading the committees statement publicly at their respective committee meeting following release of the report.

6. REASONS FOR RECOMMENDATIONS

- 6.1 It is important that the response to the Annual Climate Progress Report is open and transparent in setting out the challenges which the local authority faces in making progress and clarifies future expectations on the part we all have to play in addressing climate change.
- 6.2 Committee do not currently have specific strategic goals for climate. The process required to develop these, and have the statements approved to be read at each committee meeting meant that option 5.2 was not feasible with the available resource and timeframe.

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Waste and Street Scene Policy Committee - Climate Statement

This Committee has responsibility for the Council's key environmental services including waste management, highways maintenance, parking services, licensing and environmental regulation. These services both contribute to the Council's and city's greenhouse gas emissions and will be impacted by future climate scenarios. This Committee therefore recognises the leadership role and responsibility it has to achieving net zero and building resilient services.

Since 2017, emissions from the city's waste management have reduced by nearly 4% to 2,270kt/CO₂e in 2021, contributing nearly 7% of Sheffield's overall greenhouse gas emissions.

The emissions from our streetlighting and other ancillary services on our highways such as CCTV and traffic signals are included in the Council's greenhouse gas reporting and make up just over 2% of the Council's emissions. Through the replacement with LED technology and smart controls, along with the decarbonisation of electricity supply, these emissions have reduced by 32% since 2019.

As a result of climate change, Sheffield is most likely to experience:

- Wetter winters and more intense rainfall events throughout the year, increasing the risk of flooding. This could result in a high amount of surface water, exceeding the capacity of drainage systems leading to localised flash flooding.
- Warmer and drier summers will increase the risk of damage our highways infrastructure.

The policies and work programme of this Committee can contribute to the Council's and city-wide net zero by 2030 target as well as adapting to climate change. This is a challenge shared by all Policy Committees, sectors and services. It has therefore been agreed that this will be addressed in the overarching council-wide section of the full composite of climate statements.

However Waste & Street Scene Policy Committee are committed to:

- Work with other Policy Committees on surface water flooding remediation and wider flood strategy work.
- Engage with Yorkshire Water to ensure their business plan for maintaining and managing their assets, infrastructure and sewers are robust and fit for future weather events.
- Ensure the future Waste Strategy for the city maximises decarbonisation and circular economy opportunities.
- Continue to maximise opportunities for heat decarbonisation by promoting the District Energy Network and supporting expansion opportunities.
- Work with the Street Tree Partnership to enable carbon sequestration opportunities, whilst also recognising the climate adaptation contributions street trees make.
- Improving local environmental quality through our regulation and licensing function.
- Give consideration of every opportunity for investing in renewable energy projects on Council land and buildings within the WSS portfolio to generate energy and income.
- Influence the development of our green travel plan for all our staff and partners to include grey fleet, staff parking and active travel.
- Continue to identify the regulatory levers/powers that we can employ to reduce carbon emissions.

Key Actions on Work Plan

<p>Future waste collection service options</p>	<ul style="list-style-type: none"> • The council will collect a wider range of plastic and cartons for recycling to meet our new legal obligations of the Environment Act. • We will refresh our Waste Strategy and set out options for future waste collection services, consider different collection services (different containment options) and our consultation strategy. • Review of lower carbon collection vehicles • Carryout proactive campaigns to encourage more food recycling and composting.
<p>Review of the District Energy Network</p>	<ul style="list-style-type: none"> • The District Energy Network supplies a low carbon source of heat to buildings within the city centre. To meet national 2050 net zero targets, the Government is introducing Heat Network Zoning legislation in which buildings within a zone will be mandated to connect to a heat network. The zones will be designated where it is identified that heat networks can provide the lowest cost low carbon heat. • Having participated in the Department for Energy Security and Net Zero's Heat Network Zoning Pilot and Advanced Zoning Programme, Sheffield is working towards designating and progressing Heat Network Zones from 2025. • The Council secured funding from the Heat Network Delivery Unit to undertake a techno-economic feasibility study to inform early opportunities for expanding the heat network and further decarbonising heat supply through the integration of waste heat supplies, the findings of this will be finalised in 2024.
<p>Street Tree Partnership</p>	<ul style="list-style-type: none"> • The Sheffield Street Tree Strategy has a vision of a network of street trees that Sheffield can be proud of, well maintained and cared for; resistant to the threats of disease and climate change; and delivering many benefits for people and our environment. • These benefits include contributing to offsetting our carbon emissions and helping

	<p>combat the effects of climate change such as flash floods and rising temperatures.</p> <ul style="list-style-type: none"> • Delivery of the Strategy is led by the Sheffield Street Tree Partnership. • We will explore further opportunities of using Street Trees for Biodiversity Net Gain • The Waste and Street Scene Policy Committee will continue to engage with, and champion the work of, the Partnership; providing support where required.
Continue the approach to greener vehicles into the hackney carriage and private hire vehicle fleet	<ul style="list-style-type: none"> • Offering financial support through the assistance Scheme of the CAZ
Renewable energy projects	<ul style="list-style-type: none"> • Develop business case and source funding to connect the District Energy Network (DEN) into Moor Market • Explore further opportunities to install more solar panels on the Moor Market and Winter Garden. • Explore opportunities to install solar panels on Car Parks
Regulatory and Licensing Influence	<ul style="list-style-type: none"> • We will do further work to identify the regulatory levers/powers that we can employ to reduce carbon emissions via our work with business. For example packaging & plastic use in food venues etc. • We will ensure we support businesses where possible through this transition to reduce / eliminate all forms of waste • We will continue to build resilience and develop approaches across Parking Services to continue to effectively manage bus lanes, yellow box, pavement parking, idling, school streets and circling for spaces.
Infrastructure for EV	<ul style="list-style-type: none"> • Increasing the network across our car parks
Water Usage and single use plastics	<ul style="list-style-type: none"> • Roll out more water fountains across our public realm
Influence the development of our green travel plan for all our staff and partners to include grey fleet, staff parking and active travel.	<ul style="list-style-type: none"> • Ensure all officers are aware and have access to green travel plans. • Influence other Policy Committees for more secure bike parking in the city centre

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Report to Policy Committee

Author/Lead Officer of Report: Mohamed Edroos, Assistant Director – Highways Maintenance

Email: Mohamed.Edroos@sheffield.gov.uk

Report of: Ajman Ali, Executive Director of Operational Services
Report to: Waste & Street Scene Policy Committee
Date of Decision: 13 March 2024
Subject: Amey Performance Update Report

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? Ref: 2345				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>Appendix 1 & 3 of this report is not for publication because it contains exempt information under paragraph 3 of schedule 12A of the Local Government Act 1972 (as amended)</i>				

Purpose of Report:

To provide an update on contract performance for Highways Maintenance between Sheffield City Council and Amey Hallam Highways (AHH) (subcontracted to Amey LG (Amey) as part of a Private Finance Initiative (PFI) contract dated 31 July 2012 which is due to expire in 2037 (the Contract).

Recommendations:

It is recommended that the Waste and Street Scene Policy Committee:

- Note the Amey Contract Performance Report at closed Appendix 3
- Note the trials on new ways of working for street cleansing, leafing and planned drainage programmes.
- Note performance with customer responses is improving and the Authority continues to work with Amey to finalise an Action Plan.
- Note areas of improvement to strengthen monitoring and auditing function.

Background Papers:

Department for Transport, Technical Note: Road Condition and Maintenance data published 10.11.2021.

Department for Transport, Road Condition Statistics: data tables (RDC) Road Conditions in England to March 2022

[Road condition statistics: data tables \(RDC\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/road-condition-statistics-data-tables-rdc)

Lead Officer to complete: -							
1	<table border="1"> <tr> <td rowspan="4">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.</td> <td>Finance: Adrian Hart</td> </tr> <tr> <td>Legal: Rahana Khalid/Rita Collins</td> </tr> <tr> <td>Equalities & Consultation: Louise Nunn</td> </tr> <tr> <td>Climate: Davina Millership</td> </tr> </table>	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: Adrian Hart	Legal: Rahana Khalid/Rita Collins	Equalities & Consultation: Louise Nunn	Climate: Davina Millership	
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: Adrian Hart						
	Legal: Rahana Khalid/Rita Collins						
	Equalities & Consultation: Louise Nunn						
	Climate: Davina Millership						
	<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	SLB member who approved submission: <i>Ajman Ali. Executive Director Operational Services</i>						
3	Committee Chair consulted: <i>Cllr Joe Otten, Chair of Waste and Street Scene Policy Committee</i>						
4	<table border="1"> <tr> <td colspan="2">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 Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</td> </tr> <tr> <td>Lead Officer Name: <i>Mohamed Edroos</i></td> <td>Job Title: <i>Assistant Director – Highways Maintenance</i></td> </tr> <tr> <td colspan="2">Date: 13 March 2024</td> </tr> </table>	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 Committee 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: <i>Mohamed Edroos</i>	Job Title: <i>Assistant Director – Highways Maintenance</i>	Date: 13 March 2024	
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 Committee 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: <i>Mohamed Edroos</i>	Job Title: <i>Assistant Director – Highways Maintenance</i>						
Date: 13 March 2024							

1. Summary

1.1	This paper asks Members	<p>To note the closed Appendix 3</p> <p>To note developments in trials of new ways of working related to street cleansing, leaf clearance and drainage.</p> <p>To note areas where officers have made improvements to strengthen monitoring of the Contract.</p> <p>Note performance with customer responses is improving and the Authority continues to work with Amey to finalise an Action Plan.</p>
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2. Background

2.1	Highway maintenance in Sheffield	<p>All aspects of Highways Maintenance (from surfacing of footways and roads, litter and fly tipping removal, street lighting and street signs, gritting and environmental maintenance such as tree care and planting, flower beds and shrubs and grass cutting) is undertaken by Amey further to the Contract.</p>
2.2	PFI promoted by Government	<p>PFI contract arrangements were promoted by the Government, where the private sector finances (holds the debt), to build and operate public sector infrastructure and then offsets this investment with the ongoing revenue of long-term management contracts. It provides a mechanism to bring a significant capital injection without increasing Government/public sector borrowing</p>
2.3	Scale & Scope is significant	<p>The scale and scope of the Contract is significant. It includes day to day management of our highway streetscene as well as capital investment in improving our roads and highway infrastructure:</p> <ul style="list-style-type: none">• Core Investment Programme (CIP) to bring roads and footpaths surfaces up to standard and replacement of ageing street lights and traffic signals.• Lifecycle Investment Programme (LIP) for ongoing maintenance of assets (roads, footpaths, street lighting, traffic signals, street trees, bridges/structures, verges)• Responsible for clearance of litter and fly tipping and grass cutting on highway network.• Winter maintenance (gritting priority routes and provision of grit bins)
2.4	Contract with a Special Purpose Vehicle	<p>The Council Contract is with Amey Hallam Highways (AHH). This is a special purpose vehicle (SPV) company, established solely for the Sheffield contract. AHH holds the debt relating to the project which it off-sets against the payment received from the Council for the Contract.</p> <p>AHH sub-contract the delivery of the output including the investment works and day to day operations to Amey LG (Amey). Amey is a significant player in the infrastructure sector,</p>

holding contracts with other local authorities, National Highways and Network Rail. All references to discussions with the subcontractor Amey, include the SPV, AHH.

Buckthorn Partners and One Equity Partners (OEP) acquired Amey from its parent company Ferrovial in December 2022. Buckthorn is a UK investment firm focused on energy services businesses.

2.5 Amey's role

Amey delivers a combination of planned, cyclical, and reactive works to requests and complaints. The output specification is set out in the Contract (Schedules of Service Standards for Core Service) with approximately 650 performance measures across these. Performance requirements range from annual submissions for planned works to response times of hours to incidents on the highway Network. Examples of Service Standards areas are:

- Carriageways, structures, Street Lighting, Grounds Maintenance, Street Cleaning

For example, a Service Standard for Street Cleaning could be an activity of litter clearance and the performance measure would be responding to an enquiry from the public within 14 days. If Amey fails, there are a number of 'service points' deducted and every day they fail to meet that performance requirement that will mean further service points would be deducted.

A redacted version of the Contract is published on the Council website.

<https://www.sheffield.gov.uk/roads-pavements/streets-ahead/streets-ahead-documents>

2.6 Amey delivery is reported in several ways.

Amey delivery is reported in several ways:

- Quarterly performance challenge dashboard to SCC 'Performance & Delivery Board' See Section 2.10 to 2.13 where current performance is discussed further.
- Quarterly dashboard to the PFI Strategic Board (See closed Appendix 1 Strategic Board Quarter 3 2023 Dashboard)
- Monthly knowledge briefing open to all Waste and Street Scene Councillors delivered by the Head of Service.
- Monthly Report to each Local Area Committee relating to delivery in the area.

2.7	Monthly Management Reports	Amey is required to submit monthly payment reports requesting payment. These are checked and ratified at Board and then actual payment reports issued with invoices raised. The monthly payments are published in line with council's commitment to transparency and the Government recommendation for all spend over a certain threshold to be published.
2.8	Declaration of all known performance failures	Amey is required under the Contract to declare all known performance failures as part of the monthly bill submission. The council verify their claims through its own contract performance monitoring.
2.9	Remedies for Non-Performance	Clauses 71 to 76 constitute the only breaches of this Contract or any Project Document which shall permit termination of this Contract by the Authority.
2.10	Service Improvement Plan: Carriageways and footways	<p>Amey did not meet the contract requirements in relation to carriageway and footway surfacing 2021/22 and have been working in accordance with an improvement plan since April 2022 to achieve Contract compliance.</p> <p>Full compliance on carriageway and footway surfacing was achieved prior to September 2023 committee and Amey are no longer in default. Officers are satisfied with progress made by Amey in delivering against the agreed Service Improvement Plan.</p>
2.11	Targeted Areas of Improvement	<p>At the September 27, 2023, Waste & Street Scene Policy Committee, discussions were centred on performance of Amey's management of repairs to lower category footway and carriageway defects and customer services in particular the time within which Amey would close enquiries and complaints raised by the public. The closed Appendix 3 addresses Ameys performance to date with respect to this specific area.</p> <p>In summary, Amey have proposed to apply additional resource to address the backlog of raised defects, early results show that the backlog is not reducing, however council officers acknowledge that adverse weather conditions experienced in recent months have limited Amey's ability to target reductions on this backlog.</p>
3. Key Areas of Performance		
3.1	Key Performance Improvements: Carriageways and footways	<p>Please refer to Appendix 2 which shows the Customer Charter Measures to January 2024</p> <p>As 2.9 above, carriageway and footway resurfacing has now met planned levels over the year. The overall road condition in Sheffield continues to benchmark well against national figures for the year ending in 2023, maintenance should be considered on only 2% of A roads and 3% of B and C roads in Sheffield. This is under half of the national figure for each road type although this is a slight decline when compared to figures reported for year ending 2022 where maintenance was recorded to be considered for only 1% of A roads and 2% of B and C roads.</p>

3.2	Key Performance Improvements: hazardous potholes	<p>Please refer to Appendix 2 which shows the Customer Charter Measures to January 2024.</p> <p>Repairs to hazardous potholes have shown good performance throughout the year. These are potholes which are greater than 40mm in depth. Following on from the September 2023 Waste and Street Scene Committee hearings, performance has continued to be good averaging 99.5% per month up to month ending January 2024.</p> <p>Performance to date and discussions around lower category defects (pothole less than 40mm deep in carriageways and less than 20mm deep in footways) are set out in closed Appendix 3.</p>
3.3	Key Performance Challenges: customer enquiries & complaints	<p>Please refer to Appendix 2 which shows the Customer Charter Measures to January 2024.</p> <p>Complaints resolution within the 3 day and 28-day target was variable falling below 80% across the first quarter of 2023/24. Complaints where an investigation is required (28-day target) were driving this performance issue, whereas performance of those dealt with via the shorter problem-solving route were meeting targets.</p> <p>Amey have modified their Customer Experience Team which includes a newly appointed Customer Experience Manager. The team have been working to address the backlog of complaints and enquiries.</p> <p>Performance has progressively improved through the 3rd quarter of 2023/24 and had reached 86.5% completion in January 2024.</p> <p>There remain ongoing discussions relating to Amey's management of customer enquiries, Member enquiries and customer complaints which are set out in closed Appendix 3.</p>
3.4	Key Performance: Fly tipping	<p>Please refer to Appendix 2 which shows the Customer Charter Measures to January 2024.</p> <p>Fly-tipping incidents continue to rise across the city, with a 15% increase having been seen over the last quarter when compared to 2023 figures.</p> <p>What may conjure up the traditional images of what is a “fly tip” – such as builders waste or dumped tyres now in reality only makes up a tiny proportion of the overall waste recorded – for example in January 2024, building waste made up only around 3.5% of total instances being recorded city wide.</p> <p>The practice of leaving bagged household waste at the side of street litter bins is accounting for much of the fly tipping in Sheffield.</p> <p>Amey's performance in removal of fly tipped waste remains effective, with incidents consistently being dealt with in line with contractual timescales, however removing the waste in such an effective manner may only be serving as an incentive for such</p>

leaving of waste and further increases may be seen unless targeted action is conducted.

3.5	Key Performance: Street Lighting	<p>Amey is performing well in street lighting with a monthly average of 99.9% of all lighting columns fully operational between September 2023 and January 2024. This is consistent performance. The data is taken directly from our remote Central Management System (CMS) for monitoring of our street lighting columns. Over the last three months, on average it took just over half a day to repair any lamps which were not working. However, if the fault is related to the energy provider, then this takes closer to 9 days on average to repair. Although Amey are not directly responsible for the energy provider's performance, under the contract, they are expected to actively co-operate with them to reduce these timescales. They have managed to reduce the timescales through management meetings and daily updates of faults.</p> <p>In addition, it is important to recognise Amey actively promoted the introduction of Light Emitting Diodes (LEDs) for street lighting. This roll out has helped significantly towards the reduction of our carbon and energy usage. Since the completion of the full roll out of LEDs in 2017/18 we have managed to reduce our carbon emissions from 6,848 to 2,535 in tonnes of CO2 and our energy consumption has also reduced from 17,953,077 kWh to 12,146,027 kWh in 2022/23.</p>
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3.6	Developing new trial ways of working: Cleansing Standards	<p>Officers are aware of ongoing issues with general street cleansing standards where the input specifications are not being met.</p> <p>As was fed back in the report of September 2023, officers have worked with Amey to implement a number of trials of innovative ways of working which include:</p> <p>Roll out of the City Centre "Onion Model":</p> <ul style="list-style-type: none">• A demand prediction based model for City Centres was developed and rolled out in late 2023, with operatives having dedicated territories based on footfall demand during the day for specific types and usages of areas in the City Centre.• The focus was to target the cleansing operation to achieve a welcoming and clean City Centre experience for businesses, visitors and the general public whilst moving away from an "input" specification where operatives had to attend each street in the city centre on a hierarchical basis and to a set frequency which wasn't deemed to meet the changing needs of the City Centre.• Amey's performance against this new model has been benchmarked using the DEFRA Code of Practice for Litter and Refuse (COPLAR) and NI 195 standards against

previous survey data and has shown a significant uplift both in terms of the overall gradings achieved, as well as a significant reduction in the number of sites being below an acceptable standard.

- In simple terms this means the city centre has become cleaner and is staying cleaner for longer.
- A further audit is planned for February and March 2024 which will then feed into any longer-term contractual changes and negotiations.

Area based approach with a trial in the eastern part of the city.

- This trial was focused on moving away from rigid cleansing regimes, promoting greater flexibility by utilising area-based teams, and embedding services in communities to target local issues.
- Keep Britain Tidy undertook an independent benchmarking audit of the area in late 2023, with the findings being sent to the Authority just before Christmas.
- Keep Britain Tidy's findings were that contrary to widely held views, the Eastern LAC area as a whole actually performs relatively well for highway areas, being within 1.6% of the national average for litter levels.
- This being said, very low prevailing levels of litter in Park, Arborthorne and Richmond areas which perform significantly better than the national average lift the overall scores for the area.
- Darnall Ward poses a more significant, standalone challenge, falling well below the national average for littering with 18.67% of all streets currently below the acceptable standard.
- Although a set of routes has been devised for this area of the city, it has proven problematic to meet the staffing resource required to deliver this project whilst maintaining consistency to meet demands from all other service areas of the Streets Ahead contract and indeed the Street Cleansing demands across the city (such as managing the uplift in fly tipping incidences reported in section 2.14).

The Authority continue to work to find an appropriate compromise position with Amey and in the interim period, a dedicated "barrow" operative is working in the Darnall area.

Reset of cyclical cleansing over a 17-week period.

We continue to see enhanced levels of engagement with members of the public following the introduction of the

'FixMyStreet' app which has increased reporting of issues at community level.

A plan to target leaf clearance

- Amey delivered an intensive leaf fall removal programme over the Autumn and early Winter to clear footpaths and prevent leaf fall turning into detritus and affecting access.
- This project was focussed primarily on drainage hotspots and areas prone to flooding to help manage rainfall and a limited route schedule was published on the Council's website.
- Delivery from Amey was effective having provided significant resource from grounds maintenance teams after the grass cutting season had ended to uplift overall availability of operatives for this work.
- Amey have also supported takeup from voluntary community groups which has also seen local residents supporting the leaf removal endeavours by providing tonne bags and collection service so that heavily parked streets can be targeted on a more piecemeal basis as and when cars move.

Lessons learned for future years would be to look to publish more detailed information rather than an indicative programme, and to look to build upon the community involvement element.

3.7

Moving to planned programmes: Drainage.

There are some areas of concern related to cyclical and reactive drainage maintenance works with failure to meet contractual timescales and outputs. Officers accept that there are genuine challenges around responding to complex drainage issues and was previously agreed to address these matters with a 12-month programmed approach.

Amey has attempted to meet its programme requirements for these drainage issues, but it is acknowledged that a number of significant storm events during the winter period resulted in Amey adjusting their priorities by focussing primarily on reactive maintenance during this period. Amey is now focussed on transitioning towards returning to delivering the programmed works as they follow on from completing repairs raised as part of the reactive maintenance works.

See closed Appendix 3 for an update to the planned drainage maintenance programme.

A Drainage Action Plan is currently under production. Amey have shared an advanced draft version to get early feedback from SCC before finalising this action plan. This Action Plan will aim to address the backlog in programmed works as well as an

emphasis on cyclic maintenance works that form part of the preventative maintenance strategy.

3.8	Improvements to strengthen monitoring & auditing function.	<p>Although PFI contracts are intended to be self-reporting, there is a requirement to draw a distinction between this and monitoring. There is a clear need for a stronger monitoring/auditing function for public sector bodies managing PFI contracts and this requires greater capacity and capability. The Council have already made changes to the internal staffing structure to better support the management and monitoring of the Contract as follows:</p> <ul style="list-style-type: none">• The governance arrangements across Service Operational, Management and Strategic Boards are being reset.• New monthly performance sessions with Directors and Executive Directors• A new dedicated Assistant Director of Highways was appointed in January 2024. The role was previously split between Highways and Waste. The Assistant Director will transition into the role from the current interim manager with the aim of taking over all aspects of this role by March 2024.• A Review of Highways Maintenance Division roles/grades has started and new recruitment drive for inspectors and managers to fill long term vacancies has also commenced.• An External health check of the Streets Ahead PFI via the government's centre of expertise for infrastructure and major projects.
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4. How does this decision contribute?

4.1	Strong and Connected neighbourhoods	<p>Our Sheffield Delivery Plan 2022/23 details six strategic priorities for the council, one of which is Strong and connected neighbourhoods, which people are happy to call home.</p> <p>The new ways of working and continuous service improvements will contribute to improving resident satisfaction levels with the roads and pavements, street cleansing and drainage.</p>
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5. Has there been any consultation?

- 5.1 NHT & customer satisfaction surveys** The council and Amey subscribe to the National Highways and Transport (NHT) annual survey since the start of the contract in 2012. This is a national opt in survey covering highways maintenance and road use including public transport of around 1,000 respondents in Sheffield.
- Sheffield performs well and this information is reported at the PFI Strategic Boards. However, despite year-on-year improvement the results have plateaued. The recent 2023 NHT survey indicated a slight decline in customer satisfaction with respect to highway maintenance.

6. Risk analysis and implications of the decision

6.1 Equality Implications

This report is a review of current performance, and therefore no changes are proposed to policy or service delivery.

6.2 Financial and Commercial Implications

The monthly spend on the Amey contract is published (section 2.7)

6.3 Legal Implications

There are a number of provisions in the Contract which enable effective contract performance management and remedies for non-performance.

The Council should ensure that it keeps adequate records of all communications with Amey relating to non-performance and be sure not to waive any of its rights when discussing or agreeing remedial plans.

6.4 Sheffield has adopted a Net Zero 2030 City target.

Climate Implications

As this is a report on current performance and no changes are proposed to policy or service delivery, there are no new or additional climate impact implications arising from this report.

As part of the council's pathway to net zero, Amey's fleet was included in the Council's carbon emissions baseline and as such, we will be collaborating with them to decarbonise their fleets and they will provide annual emissions reporting. In addition, the way in which we manage our land to increase carbon sequestration opportunities is a key priority and Amey are already collating data on this which will be supplied as part of the Council's decarbonisation targets.

Headline carbon impact performance and fleet composition is included in the quarterly PFI Strategic Board's Dashboards.

7. Alternative options considered.

7.1 No other options were considered Not applicable.

8. Reasons for recommendations

8.1 Members are asked to note compliance, trials of new ways of working and remaining areas of concern The reason for this report is for the Committee to note the points outlined above and in the closed Appendix 3 and note Officers proposed way forward.

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

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Appendix 2 – Data Included in Customer Charter

Service Area	Item	Measure	Value	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Roads and Footpaths	Count of hazardous potholes or other immediate highway surface safety issue on the highway network	Number	Number	928	703	545	513	515	388	399	676	969	1,302
Roads and Footpaths	Repair hazardous potholes or other immediate highway surface safety issue within 24 hours	% reported and treated within 24 hours	%	99.89	99.86	100.00	100.00	100.00	100.00	97.99	100.00	100.00	100.00
Customer Services	Aim to resolve complaints where possible within 3 WD or 28 days if further investigation is needed	% completed within timescales	%	68.44	70.76	75.16	66.67	59.88	52.63	62.92	72.56	82.58	86.47
Environment	Remove reported fly tipping on highway within 5WD	% reported and cleared within 5 WD	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

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