



# SHEFFIELD CITY COUNCIL Cabinet Report

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**Report of:** Executive Director, Children, Young Peoples and Families

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**Date:** 14 September 2011

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**Subject:** Sheffield Community Network Programme

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**Author of Report:** Tony Tweedy, Director, Lifelong Learning, Skills and Communities  
Tel 0114 2296140

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## **Summary:**

This report informs Members of a successful bid to Yorkshire Forward (following a detailed Business Planning and Appraisal process) for £2.3m ERDF (European Regional Development Fund) funding, submitted under Priority 3 - *Sustainable Communities - to promote active participation in the knowledge economy.*

Sheffield Community Network Programme will contribute directly to the Council's continued determination to support local people through:

- ***Supporting the development and sustainability of the Voluntary, Community and Faith sector*** - by developing up to ten neighbourhood Digital Media Centres with digital investment and intensive training. This will leave a legacy of support in local neighbourhoods for budding entrepreneurs
- ***Encouraging business growth and investment*** - by nurturing entrepreneurs and fledgling businesses in unemployment hotspots via the Digital Media Centres
- ***Boost training opportunities for young people in the city*** - through a major refurbishment of Sheaf Training Centre to create the Health and Well Being Centre which will support young people to gain vocational skills in a cutting edge environment

This bid has been developed by a wide range of public sector partners in the city, including Digital 20/20, Sheffield Hallam University, the Sheffield College, Longley Park Sixth Form College, the Sheffield Teaching Hospitals Trust and third sector partners including CM Solutions, Commedia Sheffield, the Community Media Association, Access Space and the Cultural Industries Quarter Agency.

The £2.3m ERDF investment is available for eligible activity during the period 1 June, 2010 to 31 May, 2013 (3 years). This will enable retrospective capital

expenditure already secured and approved under the Capital Programme approval process to be captured as match funding.

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**Reasons for Recommendations:**

The following recommendations will allow the city to secure £2.3m additional funding from the European Regional Development to deliver the benefits highlighted below. It will help young people, adults and families to meet the challenges of the recession and to prepare for opportunities presented by Digital Region investment and the economic upturn in accordance with Sheffield's Economic Master Plan.

The benefits of this project will be:

- 50 jobs created, 20 new social enterprises established and 40 businesses assisted
- completing the upgrade and refurbishment of vocational and community learning facilities at the Sheaf Training Centre that was begun in 2010 with the investment of DfE Diploma capital
- increasing the number of 14-25 year olds achieving vocational qualifications in Society, Health and Development at the Sheaf Centre by 410 from August 2013
- strengthening the City Council's employment and skills partnership with the Northern General Hospital, Sheffield Hallam University and local colleges and creating an additional 410 work related learning experiences by September 2012
- expanding the existing Virtual Classroom network from existing six to ten establishments in total by September 2011
- strengthen VCF partnership with CM Solutions, Commedia Sheffield, the Community Media Association, Access Space and the Cultural Industries Agency
- creating a Digital Content Exchange for the city and investment and support for up to ten Neighbourhood Digital Media Centres and twenty social enterprises

**Recommendations:**

That Cabinet notes the contents of this report and the attached Equality Impact Assessment, agrees that the implementation of the proposals contained in this report are likely to promote and improve digital inclusion and consequently the economic and social well-being of Sheffield and therefore:-

- approves that Sheffield City Council acts as the lead accountable body in relation to the management of ERDF monies for the delivery of the Sheffield Community Network Programme;
- delegates authority to the Director, Lifelong Learning, Skills and Communities, in consultation with the Director of Legal Services, to agree the terms of the appropriate contractual agreement with the Department for Communities and Local Government (Yorkshire Forward liabilities transferred to DCLG from 1 July 2011) and to enter into appropriate legal agreements with the named partner organisations detailed in this report, on terms satisfactory to him, to further the delivery of the project and protect the Council's position as the lead accountable body;

- delegates authority to the Director, Lifelong Learning, Skills and Communities to approve the application criteria for a £500k block grant programme (with maximum grant values of up to £40k) and contract with bidders who have been successful through a Grants Panel appraisal process to be agreed by him, which will include Sheffield City Council, VCF, elected member and DCLG representation;
- delegates authority to the Director, Lifelong Learning, Skills and Communities generally to take such further steps to further the project and protect the Council's interests as he considers appropriate, including entering into such further agreements or arrangements, and on such terms, as he considers appropriate.

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**Background Papers:** Final Business Plan to Yorkshire Forward for ERDF funding submitted 21 October, 2010

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**Category of Report:** OPEN

**If Closed add – 'Not for publication because it contains exempt information under Paragraph... of Schedule 12A of the Local Government Act 1972 (as amended).'**

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: Laraine Manley
<b>Legal Implications</b>
YES Cleared by: David Hollis / Andrew Bullock
<b>Equality of Opportunity Implications</b>
YES Cleared by Bashir Khan
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO:
<b>Environmental and Sustainability implications</b>
YES
<b>Economic impact</b>
YES
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
City Wide
<b>Relevant Cabinet Portfolio Leader</b>
Cllr Julie Dore
<b>Relevant Scrutiny Committee if decision called in</b>
Children, Young People and Family Support
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
YES/NO

## REPORT OF EXECUTIVE DIRECTOR, CHILDREN, YOUNG PEOPLE AND FAMILIES

# Sheffield Community Network Programme

### 1. Summary

- 1.1 This report informs Members of a successful bid to Yorkshire Forward (following a detailed Business Planning and Appraisal process) for £2.3m ERDF (European Regional Development Fund) funding, submitted under Priority 3 - *Sustainable Communities - to promote active participation in the knowledge economy.*
- 1.2 Sheffield Community Network Programme will contribute directly to the Council's continued determination to support local people through:
- **Supporting the development and sustainability of the Voluntary, Community and Faith sector** - by developing up to ten neighbourhood Digital Media Centres with digital investment and intensive training. This will leave a legacy of support in local neighbourhoods for budding entrepreneurs
  - **Encouraging business growth and investment** - by nurturing entrepreneurs and fledgling businesses in unemployment hotspots via the Digital Media Centres
  - **Boost training opportunities for young people in the city** - through a major refurbishment of Sheaf Training Centre to create the Health and Well Being Centre which will support young people to gain vocational skills in a cutting edge environment
- 1.3 This bid has been developed by a wide range of public sector partners in the city, including Digital 20/20, Sheffield Hallam University, the Sheffield College, Longley Park Sixth Form College, the Sheffield Teaching Hospitals Trust and third sector partners including CM Solutions, Commedia Sheffield, the Community Media Association, Access Space and the Cultural Industries Quarter Agency.
- 1.4 The £2.3m ERDF investment is available for eligible activity during the period 1 June, 2010 to 31 May, 2013 (3 years). This will enable retrospective capital expenditure already secured and approved under the Capital Programme approval process to be captured as match funding.

### 2. What does this mean for Sheffield people?

- 2.1 The Sheffield Community Network Programme developed by this partnership will furnish Sheffield residents with the opportunity to improve their life and employment chances. It will do this by:
- helping to reduce the number of young people aged 16-18 currently Not in Employment Education or Training (NEET)
  - improving the skills levels and attainments of young people and promoting a culture of lifelong learning in the city

- supporting young people and adults to move into sustainable employment.

2.2 It will also support the development of a key area of the local economy. Sheffield's Economic Master Plan and the priorities for the Local Enterprise Partnership identify Digital and New Media as a key growth sector that is essential to the future economic prosperity of the city and the city-region. In this sector the 'skills intensity of labour' is increasing. In practice this means that new entrants to this sector need to be equipped with a skills set and a level of attainment that surpasses that of previous generations. The Digital sector suffers from the lack of capacity to train for expansion because over 70% of employment in this sector is in micro-businesses and small and medium size enterprises where the resources to pursue training are limited. The sector will not achieve a critical mass capable of contributing to local economic transformation unless the city can convince inward investors that it has a generation about to enter the workforce that are equipped with the creative and technical skills and the aptitude for risk taking and enterprise that are central to growth in this field.

2.3 The programme will also contribute to the creation of jobs by strengthening the ability of the voluntary and community sector (VCS) to embed digital capability in the city's communities. In doing so it will contribute to the main priorities of the Corporate Plan:

A Better Life for Children and Young People; and the priorities:

- Raising attainment and aspiration
- Looked after children
- Successful transition to adulthood.

Leading Sheffield's Transformation; and the priorities:

- Delivering for business and encouraging enterprise
- Improving skills and employment.

Putting the customer first and achieving better value for money; and the priorities:

- Customer focus
- Effective resource management.

### 3. Benefits

The projected benefits of this project over a three year period will be:

- 50 jobs created, 20 new social enterprises established and 40 businesses assisted
- completing the upgrade and refurbishment of vocational and community learning facilities at the Sheaf Training Centre that was begun in 2010 with the investment of DfE Diploma capital
- increasing the number of 14-25 year olds achieving vocational qualifications in Society, Health and Development at the Sheaf Centre by 410 from August 2013

- strengthening the City Council's employment and skills partnership with the Northern General Hospital, Sheffield Hallam University and local colleges and creating an additional 410 work related learning experiences by September 2012
- expanding the existing Virtual Classroom network from existing six to ten establishments in total by September 2011
- strengthen VCF partnership with CM Solutions, Commedia Sheffield, the Community Media Association, Access Space and the Cultural Industries Agency
- creating a Digital Content Exchange for the city and investment and support for up to ten Neighbourhood Digital Media Centres and twenty social enterprises

## 4. Background

4.1 The Programme Partnership was formed following a formal call by Yorkshire Forward for Digital Inclusion proposals when a number of expressions of interest were received from Sheffield. This included interest from the partners named above (who had successfully delivered community-based media and enterprise activity in the previous Objective 1 European Programme) and it was requested by Yorkshire Forward that a joint partnership bid be developed by Sheffield City Council. This approach was felt to be in the best interest of the City as it would avoid duplication, achieve synergy, minimise risk and enable the voluntary/community/faith sector to access European funding. The City Council had already secured the necessary match funding to draw down the additional European funds and had the necessary technical and financial experience to act as lead Accountable Body on behalf of the partnership. The lack of match funding is often a barrier to the VCF sector accessing European funding.

4.2 The activity which has been commissioned by the Council's Employment and Skills team has assisted in identifying community-based issues where the proposed programme will:

- tackle underlying causes of exclusion, including language, literacy, numeracy and digital skills
- encourage improved participation in training
- promote inter-generational learning
- create jobs
- support business formation

The Employment and Skills team and the Voluntary/Community/Faith partners will undertake further detailed mapping work which will be used to determine targeting and selection criteria for the block grant programme. This is a £500k grant programme (with maximum grants of up to £40K) which will invest in Neighbourhood Digital Media Centres and small enterprises to promote digital inclusion and economic engagement in the most deprived areas of Sheffield. Subject to Cabinet approval and securing necessary DCLG funding approvals, this will be achieved by launching the SCN Programme with the

VCF sector in November, 2011 and inviting block grant applications in January, 2012

- 4.3 In addition, the headline findings of the *Regeneris* Evaluation of the Sheffield Local Enterprise Growth Initiative (LEGI) Programme in January, 2010 further underscore the priorities for the next phase of work within Sheffield communities:
- Getting people enterprise ready – specific funding should continue to be sought for activities to stimulate interest in enterprise in deprived wards and disadvantaged communities.
  - Physical premises – work with regeneration projects to secure incubation, business space and training facilities
  - Inward Investment – work with investors to provide opportunities for local businesses to access supply chains and examine opportunities to raise the profile of Sheffield (and its most deprived areas) as a location for inward investment
- 4.4 The combination of preparation, premises and partnership described by *Regeneris* is at the heart of the Sheffield Community Network Programme which will focus on providing digital infrastructure and related services within and between communities. This will enable the City's partnerships to deliver high impact and more personalised services to those:
- young people who are NEET or in danger of becoming NEET
  - individuals, some of who may be in low level employment, who aspire to establish a business in a community or collaborative setting
  - individuals who have a skill (such as computer support, craft, social care) that could be converted into economic activity
  - family members who can potentially influence young people in their education and aspiration
  - communities with ideas for digital content that can be developed as potential business opportunities.
- 4.5 To achieve this aim the programme over a three year period will help to create a network of state of the art, community-based facilities with digital capabilities that deliver the following objectives:
- to make the acquisition of digital life skills a key component in the development of the city's entrepreneurial culture
  - to connect local people to the economic, social and educational opportunities created by the Digital Region broadband infrastructure
  - to nurture entrepreneurialism in unemployment hotspots through digitally-enabled centres that will trade both in the local community and in adjacent markets
  - to establish a range of practical pathways combining learning with employment and focused on embedding enterprise skills



- to link self-employment and social enterprise opportunities to economic growth sectors including Creative and Media, ICT, Product Design and Manufacturing.

## **5. Proposal**

- 5.1 The Sheffield Community Network Programme will utilise 14-19 Diploma Capital investment (which has already been secured from the Department for Education) as match funding to draw down a further £2.3m of ERDF investment for the benefit of the city.
- 5.2 The 14-19 Diploma Capital investment (already approved by the Capital Programme) will upgrade the existing Sheaf Training Centre, located in the North of the City. Following a competitive tender, Kier was commissioned as the main contractor (this was subject to a separate Band A approval by the Executive Director, Place, dated 15 July, 2010).
- 5.3 The Diploma Capital funding will also extend the Virtual Community Network, which already includes Red Tape Central and the five City Learning Centres, to include up to four more Centres. This will enable a range of highly specialised experiences to be captured and broadcast to learners at different community and employer settings in the city. The extension of the network will be subject to a separate competitive tender exercise.
- 5.4 The ERDF revenue monies will add value to the above investment by capitalising on the opportunities for employment and self employment by improving connectivity to economic opportunities offered by Digital Region. It will do this by collaborating with private, public and VCF sector partners named in the proposal to deliver activities which will tackle social, economic and digital exclusion faced by disadvantaged communities in Sheffield.

## **6. Project Description**

- 6.1 The £2.3m ERDF revenue will be used to support the programme team that is responsible for project managing and ensuring contract compliance in the Sheffield Community Network Programme.
- 6.2 The project team will contract with delivery partners and social enterprises over a three year period to:
- develop content for the virtual network expansion
  - develop the Sheffield Digital Content Exchange, by building on existing community-based media platforms and creative content hubs including the Sheffield Digital Media Enterprise Hub, anchored by Commedia Sheffield
  - develop community-based Digital Media Centres and early stage social enterprises by investing in a block grant application scheme together with provision of specialist support, technical assessment and social enterprise development
  - undertake action research that will test new and innovative digital tools that can accelerate internet access, support digital inclusion and

promote entrepreneurship within deprived communities and disadvantaged groups

- evaluate the impact of the ERDF investment on improving access to the economic opportunities offered by Digital Region.

## **7. Financial Implications**

7.1 Sheffield City Council has been successful in securing £2.3m ERDF from Yorkshire Forward. This will be used to meet the running and delivery costs of the programme from 1 June 2010 to 30 May 2013. At the end of the programme any ongoing running costs relating to the VCF sector or individual enterprises associated with the programme will be the responsibility of the group and contractual arrangements will specify this.

7.2 The project management costs over the 3 year life-time of the programme. will be £375,206, which is 8% of the total £4.6m budget. This will cover the cost of a project team comprising Programme Manager, Special Project Manager (to deliver capital build and Virtual Network installation), Project Support Officer and Administrator. The team will be responsible for project management (including performance and financial monitoring, contracting and risk mitigation) and will be based in Lifelong Learning, Skills and Community Service, who have a proven track record of managing complex European projects of this type.

7.3 It is a European funding requirement that ERDF projects are 50% match funded. The £2.3m match funding for the Sheffield Community Network Programme is also secure from the 14-19 Diploma Capital, DfE which is being used to refurbish the Sheaf Training Centre and to expand the Virtual Community Network.

7.4 There are potentially three areas of risk associated with this project that will not be resolved until we have signed the contract with the funding body, submitted our first claim and had our Article 13 Audit. The Article 13 Audit will be conducted by DCLG after submission of the first claim;

- The first claim will consist of capital incurred works associated with the Sheaf Training Centre and the Virtual Classroom, plus revenue costs incurred by our partners. The capital works are fully funded by existing grant, as stated in 7.3 above, whilst the revenue costs have been funded at risk by the partners.
- The first area of risk relates to the procurement process followed with regard to the capital works. The procurement process related to European funded projects is more stringent than that followed by other grant bodies. Therefore, SCC needs to confirm that the contracts for the Sheaf Training Centre and for the Virtual Classroom meet the ERDF conditions. The funding body has looked at the processes followed by SCC and does not see any issues with our process, but will not give formal notification until the Article 13 Audit is completed.

- The second area of risk relates to the revenue and capital split of the project. The total match for the project is provided from a capital grant, whilst the majority of the remaining project is to be spent against revenue activity. The original lead funding body, Yorkshire Forward, advised SCC to show the capital expenditure against revenue and capital pro rata to the overall profile of the scheme, rather than all as Capital match. Yorkshire Forward's role in this project has since transferred to DCLG and SCC need to confirm with DCLG that Yorkshire Forward's advice is still valid.
- The third area of risk relates to "Additionality", whether the capital schemes, referred to above, enhance the overall project. An email from the funder agreed in principle that the match was valid and enhanced the overall project. However, the email stated that SCC would still have to convince the Auditors when they conduct the Article 13 audit.

7.5 In order to mitigate these risks SCC will not incur additional ERDF funded expenditure, enter into contracts with our partners or recruit to the project team until the Article 13 has been successfully completed. The Article 13 Audit is likely to take place in October 2011 after the contract between SCC and DCLG has been signed and the first claim submitted. This means there will be no clawback of funding as the Council will ensure they follow the recommendations from the Audit and incur no expenditure until this is completed.

## **8. Managing Risk and Governance**

8.1 The Lifelong Learning, Skills and Communities Service has extensive experience of managing complex European-funded projects to ensure contract and audit compliance. The Service has a close working relationship with the Finance External Funding Team and whilst Sheffield City Council, as the lead on the project will be liable for any identified claw back, the agreements we will put in place in relation to Grant Funding with the partners will mitigate against the risk of, and will enable us to seek to recover any claw back as appropriate.

8.2 As mentioned in paragraph 7.4 above there are a number of potential risks associated with this project. To mitigate this risk SCC will not enter into contracts with our partners or recruit to the project team until the Article 13 audit has been successfully completed.

## **9. Legal implications**

9.1 If Cabinet takes the view that the actions on the part of the Council described in this report are likely to promote the economic and / or social well-being of the whole or part of Sheffield, or some or all of the people in Sheffield, the legal power to carry them out would be provided by Section 2, Local Government Act 2000.

9.2 In exercising the Section 2 power regard must be had to any guidance issued by the Secretary of State. In the preparation of this report the issued guidance has been considered and the current proposals are

not at variance with this. Additionally, prior to use of the Section 2 power regard must be had to the Council's Sustainable Community Strategy ('The Sheffield City Strategy 2010 - 2020') prepared pursuant to Section 4 of the Act. The activities envisaged in this report would help to deliver the vision for Sheffield set out within the City Strategy.

- 9.3 Members need to be mindful of the identified risks referred to in this report. As the accountable body for the ERDF funding, the Council would be responsible for any repayments of the funding which might become due (e.g. if target outputs are not achieved, or there are procurement irregularities), and will need to ensure that it claims funding appropriately for itself and the other delivery partners involved in the project. Appropriate agreements with each of these bodies, and with any other organisations receiving funding from the Council, will be required.

## **10. Human Resources implications**

- 10.1 There are no relevant human resource implications arising from this report.

## **11. Community Safety Implications**

- 11.1 There are no community safety implications arising from this proposal.

## **12. Environmental and Sustainability Implications**

- 12.1 The refurbished Sheaf Training Centre has been designed to achieve a very good BREEAM (Research Establishment Environment Assessment Method) rating.

- 12.2 The building will also incorporate the following features:

- a green roof
- additional thermal insulation to reach current standards, using mineral wool
- replacement of the heating system with a new, more efficient air source pump and heat recovery system
- the use of environmentally sustainable materials from local suppliers and the reuse of existing materials where possible
- use of energy efficient light fittings
- high performance double glazed windows with low emissivity glazing to maximise natural day light.

## **13. Consultations**

- 13.1 The partnership carried out initial consultation with relevant stakeholders including Sheffield secondary schools, City Learning Centres, Digital Region, Community Assembly management and a Voluntary/Community/Faith Awareness Raising session was held on 15 July, 2010.
- 13.2 A full launch of the Sheffield Community Network Programme is planned for Autumn, 2011 and this will involve further consultation with the Voluntary/Community/Faith sector and Community Assembly Chairs.

## 14. Economic impact

- 14.1 The proposed Sheffield Community Network Programme will have a positive economic impact on the city and will contribute to the realisation of the Lifelong Learning, Skills and Communities Service Plan's strategic goal of 'Help[ing] young people, adults and families to meet the challenges of the recession and prepare for opportunities presented by the economic upturn by delivering the City's Employment Plan and Skills Strategy.'

## 15. Equality of Opportunity Implications

- 15.1 An Equality Impact Assessment has been carried out (attached) and the major outcomes of the proposed Sheffield Community Network Programme are set out below.
- 15.2 It will help meet the following priorities for Lifelong Learning, Skills and Communities Service, as set out in its business plan:
- raise attainment, aspiration and participation by the age of 19
  - improve, by 19, the outcomes of those young people who are most vulnerable, the least well-qualified and the most likely to disengage from learning
  - help young people, adults and families to meet the challenges of the recession and to prepare for opportunities presented by the economic upturn by delivering the City's Employment Plan and Skills Strategy.

## 16. Alternative Options

The following alternative options were considered and rejected:

- 16.1 **Project continuation without external funding** – it would not be possible at this stage to deliver the Sheffield Community Network Programme without external funding.
- 16.2 **Sheffield City Council only to deliver the programme** – if the programme was to be delivered solely by Sheffield City Council, valuable partnership activity would not be supported leading to loss of synergy particularly with the non-statutory sectors. This would include loss of engagement with social enterprise and community sectors, loss of market intelligence, specialist knowledge and existing community networks. This option was rejected in favour of a joint partnership approach that allowed for the best use of match funding already secured by Lifelong Learning, Skills and Communities.

## 17. Reasons for Recommendations

- 17.1 The following recommendations will allow the city to secure £2.3m additional funding from the European Regional Development to deliver the benefits highlighted in paragraph 3 above. It will help young people, adults and families to meet the challenges of the recession and to prepare for opportunities presented by Digital Region investment and the economic upturn in accordance with Sheffield's Economic Master Plan.

## 18. Recommendations

- 18.1 That Cabinet notes the contents of this report and the attached Equality Impact Assessment, agrees that the implementation of the proposals

contained in this report are likely to promote and improve digital inclusion and consequently the economic and social well-being of Sheffield and therefore:-

- approves that Sheffield City Council acts as the lead accountable body in relation to the management of ERDF monies for the delivery of the Sheffield Community Network Programme;
- delegates authority to the Director, Lifelong Learning, Skills and Communities, in consultation with the Director of Legal Services, to agree the terms of the appropriate contractual agreement with the Department for Communities and Local Government (Yorkshire Forward liabilities transferred to DCLG from 1 July 2011) and to enter into appropriate legal agreements with the named partner organisations detailed in this report, on terms satisfactory to him, to further the delivery of the project and protect the Council's position as the lead accountable body;
- delegates authority to the Director, Lifelong Learning, Skills and Communities to approve the application criteria for a £500k block grant programme (with maximum grant values of up to £40k) and contract with bidders who have been successful through a Grants Panel appraisal process to be agreed by him, which will include Sheffield City Council, VCF, elected member and DCLG representation;
- delegates authority to the Director, Lifelong Learning, Skills and Communities generally to take such further steps to further the project and protect the Council's interests as he considers appropriate, including entering into such further agreements or arrangements, and on such terms, as he considers appropriate.

Sonia Sharp

**Executive Director, Children, Young People and Families**

# Equality Impact Assessment Form

## Sheffield Community Network Programme

Please refer to the guidance when filling in this form which can be found by clicking on the link below

<http://sheffield.net/managers/equalitydiversity/equality-impact-assessments>



INVESTOR IN PEOPLE



## Sheffield City Council Equality Impact Assessment (EIA) Form

**PART 1: Details and purpose of function/policy/procedure/ procurement/strategy/project (to be referred to collectively as “policy or project” in this form). This section must be completed**

Policy or Project title: Sheffield Community Network Programme	Portfolio/s:CYPF  Service Area/s:Lifelong Learning, Skills and Communities
Is this policy or project: Project (*delete as appropriate)	
Person responsible for the policy or project: Ann Scott,Head of Strategic Support and Development Person responsible for completing a full EIA if appropriate: Ann Scott,Head of Strategic Support and Development	
Are there any other people involved in the EIA – for example, as part of peer review/external challenge? Nick Duggan – Assistant Director , 14-16 Eve Waite - Director, Employment Programmes	
What are the main aims, purpose and outcomes of the policy or project, how do these fit in with the wider aims of the Council?  <p style="margin-left: 20px;">This project aims to improve connectivity to economic opportunities by tackling the social, economic and digital exclusion faced by disadvantaged communities in Sheffield. It will do this by putting into place a digital enablement ladder for Sheffield citizens, to move them out of digital and social exclusion and to capitalise on the economic and social opportunities presented in the Digital Region.</p> <p style="margin-left: 20px;">To achieve this aim, the project will invest in a number of local community facilities to create state of the art facilities with digital capabilities that deliver the following objectives:</p> <ul style="list-style-type: none"> <li>• To position the acquisition of ICT and digital life skills as key components in the development of entrepreneurial culture</li> <li>• To connect local people to the economic, social and educational opportunities created by the Digital Region broadband infrastructure</li> <li>• To nurture entrepreneurialism in unemployment hotspots through digitally-enabled centres that will trade both in the local community and in adjacent markets</li> <li>• To establish a range of practical pathways combining learning with employment, focused on embedding enterprise skills and knowledge</li> </ul>	



- To link self-employment and social enterprise opportunities to economic growth sectors including Creative and Media, ICT, Product Design, Manufacturing

The overall progression model for citizens in the target groups is movement from the Entry and Engagement phase, supported through this programme, into Employment, Self employment and Social Enterprise.

### ***Benefits to be delivered***

The benefits of this project can be described as follows:

- 50 jobs, 20 new social enterprises created and 40 businesses assisted (**Delivering for Business and Encouraging Enterprise, Creating a Setting for Investment**)
- *Improving service provision by increasing and upgrading community training space from 1,279.2 sq m to 1,8114 sq m by September 2011* (**Customer Focus and Effective Resource Management**)
- *An increase in the number of 14-25 year olds achieving vocational qualifications in Society, Health and Development at the Health and Well Being Centre in Levels 1, 2 and 3 by 410 from August 2013* (**Raising Attainment and Aspiration and Improving Skills**)
- *Creation of a new employer led partnerships with Northern General Hospital, Sheffield Hallam University and local Colleges and additional 410 work related learning experiences for all learners on Diploma programmes by September 2012* (**Creating a Setting for Investment, Promoting Sheffield and Raising Attainment and Aspiration**)
- *Expansion of existing Virtual Classroom network from 6 to 10 establishments by October 2011* (**A Modern Efficient Organisation and Creating a Setting for Investment**)
- Creation of VCF partnership with CM Solutions, Commedia Sheffield, Community Media Association, Access Space and Cultural Industries Agency (**Customer Focus**)
- Creation of virtual Digital Content Exchange across the City and creation of block grant scheme which will provide investment and support up to 10 Neighbourhood Digital Media Centre's (**Customer Focus, Delivering for Business and Encouraging Enterprise, Creating a Setting for Investment, Stronger Communities**)

Will this policy or project have any implications on other procedures/projects/strategies etc of the City Council? e.g. The Corporate Plan <http://sheffield.net/performance--statistics/a-city-of-opportunity-corporate-plan-2008-11>

Investment in the Sheffield Community Network Programme will contribute towards the following strategic objectives:

A Better Life for Children and Young People; and the priorities:

- Raising attainment and aspiration;
- Looked after children;
- Successful transition to adulthood

Leading Sheffield's Transformation; and the priorities:

- Delivering for business & encouraging enterprise;
- Improving skills and employment

Putting the customer first and achieving better value for money; and the priorities:

- Customer focus
- Effective resource management

The following represent priorities taken from the 2010-11 Lifelong Learning, Skills and Communities Service Plan.

***Priority 1. Raise attainment, aspiration and participation by the age of 19 by delivering, through the Learning for Life Partnership, the city's 14-19 Plan by July 2012.***

Actions contribute to the achievement of LAA Indicators;  
NI 75, NI79 & NI 80

Actions contribute to the achievement  
of Council Planning Priorities;  
1.1, 1.2, 4.1 & 4.5

***Priority 5. Help young people, adults and families to meet the challenges of the recession and prepare for opportunities presented by the economic upturn by delivering the city's Employment Plan and Skills Strategy, by March 2011.***

Actions contribute to the achievement of LAA Indicators;  
NI 117, NI 146, NI 150, NI 152, NI154, NI 163, NI164 & NI4

Actions contribute to the achievement  
of Council Planning Priorities;  
1.2, 1.3, 4.5, 5.1, 5.3, 5.6, 6.2 & 6.4

Are there any implications on our statutory duties? e.g. social care or homeless eligibility criteria (see [guidance.](#))

None

Will the aims identified above have workforce implications, either for existing members of staff e.g. additional training requirements or involve the recruitment of additional staff? (see [guidance](#))

A dedicated project team will be recruited by LLS&C who will be responsible for delivering and monitoring the project using corporate project management framework. This will include a Programme Director, a dedicated Project Manager to oversee the creation of Health and Well Being Centre and expansion of the Virtual Classroom network, a Project Support Officer and an Administrative Officer. Delivery partners will be responsible for safeguarding and recruiting other people required to deliver the Programme and this will be managed through separate legal contracts.

Strategic Support and Development will manage the finance and performance of the project. A dedicated Project Support Monitoring Officer will be allocated to the project to oversee financial/output information and to prepare grant claims. In addition an Administrator will assist the project team with procurement/contracting and other project management support.

The funding to create the project team and associated support is available within the approved budget for the Programme and has been authorised by the Director of Service and Director of Finance.

DPM will be commissioned to design and manage the scheme. Fees will be included in the refurbishment contract.

## PART 2: Initial Impact Assessment

Complete this part to evaluate whether you should proceed to a full EIA. If you know your policy or project will have any significant impact whether positive or negative on communities of interest, please fill in Part 2 and Part 3.

### A. Will the aims identified in Part 1 affect our statutory equality or human rights duties (please refer to both positive and negative changes) to:

a) Advance equality of opportunity?	e) Promote understanding & tackle prejudice
b) Encourage participation in public life and activity	f) Eliminate discrimination?
c) Consider reasonable adjustments for disabled people?	g) Eliminate harassment or victimisation?
d) Promote and protect human rights?	h) Foster good community relations?

l) Include measures to promote equal pay, ensure fair promotion, development opportunities and tackle occupational segregation

#### If so, please comment:

a) Advance equality of opportunity?

The Sheffield Community Network Programme will promote and address issues of equality of opportunity, by ensuring the needs of all residents are recognised. This will be achieved through the creation of Digital Content Exchange/Enterprise Hub, the development of Neighbourhood based Digital Media Centres and the creation of community internet services, the implementation of which will include action research that will test and demonstrate new and innovative digital tools and strategies that can accelerate internet access, support digital inclusion and promote entrepreneurship within deprived communities and disadvantaged groups

c) Consider reasonable adjustments for disabled people?

Reasonable adjustments in the design and delivery of the programme will be made wherever practicable to facilitate access by those young people with a disability. The Health & Well-being & Neighbourhood Centres will be fully compliant for people with disabilities in line with relevant legislation..

**B. Are the particular communities or groups below likely to have different needs, experiences and attitudes in relation to the project? Is there any significant cohesion or social inclusion issues for the project? (\*please tick as appropriate)**

<b>Black &amp; Minority Ethnic</b> ✓	<b>Disabled</b> ✓	<b>Women or Men</b> ✓	<b>People of different Ages</b> ✓
Religion/ Belief			Sexual
Orientation	Carers	<b>Socio Economic Status/Inclusion</b> ✓	Transgender
Pregnant Women	Married or Civil Partnered	<b>Community Cohesion</b> ✓	Other

**C. Will your project/policy have any impact on workforce implications? If so, how might they impact workforce diversity?**

Not directly in terms of the Council's workforce the initial instance. However, the longer term benefits include upskilling and enabling people to compete more effectively in the labour market, this might include people who then subsequently work for the Council or one of our partners.

**Please briefly detail any evidence you have used to reach your assessments:**

Work arising from the Local Enterprise Growth Initiative (LEGI) Programme has enabled Sheffield City Council and its partners to identify on a City-wide basis clear pockets of economic inactivity, unfulfilled aspiration and associated exclusion (including digital exclusion), based on a combination of geographic, ethnic, social and educational settings. Subsequent work in the City relating to Digital Region, Digital Britain, Future Jobs Fund and the educational National Challenge has further assisted in identifying the settings in which such need might most effectively be addressed in terms of:

- Underlying causes of exclusion, including language, literacy, numeracy and digital skills
- Encouraging and enabling participation and choice
- Addressing inter-generational insecurity
- Creating jobs
- Forming businesses

The headline findings of the Regeneris Evaluation of the Sheffield LEGI Programme in January, 2010 further underscore the priorities for the next phase of work within Sheffield Communities:

- **Getting people enterprise ready** – specific funding should continue to be sought for activities to stimulate interest in enterprise in deprived wards and disadvantaged communities.
- **Physical Premises** – work with regeneration projects to secure incubation, business space and training facilities
- **Inward Investment** – work with investors to provide opportunities for local businesses to access supply chains and examine opportunities to raise the profile of Sheffield(and its most deprived areas) as a location for inward investment

**If the EIA is not being done at the start of the policy or project please give reasons for the delay:**

Not applicable

**Date for review:**

January 2012

If you have identified any significant impacts under sections 2A or 2B then you will need to proceed to a full EIA in PART 3.

If you have not identified any significant impact you do not need to conduct a full EIA.

Please note - this decision still needs to be cleared (signed off) by the officer in your Portfolio responsible for signing off EIAs.

I have now considered the equality implications of my policy or project and **I will** proceed to carry out a Full Impact Assessment.

Date of EIA form (Parts 1 and 2) completed:

Signed (Officer completing the form): Ann Scott

Date: 15.7.11

Signed (EIA Responsible Officer): Bashir Khan

Date: 15.7.11

## Once you've completed the Full EIA

- The officer responsible for signing off EIAs in your Portfolio will need to see a final copy of the EIA and any associated reports (e.g. Cabinet Reports) which it refers to, so that they can formally approve and sign it off. For Cabinet reports, Band As/Bs and other projects requiring reports - bring together a very brief summary of the most important aspects of the EIA and add it to the report in the section titled 'Equality of Opportunity Implications'.
- Please keep the completed EIA form and monitor actions appropriately. Portfolio / equality representatives/officers may ask you to provide evidence that you have done this.
- Make sure that everyone who needs a copy of the EIA has one (e.g. Members, officers working towards action points; project steering groups; other Portfolios, or services (if the EIA concerns from outside your own Portfolio or service)

Signed (Officer completing the form): Ann Scott

Date: 18.7.11

Signed (EIA Responsible Officer for Portfolio) : Bashir Khan

Date: 18.7.11

## PART 3: Full EIA

### 1. Identify what impact the policy or project has on particular Communities of Interest

It may be helpful to refer to the Equality Pages on the Internet by [clicking here](#).

Group or issue (Click on the each stand to reach the relevant internet pages)	Note - Impact positive or negative for the following groups	Note evidence used to support your statement? E.g. satisfaction survey; national research	Note consultation, who, when, how and results	Note actions to limit the negative impact or increase the positive impact?
<p><b><u>Black &amp; Minority Ethnic People</u></b></p>	<p>The work arising from the Local Enterprise Growth Initiative (LEGI) Programme has enabled Sheffield City Council and its partners to identify on a City-wide basis clear pockets of economic inactivity, unfulfilled aspiration and associated exclusion (including digital exclusion), based on a combination of geographic, ethnic, social and educational settings. Subsequent work in the City relating to Digital Region, Digital Britain, Future Jobs Fund and the educational National Challenge has further assisted in identifying the settings in which such need might most effectively be addressed. Working in partnership with the VCF sector we expect to target these settings and proposals to have a positive impact on BME people.</p>	<p>Research arising from LEGI Programme;</p>	<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools, City Learning Centres, Digital Region Sheffield Wednesday FC, St Mark's Church, Community Assembly Management, and a VCF awareness raising session was held on 15 July 2010</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy and digital skills</li> <li>• Encouraging and enabling participation and choice</li> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> <li>• Forming businesses</li> </ul>



<p><b>Disabled</b></p>	<p>The programme through the VCF partners and Digital Media Centres will have a positive impact for disabled residents by encouraging the prioritisation and facilitating the provision of dedicated targeted support.</p>	<p>Research arising from LEGI Programme</p>	<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools, City Learning Centres, Digital Region Sheffield Wednesday FC, St Mark's Church, Community Assembly Management, and a VCF awareness raising session was held on 15 July 2010</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy and digital skills</li> <li>• Encouraging and enabling participation and choice</li> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> <li>• Forming businesses</li> </ul>
<p><b><u>Women and Men</u></b> (Include pregnancy and maternity issues)</p>	<p>The proposal will challenge gender stereotyping and will support the recruitment of non-traditional entrants e.g. men into care, women into business.</p>	<p>National and local background information.</p>	<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools, City Learning Centres, Digital Region Sheffield Wednesday FC, St Mark's Church, Community Assembly Management, and a</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy and digital skills</li> <li>• Encouraging and enabling participation and choice</li> </ul>

			VCF awareness raising session was held on 15 July 2010	<ul style="list-style-type: none"> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> <li>• Forming businesses</li> </ul>
<b><u>Lesbian, Gay &amp; Bisexual</u></b>	Not directly.			
<b><u>Transgender People</u></b>	Not directly.			
<b><u>Religion and Belief Groups</u></b>	Not directly.			
<b><u>People of different ages</u></b>	Working in partnership with the VCF sector we expect to target these settings and proposals to have a positive impact on people of different ages.	Research arising from LEGI Programme	<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools, City Learning Centres, Digital Region Sheffield Wednesday FC, St Mark's Church, Community Assembly Management, and a VCF awareness raising session was held on 15 July 2010</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy and digital skills</li> <li>• Encouraging and enabling participation and choice</li> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> </ul>

				<ul style="list-style-type: none"> <li>• Forming businesses</li> </ul>
<b>Socio Economic Status</b>	We expect the proposals to have a positive impact through raising awareness and providing support to start your own business which provides opportunities for different communities	Research arising from LEGI Programme	<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools, City Learning Centres, Digital Region Sheffield Wednesday FC, St Mark's Church, Community Assembly Management, and a VCF awareness raising session was held on 15 July 2010</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy and digital skills</li> <li>• Encouraging and enabling participation and choice</li> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> <li>• Forming businesses</li> </ul>
<b>Workforce Diversity</b>	Not directly. However, the proposals will support upskilling of different groups to compete in the modern IT driven labour market			
<b>Other issues e.g. cohesion, social inclusion, carers etc</b>	We expect the proposals to have a positive impact as they will prioritise those people who are out of work and they will build community capacity.		<p>Programme Steering Group</p> <p>Initial community consultation has taken place through the following partners: Sheffield Secondary Schools,</p>	<ul style="list-style-type: none"> <li>• Addressing the underlying causes of exclusion, including language, literacy, numeracy</li> </ul>

			<p>City Learning Centres,          Digital Region Sheffield          Wednesday FC,          St Mark's Church,          Community Assembly          Management, and a          VCF awareness raising session was held on 15 July 2010</p>	<ul style="list-style-type: none"> <li>• Encouraging and enabling participation and choice</li> <li>• Addressing inter-generational insecurity</li> <li>• Creating jobs</li> <li>• Forming businesses</li> </ul>
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If you have identified **potential negative impact** for any group please discuss with your Portfolio equality rep, as this may have potential legal implications for the Council. You will then need to make immediate changes to address this.

Did you or your Portfolio rep identify any potential adverse practices?    YES / NO    (**\*please delete as appropriate**)

## 2. EIA Action Plan

In the table above (section 1 of Part 3) you identified what actions you needed to take to promote positive impacts or reduce negative impacts for all groups. Please use the plan below to record these actions and to make sure that they are specific, measurable, achievable, realistic and time bound.

Group or issue	What action is required?	Who will lead?	What is the timescale?	Progress / date completed
<b>Black &amp; Minority Ethnic people</b>	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.
<b>Disabled people</b>	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.
<b>Women &amp; Men</b> (Include pregnancy and maternity issues)	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.
<b>Lesbian, Gay &amp; Bisexual People</b>	N/A			
<b>Transgender people</b>	N/A			

<b>Group or issue</b>	<b>What action is required?</b>	<b>Who will lead?</b>	<b>What is the timescale?</b>	<b>Progress / date completed</b>
<b>Religion / belief groups</b>	N/A			
<b>People of different ages (Younger/ older etc)</b>	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.
<b>Socio Economic Status</b>	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.
<b>Workforce Diversity</b>	N/A			
<b>Other equality issues e.g. cohesion, social inclusion, carers etc.</b>	Ensure impact monitoring and feedback systems are implemented and results analysed, interpreted	Ann Scott	On going with regular scheduled reports to strategic groups	To be continuously improved in subsequent years.