

Cabinet

Wednesday 18 December 2013 at 2.00 pm

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

The Press and Public are Welcome to Attend

Membership

Councillor Julie Dore
Councillor Leigh Bramall
Councillor Jackie Drayton
Councillor Isobel Bowler
Councillor Ben Curran
Councillor Harry Harpham
Councillor Mazher Iqbal
Councillor Mary Lea
Councillor Jack Scott

Chair/Leader of the Council
Business, Skills & Development
Children, Young People & Families
Culture, Sport & Leisure
Finance and Resources
Deputy Leader/Homes & Neighbourhoods
Communities & Inclusion
Health, Care & Independent Living
Environment, Recycling & Streetscene

PUBLIC ACCESS TO THE MEETING

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

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

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

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

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

If you require any further information please contact Simon Hughes on 0114 273 4014 or email simon.hughes@sheffield.gov.uk.

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.

**CABINET AGENDA
18 DECEMBER 2013**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 1 - 4)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 5 - 14)
To approve the minutes of the meeting of the Cabinet held on 20 November 2013
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny**
The Director of Legal and Governance will inform the Cabinet of any items called in for scrutiny since the last meeting of the Cabinet
- 8. Retirement of Staff** (Pages 15 - 16)
Report of the Director of Legal and Governance
- 9. Raising the Participation Age - Progress Against the Sheffield Plan** (Pages 17 - 34)
Report of the Executive Director, Children, Young People and Families
- 10. Annual Equality and Fairness Report** (Pages 35 - 110)
Report of the Chief Executive
- 11. Neighbourhood Planning Decisions** (Pages 111 - 136)
Report of the Executive Director, Place
- 12. Sheffield Local Plan** (Pages 137 - 160)
Report of the Executive Director, Place

- 13. Revenue Budget and Capital Programme Monitoring
2013/14 (Month 6) as at 30/9/13**
Report of the Executive Director, Resources

(Pages 161 -
212)

**NOTE: The next meeting of Cabinet will be held on
Wednesday 15 January 2014 at 2.00 pm**

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

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

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

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

You **must**:

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

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

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

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

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in

land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or

- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council's website as a downloadable document at -<http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests>

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 Lynne Bird, Director of Legal Services on 0114 2734018 or email lynne.bird@sheffield.gov.uk

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Cabinet

Meeting held 20 November 2013

PRESENT: Councillors Leigh Bramall, Ben Curran, Jackie Drayton, Isobel Bowler, Harry Harpham (Deputy Chair), Mazher Iqbal, Mary Lea and Jack Scott

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1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from the Chair, Councillor Julie Dore.

2. EXCLUSION OF PUBLIC AND PRESS

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

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting held on 16 October 2013 were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Public Question in respect of the new Locality Working Arrangements

Mr Nigel Slack referred to a briefing he had attended for the Voluntary, Community and Faith (VCF) Sector regarding the new arrangements to replace the Community Assemblies. He commented that at the meeting many comments were made from contributors as diverse as Sheffield for Democracy, TARA groups as well as Mr Slack concerning the lack of public oversight of the Local Area Partnerships. The organisers had tried to reassure the meeting that, since the LAP's were not constituted bodies and had no decision making power there was to be no formal structure for public attendance at the LAP meetings.

Mr Slack further commented that, after the high number of comments on this matter, the organisers of the meeting promised to report the concerns and see what might be done to improve confidence in the new arrangements. However, one month on there had, as yet, been no further comments regarding these concerns from the Council. Mr Slack therefore asked had this matter been progressed?

In response, Councillor Harry Harpham, Deputy Leader and Cabinet Member for Homes and Neighbourhoods, stated that the administration were very keen to engage people in local politics. All 3 parties held regular surgeries talking to people about their individual concerns. Cabinet in the Community Sessions had

been held for the last couple of years and that would continue this municipal year.

5.2 Public Question in respect of Webcasting

Mr Nigel Slack referred to the last meeting of Full Council, held on 6 November 2013, where he had asked for details of the review of the prospects for Webcasting the Council meetings, as promised in an earlier Cabinet meeting. He was surprised to learn that the review had taken place and consisted of what he assumed was a brief chat in a private meeting attended by all the Party Leaders and a few Council Officers. He commented that he believed this was the opposite of open and transparent decision making.

Mr Slack further stated that the outcome appeared to have been that the idea was not a priority and would be difficult to justify in terms of value for money. Previously, however the Council had suggested that encouraging the engagement of the community in local politics was a priority and were prepared to spend over £35,000 per year on the new LAP Chair arrangements, even though they seemed to exclude public involvement. As for value for money, Bristol attracted over 375,000 unique visitors to their webcasts. If Sheffield could do this for what appeared to be a cost of around £20,000 this would be only just over 5p per person. Can any of their other initiatives promise that sort of value? With this in mind, he asked will the Council, either through the Leader or the relevant Cabinet Member, agree to meet with him to discuss alternative ways of funding this project that which all 3 parties say they would like to see happen?

Councillor Harry Harpham responded that the administration's policy on webcasting had not changed. They did not consider it value for money and it wasn't a priority. If Mr Slack had any ideas of alternative ways of funding such a project he should write to Councillor Harpham or the Leader of the Council and they would assess this and provide a response.

5.3 Public Question in respect of a Voluntary Community Group

Mr Martin Brighton stated that this Council, via responses to Freedom of Information requests, with respect to a voluntary community group, had shown: a) that there was no evidence to support allegations and innuendo made against it, b) the group had not only met but exceeded the Council's recognition requirements, c) the financial penalties were outside Council procedures and policy and d) the Council has ignored a request for an independent qualified auditor. He therefore asked what the lawful justification was for continuing to impose sanction and prejudice upon that group?

In response Councillor Harry Harpham commented that, as Mr Brighton did not name the group concerned it was difficult to respond to the question. If Mr Brighton would write in with the question and the name of the group concerned Councillor Harpham would ensure a response was provided.

5.4 Public Question in respect of Housing Governing Body

Mr Martin Brighton commented that he believed that the public were informed that

the same people who were on several Sheffield Homes' consultation groups and committees would not be allowed on several committees of the new, however interim, Governing Body. However, under current circumstances this was clearly not happening. He therefore asked if the Cabinet Member could confirm his original statement on the issue and provide some guidance?

Councillor Harry Harpham responded that a review of governance in respect of housing and the former Sheffield Homes was currently taking place and consultation was being held very widely with tenant involvement. This would continue into 2014 and would form the basis of a Cabinet report in due course. Those people with experience would be kept on the committees, where appropriate, but Councillor Harpham acknowledged it was also important to get new views and people involved. There had been some success in relation to that but further attempts would be made to achieve that goal.

5.5 Public Question in respect of Written Responses to Public Questions

Mr Martin Brighton referred to the minutes of the Cabinet meeting held on 16 October 2013 which stated 'Councillor Harry Harpham commented that all written responses provided to questions at Cabinet or Full Council would be published on the Council's website. Written responses would be provided to the rest of Mr Brighton's questions.' He therefore asked if the Council would indicate where on the Council's website the answers to the questions of 16 October could be found?

Councillor Harry Harpham stated that a procedure was currently being put in place as a priority to ensure that this would happen and a web link would be sent to Mr Brighton when this was available on the Council's website.

5.6 Public Question in respect of the Disposal of Sites for Affordable Housing

Mr Martin Brighton referred to agenda item 9 on the agenda for this meeting, 'Disposal of Sites for Affordable Housing' and commented that it referred to the disposal of 7 sites for 'nil consideration'. He therefore asked that, given that the land was, in effect, owned by the public, how was the public to receive appropriate remuneration proportional to the value of those sites?

Councillor Harry Harpham responded that there was a big shortage of housing in Sheffield. He believed the proposals represented very good value for the people of this City and that getting additional housing was a price worth paying.

5.7 Public Question in respect of Exempt Items

Mr Martin Brighton asked, in terms of governance and the need for openness and transparency, what objections could there be for including currently exempt items in the public record, for example at Cabinet, even if they needed to be redacted?

Councillor Harry Harpham commented that there were some items which on occasion needed to be exempt and this was cleared with Legal Services. Officers did look closely to see if they could be published in a redacted form but the Council did have to abide by the law of commercial sensitivity.

6. ITEMS CALLED-IN FOR SCRUTINY

- 6.1 It was reported that the Cabinet report, 'Social Model of Public Health', agreed at the Cabinet meeting held on 16 October 2013, had been called-in for Scrutiny. The Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee had met on 5 November 2013 to consider the report and it had agreed to take no action and request a monitoring report in 2014.

7. RETIREMENT OF STAFF

The Chief Executive submitted a report on Council staff retirements.

RESOLVED: That this Cabinet :-

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

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
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Children, Young People and Families

Joan Holland	Supervisory Assistant, Birley Spa Primary School	28
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Terry Howton	Senior Teaching Assistant Level 3, Beighton Nursery Infant School	40
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Michael Jones	Assistant Headteacher, High Green Primary School	38
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Communities

Anne Blantern	Team Leader, Safer and Sustainable Communities	35
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Eddie Sherwood	Director of Care and Support	21
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Resources

Clive Sellens	Finance Manager	39
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(b) extends to them its best wishes for the future and a long and happy retirement; and

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

8. DISPOSAL OF SITES FOR AFFORDABLE HOUSING

8.1 The Executive Director, Place submitted a report recommending the disposal of a number of sites for affordable housing.

8.2 **RESOLVED:** That:-

- (a) the land shown at Appendix A to the report be declared surplus to the requirements of the City Council and disposed to Arches Housing Limited at nil consideration for use as social housing;
- (b) the land shown as appendices B and C to the report be declared surplus to the requirements of the City Council and disposed to South Yorkshire Housing Association at nil consideration for use as social housing;
- (c) the decision made by Cabinet on 11 July 2007 to dispose of the land now shown as Appendix D to Places for People be rescinded and that the land shown as Appendix D to the report be disposed to Great Places Housing Group at nil consideration for use as social housing provided that there are no objections to the disposal of open space;
- (d) the land shown as Appendix E to the report be declared surplus to the requirements of the City Council and disposed to Great Places Housing Group at nil consideration for use as social housing provided that there were no objections to the disposal of open space;
- (e) the land shown as Appendix F to the report be declared surplus to the requirements of the City Council and disposed to Great Places Housing Group at nil consideration for use as social housing;
- (f) the land shown as Appendix G to the report be declared surplus to the requirements of the City Council and disposed to Pennine Housing 2000 at nil consideration for use as social housing;
- (g) the Director of Capital and Major Projects be authorised to negotiate and agree terms for the disposal of the sites for the purposes set out in the report including the variation of any boundaries as required and to instruct the Director of Legal and Governance to complete the necessary legal documentation; and
- (h) dedicated affordable housing funding is paid into the Corporate Resource Pool in lieu of the estimated capital receipts forgone on the General Fund land (excluding the land shown at Appendices A and B).

8.3 **Reasons for Decision**

8.3.1 Building housing at Catherine Street would regenerate this site in the heart of Burngreave, which was identified as a key intervention in the Burngreave and Fir Vale masterplan.

8.3.2 Developing the site at Chapelwood Road in Darnall would address a long term

vacant site and provide affordable larger family homes that were particularly needed in the local area.

- 8.3.3 The proposed scheme at Hazelhurst and Chantrey in Jordanthorpe would build on the success of the existing White Willows Extra Care scheme and provide further older persons accommodation in an accessible location.
- 8.3.4 Developing an initial phase of affordable housing at the Adlington regeneration site would address the local need for affordable housing whilst also setting the quality standard for future phases of housing development.
- 8.3.5 The sites at Cricket Inn Road and Maltravers Way are both identified in the Wybourn, Arbourthorne and Manor Park Masterplan and their development would contribute significantly to the regeneration of the Wybourn estate, under the stewardship of Great Places.
- 8.3.6 The development of older persons housing at Sevenfields would meet a local need identified in the consultation that took place following the closure of Wisewood Secondary School. It would also contribute to the successful marketing of the Spider Park development site as agreed by Cabinet in May 2013.
- 8.3.7 The payment of dedicated affordable housing funding into the Corporate Resource Pool in lieu of capital receipts would ensure that the Council maintains maximum flexibility in the use of its resources.

8.4 Alternatives Considered and Rejected

8.4.1 Housing Revenue Account Sites

The alternative options for the HRA sites would be:-

- (a) retain them for development of new Council housing, or
- (b) retain them for future disposal on the open market

- 8.4.2 Developing new Council housing on the HRA sites would have the advantage of retaining the assets whilst still delivering affordable housing. However, the HRA Business Plan does not currently have the capacity to deliver all of these sites – and it would not be able to deliver them within a timescale that would guarantee New Homes Bonus. There are alternative sites that can be made available for new Council house building and, in order to maximise the amount of new affordable housing in the City, it is necessary to maximise investment from the Council, housing associations and the Homes and Communities Agency (HCA)>
- 8.4.3 Retaining the HRA sites for future disposal could realise capital receipts for reinvestment into either the existing housing stock or the development of new Council housing on other sites. However, the market value of the sites is relatively low, which means that the potential impact of capital receipts from the sites is outweighed by the strategic outcome of 100 new affordable homes on HRA land leveraging in £11m of external funding from the HCA and the housing associations, which would otherwise be lost to the City.

8.4.4 General Fund Sites

The alternative option for the General Fund sites would be to retain for disposal on the open market, thus releasing affordable housing funding to spend on other affordable housing projects. The effect on the Corporate Resource Pool would be neutral. However, there would be a negative effect on affordable housing delivery as many affordable homes without matching the Council's affordable housing funding investment from the HCA and the housing associations. Nor would there be certainty of immediate housing delivery with the associated economic benefits and New Homes Bonus payments.

9. SHEFFIELD LOCAL FLOOD RISK MANAGEMENT STRATEGY

9.1 The Executive Director, Place submitted a report outlining the Flood Risk Management Strategy which aimed to reduce the likelihood of flooding and its impact on Sheffield's people, businesses and visitors, and also to take the opportunity to enhance the City's environment and seeking Cabinet approval for the Strategy.

9.2 **RESOLVED:** That Cabinet:-

- (a) endorses the aims and objectives of the Sheffield Flood Risk Management Strategy, Edition 1, Version 1 (October 2013); and
- (b) approves the implementation of the action plan of measures outlined in Section 6 of the strategy document.

9.3 Reasons for Decision

9.3.1 The Flood and Water Management Act 2010 places a statutory duty on Sheffield City Council as a Lead Local Flood Authority to prepare, implement and maintain a flood risk management strategy for its area.

9.3.2 The Sheffield Flood Risk Management Strategy is a partnership approach to managing flood risk with other agencies operating in the City. The strategy's aims are to reduce the likelihood of flooding and its impact on Sheffield's people, businesses and visitors whilst taking the opportunity to enhance the City's environment.

9.4 Alternatives Considered and Rejected

9.4.1 The City Council has chosen to develop an integrated flood risk management strategy working in partnership with the Environment Agency and Yorkshire Water. The approach covered the risk of flooding from the City's main rivers and streams as well as addressing surface water flooding.

9.4.2 Although the scope of the strategy went beyond the Council's specific legal duty to manage local flood risk, the Council was committed to working with the Environment Agency to address the main river flooding within the City.

10. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2013/14 (MONTH 5) AS AT 31/8/13

10.1 The Executive Director, Resources submitted a report providing the month 5 monitoring statement on the City Council's Revenue and Capital Budget for 2013/14.

10.2 **RESOLVED:** That Cabinet:-

(a) notes the updated information and management actions provided by the report on the 2013/14 budget position;

(b) in relation to the Capital Programme:-

(i) approves the proposed variations and slippage in Appendix 1 including the procurement strategies and delegations of authority to the Director of Commercial Services or his nominated officer, as appropriate, to award the necessary contracts following stage approval by Capital Programme Group;

(ii) approves the acceptance of the grants in Appendix 2 of the report and notes the conditions and obligations attached to them;

(iii) notes the latest position on the Capital Programme including the current level of delivery and forecasting performance; and

(iv) notes the variations to approved project spend exercised by EMT and the appropriate Cabinet Member under delegated powers.

10.3 Reasons for Decision

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

10.4 Alternatives Considered and Rejected

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

11. BUS RAPID TRANSIT NORTHERN ROUTE. FUNDING CONFIRMATION AND SCHEME CONSTRUCTION

11.1 The Executive Director, Place submitted a report in relation to the Bus Rapid Transit Northern Route. The report sought authority to commence to construction,

subject to the Department for Transport (DfT) decision regarding funding and the Council's approvals process, all of the highway infrastructure works within Sheffield in accordance with the agreed Principal Contractor's scheme of works.

11.2 RESOLVED: That Cabinet:-

- (a) acknowledges and supports the progression of the BRT North scheme to full construction and authorise the completion of formal contracts with Carillion and North Midland to construct the necessary highway infrastructure within Sheffield, inclusive of the Tinsley Link Road, on terms satisfactory to the Director of Commercial Services or an officer nominated by him for this purpose;
- (b) accepts the grants from the DfT for £15.888m and ERDF for £8.1m funding on terms satisfactory to the Director of Regeneration and Development Services in consultation with the Director of Legal and Governance and the Director of Finance;
- (c) authorises the Director of Regeneration and Development Services, in consultation with the Director of Legal and Governance and the Director of Finance, to take such further steps and to enter into such further agreements or arrangements, and on such terms, as he may consider appropriate to enable the successful delivery of the project within the approved budget.

11.3 Reasons for Decision

11.3. 1 Officers have now completed all the necessary conditions of the DfT funding and as a consequence when the report was published were awaiting the decision from DfT on the initial estimate £15.4m of capital funding. This was granted but for an amount of £15.888m. This enabled the project to draw-down £8.1m of ERDF grant – following approval from the Department for Communities and Local Government (DCLG) for ERDF funding for the BRT North scheme.

11.3. 2 A 'Key Stage Review' of the BRT North project was undertaken by senior City Council officers in July 2013. The review identified that the project had robust risk and project management processes in place and there was evidence that these were well managed and were being followed by all project partners. As such there was confidence in the successful delivery of BRT North and thus the Review recommended that the project proceeded to the next stage.

11.3. 3 The scheme represented a high benefit to cost ratio and supported the Standing Up For Sheffield corporate objective of a Strong and Competitive Economy.

11.3. 4 Once Full Approval from the Department for Transport was received, this will enable the drawdown of ERDF Funding – as it was a condition of the scheme receiving essential ERDF monies from DCLG.

11.4 Alternatives Considered and Rejected

- 11.4. The original proposal was to provide a tram link between Meadowhall and Rotherham. Instead Central Government recommended the partners look at Bus Rapid Transit instead.
- 1
- 11.4. The scheme partners have considered different routes and levels of service for the BRT North scheme before finalising on the recommended one. This decision was based on affordability and deliverability.
- 2
- 11.4. The 'do nothing' option was rejected as it would not enable achievement of the economic growth aspirations of the City (or wider Sheffield City Region) and would limit public transport accessibility in a key development corridor that currently experienced high level of congestion and poor air quality.
- 3



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Chief Executive

Date: 18th December 2013

Subject: Staff Retirements

Author of Report: Simon Hughes, Democratic Services

Summary: To report the retirement of staff across the Council's various Portfolios

Recommendations:

Cabinet is recommended to:-

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

Background Papers: None

Category of Report: OPEN

RETIREMENT OF STAFF

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

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
<u>Children, Young People and Families</u>		
Eileen Denial	Administrative Officer, St Theresa's Catholic Primary School	20
Christine Fleetwood	Deputy Headteacher, Nether Green Junior School	32
Paul Hancock	Data Manager, Forge Valley Community School	37
Sharon Hodgkins	Teacher, Bradfield School	34
Elizabeth Robb	Teacher, Acres Hill Primary School	34
Geraldine Ryan	Teacher, Bents Green School	25
Susan Wilkinson	Assistant Headteacher, High Green Primary School	37
Susan Wilson	Teacher, Oughtibridge Primary School	22
<u>Resources</u>		
Elaine Nunn	Finance Manager	36
Stephen Turner	Bus Escort	24

2. To recommend that Cabinet:-

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



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Executive Director, Children, Young People and Families

Date: 18 December 2013

Subject: **Raising the Participation Age:** increasing post-16 participation in education and training in Sheffield

Author of Report: Dee Desgranges– 2296140

Summary:

The Raising of the Participation Age legislation came into force in September 2013. As a consequence, young people must remain in education or training until age 17 from 2013 and until age 18 from 2015.

This report sets out the new statutory responsibilities that fall to Sheffield City Council as a consequence of the legislation and the measures taken by the Children, Young People and Families portfolio and its partners in the city to prepare for these.

Reasons for Recommendations:

Implementing the RPA is now a statutory duty.

Recommendations:

It is recommended that Cabinet:

- notes the new and statutory obligations to which the City Council is subject as a result of the Raising the Participation Age legislation
 - notes the measures taken to date by the city's *Learning for Life* partnership to prepare for the Raising of the Participation Age
 - approves the 2013-2020 post-16 participation targets set out in this report
 - requests a further report to be presented, by April 2014 seeking approval for the city's new 14 -24 Strategy.
-

Background Papers:

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).’

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Laura Pattman
Legal Implications
YES Cleared by: Nadine Winter
Equality of Opportunity Implications
YES Cleared by: Raphael Richards
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
YES
Community safety implications
NO
Human resources implications
YES
Property implications
NO
Area(s) affected
All
Relevant Cabinet Portfolio Leader
Cllr. Jackie Drayton
Relevant Scrutiny Committee if decision called in
Children, Young People and Families
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

Raising the Participation Age: *increasing post-16 participation in education or training in Sheffield*

1. Summary

- 1.1 The Raising of the Participation Age (RPA) legislation came into force in September 2013. As a consequence, young people must remain in education or training until age 17 from 2013 and until age 18 from 2015.
- 1.2 This paper sets out the new statutory responsibilities that fall to Sheffield City Council (SCC) as a consequence and the measures taken by the Children, Young People and Families portfolio (CYPF), with partners in the city, to prepare for these.

2. What Does This Mean for Sheffield People

The UK needs a more highly skilled workforce to enable it to compete in the global economy. It is estimated that by 2020 there will be three million fewer lower skilled jobs in the UK than there are today. As a consequence of remaining in education or training until the age of 18, the intention is to increase the number of young people who achieve higher level qualifications and the levels of literacy, numeracy and communications that employers demand. This not only gives our young people a better chance of securing a job and sustaining a career in an increasingly competitive labour market, but also improves the skills levels of the emerging labour force and as such contributes to the growth of the local economy.

3. Outcomes

- 3.1 The outcome by which SCC will be measured by DfE will be the number of 16 and 17 year olds participating in an RPA eligible activity. DfE will monitor and report on the level of post-16 participation among those 16 year olds completing Key Stage 4 in every school and academy.
- 3.2 In addition, RPA is designed to promote fairness and equal access to post-16 education and training on the part of all 16 year olds regardless of their prior level of attainment, or the progress that they have made during compulsory schooling. SCC and the city's provider network of sixth form schools, colleges and work-based learning providers are required to work together to ensure that there are adequate and sufficient places in learning, or employment with training for all of the city's teenagers. The local authority is required to make every effort to retain 16 and 17 year olds in some form of learning with a view to them achieving a Level 3 qualification (equivalent to at least two A levels), or a level of achievement commensurate with their ability.
- 3.3 This means it becomes the statutory responsibility of SCC to ensure that every 16 year old in the city has the offer of a place in post-16 education or training (known as the September Guarantee) and that it organises its services in such a way that it can identify those young people most likely to disengage from education or training at 16 or 17 and take action to prevent this. The objective of both central government and SCC is, therefore, to drive down the number of 16-18 year olds who are Not in Education, Employment or Training (NEET), amongst whom the most vulnerable and disadvantaged of young people are over-represented. In achieving this goal SCC will significantly

improve the life chances and help break the cycle of low aspiration, low skills levels, reduced employment prospects and inter-generational poverty that besets so many young people who become NEET.

4. Background

4.1 *The RPA Legislation*

The Education and Skills Act of 2008 legislates that all young people must remain in learning or training to age 17 in 2013 and to age 18 by 2015.

As the Minister of Skills has stressed recently, this does not necessarily mean staying on at school and he regrets that the media tend to characterise RPA as the raising of the school leaving age. RPA requires local authorities to ensure that the range and level of post-16 education or training available to its 16 and 17 year olds is adequate and sufficient to meet the widest range of abilities, aspirations and preferred styles of learning. This encompasses:

- full time education – school, academy, FE, home education
- work based learning – an apprenticeship
- part-time accredited education or training for the equivalent of one day a week if employed, self-employed or volunteering for more than 20 hours per week.

4.1.1 The Duty on Local Authority is to:

- enable and encourage the effective participation in education or training of young people resident within its boundary
- make arrangements to identify young people not participating – i.e. maintain a post-16 tracking system.

Whilst there is an expectation that a local authority will seek to employ all means of maintaining all 16 and 17 year olds in education and training and it will be measured by DfE accordingly, there is, as yet, no statutory obligation on the local authority to require young people to participate in learning or to penalise their parents or carers if this does not happen. However, the possibility of enforcement will be reviewed annually by government from 2014.

4.1.2 The Duty on learning providers is to:

- promote good attendance of 16 and 17 year olds
- inform the local authority support services if a young person has dropped out so that they can be contacted promptly and offered support.

4.1.3 The Duty on employers is to:

- ensure that any 16 or 17 year old that they employ is enrolled on some form of accredited training
- agree reasonable hours of work to allow access to training.

Employers are not responsible for monitoring attendance in learning.

4.2 The National Reporting Measures

From 1 April 2013 DfE has reported young people aged 16 and 17 as one of the following:

- Participating in education or training, as defined by the categories set out in 4.1 above
- In re-engagement provision with an agreed start date in education or training
- Receiving support through the Youth Contract. The Youth Contract is designed to re-engage those 16-17 year olds without two good GCSEs, those who are looked after or care leavers; those leaving custody and those serving community sentences
- Unavailable for learning – e.g. pregnant, ill, or in custody
- Not meeting the duty to participate and therefore Not in Education Employment or Training

4.2.1 Every school and academy will be measured against the level of participation in post-16 education or training of those young people completing Key Stage 4 regardless of where those young people opt to study or train after the age of 16. This level of post-16 participation by school or academy will be published as the institution's 'destination measure'. The count will be taken in the March after that cohort has completed Key Stage 4. If a young person in this cohort is recorded as having not participated in education or training between September and March they will be recorded as NEET.

4.2.2 In preparation for the publication of the destination measure in March 2014, schools and academies have been receiving locally calculated data which shows where their Key Stage 4 leavers are after one and two years.

4.2.3 The initial destination data for Sheffield shows that progression at 16 is good, but at 17 less so. This reflects the national picture and this is our real RPA challenge.

4.3 Sheffield's RPA Strategy

4.3.1 Lifelong Learning, Skills and Communities (LLSC) has, through the city's *Learning for Life* partnership, led on the design of Sheffield's RPA plan. As such, it has worked with other services in the City Council and with partners from schools, academies, colleges, training providers, Sheffield Futures and the voluntary and community sector to organise a determined and coordinated city-wide response to the issues posed by RPA.

4.3.2 An RPA steering group, which has included an elected member, has overseen the work to date and monitored the progress towards increasing post-16 participation in the city.

Some examples of progress against the plan include:

Pre-16 NEETS prevention work:

- **Developing the RONI** (risk of NEET indicator) – this has been adopted by all of Sheffield’s schools and academies. Community Youth Teams meet with every school and academy in the city on a termly basis to agree the support that will retain in learning those young people identified as being ‘at risk’ through the RONI.
- **Commissioning of the Vocational Skills Programme** – CYPF’s Extended Curriculum Team brokers and quality assures, on behalf of schools and academies, courses and qualifications at college or with other training providers for those Key Stage 4 learners most likely to benefit from applied learning, or where they have a well-defined vocational ambition, or where they are judged to be most likely to disengage from classroom-based learning.
- **Co-producing bespoke provision with schools** for those Key Stage 4 learners least likely to progress: e.g. The Sheaf Challenge where, at the City Council’s own Sheaf Training centre, school teachers and Sheaf trainers have worked together to develop project-based learning.
- **Using UCAS Progress**, the city’s on-line post-16 applications process used by all schools, colleges and academies, to help young people plan their progression, to track applications and to target support from Community Youth Teams at those who have not taken up post-16 opportunities.
- **Raising awareness of RPA** with wider stakeholders e.g. social care, foster carers.

Post-16 Engagement and Retention:

- **Providing a post-exam clearing event** where school leavers who are unplaced, or who have not achieved the GCSE results that they expected can meet face to face with learning providers and enrol on courses there and then.
- **Using the Community Youth Teams** to contact, support and encourage back into post-16 education or training those young people who have become NEET.
- **Creating tutor -mentor roles in the Sheffield College** to track and support vulnerable learners and those judged most likely to drop out.
- **Organising a post-16 provider network** to develop progression pathways for school leavers and to participate in the ‘**managed moves**’ process where young people who wish to, or who are required to change their course or provider can be supported in finding a suitable alternative.
- **Delivering the Sheffield 100 programme** where the City Council, annually, brokers an apprenticeship and a 50% wage subsidy to the employer for 100 of the most vulnerable and disadvantaged young people in the city who would otherwise be least likely to access a job with training.
- **Offering targeted re-engagement programmes** to encourage the progression to post-16 courses for those groups least likely to take up post-16 learning and therefore most over-represented in the NEETs cohort i.e. care leavers, young carers, young offenders, teen parents and some BME groups.

- **Growing the range and volume of provision in the city for young people with learning difficulties and disabilities (LLD)**, particularly those with emotional or behavioural difficulties where provision is lacking, thereby reducing the need for out of city placements and also discharging the local authority's new statutory duty to plan for the provision of appropriate opportunities for LDD learners up to the age of 25.
- **Agreeing information and data sharing protocols** with post-16 providers so that those dropping out, completing a shorter course or changing provider can be properly tracked and supported if they are in danger of becoming NEET.
- **Undertaking 'deep dives'** into the NEETs cohort so that officers and partner organisations can learn from disengaged young people about their experience and the real or perceived barriers to learning or work that they face, with a view to this work informing service redesign.

4.4 The Impact

- 4.4.1 In preparation for RPA, DfE has begun to issue an annual statistical release of the participation data for 16 and 17 year olds (see the table below). The first of these, published in July 2013, shows Sheffield, with 87.3% post-16 participation in education and training in 2012. In this the city is performing comparatively well against statistical neighbours, where it is ranked 5th, and core cities where its level of participation is exceeded only by Leeds and Liverpool. It is notable that Sheffield has, by far, the highest proportion of young people pursuing apprenticeships when compared with statistical neighbours and core cities which, it might reasonably be suggested, reflects the considerable efforts that the city has made to build vocational pathways from Key Stage 4 onwards and which bodes well for its ability to support business growth and the re-balancing of the local economy.

Sheffield City Council	Number of 16/17 year olds known to the LA	Proportion of 16 and 17 year olds recorded as participating in:					Change in year		Current activity not known to the LA
		Full time education and training	Apprenticeship	Employment with training	Other	Total			
ENGLAND	1,162,170	81.1%	4.1%	0.9%	2.4%	88.4%	1.1%	↑	4.0%
Leeds	15,360	78.9%	5.0%	1.8%	3.8%	89.5%	1.9%	↑	2.4%
Dudley	7,320	80.1%	4.3%	1.2%	2.2%	87.8%	-0.6%	↓	4.8%
Plymouth	5,790	77.6%	7.9%	0.7%	1.6%	87.7%	1.7%	↑	1.6%
Peterborough	4,620	79.5%	3.0%	1.4%	3.5%	87.4%	0.1%	→	1.4%
Sheffield	11,330	74.4%	7.8%	0.7%	4.4%	87.3%	2.5%	↑	3.3%
Southampton	4,530	81.0%	3.7%	0.4%	1.8%	86.9%	1.9%	↑	4.3%
Portsmouth	3,980	82.6%	2.1%	0.3%	1.7%	86.6%	1.3%	↑	2.6%
Rotherham	6,470	74.2%	6.7%	2.0%	3.5%	86.5%	0.2%	→	2.4%
Tameside	5,580	79.2%	2.6%	0.3%	2.7%	85.0%	-1.8%	↓	7.0%
Telford & Wrekin	3,940	78.3%	1.7%	0.8%	4.2%	84.9%	5.3%	↑	5.9%
Derby City	5,750	72.6%	0.6%	0.3%	3.9%	77.5%	-1.7%	↓	11.6%
CORE Cities									
Leeds	15,360	78.9%	5.0%	1.8%	3.8%	89.5%	1.9%	↑	2.4%
Liverpool	10,460	76.6%	5.6%	0.9%	4.4%	87.5%	1.5%	↑	2.9%
Sheffield	11,330	74.4%	7.8%	0.7%	4.4%	87.3%	2.5%	↑	3.3%
Nottingham	6,270	77.5%	5.2%	1.3%	3.3%	87.2%	1.2%	↑	3.6%
Manchester	10,030	81.4%	2.5%	0.2%	2.6%	86.7%	2.4%	↑	4.0%
Newcastle	5,790	76.6%	3.5%	3.5%	2.5%	86.2%	3.3%	↑	2.3%
Bristol	7,710	75.5%	4.9%	0.6%	1.8%	82.8%	-2.7%	↓	7.6%
Birmingham	26,150	76.4%	2.4%	0.3%	2.7%	81.9%	-6.3%	↓	11.4%

(Draft June 2013)

4.4.2 In addition and separately, DfE publishes annual statistics for the number of 16-18 year olds who are NEET. The latest figures, published in June 2013 and set out in the table below, show that at 7.2% Sheffield now has the lowest level of NEETs ever recorded in the city. Whilst there is no room for complacency, in that the city's NEETs level is still 1.3 percentage points above the national average, the proportion of young people who are NEET in Sheffield is now in line with the average for its statistical neighbours and is better than the average for the core cities. This suggests that the robust prediction mechanisms in schools and colleges, effective tracking, high quality support to those at risk of NEET offered by the new, multi-agency Community Youth Teams and the mentors in the Sheffield College, plus a broad, relevant and motivating learning offer organised by providers have all combined to reduce disengagement.

4.4.3 Moreover, the fact that the proportion of 16-18 year olds that are no longer in contact with youth services and are therefore recorded as 'Not Known' is much lower in Sheffield than the averages nationally, for statistical neighbours and for the core cities is a clear indication of our ability to engage, track and maintain a relationship with some of the our most challenging and vulnerable young people. Maintaining contact with the NEETs cohort and consequently shaping learning and support that meets individual need will be a critical ingredient in any formula for meeting the challenge of full participation and Sheffield is therefore relatively well placed to meet this challenge.

16-18 year olds recorded at NEET, Not Known or In Learning, based on academic age Y12 – Y14, (June 2013)

	16-18 (Y12-Y14) NEET	16 - 18 (Y12-Y14) Not Known	16 - 18 (Y12-14) In Learning
England	5.9%	7.2%	80.9%
Sheffield	7.7%	5.4%	80.0%
Statistical Neighbours	7.7%	9.0%	77.5%
Core Cities	7.8%	10.2%	78.2%

- 4.4.4 Together these figures give us a baseline to measure progress against the participation theme of the city’s refreshed 14-24 Strategy in which the next phase of the work to meet the RPA challenge will be set out. This strategy will extend its age range from 19 to 24 years to reflect not only the local authority’s new responsibilities with regard to LDD learners but also to reflect a determined focus on 18-24 youth unemployment. Establishing a continuity of approach for those 14-24 year olds most likely to disengage from education, training, and then employment, is important because many of those young people whom agencies currently fail to maintain in learning up to the age of 18 often join the ranks of the long-term unemployed thereafter or survive in low paid, fragile employment with few career prospects. It is therefore to ensure continuity and coherence in our approach that the city’s *Learning for Life* partnership has assumed responsibility for not only delivering on the RPA challenge but also that of youth unemployment.
- 4.4.5 However, just as full employment does not mean that every adult will be in work, but recognises that personal circumstance or timing will always mean that some people will not be in employment even when economic conditions are optimal, then it is also the case that it is unrealistic to assume that every single 16 -18 year old will be in education or training even when perfect conditions pertain. There will be a number of young who are taking a temporary break from learning e.g. pregnancy, illness or care duties and a percentage of young people who are unavailable, who are changing their courses and others who will not engage despite our best endeavours. Moreover, some of the cohort, in the absence of a mandatory system for raising the participation age, will inevitably be attracted to full-time, paid employment without training as they approach adulthood. As a consequence, the city has set itself an aspirational and very challenging combined target of 96% participation for 16 and 17 year olds by 2020. This requires the City Council and its partners to maintain in education or training over a 1,000 of the most vulnerable and challenging teenagers in the city who do not currently participate in post-16 learning.
- 4.4.6 The 14-24 Strategy will set out our approach designed to build on what we know works and to achieve stretching but realistic and incremental improvements in performance between 2013 and the end of the decade. Our annual targets for an incremental improvement in post-16 participation in Sheffield are set out below:

Participation targets for Sheffield for academic age Y12 and Y13 in Sheffield 2013-2020 inclusive

	2013 %	2014 %	2015 %	2016 %	2017 %	2018 %	2019 %	2020 %
Y12	90.5	91.5	93	95	95.5	96	96.5	97
Y13	85.5	86.5	88.5	90.5	92	93	94	95
Y12 &13	88.0							96

5. Financial Implications

- 5.1 No additional funding for delivering the challenges of RPA has been forthcoming from government. Indeed, the strategy developed by partners in Sheffield assumes that the resources available to us will reduce, not increase in the foreseeable future. This makes these challenges that much more considerable.
- 5.2 A particular financial issue relates to the fact that a number of educational, health and support services for young people have traditionally focused on the 0-16 age range. Some of these services will now be required to extend their age range with no additional resources being readily available for this purpose. Examples of this would include Educational Psychology, CAMHS (mental health) and the virtual school for looked after children.
- 5.2 This is not just an issue for local authorities. No additional funding has been made available to learning providers for increasing the number of young people with whom they must work to achieve full participation. The problem is compounded by changes in the national funding methodology for the academic year beginning in September 2013, which, in effect, stretches existing training resource even further. Moreover, all 16-18 year olds in post-16 education (except apprenticeships) must now participate in a full-time study programme of 540 hours in total. Any learners who join programmes late or who do less than 540 hours, are classed as part-time and do not attract the full standard learner value. This could militate against the flexible starts or shorter programmes that best serve the needs of some disengaged young people.

6. Managing Risk and Governance

- 6.1 The 14-19 Strategy, and the RPA Plan that is incorporated within it, is overseen by the city's *Learning for Life* partnership and the design and delivery of this strategy has been undertaken by representatives of the local authority, colleges, training providers and support agencies, such as Sheffield Futures as represented in the RPA Steering

Group. This group reports to the *Learning for Life* partnership. The latter meets monthly, is chaired by the Director of Lifelong Learning and Skills and addresses progress, performance, risk and communication using the City Council's project management framework.

7. Legal Implications

There are no additional legal implications for the City Council beyond the statutory obligations for local authorities set out in this paper. However, the annual review, from 2104 onwards, by government of the advisability of conferring enforcement powers on local authorities could change this in the future.

8. Human Resources Implications

There are no immediate human resource implications arising from this report.

9. Consultations

9.1 Stakeholders in 14-19 learning, including schools, colleges, academies, training providers and support agencies, have been consulted through a city-wide RPA summit at which the draft RPA Plan was considered and through existing governance structures in the city including the Senior Leaders Group where all schools and academies are represented and the city's *Learning for Life* partnership.

9.2 A magazine outlining the implications of the RPA legislation and the range of education and training pathways that will be available to teenagers was circulated, whilst they were still in Y9 and Y10, to all of those students who would be the first to be affected by the legislation.

9.3 All stakeholders, including young people, will continue to be consulted as the city's refreshed 14 -24 Strategy is drafted.

10. Economic Impact

As a consequence of remaining in education or training until the age of 18, the number of young people who achieve higher level qualifications is likely to increase and the levels of literacy, numeracy and communications that employers demand are likely to improve, giving our young people a better chance of securing a job and sustaining a career in an increasingly competitive labour market.

11. Equality of Impact Implications

An Equality Impact Assessment has been undertaken in relation to the changes outlined in the report and this is appended.

12. Alternative Options

RPA is statutory with new duties conferred on the local authority. No alternatives are available.

13. Recommendations

It is recommended that Cabinet:

- notes the new and statutory obligations to which the City Council is subject as a result of the Raising the Participation Age legislation
- notes the measures taken to date by the city's *Learning for Life* partnership to prepare for the Raising of the Participation Age
- approves the 2013-2020 post-16 participation targets set out in this report
- requests a further report to be presented, by April 2014 seeking approval for the city's new 14 -24 Strategy.

Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Raising the Participation Age

Status of policy/project/decision: Existing

Name of person(s) writing EIA: Dee Desgranges

Date: 16 August 2013

Service: Lifelong Learning Skills & Communities

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision?

This summer sees the Raising of the Participation Age (RPA) legislation implemented. Young people must remain in learning or training until age 17 this year and until age 18 by 2015. Young people from disadvantaged backgrounds are disproportionately represented in the Not In Education Employment or Training (NEETS) cohort for whom low skills means economic and social inclusion.

RPA is about fairness, equity and cohesion; breaking into cycles of worklessness and poverty.

The Local Authority now has a statutory duty to ensure that all young people are participating in learning or training beyond age 16 and to particularly support those most vulnerable to disengaging early.

Are there any potential Council staffing implications, include workforce diversity? No

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Positive	High	The RPA legislation comes into force summer 2013. Young people will be required to continue in education, training or employment until the end of the academic year in which they turn 17. From 2015 young people will be required to continue until their 18 th birthday. Staying in learning or training longer will improve their skills levels and therefore their potential employability and earning power.
Disability	Positive	High	New provision is being developed in the city to better meet the needs of young people with learning difficulties and/or disabilities between the ages of 16 - 24. This is being led by Lifelong Learning, Skills & Communities in partnership with the Special Schools, the Sheffield College and other providers across all sectors.
Pregnancy/maternity	Positive	High	For a short period immediately before and immediately

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
	Neutral		after giving birth, young women will be counted technically as 'taking a break from learning' . They will be encouraged back into learning through specifically designed programmes and encouraged to apply to the Care to Learn Bursary for financial support.
Race	Positive	Medium	At present BME participation post 16 is on a par with the whole population, however some groups are over represented in the NEETS cohort. Work will be targeted to engage communities where participation is low particularly in increasing the number of apprenticeships taken up in apprenticeship
Religion/belief	Neutral	Low	Patterns of learning can be created to account for religious commitments
Care Leavers	Positive	Medium	All young people will be required to participate – see action plan
Sex	Neutral	Low	All young people will be required to participate – see teen parents short exception above
Sexual orientation	Neutral	Low	All young people will be required to participate
Transgender	Neutral	Low	All young people will be required to participate
Financial inclusion, poverty, social justice, cohesion or carers	Positive	Medium	The engagement of young people and the provision of pathways into further learning, training and employment will have a positive economic impact on the city's economy and the life chances of its most vulnerable and disadvantaged residents.
Voluntary, community & faith sector	Neutral	Low	There is no anticipated impact however we are working closely with these sectors to keep them informed of recent changes and implications of RPA. A number of third sector organisations actively deliver educational programmes to meet the RPA requirements.
Other/additional: Carers	Positive	Medium	Participation of this cohort is dependent on whether the individual identifies themselves as a carer. Work is being undertaken with the Young Carers Strategy Board and with young carers themselves to ensure that their caring commitments are known and respected by post 16 providers.
Other/additional: Young Offender	Positive	Medium	Under RPA legislation, young offenders in custody will be classed as participating in a form of education or training but will still be 'unavailable' to the labour market. Targeted transition work will be undertaken to ensure that participation is achieved

Overall summary of possible impact (to be used on EMT, cabinet reports etc):

The Raising of the Participation Age legislation, and city's learning partnership response to it, is anticipated to have a positive impact on young people especially those who are vulnerable find it hard to engage with or remaining in learning or training beyond age 16.

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: July 2014 **Q Tier Ref** **Reference number:** n/a

Entered on Qtier: No **Action plan needed:** This will be included in the the 14 -24
Strategy For Sheffield

Approved (Lead Manager):Dee Desgranges **Date:** 16th August 2013

Approved (EIA Lead person for Portfolio): Raph Richards **Date:** 21 August 2013

Does the proposal/ decision impact on or relate to specialist provision: No

Risk rating: Low

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
All groups	Ensure that all communications relating to the RPA legislation are inclusive of all vulnerable groups	Dee Desgranges via Achievement, Progression and Participation Group reporting to Learning for Life partnership
All groups	To ensure that design and delivery of commissioned programmes are based on both qualitative and quantities analysis, focusses on positive outcomes and encourages participation	Dee Desgranges via Achievement, Progression and Participation Group reporting to the Learning for Life partnership
All groups	Ensure that externally commissioned organisations have relevant equal opportunities policies and practices in place and that key delivery partners have undertaken any relevant equality and diversity training.	Dee Desgranges via Achievement, Progression and Participation Group reporting to the Learning for Life partnership
All groups	The established city wide Vulnerable Young People's group continues to formulate strategies and practices to meet the needs of the most vulnerable by working through partnership solutions and devising holistic packages. Participation rates by vulnerable group will continue to be tracked and monitored on a quarterly basis through a performance management framework.	Dee Desgranges, Vulnerable Young People's Sub Group reporting to the Learning for Life partnership
Pregnancy/maternity	Providers will be encouraged to ensure access to childcare is available where possible	Dee Desgranges, Vulnerable Young People's Group via Learning for Life partnership
Care Leavers	Services in CYF are contributing to the development of the NCAS Care2Work plan to	Dee Desgranges, Post 16 Vulnerable Young People's

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	work together to ensure that support services are galvanised around the specific needs of this cohort.	Group
All groups	The Statement of Need – a strategic analysis of the sufficiency of provision is undertaken annually	Alex Sutherland, Learning for Life partnership

Approved (Lead Manager): Dee Desgranges **Date:** 17 August 2013

pproved (EIA Lead Officer for Portfolio): Raph Richards



Date: 21 August 2013

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SHEFFIELD CITY COUNCIL



Cabinet*

Report of: John Mothersole

Report to: Cabinet

Date: 18th December 2013

Subject: Annual Equality Report 2012-13

Author of Report: Adele Robinson - Tel 35861

Summary: To provide Cabinet with

- An overview of our Equality Duties and progress on Equality, Diversity & Inclusion
 - A new set of Equality and Fairness Objectives for 2014 to 2018
 - Some key statistics in relation to areas of persistent inequality and challenges
 - Recommendations for action.
-

Reasons for Recommendations:

As a City Council, we know that unfairness and inequalities do and will exist across the city. This last year we set up the City's independent Fairness Commission to examine this. Our aim is to make Sheffield a fairer place to live and work and this report will consider how the Council can do this in the context of reducing resources, and as the organisation goes through a period of organisational changes.

People have different needs and some people may need more or different resources to have access to the same outcomes as others. The report places an emphasis on reducing the barriers and constraints that people operate under, helping people to have the ability to face up to challenges, and recognises that people will have diverse goals in life and make different choices.

As we address some of the persistent long term inequalities that exist in the city, it is also important that we continue, on a daily basis, to make real improvements and changes to services and practices that positively impact on people's lives. Many of these areas are highlighted through our equality impact assessment process.

Recommendations: That Cabinet:

1. Note the report
2. Agree the new Equality and Fairness Objectives (as set out in section 6.1)
3. Note the progress made on meeting the Council's statutory equality duties (as set out in sections 5 and 7, and the good practice examples set out in the appendices)
4. Agree the Equality and Fairness Objectives action plan to help the Council meet its Equality Duties, set out in Appendix 6
5. Agree the Workforce Equality Action Plan, set out in Appendix 7
6. To note the focus via the Tackling Poverty and Increasing Social Justice Board on being a guarantor of equality
7. Agree that the Strategic Equality Board should focus attention on
 - Ensuring we have joined up approaches with partners to equality, diversity and inclusion (EDI), to deliver joint equality outcomes
 - Meeting our Equality Duties including via the Equality & Fairness Objectives
 - Oversight of the Equality and Fairness Objectives action plan
 - Oversight of the action plan in relation to the Workforce Equality Review
 - Developing a shared understanding of equality, fairness and inclusion that increases awareness and reduces inappropriate or unacceptable behaviour

Background Papers:

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Paul Jeffries
Legal Implications
YES/ Cleared by: Nadine Wynter
Equality of Opportunity Implications
YES Cleared by: Adele Robinson
Tackling Health Inequalities Implications
YES
Human rights Implications
YES
Environmental and Sustainability implications
NO
Economic impact
YES
Community safety implications
YES
Human resources implications
YES
Property implications
/NO
Area(s) affected
City wide and across the Council
Relevant Cabinet Portfolio Leader
The Leader and Cabinet Member for Communities and Inclusion
Relevant Scrutiny Committee if decision called in
Scrutiny Management Committee
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
/NO

Annual Sheffield City Council

Equality, Fairness and Inclusion Report - March 2012 to March 2013

1.0 SUMMARY

To provide Cabinet with:

- An overview of our Equality Duties and progress on Equality, Diversity & Inclusion (EDI)
- A new set of Equality and Fairness Objectives for 2014 to 2018
- An outline of the areas of persistent inequality and challenges
- Recommendations for action.

2.0 BACKGROUND

- 2.1 Fairness is at the heart of the Council's values, we believe that everyone should get a fair chance to succeed but recognise that some people and communities need extra help to reach their full potential, particularly when they face multiple layers of deprivation. Tackling inequality is crucial to increasing fairness and social cohesion, reducing health problems and helping people to have independence and control over their lives. It will underpin all that we do. ". *"Standing up for Sheffield: Corporate Plan 2011-14.*
- 2.2 The business case for fairness is strong; good practice will lead to benefits for all. We want our workforce culture to promote and embrace equality, diversity & inclusion (EDI) realising that each individual adds value to a team. We know our strength comes from building on and valuing our staff and customers' differences and similarities. We are committed to supporting our workforce to develop and to commission or deliver quality services.
- 2.3 However the current economic crisis and the subsequent reduction in the Council's budget has resulted in unprecedented change and significant cuts in jobs and services This process has been rapid, and has, so far been successful in achieving significant savings.
- 2.4 Since 2010 the Council's funding from Central Government has been reducing each year, with forecasts that by the end of 2015/16 there will be a 50 per cent overall reduction in funding. Already more than £182m has had to be saved for the last three years by the Council from Government cuts to revenue, with over a thousand jobs lost as a result. There is a predicted revenue resource gap of £37m in 2014/15 rising to £78m in 2015/16.
- 2.5 These substantial reductions in funding mean that progress on work on equality and fairness is much more focused on ensuring we do not slide backwards and lose ground in existing areas of inequality and ensure we are doing things fairly not necessarily about meeting new demands. Also national issues such as welfare reform will likely have a significant impact in the coming year, which will make reducing inequality more difficult. These changes are likely to impact on specific groups who already experience inequality such as people on a low income, disabled people and women

3.0 WHAT DOES IT MEAN FOR SHEFFIELD PEOPLE

- 3.1 As a City Council, we know that unfairness and inequalities do and will exist across the city. This last year we set up the City's independent Fairness Commission to examine this. [The Fairness Commission](#) has been established to make a non-partisan strategic assessment of the nature, extent, causes and impact of inequalities in the City and to make recommendations for tackling them. The report was published on 30th January 2013. There

are two key aspects to implementing the report: the Fairness Principles and recommendations (**See Appendix 1 for more detail**).

- 3.2 The Commission has made recommendations covering 27 issues. The recommendations are both deliberately aspirational, setting out a clear vision for the city across each of the Commission's themes and diverse in nature.

The Sheffield Fairness Principles

The report says that the Sheffield approach to fairness should be governed by ten principles. These are intended as guidelines for policy makers and citizens, now and in the future, a framework within which the city can gradually be made a fairer one.

- Those in greatest need should take priority.
- Those with the most resources should make the biggest contributions.
- The commitment to fairness must be a long-term one.
- The commitment to fairness must be city-wide.
- Prevention is better than cure.
- Be seen to act in a fair way as well as acting fairly.
- Civic responsibilities among residents contribute to the maximum of their abilities and ensuring all citizens have a voice.
- Open continuous campaign for fairness in the city.
- Fairness must be a matter of balance between different groups, communities and generations in the city.
- The city's commitment to fairness must be both demonstrated and monitored annually.

- 3.3 As a Council, we have a major role in tackling this, and it is important that we work with communities and partners in doing so. As a result we have linked our approach to equality, diversity and inclusion with the Fairness Commission recommendations and have therefore set out new Equality and Fairness Objectives for 2014 -18.

- 3.3 Our aim is to make Sheffield a fairer place to live and work and this report will consider how the Council can do this in the context of reducing resources, and as the organisation goes through a period of organisational changes. People have different needs and some people may need more or different resources to have access to the same outcomes as others. The report places an emphasis on reducing the barriers and constraints that people operate under, helping people to have the ability to face up to challenges, and recognises that people will have diverse goals in life and make different choices.

- 3.4 As we address some of the persistent long term inequalities that exist in the city, it is also important that we continue, on a daily basis, to make real improvements and changes to services and practices that positively impact on people's lives. Many of these areas are highlighted through our equality impact assessment process.

4.0 LEADERSHIP & GOVERNANCE

- 4.1 Leadership and commitment is vital to our success. At Cabinet level the Member for Communities and Inclusion has responsibility for equality. At Officer Level, the Strategic Equalities Board is chaired by the Chief Executive. This board provides a clear framework and approach to EDI across the Council, oversees performance and ensures services demonstrate that EDI outcomes are being delivered. The Board has representatives from each Portfolio, and also from key commercial partners such as Kier, Capita, Sheffield Homes (integrated back into the Council during 2013) and Veolia.

- 4.2 In addition to the Social Justice and Inclusion Manager who provides corporate support and leadership on EDI, a range of officers work on fairness and equality issues in Portfolios to try to ensure a robust approach in service planning and delivery and to ensure resources are used and coordinated effectively.
- 4.3 Our approach to addressing poverty and social justice primarily falls under the remit of the Tackling Poverty and Increasing Social Justice (TPSJ) Outcome Board. This board has set out a draft three areas to focus on - Maximising Income and Financial Inclusion, Early Years, and Supporting People into Employment - leading to the Council becoming a guarantor of excellence in equality. However, it is important that whilst TPSJ is the outcome with primary responsibility for this agenda, all of the Council's outcome boards actively consider and take steps to promote equality in line with the Equality and Fairness Objectives set out below.
- 4.4 Alongside the work of the Fairness Commission we are continuing to assess the equality impacts on individuals and communities of Council activity and decisions, and continue monitoring this to ensure that we enhance potential positive impacts and ensure negative impact is mitigated as far as possible. The new Equality and Fairness Objectives will be embedded into business plans and the Performance Management Framework (PMF) to ensure we are prioritising our resources where they are most needed.

5.0 MEETING THE EQUALITY DUTIES

- 5.1 We currently comply with our legislative requirements under the [Equality Act 2010 and associated Public Sector Duties \(PSED\)](#). These are wide ranging and affect all areas of what the Council does. (See Appendix 5 for more detail).
- 5.2 We have responded to the move by [Government Equalities Office](#) towards public oversight and local accountability in how we are meeting our objectives. The Government has undertaken a [Review of how the PSED is working in practice](#).
- 5.3 In line with our duties we have reshaped our web pages to make more information accessible to the public in January 2013 on the external site. We have grouped information in relation to 4 key areas: our city, our customers, our workforce and our partners. We are continuing to develop these in line with customer need.
- 5.4 As a matter of operational practice, we regularly undertake equality impact assessments across the Council, as a systematic way of assessing the effects that a proposed policy or decision is likely to have on different people within the city and so demonstrating how we meet the General Duty. There has been a focus to ensure all budget related proposals have had appropriate EIAs and consultation.
- 5.5 We must demonstrate that from a customer and staff perspective we are monitoring, analysing and taking action in relation to the Duty. The Council is increasing coming under community scrutiny to do more of this. We therefore must further develop monitoring especially in under developed areas, like LGB monitoring, to better equip us to meet our objectives and Duties. This includes strengthening monitoring and recording of hate incidents and discrimination systematically across staff and customers.
- 5.6 Examples of [monitoring](#) are included on our [Specific Duty](#) web pages such as use translation and interpreting, Activity Sheffield or Blue Badge applications. We also include monitoring information in relation to staff, partners and the city.
- 5.7 We also work to our [Equality, Diversity & Inclusion Policy](#) which was reviewed in 2012.

5.8 We have to ensure our processes are transparent and fair and are seen to be. To meet this challenge we must address key elements of process, e.g. ensuring we have accurate information, monitoring and recording to demonstrate how we are making progress.

6.0 EQUALITY AND FAIRNESS OBJECTIVES

6.1 Under the General Duty we must set Equality objectives every four years – these should help demonstrate our compliance with our Public Sector Specific Duty. They also provide a clear framework for meeting our General Equality Duty. In discussion with Members and following consultation we have developed a new set of Equality and Fairness Objectives (set out below) for the next four years. They have been designed to link into the City's Fairness Commission, the Corporate Plan and the Equality Diversity and Inclusion Policy.

1. To be a leader and a guarantor of equality and fairness for the city

- Support and implement relevant recommendations of the Fairness Commission
- Promote the principles of the Commission within the Council and partners
- Challenge unfair practice and encourage inclusive policies for employers and services within the city

2. To ensure our budget, policies and processes are implemented fairly

- Ensure that equality, diversity and fairness issues are considered as an integral part of our decision making process through the use of Equality Impact Assessments
- Ensure appropriate consultation with affected groups
- Ensure that appropriate resources are allocated in line with the principles

3. To foster an accessible, inclusive and positive working environment for our staff

- Sign up to the fair employer code of practice and report annually
- Foster and promote a shared understanding of EDI across the Council
- Ensure high and parity of staff diversity & satisfaction across all groups

4. To ensure our services are fair & accessible and customer experiences are positive

- Monitor services, analyse gaps in provision, identify barriers and make reasonable adjustments to take individual needs into account
- Ensure high and parity of customer satisfaction across all groups
- Reduce barriers to access in the city e.g. buildings, transport, housing etc.

5. To advance equality, inclusive and fair practice within our partners and supply chain

- Ensure our commissioning is fair, accessible and inclusive
- Ensure relevant and appropriate contract and grant monitoring arrangements
- Promote the fair employer code within partners

6. To foster a safe, cohesive and accessible city

- Ensure hate incidents, intimidation, discrimination, harassment, bullying or victimisation is actively prevented and opposed
- Ensure appropriate domestic and sexual abuse and exploitation services are available and that they are accessible across all groups
- Ensure decent, inclusive and accessible housing provision

7. To strengthen voice & influence of under - represented communities within the city

- Promote civic participation, involvement & responsibility within groups in the city
- Maximising voter registration to ensure everyone is able to exercise the right to vote
- Reduce barriers to involve people in decision-making processes of the city

8. To advance health and wellbeing within the city

- Narrow and reduce health inequalities across different groups
- Support ill health prevention and promote personal independence
- Remove barriers to services which are disproportionately experienced by some communities

9. To advance economic inclusion within the city

- Maximise incomes and promote a living wage within partners and city employers
- Improve fair access to jobs and apprenticeships for the most disadvantaged
- Contribute to lowering unemployment gaps between groups of people in the city

10. To advance aspiration and learning opportunities and skills

- Narrow and reduce the attainment and skills gaps at all levels for different groups
- Reduce levels of people not in education, employment or training
- Increase levels of children in education everyday

6.2 Although we continue to face challenging financial times in the city the Fairness Commission has set a high ambition: for Sheffield to become the fairest city in Britain. To achieve this many things have to change and these objectives have been designed to help contribute to meeting this city ambition.

6.3 Once agreed by Cabinet, the objectives will require all portfolios to contribute to fairness and equality and ensure these are mainstreamed throughout the Council. They recognise that everyone's needs are met in different ways. Our core challenge is to embed this standard in the service each person receives either as a service user, resident, visitor or employee. This will help us reduce inequality, barriers and discrimination.

7.0 PROGRESS ON DUTIES

This report also sets out progress made by the Council on meeting our duties under the relevant legislation. Firstly, progress against the current Single Equality Scheme is described, with a particular focus on areas of concern from last year's report. It then describes progress against each of the themes of the new Equality and Fairness Objectives:

A) Single Equality Scheme 2010-13

B) Advancing Equality of Opportunity

C) Eliminating Discrimination, Harassment and Victimisation

D) Fostering Good Relations

E) Ensuring our budget, policies and processes are implemented fairly

F) Ensuring our services are fair & accessible and customer experiences are positive

G) Fostering an accessible, inclusive and positive environment for staff

A) THE SINGLE EQUALITY SCHEME 2013

- 7.1 The Single Equality Scheme 2010 -13 is coming to an end and as part of setting the new Objectives we have reviewed progress under the existing scheme. A significant amount of work has been undertaken on the objectives outlined in the Scheme. However areas of concern have been taken forward into the new objectives such as hate incidents, educational attainment, employment and workforce diversity. From last year's report the following areas were noted as a concern.
- 7.2 **Increase numbers of people with mental health issues and learning disabilities into employment.** This is being actively managed however the economic downturn has significantly impacted on this and adjustment will be required.
- Update - The percentage of people with learning disabilities in employment has shown a modest long term rise (0.9% in the past 6 quarters). Budget pressures in Learning Disabilities will require this activity to be managed within the new working structure that is developed. It is intended that employment support will remain a key area of focus.
 - This is still an area of concern to take forward as the percentage of adults with a learning disability in paid employment (2010/11) is 5.9% in Sheffield compared to 6.6% in England as a whole.
 - The percentage of adults in contact with mental health services in paid employment (2010/11) is 7.7% in Sheffield , compared to 9.5% in England as a whole
- 7.3 **Exclusions:** Although there has been a target, over the 2009-11 periods, the expected reduction in exclusions has not occurred. A working group has been established on this issue; however this requires ongoing action. This is being actively monitored and an action plan is in place for this target.
- The overall absence rates for Sheffield primary and secondary schools for the 2012/13 autumn term (the most recently available published data) are higher than for the equivalent period last year, although still lower than the absence rates in 2010/11. There has been targeted work to ensure exclusions are not hidden in schools so we do expect figures to rise to reflect this. This is positive as we are now clearer on how schools record children not in education every day and we can better address the issues that this causes. This is still an area of concern which continues to be prioritised
- 7.4 Although this report will address some key ongoing challenges facing the Council, it is important to highlight that there are *daily successes and excellent ongoing work* is being undertaken by staff across the Council making a difference to people's lives
- 7.5 In looking at progress made the following are examples from across the Council and

Appendix 1 notes some detailed examples of good practice in portfolios in relation to

- 100 Apprenticeship Scheme, Tackling Homophobic Bullying, Gang and Youth Crime prevention, Hi 5's, Community Youth Teams, The Future: Proof Framework
- Homelessness prevention, work with struggling homeowners and benefit cap
- Fairness Commission
- Sexual Orientation Monitoring & Diversity Awareness in Care and Support
- Hidden Impairments Toolkit, Contact Advisors and Stonewall WI

B) ADVANCING EQUALITY OF OPPORTUNITY

- **The website project** has identified customers' top tasks to aid the development of the website, so that customers can find the information they need more easily. We are promoting the language translator through the design of the new website and will have a website that is easier to use promoting engagement.
- **Support people who never or rarely use computers** or the internet by holding two events this year. Approximately 20% of people in Sheffield have never used the internet and we recognise that these people are missing out on financial savings, employment opportunities and social activities. Two events were held in the Winter Gardens: Get Online Sheffield 24 and Let's Get Digital.
- **Developing the Customer Service Soft Skills** training provides employees delivering direct customer service with the tools they need to deal with customer enquiries. The training provides information about the effect of our own behaviour on our customers and gives tools and techniques to provide good customer service.
- **The extension of the Apprenticeship Programme** by an additional 200 positions demonstrates the successful take up by young people. The progress to date is as follows: 210 female and 298 male young people applied for the opportunities, of which:
 - 59% were male
 - 41% were female
 - 23% were BME
 - 11% have a disability

328 successfully started or are on the programme and 3 are currently on work trial

291 young people have already started work, of which:

 - 58% were male
 - 42% were female
 - 18% were BME
 - 7% have a disability
- **The Local Assistance Scheme** (some elements of the old Social Fund for people facing crisis) was transferred from the DWP to the Local Authority in April 2013. We have developed the new scheme with a wraparound package of support so that those accessing the scheme can be supported with a range of issues. Those not eligible for support through LAS are referred to other agencies for help.(see pg. 27)
- **The School Travel Service** continue to promote independent travel training for young people with learning difficulties and disabilities so they are able to access public transport. This opens up a whole range of social, educational and employment opportunities for them. In the last year up to 70 young people successfully undertook the training. Successful trainees receive an award and the awards are run annually.
- **Established a task and finish group** on the issue of BME Exclusion and Attainment between CYPF and the BME Network. The Task Group met termly and has developed a delivery plan. One of the outcomes has seen the BME network put a programme together an offer to schools to support them to reduce exclusion and increase attainment amongst

BME pupils. Following a recruitment drive, there have been 13 applications for volunteers/organisations from the community to work on the initiative.

- **Joint working with Sheffield Credit Union** to offer interest free loans to households who are homeless or at risk of losing their homes to prevent homelessness.
- **Expanding monitoring and diversity awareness** in adult social care to include sexual orientation. (See appendix 1)
- **Inclusive Sport Sheffield and Activity Sheffield** have made several developments to ensure that we provide opportunities for and consultation with disabled people. including:
 - Specific marketing to adhere to accessibility guidelines for people with visual impairments and learning disabilities
 - A sport and physical activity directory activity for disabled people in Sheffield (attached)
 - Impairment specific activities e.g. the Quick Steps programme, for children with developmental co-ordination difficulties
 - Pan disability activities i.e. Sheffield Smashers boccia club, for all impairment groups
 - Inclusive activities i.e. Multi-Activity Holiday camps, which as accessible for disabled and non-disabled children
 - Disability 1:1 swimming lessons
- **A full review of the tobacco control programme** was undertaken during 2012, with the emphasis on reducing smoking prevalence. The availability of cheap and illicit tobacco in communities has been shown to impact on health, crime and community cohesion. As in other areas, smoking is Sheffield's single greatest cause of preventable illness and early death. Comprehensive tobacco control will help reduce the number of smokers, address health and social inequalities and reduce mortality and morbidity. The programme prioritises action amongst groups most likely to smoke, including routine and manual occupations, some BME communities and those living in health community programme areas of the city.
- Produced **Equality Impact Assessments (EIAs)** for managing employee reductions to ensure we look at and act on the implications and advised and worked on EIAs for other key HR Policy and Practice e.g. Living Wage.
- **Supported Employee Forums**, including providing business, information and conference support, HR update reports and consulting on policy and procedures. Worked with Portfolios to progress work on gender inequality issues.
- **Reviewing Employee Forums** to look at the best ways of supporting employees who share Protected Characteristics.
- **Recruited and trained and promoted Contact Advisers** to advise and support employees with Dignity and Respect and Whistle Blowing.
- **Continued to be part of Mindful Employer** to support staff that experience stress, anxiety, depression and other mental health conditions and **Maintained our 'Two Ticks' Disability symbol** by fulfilling five criteria and welcoming applications from disabled people.
- **The Employee Census** has been redesigned, promoted and conducted to ensure relevant up to date equality data and information about our employees.
- **New Equality and Diversity E - Learning courses** have been designed and implemented

- **Launched the 'leadership imperatives'** enabling us to reinforce some of the behaviours we would expect of leaders when managing equality and diversity issues.

C) **ELIMINATING DISCRIMINATION HARRASMENT AND VICTIMISATION**

- **Stonewall Education Champions** We achieved fifth place nationally reflecting our effective partnership-led work on challenging homophobia and bullying in schools (**See appendix 1**).
- **Work in partnership on the Hidden Impairments toolkit**, a resource for customers and staff
- **Producing Managing Religious, Philosophical & Cultural Needs** guidance.
- **Highlighted Hate Crime information** to ensure it is incorporated into the Dignity and Respect information and Health and Safety reporting and HR casework system.
- **Producing a Primary school** version of the LGBT Schools Charter Guidance and surveyed Sheffield Primary and Secondary Schools on their bullying policy.
- **Hi 5s Youth Club** provides a social educational environment for disabled young people age 13-25. The youth club is designed to give young disabled people the same level of support as non-disabled young people.
- **Working closely with partners to improve community safety**, as gender, disability, age, ethnicity and where you live are significantly associated with feelings of safety. Priorities include domestic abuse; hate crime, vulnerable victims of anti-social behaviour, reducing first time entrants to the criminal justice system and support for street sex workers. In the last year there has been a pilot of a new partnership risk assessment and response approach to support vulnerable victims of anti-social behaviour. The approach has been positively reviewed by the Local Government Association and is currently being rolled out city-wide.
- **Independent Service Review** undertaken within adult care provider services and an Equalities & Diversity Action Plan developed. This resulted in the appointment of an Equalities Manager and integration of BME Team. In the past year a Mission Statement, equality and diversity Posters, Customer Service Charter, E-Bulletin, Bespoke Training, Mentoring and Equality Pledges, new supervision guidelines and an Equalities Toolkit has been developed and introduced.
- **Commissoning Parent to Parent**, (a local voluntary sector organisation) to train and support our Primary Schools on the Charter , the Centre for HIV and Sexual Health to run training for staff working in the FE Sector and the Anti-Bullying Alliance to run free training for Sheffield schools to help them meet the requirements of the new Ofsted Framework
- **Set up a Welfare Reform Implementation Group** to oversee our response to national welfare reforms and to co-ordinate activity happening across the organisation, which has over the past year included:
 - Launching of the Local Assistance Scheme (to replace the Social Fund);
 - Implementing the Council Tax Support Scheme and Council Tax Hardship Scheme;
 - Raising awareness of benefit changes amongst residents and frontline staff - this has included the development of a single, recognisable brand which has been used in information booklets, website, billboards, media work, local events and targeted letters;

- Support for residents affected by benefit changes; and
- Work to understand the impacts of benefit changes on residents and services.
- **Equality Impact Assessments** play a significant role across Portfolios in helping the Council to develop fair and equitable policies and proposals for both customers and staff. This is especially important to help to mitigate as far as possible the impacts of the recent recession and subsequent public spending cuts, in ensuring that, as far as it can, the city is socially and economically resilient. This can be evidenced through the recent 2012/13 Council budget setting process.
- **Updating the policies** on Carers, Domestic Abuse, Reasonable Adjustments and Whistleblowing and **producing new policies** on Breastfeeding and Gender Reassignment.
- **Developing the Contact advisors** for staff around dignity and respect
- Continue to be rated by **Stonewall as a 'top 100 employer'** and 'consistently top performer' in the [Stonewall Diversity champions](#) Workforce Index.

D) FOSTERING GOOD RELATIONS

- **International Women's Day Events** in 2012 and 2013 across the city involving and working in partnership with women from different communities and sectors.
- **Further developing** the Sheffield Women's Network which meets quarterly.
- **Work in partnership and support disabled citizens** through the various groups such as Access Liaison Group, Transport4All, Sheffield Centre for Inclusive Living(now Disability Sheffield), and Partners for Inclusion.
- **Partnership work with the BME Network** on a range of identified challenges such as the economy, children and young people, housing and older people.
- **Partnership work on LGBT issues**, chairing the city's LGBT Multi agency group and working with the Centre for HIV and Sexual Health, Pride and the newly developed LGBT Sheffield community group on a range of events and issues.
- **The Housing Equalities Group** a consultation forum for people who are interested in addressing equalities issues in housing delivery, strategy and policy. [The Group](#) has been established to promote and prioritise the housing needs of people from all the equality groups included in the Equality Act 2010. The group helps to ensure that we deliver new housing and develop housing policies and strategies that meet the needs of all Sheffield's residents. The group also has a key role in supporting the Sheffield Housing Company, which aims to deliver 2,300 new homes.
- **Promoting equality related events** in the City e.g. Holocaust Memorial Day, Carers Week, Mental Health Day, World AIDS Day, LGBT History Month, Pride, IDAHO, Black History Month, Trans Remembrance day etc
- Developing **Cyber Bullying** work with Sheffield University
- **Extensive work have taken place to support the Armed Forces** community in Sheffield including providing of information and support during Veterans and Armed Forces Day and the development of a new Veterans and Armed Forces Support Service at Howden House (starts 11 November 2013).

- **Annual Holocaust Memorial Day** event held in the Winter Gardens in partnership with Community Groups, Schools and the Holocaust Memorial Trust
- **Consultation on the Health and Wellbeing Strategy** identified that LGB people were both likely to experience additional barriers to health and well-being. The LGB community was identified as group that should be targeted specifically in the consultation on the strategy to ensure that their views and concerns were heard, and so that the targets and work priorities that the strategy identified reflected the needs of the LGB community. An online survey about the strategy included sexual orientation monitoring and the high percentage of respondents from the LGB community (10%) demonstrated that the survey had been promoted well.

E) ENSURING OUR BUDGET, POLICIES & PROCESSES ARE IMPLEMENTED FAIRLY

- 7.6 Equality Impact Assessments (EIAs) are one of the main routes we embed and demonstrate Fairness and EDI considerations across the Council. EIAs, however, should be proportionate and need to focus on high impact and risk.
- 7.7 Equality considerations have been made an integral part of the budget setting and decision making process. The Council conducted a wide range of EIAs to understand the impact of the budget on individuals and groups in relation to fairness but understanding of cumulative impact remains the most difficult to address. A sub group of business planning was set up specifically to address issues of equalities, consultation and communication and helped members and officers to further understand and mitigate impact on different groups.
- 7.8 The Council wide EIA and the individual service EIAs on budget proposals that underpin it are focussed on the impact on the protected characteristics set out in the Equality Act 2010. In Sheffield, we have also decided to assess the impact on other areas such as the Voluntary, Community and Faith sector, socio economic disadvantage, carers and cohesion.
- 7.9 Decisions will affect different people in different ways. It is possible that decisions will have a disproportionate impact on some groups in comparison to others, even if this is not the intention. We use the impact assessments to help us identify and avoid any unintended consequences of the proposals developed.
- 7.10 Inevitably when funding is reducing year on year at the scale that we are experiencing, there will be an impact on the front-line services we deliver and on some of the work we do with groups who share a protected equality characteristic. We have tried to minimise the impact on these groups as far as possible, however we have to make some really tough choices. We are being guided in these choices by our priorities.
- 7.11 As part of the development of options for the 2013/14 budget, officers built on earlier consultation where feedback has overwhelmingly supported the Council's priority of protecting services for those that most need help and support, and undertaken a range of consultation activity with local people and partner organisations. This helped us to ensure that the proposals that we are putting forward have been shaped by people who may be affected by decisions taken as part of the budget, and to ensure that they have had an opportunity to put forward other ideas for consideration.

7.12 This is a summary of potential areas of impact identified in the budget EIA. Further details of the impacts were contained in individual service EIAs. There are a number of key themes that run through the budget proposals in all Portfolios.

Headline features of the combined Impact Assessment show:

- Services looking to increase charges as a way to maintain service levels. We implemented a fair charging policy last year and we will, where possible, mitigate any increases with fee concessions where relevant for people on low incomes. However, the increases will impact on people with low incomes or are financially excluded.
- Many services are continuing to restructure services and teams and as a result staffing levels across the council have reduced. In 2013/14 we will be reducing the workforce by approximately 500 further posts. Monitoring from the past year indicates that there has been no disproportionate impact on those who share a protected characteristic.
- Last year we were able to keep reductions to the Voluntary and Community Sector generally lower. This year however due to the year on year reductions to our funding, this will not be possible. These reductions have continued longer than we were hoping and therefore there will be larger impact on the VCF sector across Portfolio budgets.
- We will target resources to those most in need and at risk, help people to be more independent and to make their own choices, intervene earlier and do more preventative work, get even better value for money in the services we purchase and be innovative in service commissioning and design.
- We are committed to ensuring that where money is spent it is targeted at those who most need our support, and are working to encourage sharing services and back office costs to reduce impact where possible on front line services.

E) ENSURING OUR SERVICES ARE FAIR and ACCESSIBLE

The General Duty requires us to foster good relations and encourage the participation of communities of interest in public life. Work in this area is developing especially around new Local Area Partnerships but we need to build on this and continue to join up approaches with partners.

7.13 The Sheffield population has changed significantly from 2001 to 2011 as noted in the [Census 2011](#). This raises a number of issues that the Council must consider when planning services especially with regard to age and ethnicity. Communities are changing and therefore people's needs are changing. Segmentation of information is therefore crucial for effective planning and service delivery. We need deeper understanding of the differences within communities.

7.14 We will develop Community Knowledge Profiles in some areas. These profiles will bring together a range of quantitative research and analysis, using a variety of sources. We will continue to further develop and take action as a result of knowledge of our customers and communities including deeper analysis of differences within communities and new community profiles.

7.15 We will continue to address inconsistent [customer monitoring](#) across relevant services. *This aims to ensure we collect consistent monitoring information to ensure our services are accessible and we can understand what customers need.* If there are unfair differences we can address and change this. This will help us to provide information on groups of people

that use our services. *We need to further develop consistent monitoring practice across the Council.*

- 7.16 We will continue to use [Equality Impact Assessments](#) (EIAs) as one of the main routes we embed and demonstrate Fairness and EDI considerations across the Council. Equality considerations have been made an integral part of the budget setting and decision making process. This includes building EIAs into Q Tier and business planning.

F) FOSTERING A SAFE COHESIVE AND ACCESSIBLE CITY

- 7.17 Community safety is a key factor to reducing inequality, the wellbeing of the city's residents is seriously affected by the reality and fear of crime. Gender, disability, age, ethnicity and where you live are significantly associated with feelings of safety. This especially relates to hate incidents/ crime and domestic abuse and sexual exploitation. A further concern is around youth offending and gangs.

- 7.18 Hate incidents continue to be an issue although in the last 12 months, third party reporting centres have been set up around the city to give victims of hate crimes and hate motivated incidents who would not normally have contacted the police, to make a report and access support and advice. There are 10 reporting centres around the city, located within statutory and non-statutory providers, such as SCC First Point and Victim Support offices. It is hoped that further centres will open in the coming months

- Over the last 12 months the majority of hate crime offences were public order, assaults and harassment, with race and sexual orientation being the primary motivations reported.
- Disability hate crimes and incidents make up a small proportion of all hate crimes in the city.
- However, vulnerable victims are often the target for certain offenders, for example distraction burglaries where the victim is distracted while a burglary takes place. There has been targeted activity to tackle these alongside other types of burglaries.
- In addition, some anti-social behaviour is directed specifically at vulnerable individuals in the community. The Partnership Response Allocation Meeting (PRAM) system has been set up to identify and co-ordinate activity to support the most vulnerable people experiencing anti-social behaviour as a result of victimisation and bullying in their community.

- 7.19 Although we have a cross partner Strategic Group and action plan in relation to hate incidents/ crime this is an area where we need to implement further work. There were very few reports in relation to disability hate crime, and compared to national figures few homophobic hate incidents, we believe this is due to under reporting rather than no incidents taking place, therefore we need to increase awareness of and confidence in reporting.

G) STRENGTHENING THE VOICE AND INFLUENCE OF UNDER REPRESENTED COMMUNITIES

- 7.20 Evidence taken from the Fairness Commission shows that those who rely most on public services, tend to be those who feel most disempowered. If people don't feel empowered then inequalities can be deepened.

- 7.21 We currently work and communicate in different ways with different communities, including through organised networks and specific groups, themed service provider groups, user groups, individual contacts, and various partnerships. These arrangements are inconsistent and have emerged over a number of years. Some communities of interest receive little or no Council funding for development or support for joint work. Our aims in developing new arrangements have been:

- To provide effective and efficient routes for communities of identity to have a voice and influence
- To provide an affordable and sustainable approach which provides fairer support for all communities of interest and identity
- Increase the effectiveness of our working to reflect all protected characteristics in the Equality Act 2010
- To promote a shared understanding and for communities of identity to work together on areas of equality and inclusion
- Listen to other seldom heard groups who are not represented within the current engagement routes

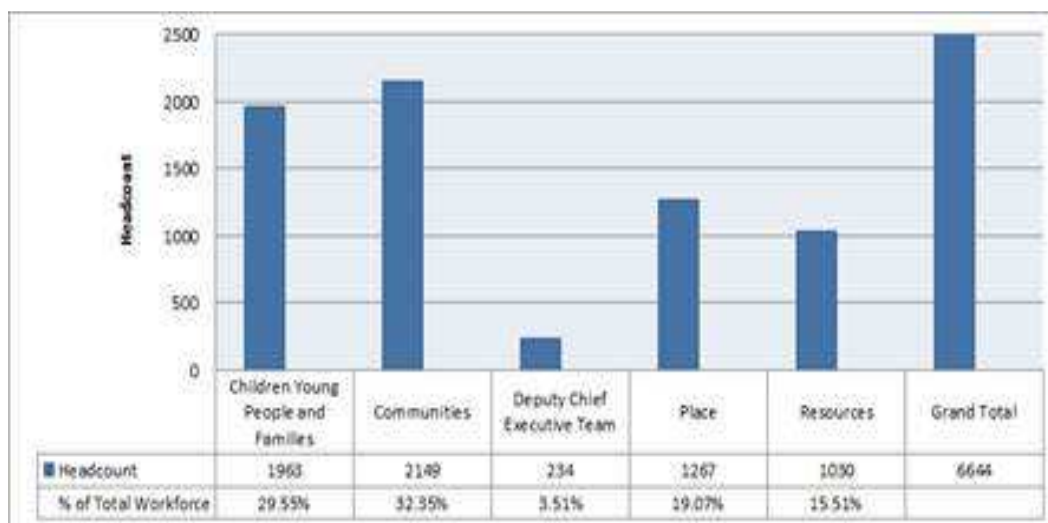
7.22 This aligns with the aims of the Fairness Commission to ensure all citizens of the city have a voice in the key decisions affecting them, and the recognition that for the most deprived and excluded people and communities, this requires additional efforts to empower and engage.

7.23 It also follows the commitment to fairness in the Council’s Corporate Plan and view that everyone must get a fair and equal chance to succeed in Sheffield but recognising that some people and communities may need extra help, particularly when they face multiple layers of disadvantage and discrimination. Work following consultation is underway to develop the new Voice and Influence Networks/partnerships in line with the above aims.

H) FOSTERING AN ACCESSIBLE, INCLUSIVE AND POSITIVE WORKING ENVIRONMENT FOR STAFF

7.24 This report provides information in relation to workforce employee data for the period covering 1st April 2012 to 31st March 2013. The monitoring information helps us to understand more about the organisation as a whole. We want to be sure that we are treating people fairly and equally in recruitment, employment and in the way we train and develop all employees and we are committed to recruiting a workforce that reflects the diversity of the local community.

Figure A: Summary of Portfolio Headcount as at 31st March 2013



- 7.25 The Council's overall workforce at 31st March 2013 was 6643 employees (these figures do not include teaching staff in schools). Since this point, the organisation has been reshaped and now no longer includes the Deputy Chief Executive's Portfolio. Additionally, there have been changes to the overall make up of the organisation since 31 March including the transition of Sheffield Homes and Public Health to the Council. Neither of these groups of staff are included in the figures, although these will be reported in future years. Staff who transferred from the Council to Amey are also not included in the figures as the data count was undertaken on March 31st 2013, after this transfer.
- 7.26 The Council faces a number of significant challenges, including a tightening financial position, increased demand for services and support relating to spending restrictions, rising public expectations relating to the range and quality of service provision as well as an increasingly diverse and growing population. These factors need to be managed rather than allowed to develop. The Workforce Diversity Strategy highlighted the council's vision and aims of:
- Having a workforce fit for purpose and representative of the local population;
 - Ensuring it recruits and develops the workforce to deliver excellent services;
 - Ensuring we look after the health and well-being of our workforce;
 - Take specific, targeted action, to ensure the workforce reflects the communities it serves in terms of gender (including gender identity), *race*, disability, age and sexual orientation, ensuring carers, religion and belief is considered and monitored.
- 7.27 The Workforce Equality Review strengthens our approach to EDI in relation to workforce issues. The review is helping us identify effective ways to address workforce issues to help ensure we are meeting the needs of service users and citizens, such as:
- Developing a shared understanding of EDI across the council
 - Taking positive action to help improve the diversity of the workforce profile
 - Ensuring effective recruitment, selection, retention of staff
 - Ensuring effective training, management, staff development and support
 - Strengthening staff involvement and communication mechanisms
 - Improving staff satisfaction levels and the working environment
- 7.28 We continue to monitor work in this area via the workforce action plan (**See Appendix 7**). Each area of the action plan is overseen by a member of EMT. The action plan is updated quarterly and an annual update will go to EMT by January.
- 7.29 We have made slow but steady progress in relation to better workforce diversity over the last few years but there are significant variations between portfolios which need further work. We conducted another workforce census in the last year and promoted staff declaring a protected characteristic under the Equality Act. As a result declaration improved significantly in relation to disability (69%) and sexual orientation (68%) and for ethnicity (92%).

Summary of workforce diversity in Portfolios

Description	Sheffield City Council	Children, Young People and Families	Communities	Deputy Chief Executive	Place	Resources
Proportion of BME staff	11.4%	14.7%	11.9%	8.8%	7.4%	9.6%
Proportion of Disabled staff	7.5%	6.8%	9.6%	7.5%	6.1%	7.0%
Proportion of Women staff	68.1%	78.6%	80.0%	69.8%	40.1%	56.8%
Proportion of LGB Staff	4.0%	4.5%	4.6%	4.2%	2.8%	3.3%
Proportion of Women staff in top 5% of earners	63.3%	78.2%	60.6%	40.0%	18.0%	39.1%
Proportion of BME staff in top 5% of earners	8.8%	9.6%	6.3%	11.1%	3.0%	10.9%
Proportion of Disabled staff in top 5% of earners	7.3%	5.7%	17.4%	6.3%	10.3%	6.3%
Proportion of LGB staff in top 5% of earners	5.6%	7.1%	10.7%	0.0%	0.0%	2.7%

Workforce Equality, Diversity and Inclusion Progress 2009 - 2013

Description	Profile 09/10	Profile 10/11	Profile 11/12	Profile 12/13	Profile 13/14 Q1	Trend	% Sheffield (2011 census)
White British	91.3%	91.1%	89.6 %	88.6%	88.6 %		80.8%
BME Staff	8.7%	9.9%	10.4%	11.4%	11.4% (7.6% unknown)		16.3% (adults)
Top 5% BME	6.3%	7.7%	7.0%	8.8 %	9.7%		
Disabled Staff	2.1%	4.5%	4.5%	7.5%	8.9% (32% unknown)		13%
Top 5% Disabled	1.5%	2.3 %	2.3%	7.3%	8.0%		
Male staff	39.6% FTE	34.9 %	35.6%	31.9%	33.3% FTE 42% full time* 18% part time*		49.7%
Top 5% Male	51.8%	52.8%	45.9%	36.7%	38.2%		
Female Staff	60.4% (FTE)	65.1%	64.3%	68.1%	66.7% FTE 58%full time* 82% part time*		50.3%
Top 5% Female	48.1%	47.7%	54.1%	63.3%	61.8% FTE		
LGB staff	1.5%	3.0%*	3.2%	4.00%	3.7% (34% unknown)		6- 7 % national
Top 5% LGB	Not known	Not known	6.4%	5.6%	5.2%		

Note

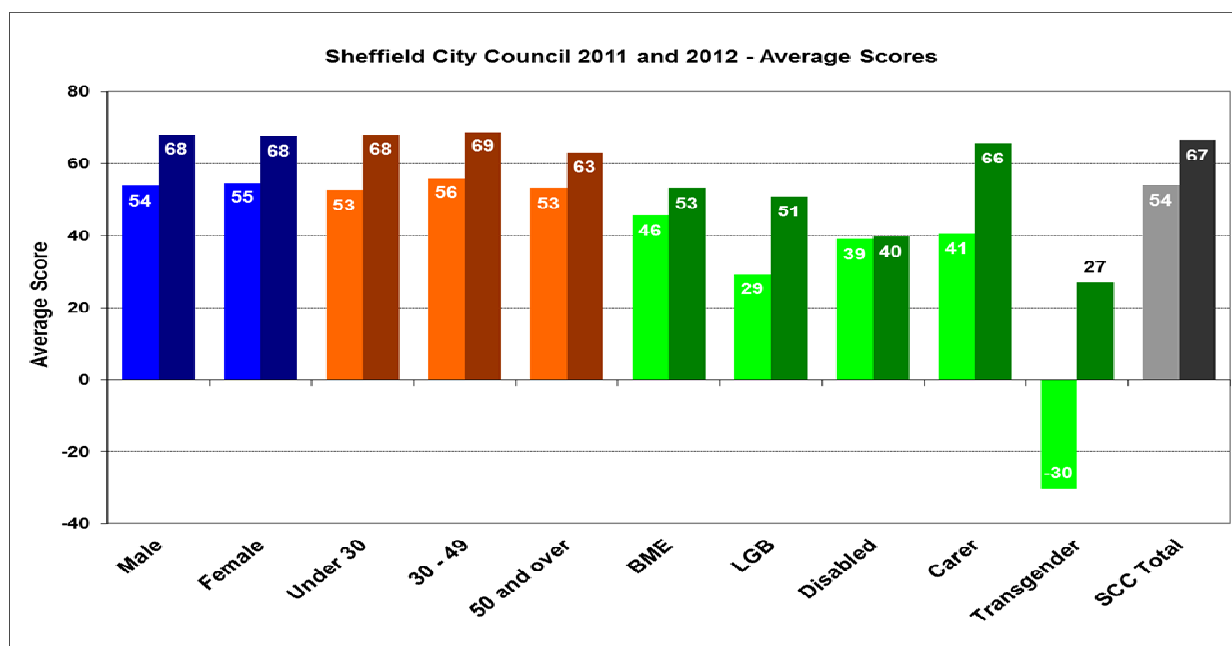
Green represents a steady upwards trend for BME and disabled employees in both groups
 The Amber trend for Top 5% females and for LGB staff is reflecting a rise then slight fall
 Blue represents areas which are neutral impact

Part time full time staff breakdown by gender is significant in terms of job segregation

* most percentages where not stated are full time equivalent numbers. In relation to men and women there is such a significant variance between full and part time that is now noted in the 13/14 Quarter one information

7.30 We continue to monitor staff perception through the employee opinion survey. Staff who are Trans, LGB, disabled, or BME, score lower overall. However, there are significant differences in each Portfolio and between services. The staff survey scores overall over the last year 2012/13 have improved from a score of 54 to 67 (the range of possible scores is -200 to +200, with 0 being a neutral response). The headlines for staff who share protected characteristics that we monitor include. (See Appendix 6)

- LGB staff scores have increased from 29 to 51 between 2011 and 2012, but are still below average, BME staff scores are up slightly from 46 to 53, disabled staff scores stayed roughly the same (39 to 40) but carers improved from 41 to 66, both men and women averaged 68.
- Senior staff are a lot more satisfied. Overall staff who earn less than £40k score 64, whereas those who earned over £40k scored 103 on average. Fewer BME and disabled staff are senior than their overall share of the workforce would suggest.



8.0 SOME STATISTICS ON KEY AREAS OF INEQUALITY

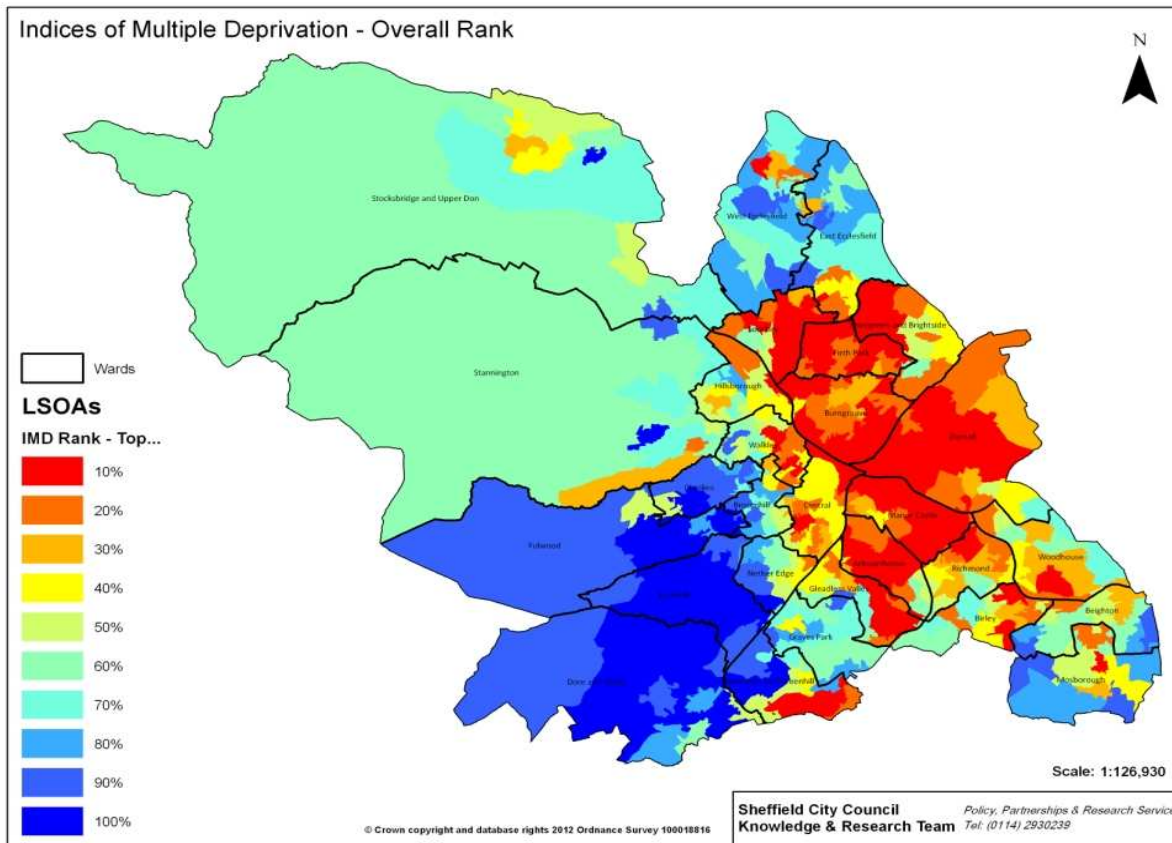
8.1 There are areas of persistent inequality in key areas across the city that the Council and partners recognise recognised to be addressed differently if we are to improve outcomes for everyone in Sheffield. (See Appendix 2 for more detail).

- 8.2 Some key statistics in relation to of inequality and disadvantage related to the Equality and Fairness Objectives are outlined below and must be addressed if all people are to fully contribute to all areas of life in the city and if Council priorities are to be achieved.
- 8.3 In order to address issues it is important that we access to appropriate information and we disaggregate information accordingly. For example in education we should look at differences and commonalties between groups. All BME children and all White British children do not attain uniformly so we break down the information more such as all children who have free school meals or who are looked after children. Averages often do not tell us important differences and similarities whether in health, attainment, skills or other areas.

Advancing Economic Inclusion within the city

- 8.4 This is inextricably linked with poverty, and it remains a major challenge for Sheffield, which has high levels of financial exclusion in almost half of its wards (affecting approximately 218,743 people in 48% of wards). Rates of unemployment are highest among those with no or few qualifications and skills, those with caring responsibilities, lone parents, those from some ethnic minority groups, older workers and, in particular, young people. We need to further develop understanding and impact on specific groups and work to reduce current inequalities.
- BME people have lower average rates of employment. National figures show that unemployment among young black men has doubled in three years, rising from 28.8% in 2008 to 55.9% in the last three months of 2011.¹ . There is a need to understand how the above applies to Sheffield in the absence of local data.
 - Sheffield's Employment Strategy indicates that there are around 6,000 18-24 year olds in the city claiming Jobseeker's Allowance (JSA) and a further 1,200 who are Not in Education, Employment or Training (NEET).ⁱ Some BME groups are disproportionately affected, for example the Not in Education, Employment or Training figure for the city is 11.2%, but for Caribbean youngsters is 20%.ⁱⁱ
 - There are approximately 56,000 adult carers in Sheffield and it is estimated that there are at least 2,000 young carers under the age of 16 in the city.ⁱⁱⁱ We also know caring is more likely to be done by people in particular groups. Carers are also more likely to be women than men - 58% of carers are female and 42% are male. Carers stated that caring had a negative impact on their physical health (83 per cent) and mental health (87 per cent). 39 per cent of carers have put off medical treatment because of caring.^{iv}
 - People within some groups can be disproportionately affected by disadvantage and inequality. For example, children are more likely to live in poverty if they are from Black and minority ethnic (BME) family: 77% of Somali and 61% of Yemeni children in Sheffield are eligible for Free School Meals compared to 18.5% of all children in poverty in Sheffield.^v A further example is women are more likely than men to be living in poverty and research^{vi} has alerted policy makers to the negative impact of recent policies on women and the link between child poverty and women's poverty*
 - Women working full-time are paid on average of 15.5% less an hour than men for doing work of equivalent value. Women pensioners therefore tend to be poorer than male pensioners. Other issues, which cannot be separated from experiences of financial exclusion and poverty, include age, ethnicity, sexuality, disability and domestic abuse etc.

¹ ¹(<http://www.guardian.co.uk/society/2012/mar/09/half-uk-young-black-men-unemployed>)



- The geographical inequalities are well known, with areas in the south and west of the city in the least deprived 20% of the country, whilst over 30% of Sheffield's population lives in areas that fall within 20% most deprived in the country, largely located in the north and east of the city. This means that although, on average, Sheffield is one of the less deprived major cities in England (because it has significant areas of affluence as well as deprivation), it is also one of the most unequal. And the evidence heard by the Fairness Commission is clear that geographical inequalities of this type hold the city as a whole back, but also lower living standards for everybody in the city, not just the poorest.^{2*}
- Whilst children remain more likely than adults to live in low income households, there are still large numbers of adults experiencing poverty. A third of all people in low-income households are working-age adults without dependent children. This is the only group in poverty where the percentage has risen over the last decade.

Advancing aspiration and learning opportunities and skills for all

- 8.5 This is strongly linked to socio-economic deprivation. Barriers such as poor levels of health and poor educational attainment interlink, and restrict people from improving their socio-economic position and that of their families. It is important that both aspiration and subsequent achievement are increased if this link is to be weakened. Although attainment overall has risen, there is still an attainment gap for some groups of children. There have been targets set for specific groups of children such as e.g. Free School meals, BME, Special Educational Needs and Looked After Children, however attainment progress has been mixed year on year. There are other groups that we continue to monitor such as attainment of boys and girls especially those living in areas of high deprivation. We also

² Sheffield Fairness Commission Report pg. 11

need to ensure we cross reference risk factors to lower attainment such as those noted above. We need to focus and prioritise according to levels of risk of low attainment, as well as addressing the attainment of all. For example some pupils who are on free school meals may attend a high attaining school but their attainment is still unacceptably low. It is important not just to look at average levels of attainment. This requires on- going action more detail is provided in annual Scrutiny Reports which are available.

- In terms of child poverty 37% of Sheffield is in the bottom 30% of areas, with 21% of all children in the city living in households receiving council tax benefit or housing benefit. It is also estimated that 25% of children in Sheffield live in low income households.
- That 29% of people with one or more disabled children in the household lived in poverty, compared with 21% of households with no disabled children³, DWP data shows that around a quarter of all children living in poverty have a disabled parent⁴
- 29% of children with SEN in Sheffield are eligible for Free School Meals compared with 18.5% of all children in Sheffield⁵

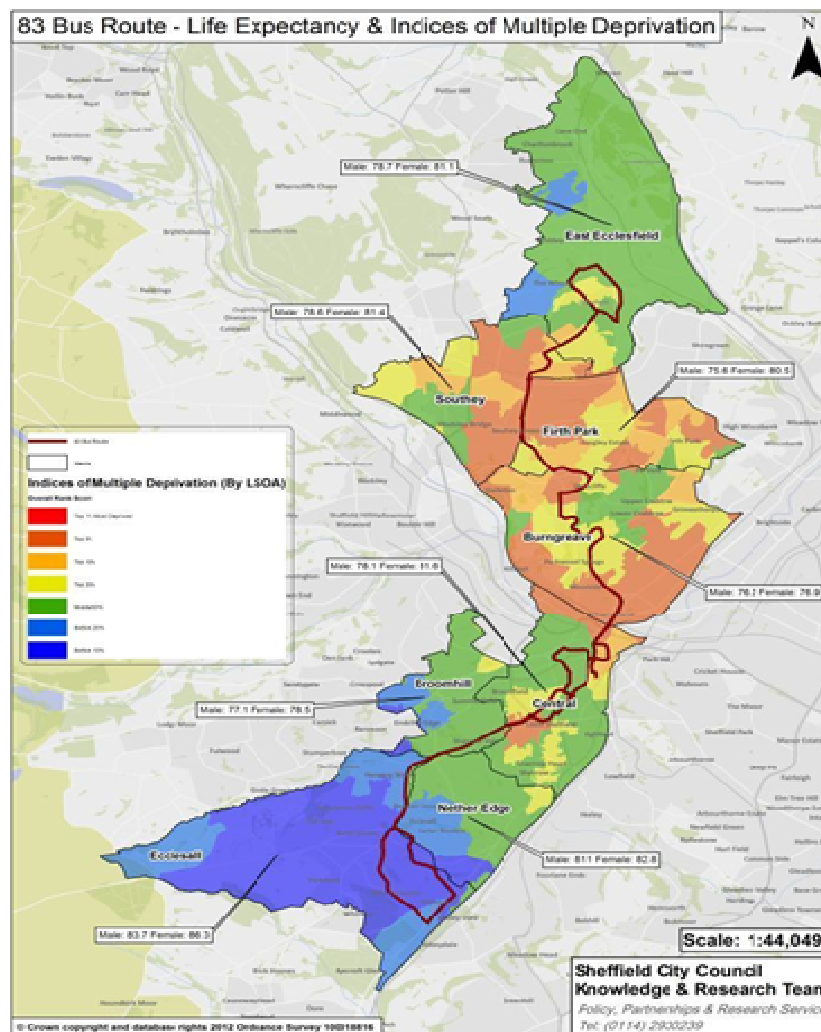
Advancing Health and Wellbeing within the city

- 8.6 Inequalities have meant that lives are cut short and people are not living life to the full and enjoying opportunities open to them. As the responsibility for Public Health moved into the Council we will work to reduce persistent inequalities. Public health integrated into the Council from April 2013 and Health inequalities continue to be an issue.
- 8.7 Sheffield is characterised by stark inequalities between different groups of people and between different geographical communities. People in the most deprived parts of the City still experience a greater burden of ill-health and early death than people in less deprived areas, demonstrating that inequalities in health and wellbeing are linked to wider social, cultural and economic issues. It is acknowledged that putting additional support into the most disadvantaged areas and raising standards will have a beneficial effect on the whole community. See appendix 6 on Health Inequalities.
- 8.8 There are however, significant health inequalities in the city. The 65 minute journey on the number 83 bus shows these stark differences in life expectancy across the city. The journey starts at Millhouses, in Ecclesall ward where female life expectancy is 86 years. By the time the bus has travelled down Ecclesall Road and into the city centre, female life expectancy has dropped to 82 years, and by the time it makes its way into Burngreave ward just 40 minutes from the start of the journey female life expectancy is only 77 years. This means that a baby girl born and who lives her life in one part of the city can expect to live, on average, almost 10 years longer than a similar baby girl born and living her life about four miles away, by virtue of nothing more than the socio-economic circumstances and area she was born in to.^{vii}

³ DISABILITY 2020: Opportunities for the full and equal citizenship of disabled people in Britain in 2020. This data is from 2003-3. The paper was written in 2005 and uses the most up-to-date information that was available at the time. Permission to publish from the Disability Rights Commission was received in 2007.

⁴ DWP 2006, Households below average income. London: Corporate Document Services. Indicates that after housing costs 24% of the 3.4 million poor children in Great Britain (around 816,000 children) lived with one or more disabled adult in 2004/05.

⁵ SCC, January School Census 2010



9.0 FINANCIAL IMPLICATIONS

9.1 There may be costs associated with changing and supporting practice in some areas including the potential training required on some actions, but these would be managed from within the existing Portfolio /service budget as set out in the action plan. For example Resources to meet any HR cost implications.

10.0 LEGAL IMPLICATIONS

10.1 As a Public Authority, we have legal requirements under Section 149 and 158 of the Equality Act 2010 as referred to in Section 5 and Appendix 5 of this document. These are often collectively referred to as the 'general duties to promote equality'. To help us meet the general equality duties, we also have specific duties, such as the requirement to produce, publish and report on equality objectives as set out in the Equality Act 2010 (Specific Duties) Regulations 2011.

11.0 ALTERNATIVE OPTIONS CONSIDERED

11.1 The actions and recommendations noted are considered to be the best way to meet our Public Sector Equality Duties, to address persistent long term inequalities and to help make Sheffield a fairer and more equal place to live and work.

12.0 REASONS FOR RECOMMENDATIONS

- 12.1 Our aim is to make Sheffield a fairer place to live and work and on an ongoing basis we will continue to meet the needs of our diverse customers. There is excellent work being undertaken across the Council in relation to equality, diversity and inclusion that will continue to make a difference to people's lives in the city.
- 12.2 However alongside this work there are areas of *persistent inequality* in key areas across the Council that this report has highlighted and undermines the good work in services. These areas should be recognised as priorities and addressed differently if we are to improve outcomes for everyone across the city.

13.0 RECOMMENDATIONS

Proposed Decision: That Cabinet:

1. Note the report
2. Agree the new Equality and Fairness Objectives (as set out in section 6.1)
3. Note the progress made on meeting the Council's statutory equality duties (as set out in sections 5 and 7, and the good practice examples set out in the appendices)
4. Agree the Equality and Fairness Objectives action plan to help the Council meet its Equality Duties, set out in Appendix 6
5. Agree the Workforce Equality Action Plan, set out in Appendix 7
6. To note the focus via the Tackling Poverty and Increasing Social Justice Board on being a guarantor of equality
7. Agree that the Strategic Equality Board should focus attention on
 - Ensuring we have joined up approaches with partners to equality, diversity and inclusion (EDI), to deliver joint equality outcomes
 - Meeting our Equality Duties including via the Equality & Fairness Objectives
 - Oversight of the Equality and Fairness Objectives action plan
 - Oversight of the action plan in relation to the Workforce Equality Review
 - Developing a shared understanding of equality, fairness and inclusion that increases awareness and reduces inappropriate or unacceptable behaviour

Appendices Content

- 1 Good Practice Examples
2. Reports on Key Areas of Persistent Inequality
 - a) Advance health and wellbeing i) Health Inequalities
 - b) Advance aspiration and learning opportunities and skills i) Absence Rates ii) Attainment
 - c) A safe cohesive and accessible city i) Youth Justice ii) Hate Crime
 - d) Financial Exclusion
3. Workforce Data report
4. Workforce Survey
5. Equality Act 2010 and Public Sector Equality Duty
6. Report Action Plan
7. Workforce Action Plan

APPENDIX 1 GOOD PRACTICE EXAMPLES

A) TO BE A LEADER AND GUARANTOR OF EQUALITY AND FAIRNESS

The [Fairness Commission](#) was established by the City Council with a remit to:

- Make a non-partisan, strategic assessment of the nature causes, extent and impact of inequalities in the city
- Make recommendations for tackling them

The Fairness Commission was independently chaired and had 23 members drawn from a wide range of stakeholders from the public, private, voluntary, faith sectors and including all three political groups from the Council. It used a Parliamentary Select Committee model and its work began with a call for evidence from any individual or organisation with an interest in Sheffield. There were six public sessions where the Commission invited witnesses to give evidence and a range of 'satellite meetings' were also held to gather the views and evidence of particular groups or communities who might not have been able to give evidence in other ways.

In the report the Fairness Commission sets out a bold vision of a city that is eventually free from damaging disparities in living conditions and life chances, and free from stigmatising discrimination and prejudice, a place in which every citizen and community knows and feels that they will be treated fairly. We aspire to be the fairest city in the country. The Commission report, 'Making Sheffield Fairer,' sets out

- A bold vision for the city
- Ten principles which are intended as guidelines to make the city fairer;
- Specific recommendations for tackling inequalities

The work of the Commission and implementation of its recommendations is ultimately about making the city a better place to live and work *for everyone* in the city. The aim is to improve the lives of those directly affected by poverty or inequalities. There is also evidence to show that where there are greater inequalities this actually affects everyone in society.

The Commission has been quite clear that whilst it has been set up by the Council its recommendations are city-wide and apply to all organisations in the city in all sectors. It is not solely about organisational responses. Individuals and communities will also have a role to play in helping to tackle the inequalities in the city. The recommendations cover the following aspirations:

- Health and Well-being for All
- Fair Access to High Quality Jobs and Pay
- Fair Access to Benefits and Credit
- Aspiration and Opportunities for All
- Housing and a Better Environment
- A Safe City
- Transport for All
- What Citizens and Communities Can Do

The Council's approach is to work on addressing the root causes of unfairness and inequality. The Council will be feeding in the Commission's work in to future budget planning discussions to ensure that fairness and the recommendations are part of those discussions.

The Council budget for 2013/14 was approved on 1st March 2013 and has provision for £1m for the Council to support the recommendations of the Commission.

B) ADVANCE ECONOMIC INCLUSION

i) Sheffield 100 Apprenticeship Programme

The City Council has an important role because of its size as an employer, its position within the various partnerships that drive economic regeneration, and as part of our strategy to combat disadvantage and reduce inequality. The Sheffield 100 Apprenticeship programme represents the Council contribution to the overall goal of increasing the numbers of apprentices across the city, and identifying additional apprenticeship places.

There is a responsibility to ensure that the wider community are aware of these opportunities and that they are accessible to all (e.g. people from ethnic minority communities, women and disabled people). Promoting equality and diversity in our own workforce and encouraging our partners and suppliers to do the same, helps to ensure that both the public and private sector benefit from a diversity of skills and talents and improved employment rates among currently under-represented groups.

Rising levels of young people not in employment, education or training (NEETs), together with the increasing diversity of the city was a challenge to the Sheffield 100 programme; however the extension of the apprenticeship programme by an additional 200 positions demonstrates the successful take up by young people. The progress to date is as follows:

- 210 female and 298 male young people applied for the opportunities, of which:
 - 59% were male
 - 41% were female
 - 23% were BME
 - 11% have a disability or learning difficulty
- 328 successfully started or are on the programme
- 3 are currently on work trial
- 291 young people have already started work, of which:
 - 58% were male
 - 42% were female
 - 18% were BME
 - 7% have a disability or learning difficulty

Sheffield Futures provide referrals for the Apprenticeship programme and as such, follow the eligibility criteria set out by the Council. The referral process ensures that each individual undertakes a Matrix accredited Information, Advice and Guidance (IAG) session. This will determine their suitability for the position and follows best practice to ensure that each young person possess the qualities and ability to fulfil the position requirements regardless of their needs or background and are not 'set up to fail'.

ii) The Future: Proof Framework

CYPF successfully applied to the Skills Funding Agency for funding targeted at young people who are not in education, employment or training (NEET). The project was locally named the Future: proof Framework and we appointed 32 organisations to assist us in the delivery of niche provision to 16-18 year olds who are NEET.

We worked with 32 organisations (50% of which were non for profit) as partners in our delivery to deliver 27 different projects. One of these projects recognised that our NEETs

make up was around 60% female and that we had a lack of specialist provision in the city for teen mums. We commissioned YASY to deliver the MAMs (Making A Move) programme. The programme began as an intervention for both teen mums returning to work or learning and soon to be mums, all age 16-18 and NEET.

The demand for the course was high with regular waiting lists and so we made the decision to split the provision in to two groups – MAMs (expectant teen mums) and MAMs Too (teen mums wanting to return to learning or work). This allowed specific focus to be introduced to each group to ensure the most relevant support was put in place for each stage.

iii) Homeless Prevention

Through joint working with Sheffield Credit Union we have been able to offer interest free borrowing to households who are homeless or at risk of losing their homes to prevent homelessness. Not only has this relationship enabled us to introduce customers on low incomes to affordable borrowing, many have become regular savers as well as taking advantage of products such as budgeting accounts to help them manage their finances. The repayments from members allow the pot to be topped up and enabling others at risk of homelessness to access a loan.

iv) Helping Struggling Homeowners

The Housing Aid Team administers the Mortgage rescue Scheme (MRS) on the Council's behalf. MRS enables households at risk of losing their home through repossession by transferring ownership of the property to a Housing Association. The homeowners then become tenants. Sheffield City Council are the top performing LA in the Yorkshire and Humber region helping more households than any other Council through the scheme.

The majority of people seen do not go through the scheme. In over 70% of the 250 cases involving people with mortgage difficulties, Housing Aid helped that family keep their home through negotiation with the lender, money and debt advice, exploring options to make their mortgage payments affordable.

The team work with the advice sector, Sheffield Credit Union, the Housing Association (Zone Agent), as well as liaising with lenders and creditors to reach a successful outcome for the homeowner and their family.

v) Private Rented Housing and the Benefit Cap

We are embarking on some proactive work targeting those families who are living in private rented accommodation and affected by the Benefit Cap. This involves taking a holistic approach to the family and how the reduction in their income is affecting their housing situation. We will be working with the advice sector, employment projects and other council services to assist the household with advice and assistance at this difficult time. This will include looking at their finances, eligibility for benefits, support to find employment and their housing options.

C) FOSTERING A SAFE COHESIVE AND ACCESSIBLE CITY

i) Tackling Homophobic Bullying

Sheffield City Council has been a Stonewall Education Champion since 2009. Since the launch of the inaugural Stonewall Education Equality Index in 2011, Sheffield City Council is one of only four Local Authorities that has been in the Top Ten since the launch of the Index.

There is extensive quantitative and qualitative research produced nationally by organisations such as Stonewall, Schools Out, Anti Bullying Alliance, and academic studies etc. which highlight experience of experiences of LGBT young people. Locally, Sheffield Hallam University and CYPF research and the Every Child Matters surveys portray a picture not too dissimilar to that nationally

Homophobic bullying is an increasing problem in schools and in communities. Evidence suggests that LGB young people, and those perceived to be so, may be more at risk of bullying. Between 30% and 50% of young people in secondary schools attracted to people of the same sex will have directly experienced homophobic bullying, compared with 10–20% of young people who have experienced general bullying

Young LGBT people and adults can be vulnerable due to people's reactions to their identity, particularly if their parents or other family members are not supportive. Many young people know they are lesbian, gay or bisexual by the age of 11 or 12, or have feelings of being different. However, some young people do not come out until they are 15 or 16, or even in later adulthood. The period of 11 to 16 years old has been described the isolation years; therefore it is a crucial time for providing support and information wherever possible.

In comparison with their heterosexual peers, young LGB people are 4 times more likely to suffer major depression and 3 times more likely to be assessed with generalised anxiety disorder. In comparison, young gay and bisexual men are 7 times more likely to have attempted suicide and 3 times more likely to have suicidal intent.

In comparison with heterosexual young women, L & B girls are almost 10 times more likely to smoke at least weekly and twice as likely to have consumed alcohol in the past month.

The Gender Identity Research & Education Society (GIRES) estimates that about 1 in 4,000 of the British population is receiving medical help for gender dysphoria. Boys with gender dysphoria outnumber girls by about 5 to 1. We do not know the numbers of transsexual people who live in Sheffield. Trans people are vulnerable to verbal and physical abuse, discrimination and bullying and amongst the most marginalised in society and trans people are also be victims of hate crime.

Achievements & On-Going Work

- Producing a Primary school version of the LGBT Schools Charter Guidance and surveyed Sheffield Primary and Secondary Schools on their bullying policy.
- Working with Trade Unions and school based staff to establish a LGBT School Staff Network. The LGBT School Staff Network has met regularly since April 2012. This is a gay-straight alliance network with a policy development and individual support function.
- Commissioning Parent to Parent, a local voluntary sector organisation to train and support our Primary Schools on the Charter, the Centre for HIV and Sexual Health to run training for staff working in the FE Sector and the Anti-Bullying Alliance to run free training for Sheffield schools to help them meet the requirements of the new Ofsted Framework.
- Launching an Equality and Diversity course for Early Years settings in December 2012. This incorporates tackling homophobia and homophobic bullying.

- Working closely with Side by Side and Firth Park Secondary School who did presentations and readings at the Holocaust Memorial Day 2013.
- Attending PRIDE to provide information to young people, school based staff and other stakeholders including the wider community. Information and resources included different families, tackling bullying in schools, information on youth and sexual services etc.
- Involvement by young people in the LGBT Communities Conference held in November 21012, this included a presentation by Side by Side.
- Supporting a project about British Asian LGB lives to tell their story which will inform the content of a new theatrical production and new work started to explore issues around the experience of South Asian LGB young people.

li) Gang and Youth Crime Prevention

Community Youth Teams (CYT's) were established in 2012, bringing together a range of support services for youth into a single, integrated service. The teams were established as part of a reconfiguration of youth provision. Effective information sharing is in place between the police, probation and South Yorkshire Fire Service. The approach adopted by these agencies is well developed.

The Achieving Respect and Confidence (ARC) project is an example of partnership working between the police, fire service, National Health Service (NHS) and Youth Offending Team (YOT). This partnership project delivers courses for groups of young people referred by the YOT – Youth Justice Service and Community Youth Teams, focusing on life skills including messages about guns and knives.

Operational professionals work together and contribute to regular multi-agency meetings to collectively discuss, plan, assess and facilitate onward referral for individuals or gang members.

Achievements & On-Going Work

- A multi-agency Young People's Gang & Youth Violence Prevention Group has been established.
- Local volunteer medical students known as the '**Street Doctors**' have been provided with funding to teach young people the basic medical skills necessary to manage the victim of a violent attack. This is currently being piloted by a youth group but being extended to young people who are known to the Community Youth Teams and Youth Justice Service.
- There has been excellent progress made with both local **hospital Accident and Emergency (A&E) departments** in terms of promoting better guidance around young people who may be affected by gang activity or violence in general and who present at A&E. A mechanism for additional support has been agreed with the Community Youth Teams and this is resulting in a significant number of additional, relevant referrals. Training sessions have been delivered to A&E staff so that they have an improved awareness of the risks and vulnerabilities associated with gang activity.

iii) City wide Learning Body Community Cohesion Review

This was commissioned for three reasons:

- Inconsistent practice across schools

- Concerns about the abolition of cohesion as an Ofsted inspection requirement
 - Changing demographic patterns in the city which had potential to increase tensions
- Recommendation from the review that schools:
- Be twinned (with diverse backgrounds)
 - Develop innovative approaches to Learner Voice and learner Leadership
 - Develop a community cohesion self-assessment toolkit
 - Consider adopting Philosophy for Children level 1 training

Also recommended that themes for schools to take forward:

- Leadership championing cohesion
- Workforce trained on cohesion and equality
- Monitoring data and using this as evidence
- Equity , inclusion and valuing diversity
- Sense of belonging and strong and positive relationships
- Involving the wider community

Local level practice

- Developing the structure that involve and empower local communities and schools e.g. Darnel Community Education Forum – bringing together local primary and secondary schools and VCF representatives.
- Youth enrichment – Community Youth Teams invest in youth clubs e.g. Earl Marshall Youth club has 230 regular attendees, diverse backgrounds but predominantly Roma young people. Group work programmes covering rights & responsibilities cultural differences and expectations, and post 16 opportunities.

D) TO ADVANCE ASPIRATION AND LEARNING OPPORTUNITIES AND SKILLS

i) Sheffield Futures - Hi 5s Youth Club

This provides a social educational environment for disabled young people age 13-25. The youth club is designed to give young disabled people the same level of support as non-disabled young people. Young people who attend are encouraged to undertake a range of activities to enable them to make a smooth transition into adulthood. The club is designed to create a safe environment for young people with a range of disabilities to gain more independent skills and meet a new or existing circle of friends. The club is also designed to ensure that young people with disabilities have the same access to decision making process.

- At the centre they can access a range of activities and support services. The activities planned are done in consultation with young people who attend the group and are normally done to challenge young people's skills and learning. As well as centre based activities the club provides young people with activities such as residential weekends and days out.

ii) Community Youth Teams

They are multi agency teams who aim to ensure all agencies work together to support young people aged 8-19, who may be vulnerable and require extra support. CYTs are integrated, community based, multi-agency youth support teams providing 1:1 support, group work programmes, open access youth provision in targeted settings, street-based teams and detached youth work. CYTs are a partnership between Sheffield City Council, Sheffield Futures, South Yorkshire Police and specialist health agencies.

CYT received a group referral from a school, the request was asking for a piece of group work to be delivered to a group of young Roma Slovak men. There have been tensions at school between this new community and other students who attend the school.

The brief was to deliver a piece of group work that discussed the following topics:

- cultural differences and expectation, rights & responsibilities, roles and responsibilities of the Police and post 16 opportunities

The young people were happy and engaged in all conversations and overall the work that was done at the school was very beneficial for the young people. The sessions went well and there were no problems. The young people were very pleased to have CYTs at school. Feedback from both the school and the young men involved was that they welcomed the opportunity to meet and talk with staff in an informal way.

E) TO ENSURE OUR SERVICES ARE FAIR & ACCESSIBLE AND CUSTOMER EXPERIENCES POSITIVE

i) Sexual orientation monitoring and diversity awareness

In 2012 the Portfolio Leadership Team and Care and Support Leadership Team endorsed the Sexual Orientation Monitoring project in Care and Support. The scope of the project was to:

- Complete LGB diversity awareness raising sessions for staff in across Care and Support
- Prioritise/implement actions to make the work of adult social care more 'LGB friendly'
- Introduce S/O customer monitoring across adult social care – ensure Carefirst systems/forms are updated and guidance/training for staff is provided.

Progress is monitored via the Equality Dashboard report to PLT, and as a target in the Care and Support service business plan, and is in line with corporate requirements regarding equality monitoring.

Work undertaken included

- LGB diversity awareness raising sessions for staff
- Completed for staff across Adult Services (approx. 200 staff). As part of the sessions, staff identified a range of 'next steps' within the service
- Sessions adapted and piloted in Joint Learning Disabilities and approved recommendations to roll these out across JLD assessment teams / other appropriate parts of the services
- Sessions planned for Care and Support Housing related services
- An information resource has now been completed in collaboration with *Help Yourself Database*, who have also added a rainbow flag link to the home page of their website.
- In preparation for the introduction of sexual orientation monitoring alongside other diversity monitoring on Carefirst, FAQs for staff and easy read guidelines for customers completed.
- Carefirst (Adult Social Care electronic customer records system) has now been updated to include sexual orientation monitoring categories and the questions have been added to the contact assessment form (which is completed when new customers contact adult social care).

F) FOSTERING AN ACCESSIBLE, INCLUSIVE & POSITIVE ENVIRONMENT FOR STAFF

i) Hidden Impairment National Group (HING)

Sheffield City Council has become the first local authority to sign up to the Hidden Impairments Toolkit, which will be a really helpful resource to both staff in the Council and our customers. Hidden impairments can affect anyone and take a number of forms. We are committed to increasing awareness and understanding and want this toolkit to enhance the support we provide to our colleagues and customers who have hidden impairments.

The toolkit was the idea and creation of the Hidden Impairment National Group (HING). We have worked closely with the Autism Plus, a key member of the HING, and staff representatives in the Council to adapt the toolkit to make it as useful as possible to us.

We recognise that the term 'hidden impairment' can mean different things to different people and that some may not fully agree with the list of hidden impairments that the HING defines. We felt that the toolkit rightfully draws attention to particular impairments. However, we are determined that it does not limit our view and understanding of other disabilities, health conditions and impairments, whether or not they are hidden. We would like it to help us all to enhance our respect for everyone at work as individuals, and our service to customers.

ii) Contact Advisers

Sheffield City Council has Dignity and Respect and Whistleblowing policies and procedures to use if employees have concerns about what is happening at work. We have also set up a system of volunteer 'Contact Advisers' who will listen and provide guidance and information on finding solutions in relation to Dignity and Respect and Whistleblowing. They will speak to employees who are witnessing or experiencing oppressive behaviour or malpractice. Employees can also contact a Contact Adviser if they have had an accusation made against them. If a Contact Adviser cannot help, they will put employees in contact with someone who can.

Contact Advisers are Council Employees who have been recruited, trained and briefed by us. They come from various backgrounds and have a wide range of areas of expertise. An employee can call or text any of the eight Contact Advisers in confidence during normal office hours.

We have produced information leaflets and posters promoting Dignity and Respect, Whistleblowing and Contact Advisers. We have promoted the Contact Adviser support through our management and staff communication systems.

iii) Stonewall Workplace Equality Index

The Workplace Equality Index (WEI) is Stonewall's comprehensive annual benchmarking exercise showcasing Britain's top employers for LGB staff. Participating in Stonewall's WEI is a tangible commitment to LGB employees, customers and service users.

Sheffield Council is rated by Stonewall as a 'top 100 employer' and 'consistently top performer'. We have been in the Top 100 since we joined the WEI in 2004 and our score has gone up year on year. Competition to be featured as a Top 100 Employer has intensified over the years and participating in the Index helps the council to set LGB equality targets and improve performance.

The WEI survey covers areas of policy and practice and we have continued to do a lot of positive and proactive work to promote and support LGB equality including e.g. recruiting Contact Advisers, promoting and organising city wide LGB events and activities, ensuring training includes LGB examples and case studies and developing Hate Incident procedures.

iv) The Positive Action Project Board

The Board is a group of representatives from across the Council who lead the 'positive action' theme on Workforce Equalities. Their aim is to improve the workforce profile of the Council and make it broadly representative of the City's working population profile as a whole.

The three main ways we can improve our workforce profile are:

- **Recruitment** – getting more people from under-represented groups in to the Council workforce by encouraging them to apply for jobs and removing any barriers that may exist
- **Declaration** – encouraging staff to declare their protected characteristics (e.g. race, disability, sexuality, etc.) so that we know the true picture of the existing workforce profile
- **Progression** – enabling people from under-represented groups to progress within the workforce so that the Council is representative not only in terms of numbers but also in terms of grades

The latest workforce equality data for SCC shows that slow but steady progress is gradually being made to move the workforce profile closer to that of the city as a whole. For example, between 2009/10 and the present day:

- the BME workforce profile has risen from 8.7% to 11.4%
- the Disabled staff profile has risen from 2.1% to 8.9%
- the LGB staff profile has risen from 1.5% to 3.7%

This improvement is a result of a variety of factors. In addition to these overall number increases there has also been slow but steady progress on career progression. For example, between 2009/10 and the present day:

- BME staff in the top 5% of earners has risen from 6.3% to 9.7%
- Disabled staff in the top 5% of earners has risen from 1.5% to 8.0%
- Female staff in the top 5% of earners has risen from 48.1% to 61.8%

The SCC workforce profile is still some way short of the City population profile and major variations exist at director grades and between portfolios and between services. Therefore there is still much work to do. But the direction of travel is positive and Sheffield compares favourably with other benchmark cities.

The Project Board meet bimonthly and have an action plan which they are implementing. They have also updated the [Workforce Profile Improvement Toolkit](#) which is packed with ideas and suggestions to help Managers improve their workforce profile.

For further information on the work of the [Positive Action Project Board](#)

v) Shared Understanding Board

One of the key findings of the workforce equality review was around the need for the Council to engage on goal centred dialogue throughout the organisation and develop a shared vision on Equality, Diversity and Inclusion. The Shared Understanding Group was established to identify and develop a methodology for this work and agreed the following approach:

- Use the Council Equality Diversity and Inclusion (EDI) policy as a basis to develop key consistent messages across the Council
- Preparing an EDI Self - Assessment toolkit and piloting the toolkit in services

- Actions in response developed in each Portfolio

The intended outcome of this piece of work was to enable the Council to shift from a compliance culture around EDI where diversity is seen and experienced as a "problem" to be resolved, to a culture where diversity is seen as a positive, this will enable an efficient customer centred organisation where an inclusive work culture enables all individuals to realise their full potential.

One service from identified from each portfolio for the pilot phase. The learning from the pilot phase clearly suggested the need for a dialogue led approach would build on work already undertaken with senior managers to facilitate dialogue within the organisation on equality, diversity and inclusion.

Part of the evidence around this can be found in the staff survey results where feedback for the two additional questions on equality have revealed two distinct responses when asked the

- I am aware of my own role in relation to The Council's equality and diversity policies and procedures **staff score = 92.9**
- We regularly discuss equality and diversity in my service/team **staff score = 1.3**

The findings of the pilot phase, together with the findings of the Employee Opinion surveys demonstrate a need to encourage greater discussion and dialogue on equality, diversity and inclusion. This has led to a revision of the question to put more emphasis on inclusivity and in November 2013, the services have been identified for the pilot phase of the revised approach.

APPENDIX 2 - PERSISTENT INEQUALITIES

A. HEALTH AND WELLBEING - HEALTH INEQUALITIES

Sheffield is characterised by stark inequalities between different groups of people and between different geographical communities. People in the most deprived parts of the City still experience a greater burden of ill-health and early death than people in less deprived areas, demonstrating that inequalities in health and wellbeing are linked to wider social, cultural and economic issues. It is acknowledged that putting additional support into the most disadvantaged areas and raising standards will have a beneficial effect on the whole community. Groups such as 'Looked After Children', children with learning difficulties and disabilities, some BME communities, migrant and asylum communities, homeless people, victims of domestic and sexual abuse, carers and lesbian, gay, bisexual and transgender people, are all reported nationally to have below average health.

There are large inequalities in life expectancy in Sheffield. The gap in life expectancy (as measured by the slope index of inequality in life expectancy) between the most and least deprived men is 8.7 years, whereas for women it is 7.4 years (based on 2009-2011). These gaps in life expectancy have not remained static. Whilst inequality in life expectancy has decreased for men, it has increased for women, although our latest information indicates a slight narrowing of the gap for women. These gaps widen when we look at how long people can expect to live free of disability or illness that can limit daily life. Men can expect to spend the last 16 years of their life with disability whereas for women, although they may become disabled at the same age as men, because they experience generally longer life expectancy, can expect to live the last 20 years of their lives disabled.

Although children and young people growing up in Sheffield today are generally healthier than ever, there are wide variations. For example, the infant mortality rate (2009/2012) in the Asian & Asian British ethnic group (10 per 1,000 live births) in Sheffield is more than double the incidence for the White ethnic group (4.5 per 1,000 live births) as is the rate in the Black and Black British group (10.5 per 1,000 live births) 77. A key strand of our infant mortality strategy, for example, is concerned with reducing infant deaths and severe disability related to consanguinity.

More work needs to be undertaken to understand the extent of isolation in the City, and the way in which it impacts on health and wellbeing and the health benefits of interventions that enable people to meet new people and develop social networks. This is particularly the case for older people and people with long term limiting illness or disability. Where there is a lack of knowledge about community activities and community support, this can lead to social isolation and loneliness. Social networks are absolutely crucial, and social isolation is a risk for all age groups. Parenting is essential to ensure healthy living and wellbeing in children and young people. Well-connected cities and localities with good links enable people to live healthy lives. Sheffield's communities should be strong, connected and resilient, enabling them to withstand crises and to support members of the community, particularly those who are most vulnerable.

The people who are most in need of health services are sometimes least likely to receive or access them. Demographic changes including an increasing population of under 5s and over 75s, an increasing proportion of the population, especially in the younger age groups being from black and minority ethnic groups, and new arrivals all present significant challenges for health, education, social care and housing sectors in the City. Sheffield has longer waiting times for social care assessments than the national average, performs poorly in terms of self-reported quality of life for people receiving adult social care, and its record on helping working age adults with on-going care and support needs into paid employment is weak. There is also a need for more cultural understanding and language support, including sign language, in accessing services. Too many people are unable to access the internet. Health inequalities will grow as welfare reform impacts on certain groups. Those groups especially suffering poor health should expect early

support and sensitive and appropriate services that meet their needs and improve their health and wellbeing.

Our recently published Health and Wellbeing Strategy sets out the outcomes we wish to achieve to improve the health and wellbeing of people in Sheffield. One of these outcomes is reducing health inequalities. Based on the evidence we gathered for our Joint Strategic Needs Assessment (2013), Fairness Commission and a range of related health needs assessments and consultations, we are developing a Health Inequalities Action Plan to underpin achievement of this outcome. The following actions are prioritised:

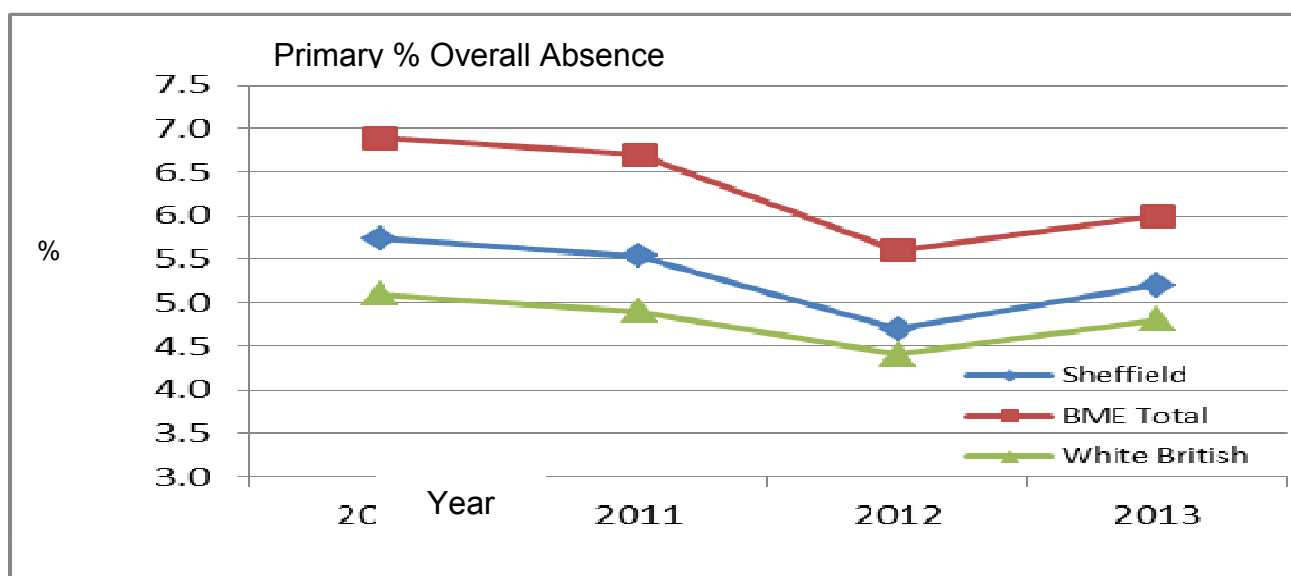
- Promote appropriate gathering of data to better understand the health inequalities in Sheffield and inform approaches to tackling them.
- Work with partners to agree a coherent approach to strengthening community resilience and social capital, which has a shared understanding of building communities and exploiting community assets, and which supports community-based organisations.
- Work with partners including planning, transport, education, businesses, community groups, and health and wellbeing services to support coherent, joined-up city localities.
- Identify which groups are least able to access services and establish reasons for difficulties and the health consequences of this. Work to improve access, prioritise those areas where the difficulties in access have significant health consequences, and simplify how people access care.
- Ensure every child has the best possible start in life, including: focused action with the most deprived areas and groups, reducing infant mortality, developing strategies that improve parent/child attunement in the early years, increasing the uptake of childhood immunisations, reducing the number of under 5s A&E attendances, reducing smoking rates in expectant mothers, improving children's dental health, increasing the rate of breastfeeding and reducing teenage conceptions and levels of obesity in children and young people.
- Recognising that the City has growing numbers of new arrivals, including Roma Slovak, develop appropriate strategies to ensure families are appropriately accessing health, housing, social care and education services.
- Commission disease-specific interventions to tackle poor health in population groups that have worse health, including a programme to improve the physical health of people who are severely mentally ill or those with a learning disability.
- Support quality and dignity champions to ensure services meet needs and provide support.
- Work to remove health barriers to employment through the Health, Disability and Employment Plan.

B) ABSENCE RATES- Including Exclusions

The overall absence rates for Sheffield primary and secondary schools for the 2012/13 autumn term, the most recently available published data, are higher than for the equivalent period last year, although still lower than the absence rates in 2010/11.

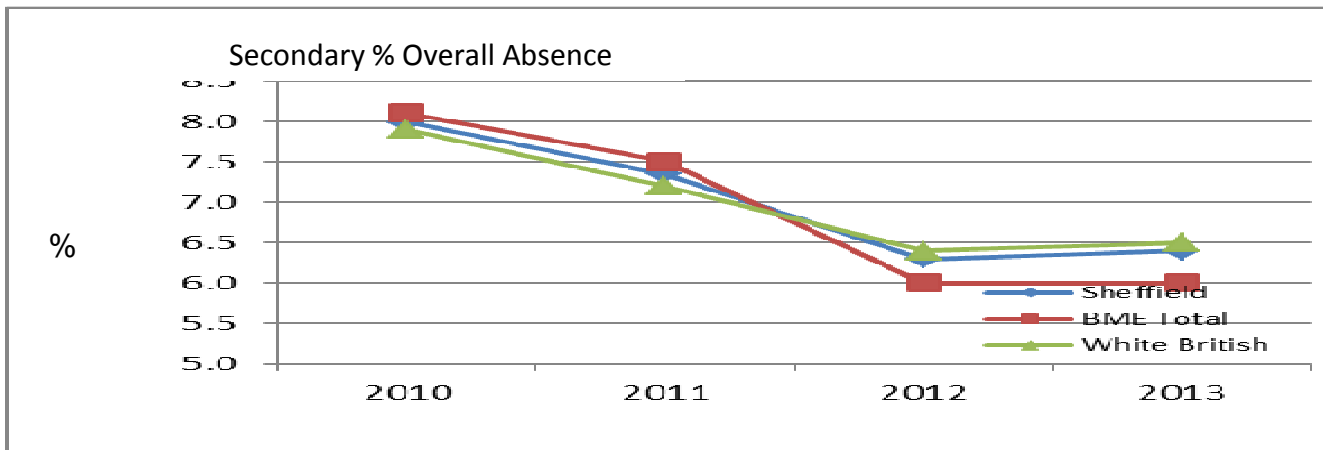
Having looked at the code level authorised absence data for the autumn term, 2012/13, compared to the corresponding period last year, there is a significant increase in illness rates in all three school settings; primary, secondary and special. This higher rate of illness in the autumn term is the major cause and explanation of an increase in the overall absence rates in Sheffield schools.

	Primary % Overall Absence				Diff 10/13
	2010	2011	2012	2013	
Sheffield	5.7	5.5	4.7	5.2	-0.5
BME	6.9	6.7	5.6	6.0	-0.9
White British	5.1	4.9	4.4	4.8	-0.3



The data in the above table and graph is locally calculated and is based on attendance for half-terms 1-5

	Secondary % Overall Absence				Diff 10/13
	2010	2011	2012	2013	
Sheffield	8.0	7.4	6.3	6.4	-1.6
BME	8.1	7.5	6.0	6.0	-2.1
White British	7.9	7.2	6.4	6.5	-1.4



The data in the above table and graph is locally calculated and is based on attendance for half-terms 1-5
Year

BME absence rates are higher than the Sheffield average in the primary phase (6.1% for BME; 5.2% for all pupils), but BME absence in secondary schools is lower than that for all pupils (6% for BME; 6.4% for all pupils).

Gypsy/Roma and White Eastern European have particularly poor attendance rates in the primary phase, which is of concern because these are increasing populations in Sheffield. Attendance for children from black ethnic groups is better than the Sheffield average.

Gypsy/Roma and White Eastern European have similarly poor attendance rates in the secondary phase, as do White & Black Caribbean children and White and Asian children. Attendance for children from black ethnic groups is again better than the Sheffield average.

EXCLUSIONS in SECONDARY SCHOOLS

In 2010/11, Sheffield's secondary exclusion rate for children from a minority ethnic background (BME) was 13.2%, 5% higher than the national rate and the ranking was 145 of 150 authorities. Although performance in this area is still not good, the rate of 10.7% is an improvement of 2.5% and closes the gap with national to 3.4%. Sheffield however performs worse than the comparator groups with regard to BME fixed-term exclusions: the rate for metropolitan authorities (7.1%), statistical neighbours (8%) and core cities (8.4%) are all well below the Sheffield rate, although the gap continues to be closed against all these groups.

Conversely, the exclusion rate for White British pupils is 8.3%, which is just above the national rate of 8% and is a lower rate than all the comparator groups.

The pattern of BME exclusions is mirrored in the main ethnic groups within the city. For Black, White and Black Caribbean and Pakistani pupils, the exclusion rate is improving while remaining worse than the national and comparator groups. The Gypsy/Roma exclusion rate is 65%, although the numbers in this group are still relatively low.

The predicted rate of BME exclusions for 2012/13 based on local data is 11.9%, whereas the rate for White British pupils will be 12.1%. This is as result of 3 schools with extremely high exclusion rates also having a higher than average proportion of White British pupils when comparing to the Sheffield average.

The following three ethnic minority groups are significantly above the Sheffield secondary exclusion average for 2012/13:

White Gypsy/Roma = 23.6 %
 Somali = 14.6 %
 White and Black Caribbean = 28.7%

	% Incidents				Diff 10/13
	2010	2011	2012	2013*	
All Sheffield	13.0	9.6	8.9	12.2	-0.8
BME	17.6	13.2	10.7	11.9	-5.7
White British	11.7	8.4	8.3	12.1	0.5

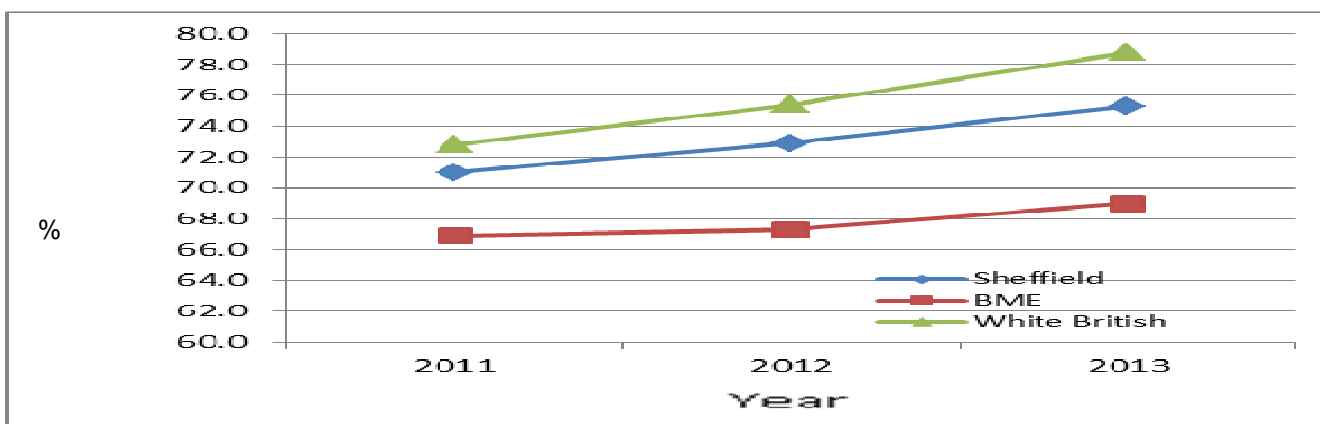
*2013 information in the table above is based on locally calculated data

C - ATTAINMENT

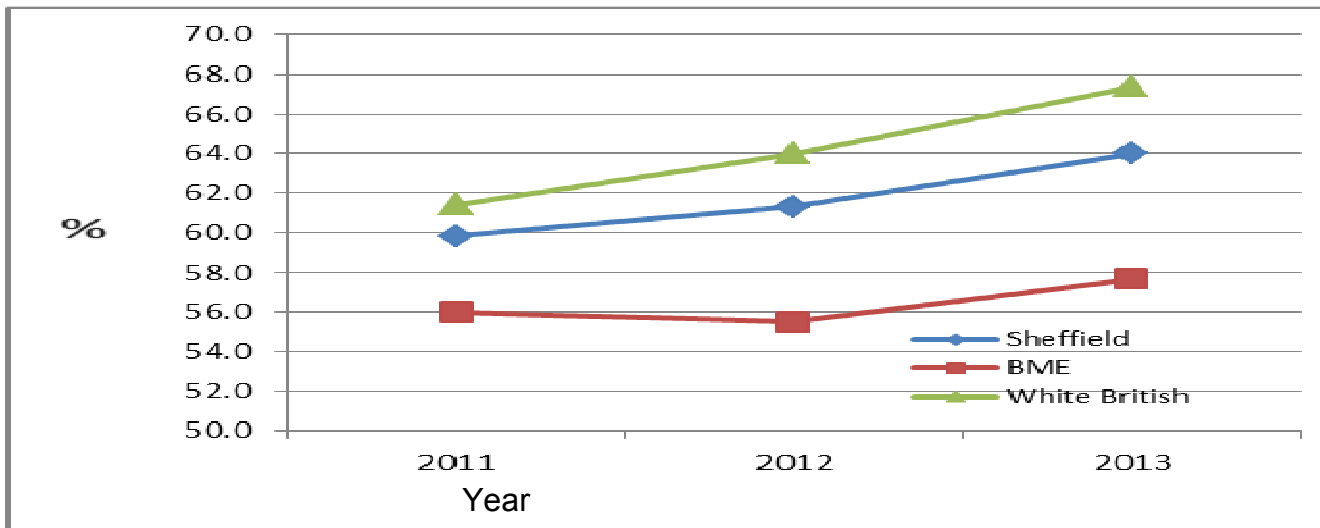
i) Key Stage 1

The percentage of children achieving level 2 or above in reading, writing and maths in 2012/13 has improved and all three subjects have shown an upward trend since 2010/11. However, for all 3 subjects, as the graphs below show, BME children perform consistently worse than the whole Sheffield cohort and the gap between BME pupils and the whole cohort is not narrowing.

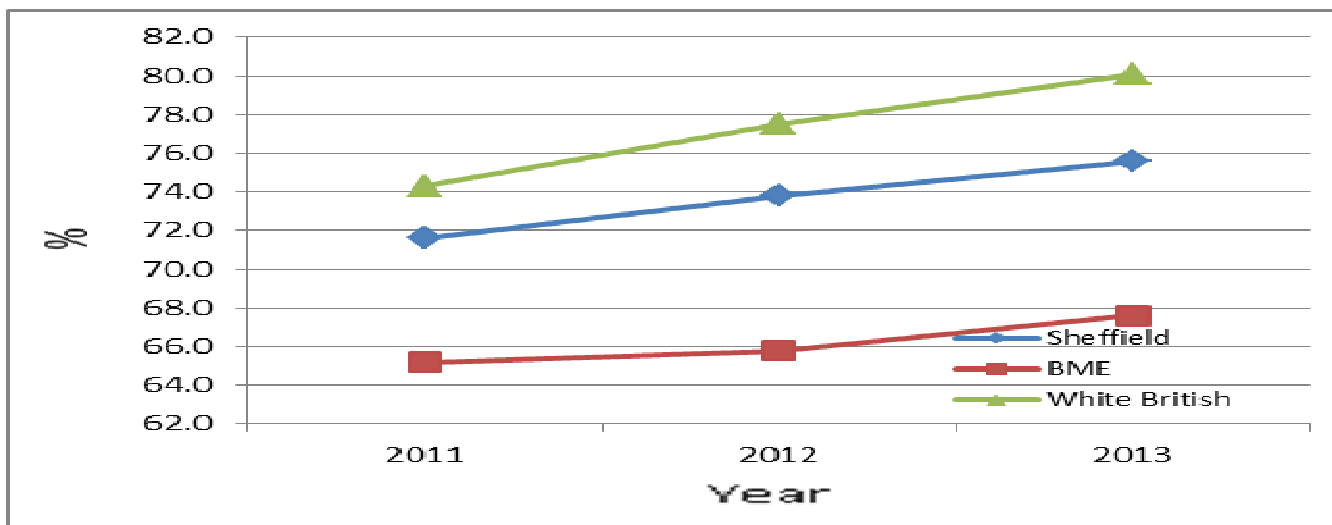
	KS1 Reading L2B+		
	2011	2012	2013
Sheffield	71.0	72.9	75.3
BME	66.9	67.3	69.0
White British	72.8	75.4	78.8



	KS1 Writing L2B+		
	2011	2012	2013
Sheffield	59.8	61.3	64.0
BME	56.0	55.5	57.7
White British	61.4	64.0	67.4



KS1 Maths L2B+			
	2011	2012	2013
Sheffield	71.6	73.8	75.6
BME	65.2	65.8	67.6
White British	74.3	77.5	80.1



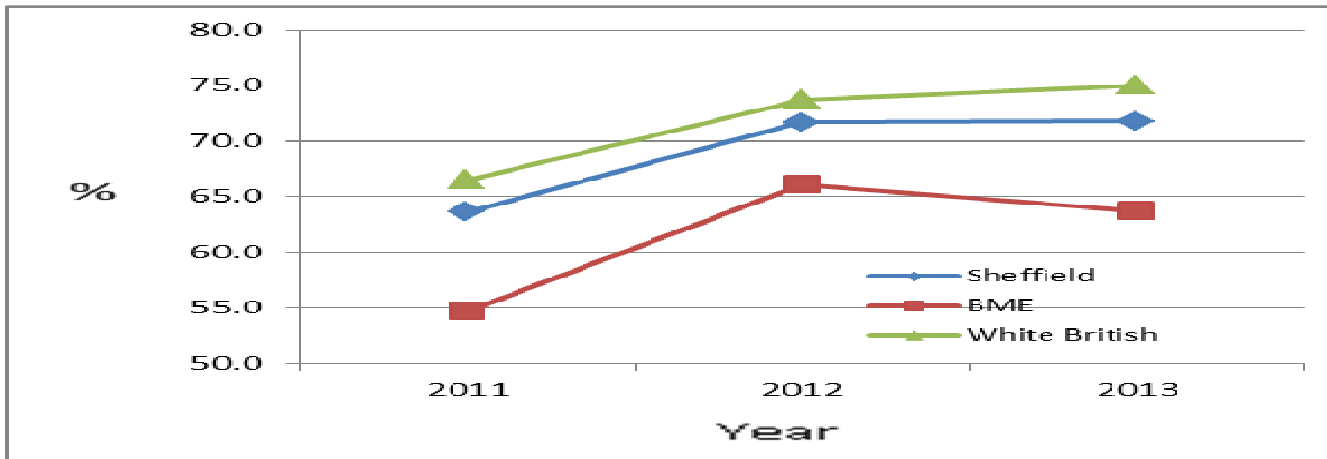
ii) Key Stage 2 Results

For BME pupils in the combined KS2 Reading, Writing and Maths L4+ measure the gap between Sheffield and White British pupils remains wide. The gap did narrow in 2011/12 but has widened again this year.

Also for those pupils who are FSM and SEN there is a similar gap that is not narrowing in Sheffield against Non FSM and Non SEN pupils as the tables illustrate.

KS2 Reading, Writing & Maths L4+			
	2011	2012	2013
Sheffield	63.6	71.7	71.8
BME	54.7	66.1	63.7

White British	66.5	73.7	75.0
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KS2 Reading, Writing & Maths L4+			
	2011	2012	2013
Sheffield	63.6	71.7	71.8
Non FSM	84.0	86.5	85.7
FSM	65.3	69.9	67.7

KS2 Reading, Writing & Maths L4+			
	2011	2012	2013
Sheffield	63.6	71.7	71.8
Non SEN	79.2	87.4	86.2
SEN	26.2	33.2	34.3

iii) Key Stage 4 Results

KS4 5+ A*-C inc. E&M		
	2011	2012
Sheffield	49.4	55.5
BME	41.4	51.4
White British	51.4	56.6

At KS4, the percentage of BME pupils achieving 5+ A*-C including English and maths showed a 10% increase in 2011/12 for this key measure. Although BME pupils are still below the Sheffield and White British averages they have narrowed the gap significantly. Data for 2012/13 is not yet available.

D) YOUTH JUSTICE

The Youth Justice Service delivers assessments and interventions for young people entering into the criminal justice systems. A key priority for the service is to ensure that it monitors and reports as appropriate any levels of disproportionality within the youth justice system and that it quality assures its own services, performance and practices in respect of equality and access.

The Sheffield Youth Justice Service Partnership has set a priority for the service to “**Ensure that BME representation within the Youth Justice System remains proportional or below the demographic for the city**”. The table below shows how the youth offending cohort in the city has changed over the past three years alongside the changing demographic of the 10 – 17 population.

Fig 1

	% of Youth Justice pop. In 2010/11	% of General pop. In 2010/11	% of Youth Justice pop. In 2011/12	% of General pop. In 2011/12	% of Youth Justice pop. In 2012/13	% of General pop. In 2012/13	% Difference of Youth Justice pop. Between 2010 and 2013	% Difference of General pop. Between 2010 and 2013
White	78.9%	75.7%	75.5%	74.9%	75.9%	77.4%	-3.0%	1.7%
Mixed	7.2%	3.9%	10.0%	4.2%	8.5%	5.1%	1.3%	1.2%
Asian or Asian British	6.0%	8.0%	6.6%	8.3%	7.3%	8.9%	1.3%	0.9%
Black or Black British	6.3%	4.4%	6.2%	4.4%	8.0%	5.0%	1.7%	0.6%
Chinese	1.6%	2.5%	1.6%	2.7%	0.2%	3.7%	-1.4%	1.2%

The indicator consists of separate figures for each of the ethnic groups monitored within the criminal justice system rather than a single figure for the overall BME group. This method ensures that ‘under-represented’ groups don’t counter-balance the overrepresentation of some other groups which could potentially portray a misleading picture..

The table above shows overrepresentation, based on the demographics of the city, within the white, black and mixed category of young people with mixed being the most significantly overrepresented.

The tables of data set out below show the movement across the tiers of criminal justice disposals over the past three years. Within the BME cohort of young people there has been an increase in the overall percentage of BME young people receiving community penalties coupled with reduction of the percentage of BME young people receiving custodial outcomes. The Youth Justice Service will continue to report performance and actions on this priority to the YJS partnership board.

Figs 2

Ethnicity 2010/11	Community Penalties	Custodial	First Tier	Pre-Court	Grand Total	Trend
White	81.3%	58.6%	78.9%	79.2%	78.5%	Base line
Mixed	6.3%	27.6%	9.5%	5.2%	8.0%	Base line
Asian or Asian British	7.8%	3.4%	5.1%	6.3%	5.8%	Base line
Black or Black British	4.7%	10.3%	4.9%	7.7%	6.3%	Base line
Chinese	0.0%	0.0%	1.6%	1.6%	1.4%	Base line

Figs 3

Ethnicity 2011/12	Community penalties	custodial	first-tier	pre-court	Grand Total	Trend
White	78.3%	60.5%	80.1%	72.7%	75.5%	⬆️
Mixed	12.5%	11.6%	7.4%	10.9%	10.0%	⬇️
Asian or Asian British	4.2%	4.7%	5.6%	9.2%	6.6%	⬇️
Black or Black British	4.2%	20.9%	4.6%	5.9%	6.2%	⬆️
Chinese	0.8%	2.3%	2.3%	1.3%	1.6%	⬇️

Figs 4

Ethnicity 2012/13	Community penalties	custodial	first-tier	pre-court	Grand Total	Trend
White	75.6%	70.3%	76.0%	75.5%	75.9%	⬇️
Mixed	4.9%	13.5%	11.3%	6.3%	8.5%	⬆️
Asian or Asian British	4.9%	13.5%	4.5%	8.3%	7.3%	⬇️
Black or Black British	13.0%	2.7%	7.2%	7.3%	8.0%	⬇️
Chinese	1.6%	0.0%	0.9%	2.6%	0.2%	⬆️

* Youth Justice Service Manager

FINANCIAL EXCLUSION

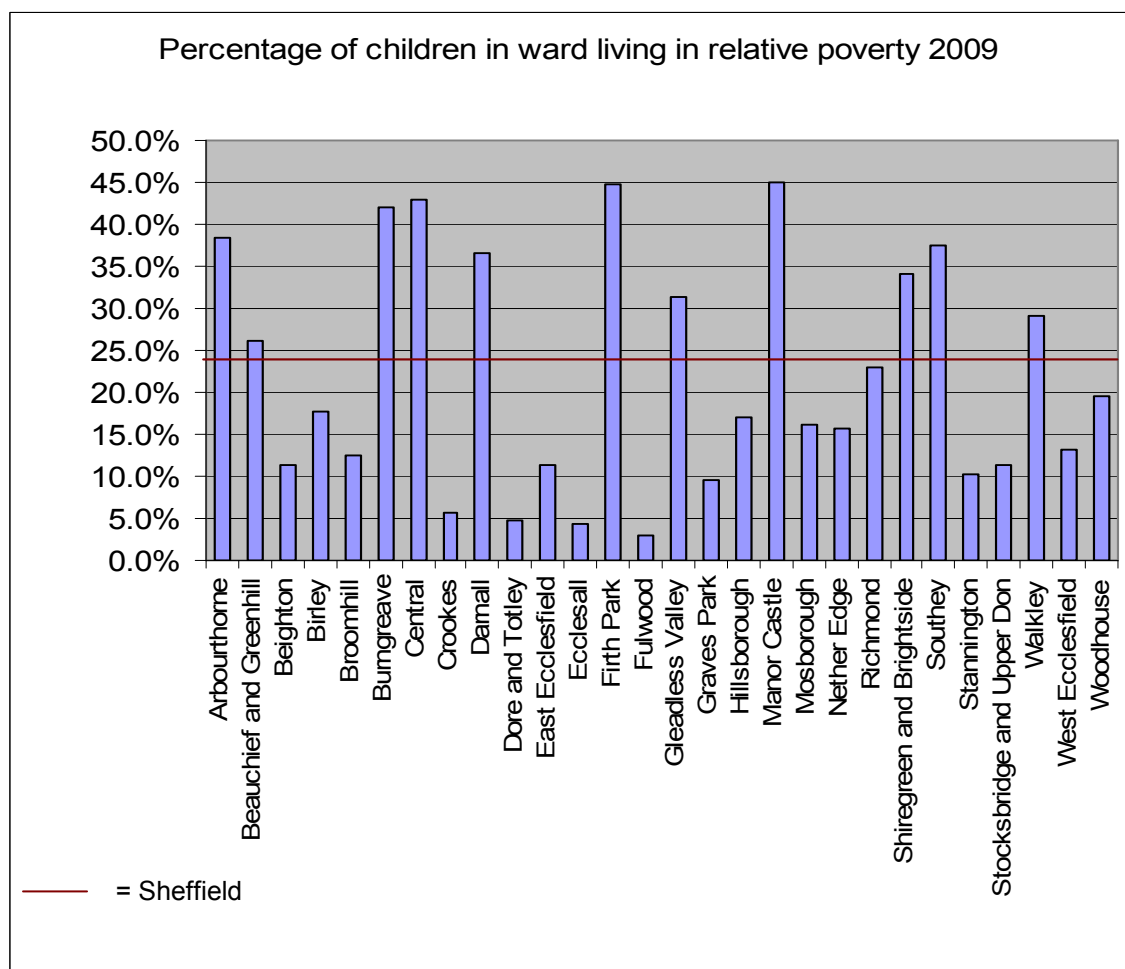
Examples from Sheffield's Child and Household Poverty Strategy 2012-14

The statutory Child Poverty Needs Assessment for Sheffield was undertaken by the City Council in partnership with key stakeholders including NHS Sheffield, Jobcentre Plus, SYTPE, SY Police and relevant organisations in the voluntary, community and faith sectors.

Children in the UK are officially considered to be living in poverty if they are in a household with an income less than 60% of the national average (median). Using this measure of relative poverty, 24.4% of children under the age of 19 were living in poverty in Sheffield in 2009. This is the latest date for which we have verified data. This is higher than the figures for both England (21.3%) and the Yorkshire & Humber region (21.9%) but a proportion that is second lowest, after Leeds (22.7%) when compared to the core cities.

Poverty is unevenly distributed across Sheffield. In a city where the geographical distribution of income is so markedly different, there are seven wards with noticeably higher levels of child poverty:

- Central (43%)
- Firth Park (45%)
- Manor Castle (45%)
- Burngreave (42%)
- Darnall (37%)
- Southey (38%)
- Arbourthorne (38%).



However, poverty affects children and households in all parts of the city. Our needs assessment and national evidence show that children are more likely to live in poverty if:

- they live in families with more than three children (45% of all children in poverty in Sheffield compared with 16% of all children in Sheffield⁶)
- they live with only one of their parents (over half of all children in poverty nationally live in lone parent households⁷)
- they have a teenage parent (nationally, children of teenage mothers have a 63% increased risk of being born into poverty compared to babies born to mothers in their twenties⁸)
- they are from Black and minority ethnic (BME) families (77% of Somali and 61% of Yemeni children in Sheffield are eligible for Free School Meals compared to 18.5% of all children in poverty in Sheffield)
- they live in a household where a family member has disabilities (Research by IPPR showed that 29% of people with one or more disabled children in the household lived in poverty, compared with 21% of households with no disabled children⁹, DWP data shows that around a quarter of all children living in poverty have a disabled parent¹⁰)
- they have learning difficulties (29% of children with SEN in Sheffield are eligible for Free School Meals compared with 18.5% of all children in Sheffield¹¹)
- they live in a household where one or more parents is in low paid or part-time work (Nationally, among households where the only paid work being done is part time, 40% of children are in poverty)
- they live in a household where the parent or parents are not in work (The risk of being in low income is 90% for unemployed families, 75% for other workless families¹²).

Clearly, not all children living in households with these characteristics experience poverty, but their chances of so doing are that much higher if they do. Additionally, there is significant evidence to demonstrate that multiple results in compounded problems. For example, a recent study considering multiple risk factors in terms of young children's development found that 59% of children whose family income was higher lived in families with at least one risks and 27% with two or more risks whereas for children in low income households, 80% experienced at least one risk and nearly half lived with two or more risks. This study also demonstrated that the greater the number of risks experienced by the child, the greater the problems that the child will face during their lifetime¹³

Whilst children remain more likely than adults to live in low income households, there are still large numbers of adults experiencing poverty. A third of all people in low-income households are working-age adults without dependent children. This is the only group in poverty where the percentage has risen over the last decade.

Some older people, particularly when they are reliant on the state pension and pension credit are more likely to be in poverty. Similarly, we know that women working full time are paid, on average, 15.5% less an hour than men for doing work of equivalent value. Women pensioners also therefore tend to be poorer than their male counterparts.

Women are at greater risk of poverty than men¹⁴ and more likely to experience recurrent and longer spells of poverty¹⁵. This can in part be explained by lower earnings (both in terms of per

⁶ CLG (2010) using data from 2008

⁷ Department for Work and Pensions. 2010. Households Below Average Income 2008/2009

⁸ Mayhew E and Bradshaw J (2005) 'Mothers, babies and the risks of poverty' Poverty, No.121 p13-16

⁹ DISABILITY 2020: Opportunities for the full and equal citizenship of disabled people in Britain in 2020. This data is from 2003-3. The paper was written in 2005 and uses the most up-to-date information that was available at the time. Permission to publish from the Disability Rights Commission was received in 2007.

¹⁰ DWP 2006, Households below average income. London: Corporate Document Services. Indicates that after housing costs 24% of the 3.4 million poor children in Great Britain (around 816,000 children) lived with one or more disabled adult in 2004/05.

¹¹ SCC, January School Census 2010

¹² Department for Work and Pensions. 2010. Households Below Average Income 2008/2009

¹³ Sabates, R. and Dex, S. (2012). Multiple risk factors in young children's development. CLS Working Paper 2012/1. London: Centre for Longitudinal Studies.

¹⁴ Bradshaw et al. 2003

¹⁵ Ruspini, 1998, 2001; DWP, 2004a

hour rates and due to the fact they are more likely to work part-time). This is important in terms of the impact on themselves and their children. Economic dependency has been linked to domestic violence, which is in itself linked to an increased likelihood of poverty¹⁶.

Sheffield is an unequal city with some of the most affluent communities in the country and also some of the most severely deprived. Of 326 local authorities Sheffield is now the 56th most deprived, a very minor deterioration on the previous position, and inequalities in the city appear to be worsening. Between 2007-2010 more parts of Sheffield have become more deprived - of 339 separate small areas in the city 48 are now in the 5% most deprived in the country, however there are now only 2 small areas in the most deprived 1%, down from 7 in 2004.

The social gradient in attainment between children living in poverty and those who do not increases and becomes more entrenched at every key stage:

- by age 3, national research indicates, that children who have attended centre-based care tend to be more advanced, children from disadvantaged backgrounds are less likely to be in formal childcare
- by age 5, only 46% of Sheffield children who are living in poverty are communicating securely compared to 63% of children resident in the rest of the city
- by age 16, the gap between the proportion of children who are eligible for free school meals that achieve five good GCSEs and the cohort as a whole is 27 percentage points. Those school leavers who live in poverty are then twice as likely to not be in education, employment or training (NEET) as those 16 year olds in better off households
- by 19, the gap between level 3 achievement for young people who were previously eligible for free school meals and the cohort as a whole is 26.8%

As the number of low skilled jobs continues to reduce, skills and qualifications become increasingly important in giving our citizens access to sustainable employment yet in the most disadvantaged parts of the city a quarter of households have no adult with a qualification¹⁷. Access to decent housing is another key determinant of life chances for both children and adults. Homelessness, living in overcrowded conditions or in unfit housing are factors that are closely correlated with the incidence of poverty. In some areas of Sheffield almost a quarter of children are living in overcrowded conditions and housing 'churn', where families move from one property to another, can disrupt the education of children and cause instability in local communities

Worklessness remains a major cause of poverty and is set to become even more of a factor in acute household impoverishment as a result of planned changes to the national benefits system. At a time when the labour market has tightened following the recession and its aftermath it is:

- young people without a work history, many of whom are set to become new parents
- those in middle age who are being made redundant for the first time
- those from vulnerable groups, such as job seekers with mental health problems and learning difficulties and disabilities
- as well as those facing specific barriers to employment such as ex-offenders, lone parents and residents from some of our BME communities who are finding it most difficult to secure work and who are therefore the target of our efforts.

However, unemployment, although a very significant factor, isn't currently the major cause of poverty. Over 60% of those households experiencing poverty include at least one individual who is in work. The problem is that this work is low paid and low skilled, usually fragile and often casual or part-time.

¹⁶ HM Treasury, 2004

¹⁷ Axicom 2010 (using 2009 data)

Force Intelligence Analyst Unit

Hate Crime for Partnership Reporting			
Compiled by	Force Analyst Unit	Data Supplied By	SYP Performance & Governance
EXT	713117	Ref	AN13NOV40
Data Period	April 12 to March 13	Protective Marking & Handling Instructions	for the purpose of partnership reporting and any use of it outside of this context should be referred back to SYP
Aim & Purpose	To provide requested data to the Safer & Sustainable Communities Partnership for reporting on crimes with an aggravating factor relating to 'hate': 1.RACIAL 2.RELIGION 3.DISABILITY 4.SEXUAL ORIENTATION 5.TRANSGENDER		
Sources & Parameters	Information source is CMS2 – SYP systems Data is extracted from using Discover 9i Crime data is based on 'Statistics Date'		
Limitations & Caveats	The force has a clear policy on the issuing of unaudited data externally and should you wish to share this data externally you take full responsibility for doing so **Aggravating factors/ MOs can be added throughout the life of the crime and the data has been taken from the live system, so may be subject to minimal change**		

Due to the methods of data extraction and anomalies with the geo-coding of data, any figures provided within this report should be treated as unaudited. The force has a clear policy on the issuing of unaudited data externally and should you wish to share this data externally you take full responsibility for doing so. This report is the position of the South Yorkshire Police as of 21st November 2013. The data used within this report was sourced from CMS and ProCAD and extracted on 20th November 2013. Any changes to the data used following this date will not be captured within the report. Therefore if the data held within the report is required for use elsewhere in the future due to the Retain, Review, Delete requirements of MOPI additional checks may be required to ensure accuracy of the information.

Content

- Data tables for Hate Crime with aggravating factors

1st April 2012 to 31st March 2013

2012/13 Count of Offences (Crimes)													
Ho Group	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb	March	Total
CRIMINAL DAMAGE - ARSON / THREAT / EQUIP	0	2	0	1	1	2	3	1	0	1	1	3	15
CRIMINAL DAMAGE - DWELLING	0	0	0	0	2	0	0	2	1	0	1	2	8
CRIMINAL DAMAGE - MOTOR VEHICLE	0	1	0	0	1	1	0	1	1	0	2	0	7
ROBBERY - PERSONAL	0	0	0	0	0	0	1	0	0	0	0	0	1
SEXUAL OFFENCES	0	0	0	0	0	0	0	0	0	0	1	0	1
THEFT AND HANDLING STOLEN GOODS	0	0	1	0	0	0	0	0	0	0	0	0	1
VIOLENCE AGAINST THE PERSON	10	13	15	17	18	14	17	22	13	16	13	11	179
Total	10	16	16	18	22	17	21	26	15	18	17	16	212

2012/13 Count of Aggravating factors	
	Total
DISABILITY	2
RACIAL	188
RELIGION	4
SEXUAL ORIENTATION	21
Total	215

2012/13 Count of Sental Number					
Ho Group	DISABILITY	RACIAL	RELIGION	SEXUAL ORIENTATION	Grand Total
CRIMINAL DAMAGE - ARSON / THREAT / EQUIP		14	1		15
CRIMINAL DAMAGE - DWELLING	1	5		2	8
CRIMINAL DAMAGE - MOTOR VEHICLE		6		1	7
ROBBERY - PERSONAL				1	1
SEXUAL OFFENCES		1			1
THEFT AND HANDLING STOLEN GOODS		1			1
VIOLENCE AGAINST THE PERSON	1	161	1	16	179
Grand Total	2	188	2	20	212

APPENDIX 3 WORKFORCE DATA

A) Workforce Profiles 2013

There are a number of employees who choose not tell us information about their “protected characteristic” on the Employee Census. For example if they are disabled or not. The way employee data is presented and reported is that we do not make any assumption about them and we record that as an unknown percentage. The workforce profiles below are therefore calculated as a percentage of those staff that have told us information about themselves for example they are disabled or not. The unknown is shown as an additional percentage amount.

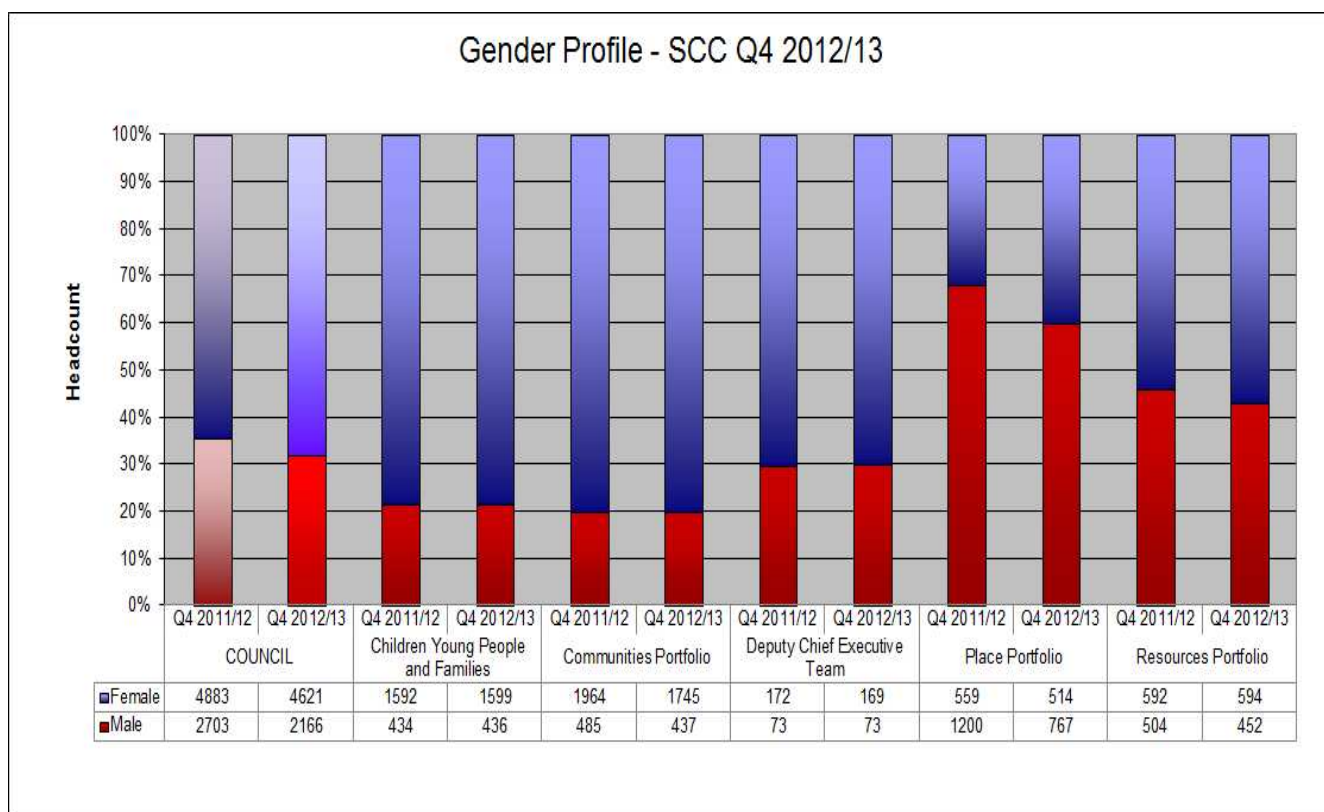
The monitoring information is anonymous and is used for example to see whether certain staff groups are disproportionately more likely to be made vulnerable to redundancy. The information below is segmented into the different Portfolios of the Council, so we can monitor where we need to take any action to address issues.

The Councils overall workforce has reduced in the past year from 7586 to 6787 employees. This is both as a consequence of outsourcing some of our services to other providers and employee reductions through retirements, voluntary severance and redundancies.

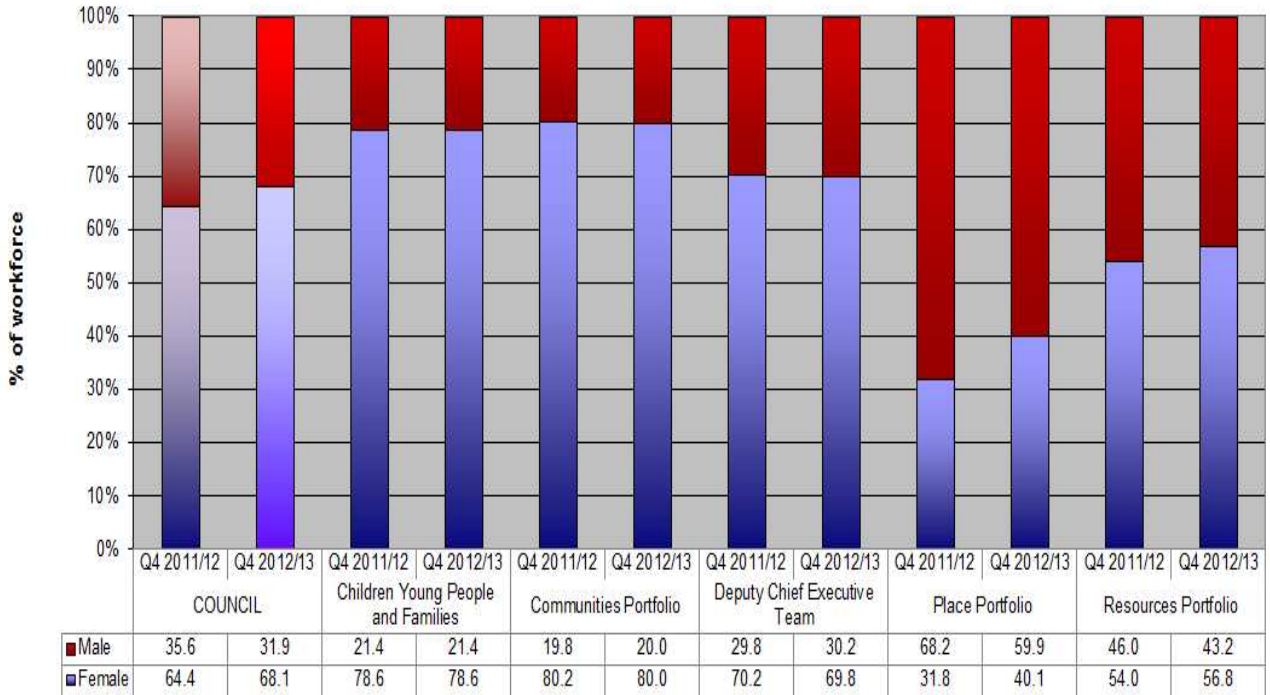
The Council had 5 ‘Portfolios’ each containing a number of council services, more information about these can be found on the [Council Website](#)

The Councils workforce diversity has slowly improved over the last few years in relation to black and minority ethnic (BME), disabled and lesbian gay and bisexual (LGB) staff overall and women at senior levels. The equality definitions are the same as used in the Equality Act 2010.

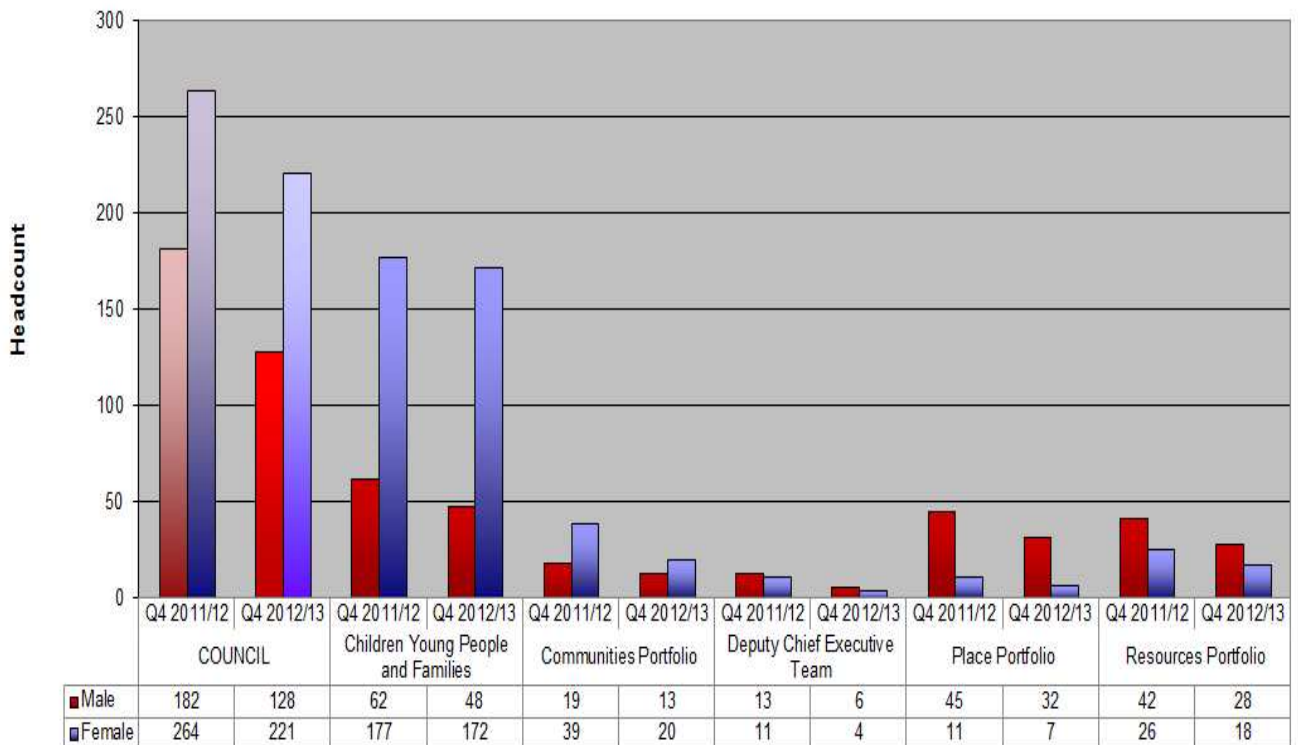
Q4 means the 4th quarter of the financial year January 1st to March 31st. These percentages are based on the total number of staff. We call this ‘headcount’. These figures do not include schools staff



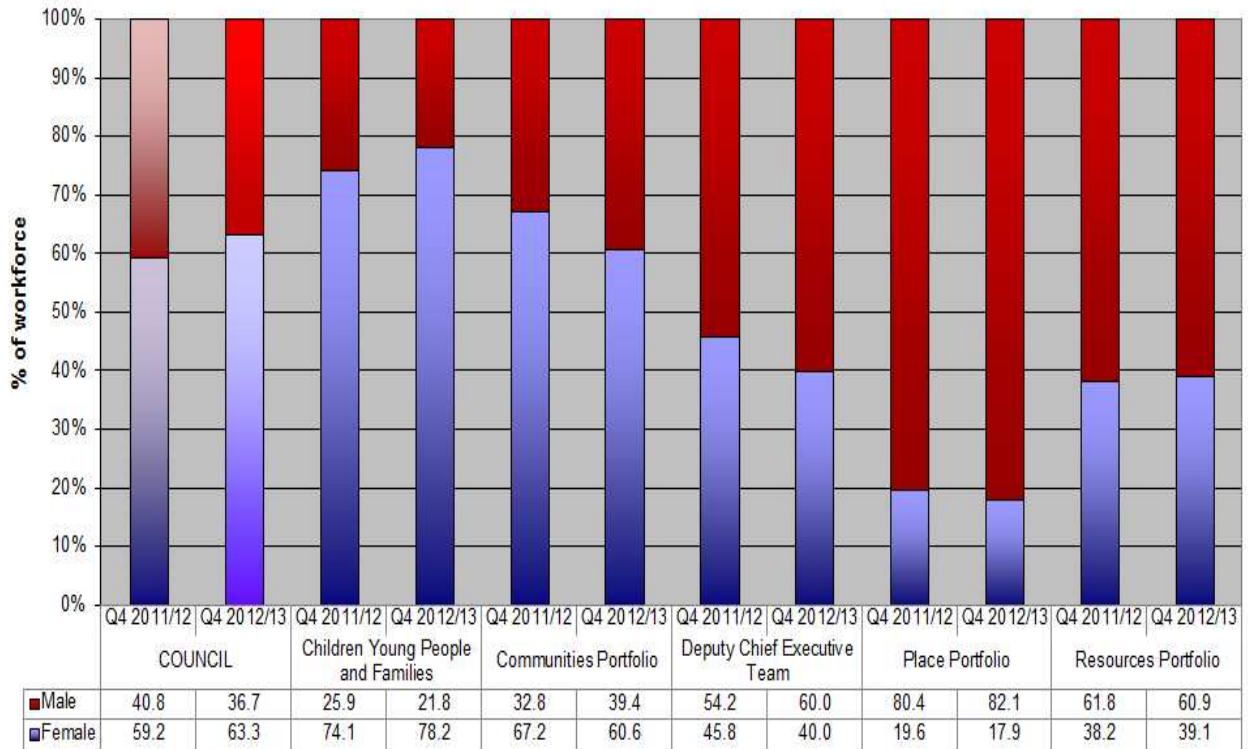
Gender Profile - SCC Q4 2012/13



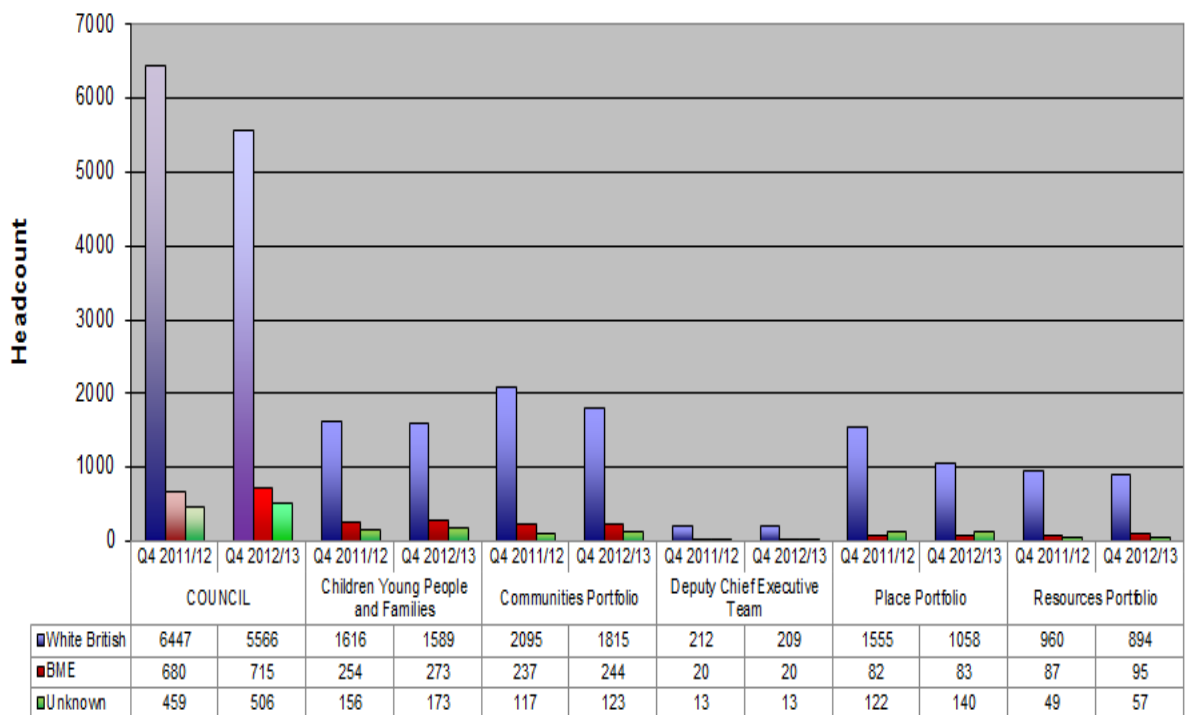
Top 5% Gender Profile - SCC Q4 2012/13



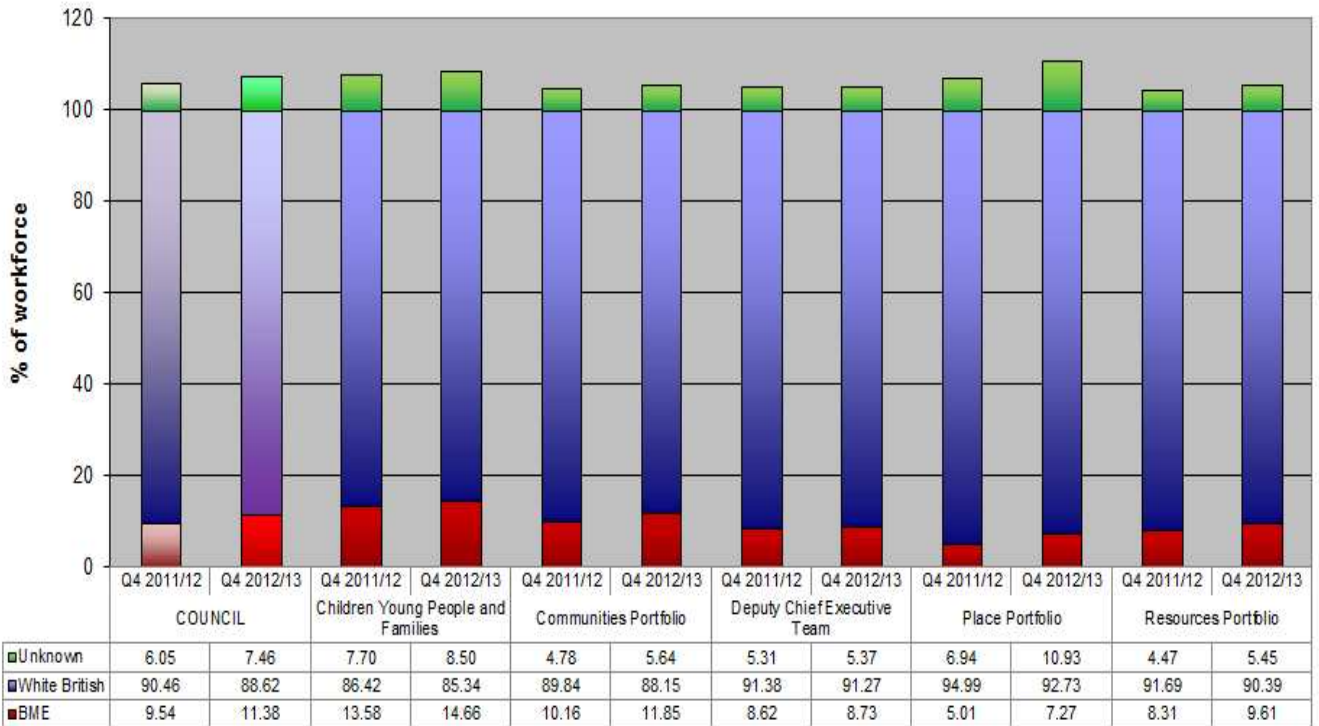
Top 5% Gender Profile - SCC Q4 2012/13



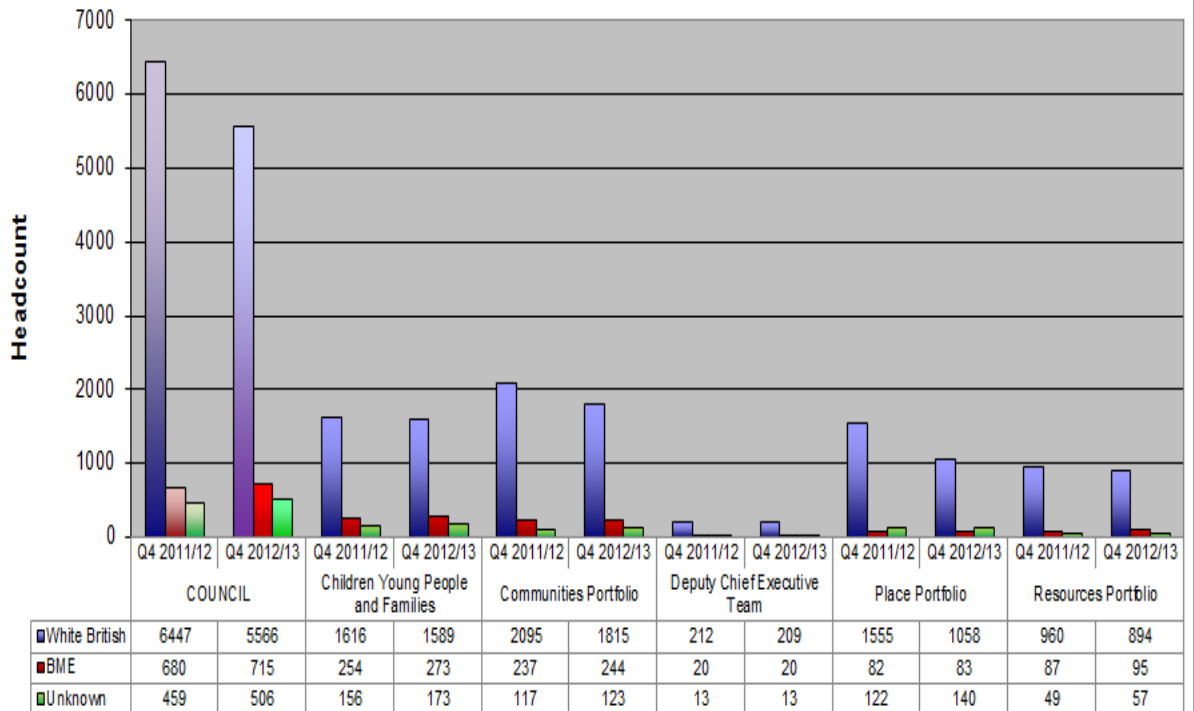
Ethnic Origin Profile - SCC Q4 2012/13



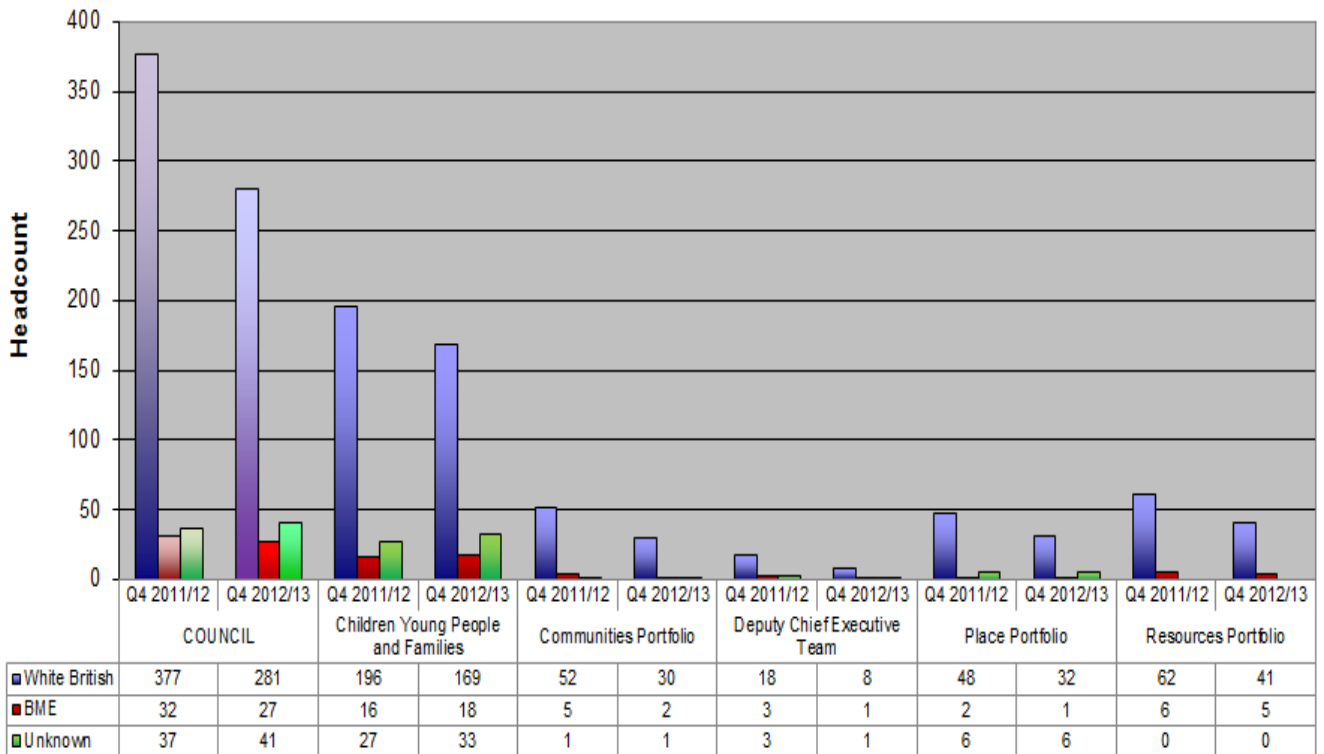
Ethnic Origin Profile - SCC Q4 2012/13



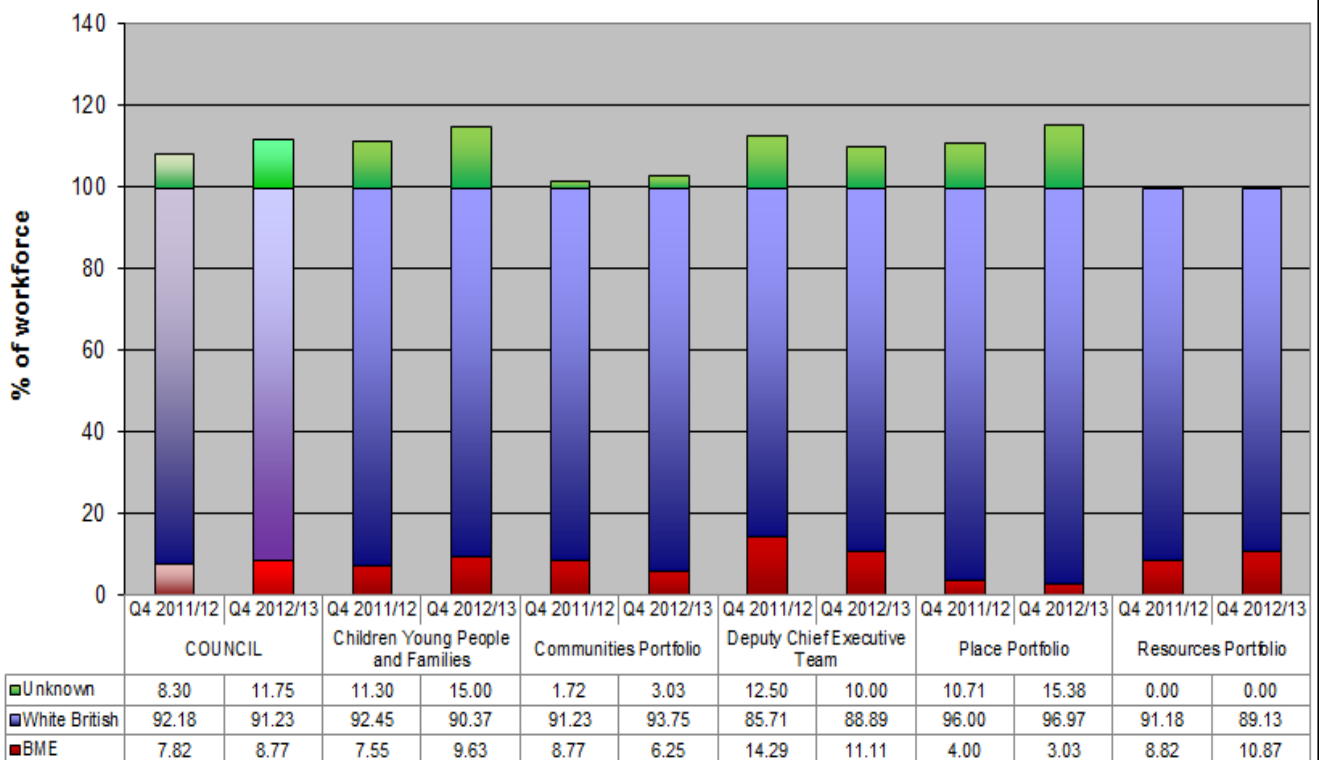
Ethnic Origin Profile - SCC Q4 2012/13



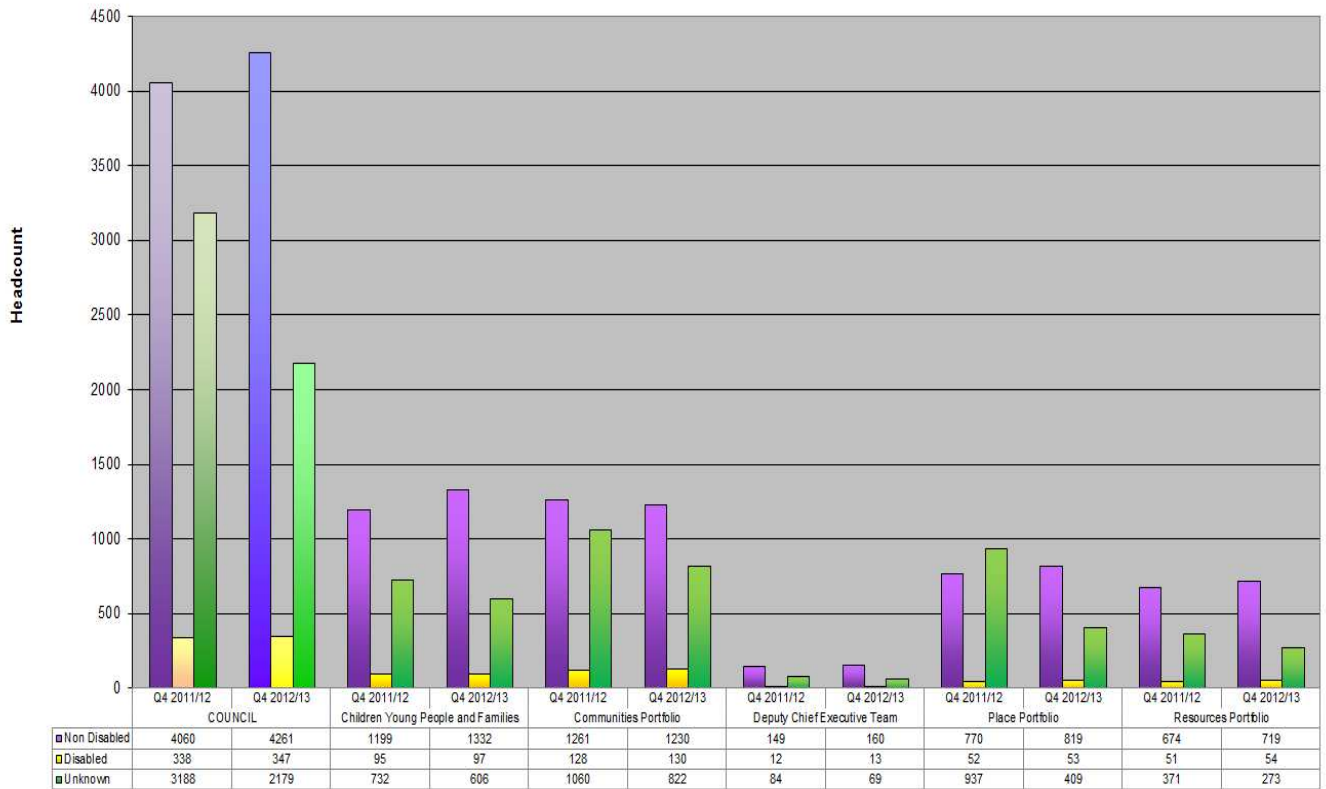
Top 5% Ethnic Origin Profile - SCC Q4 2012/13



Top 5% Ethnic Origin Profile - SCC Q4 2012/13



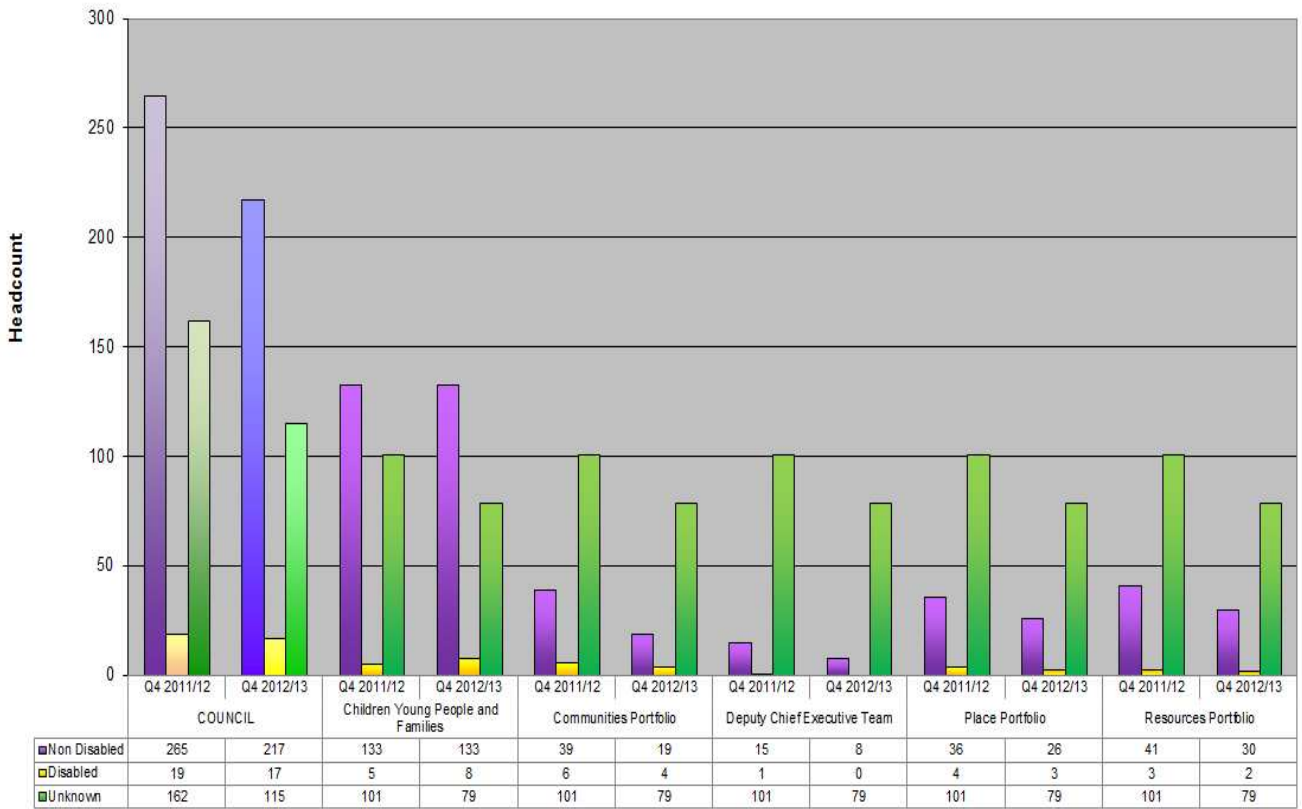
Disability Profile - SCC Q4 2012/13



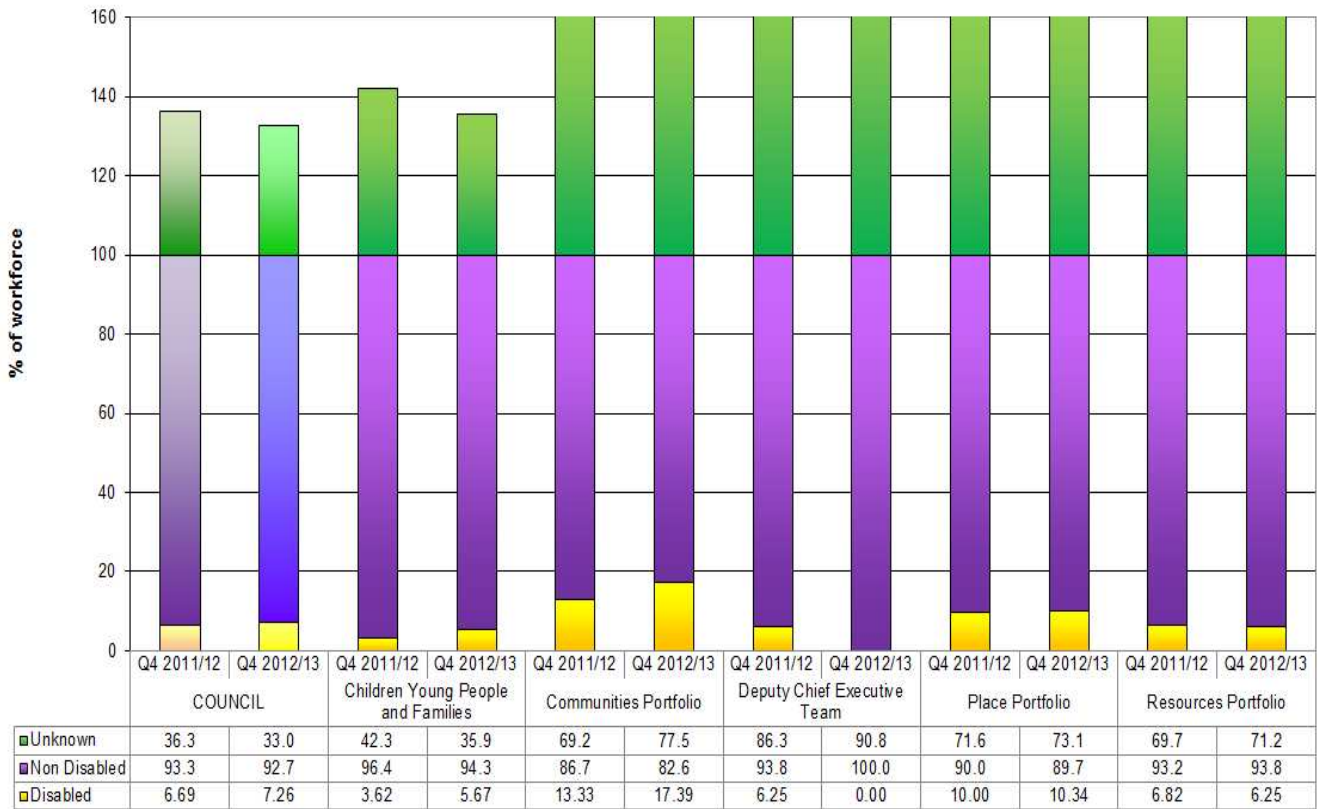
Disability Profile - SCC Q4 2012/13



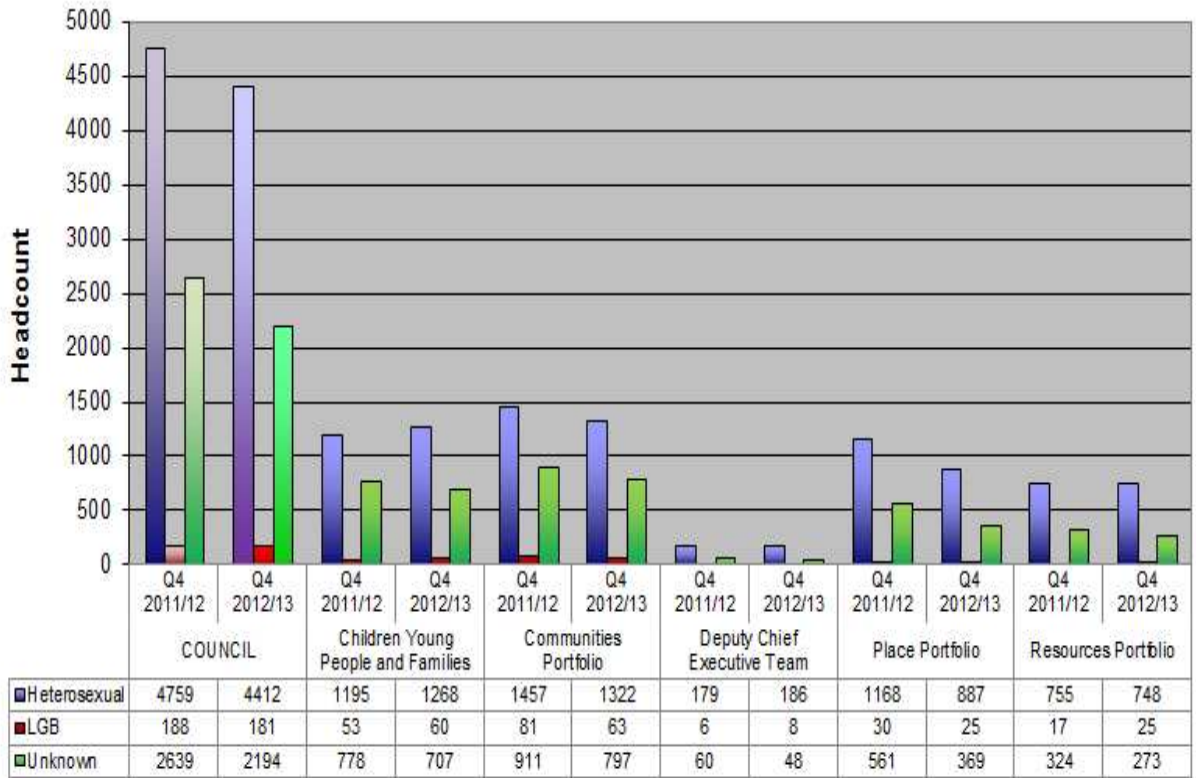
Top 5% Disability Profile - SCC Q4 2012/13



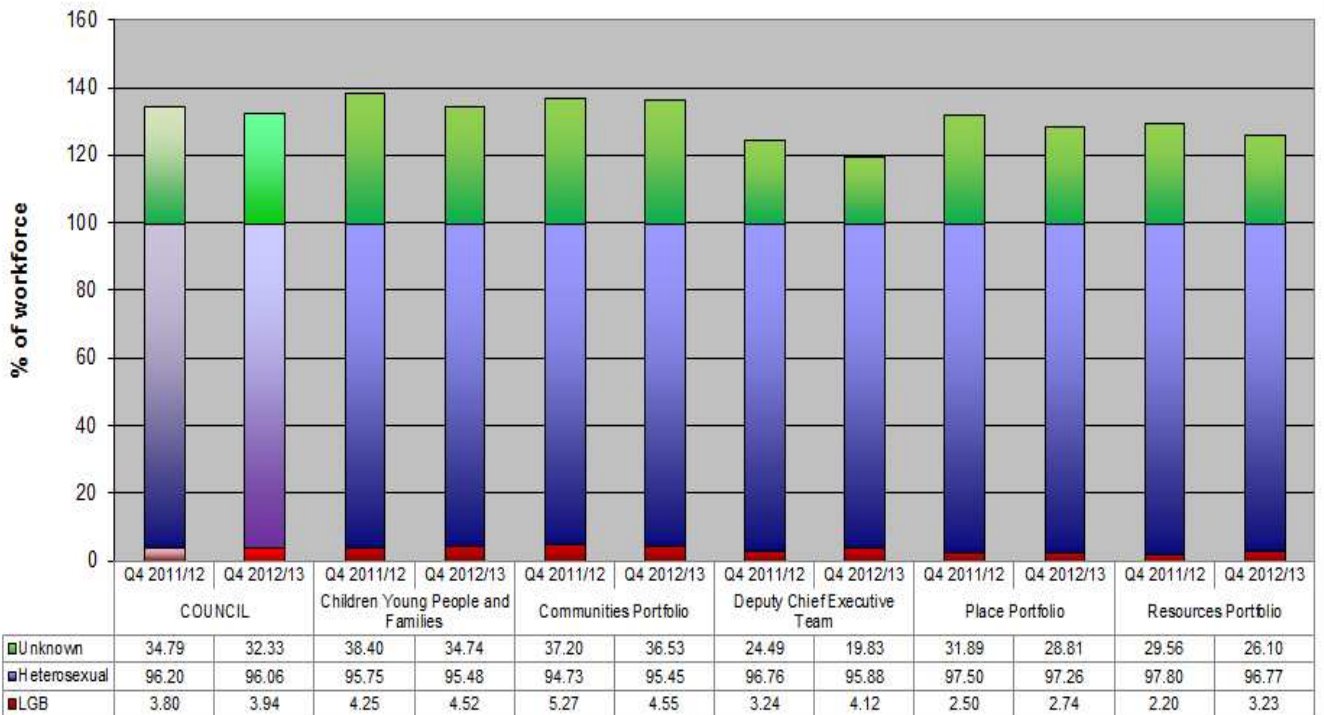
Top 5% Disability Profile - SCC Q4 2012/13



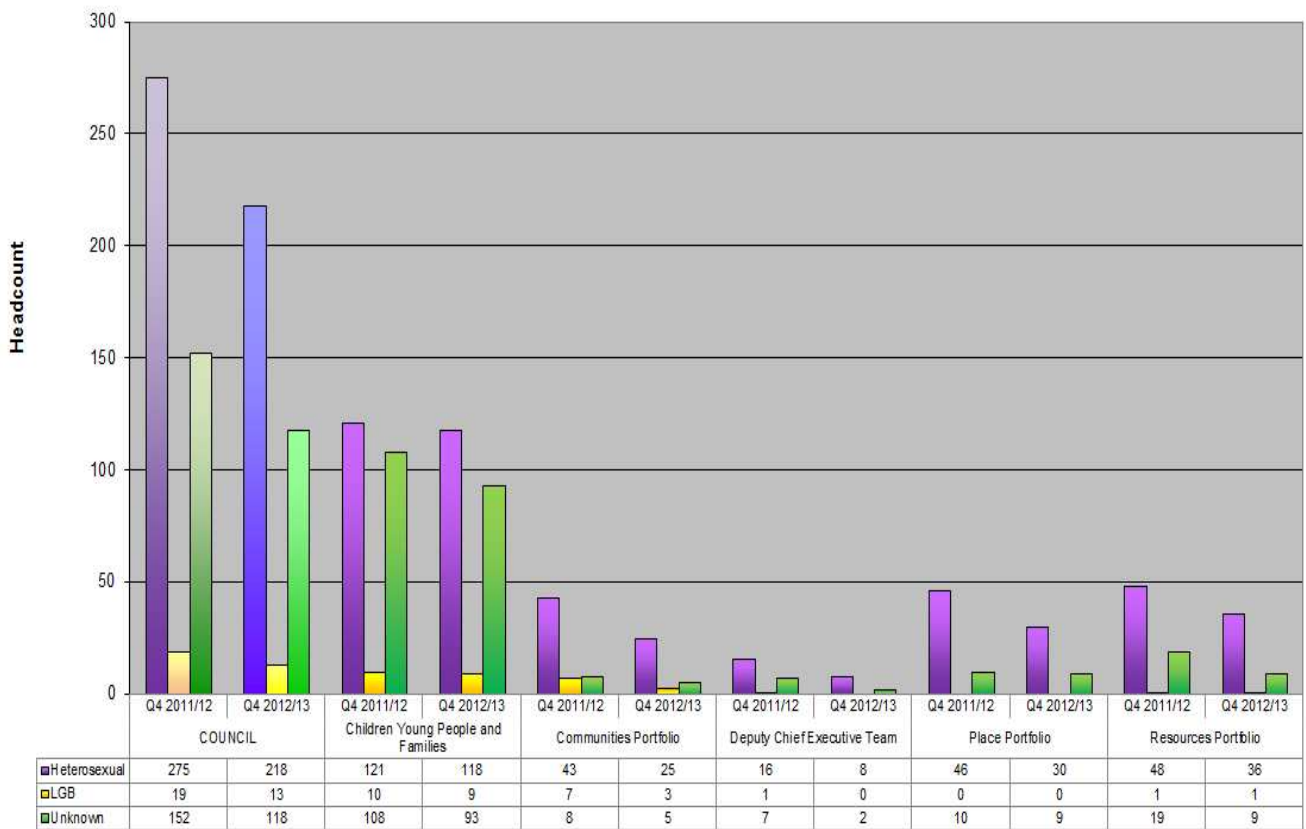
Sexual orientation Profile - SCC Q4 2012/13



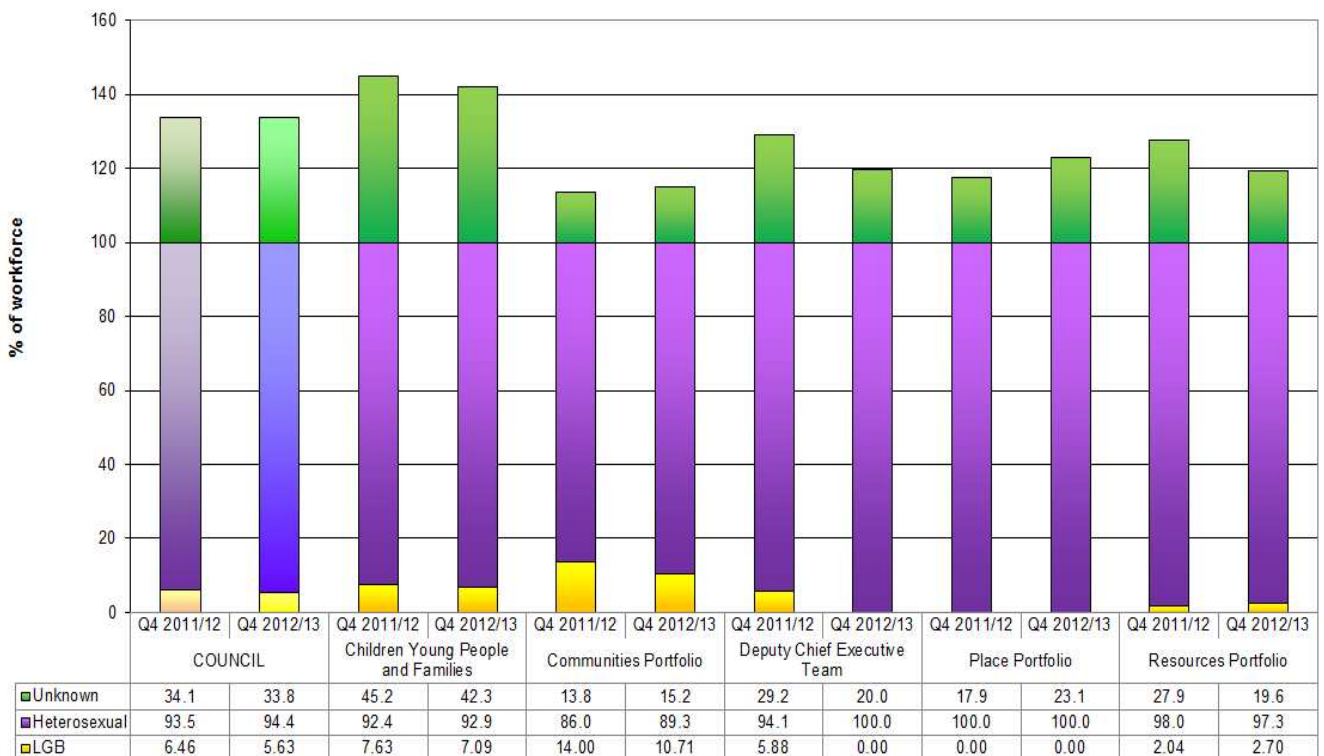
Sexual Orientation Profile - SCC Q4 2012/13



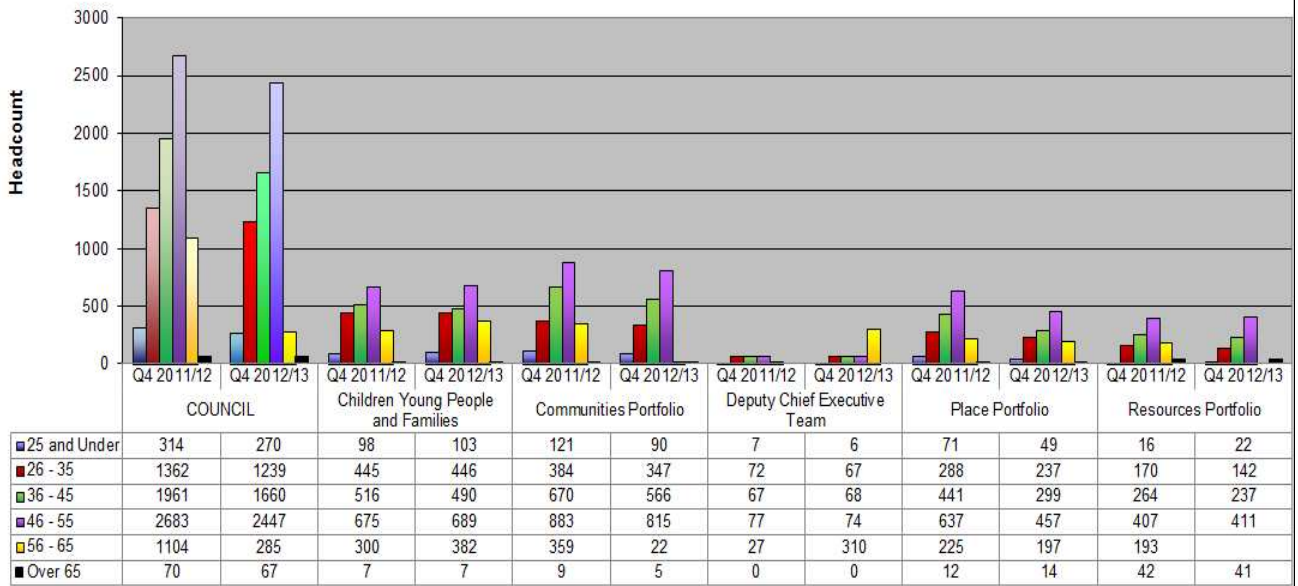
Top 5% Sexual Orientation Profile - SCC Q4 2012/13



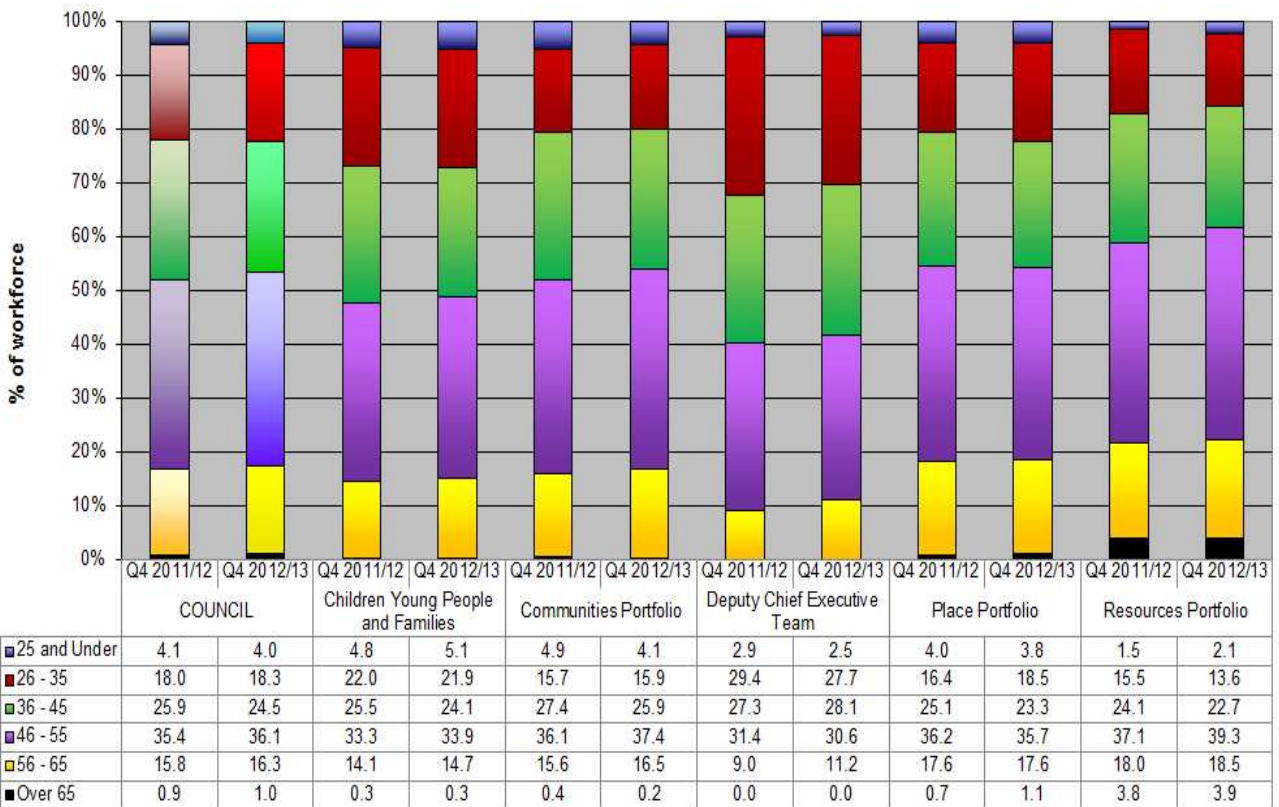
Top 5% Sexual Orientation Profile - SCC Q4 2012/13



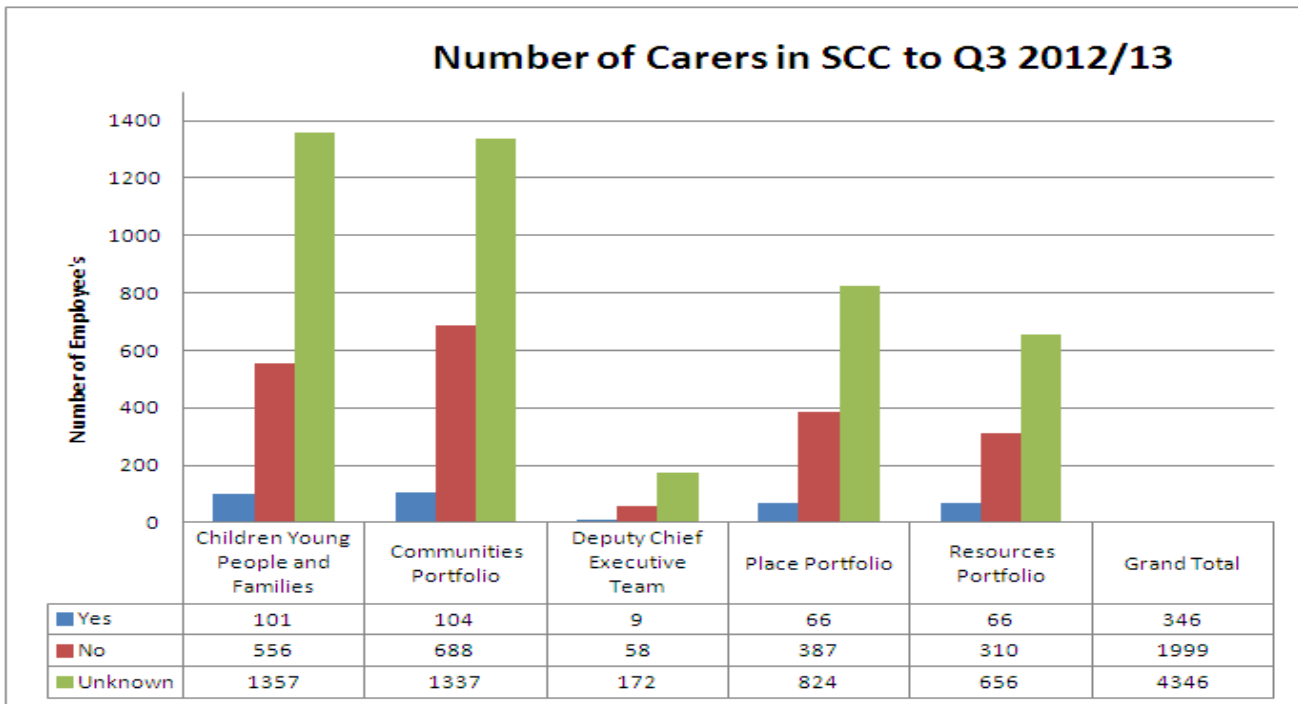
Age Profile - SCC Q4 2012/13



Age Profile - SCC Q4 2012/13

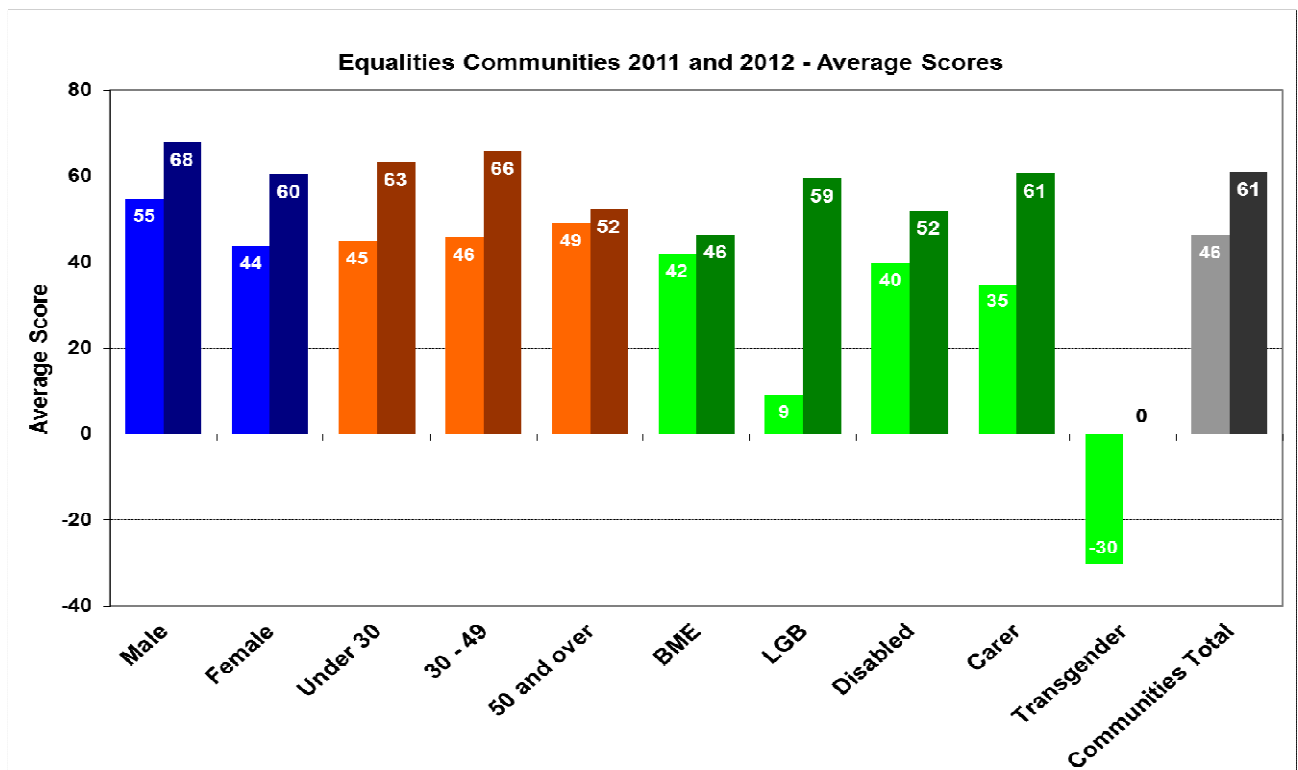
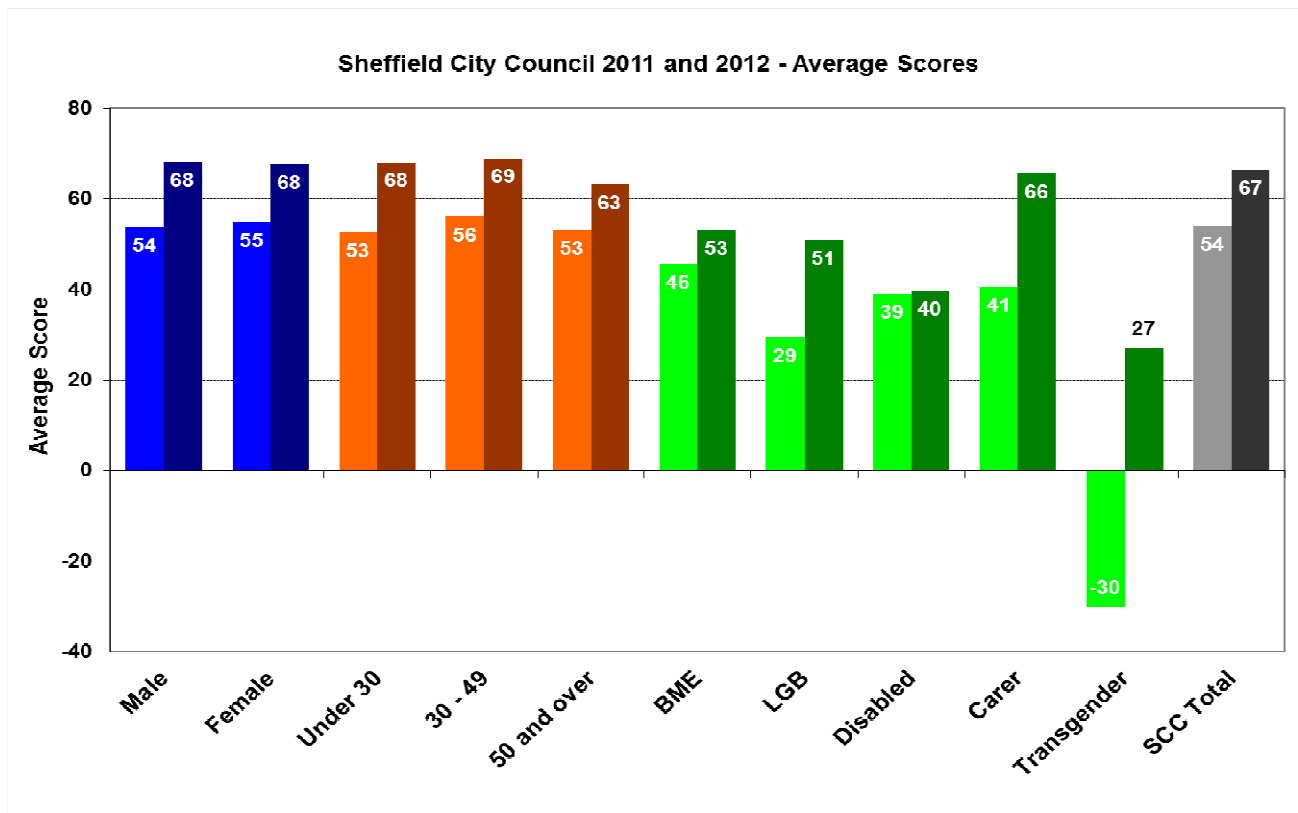


Showing the Number of employees who declared they are Carers

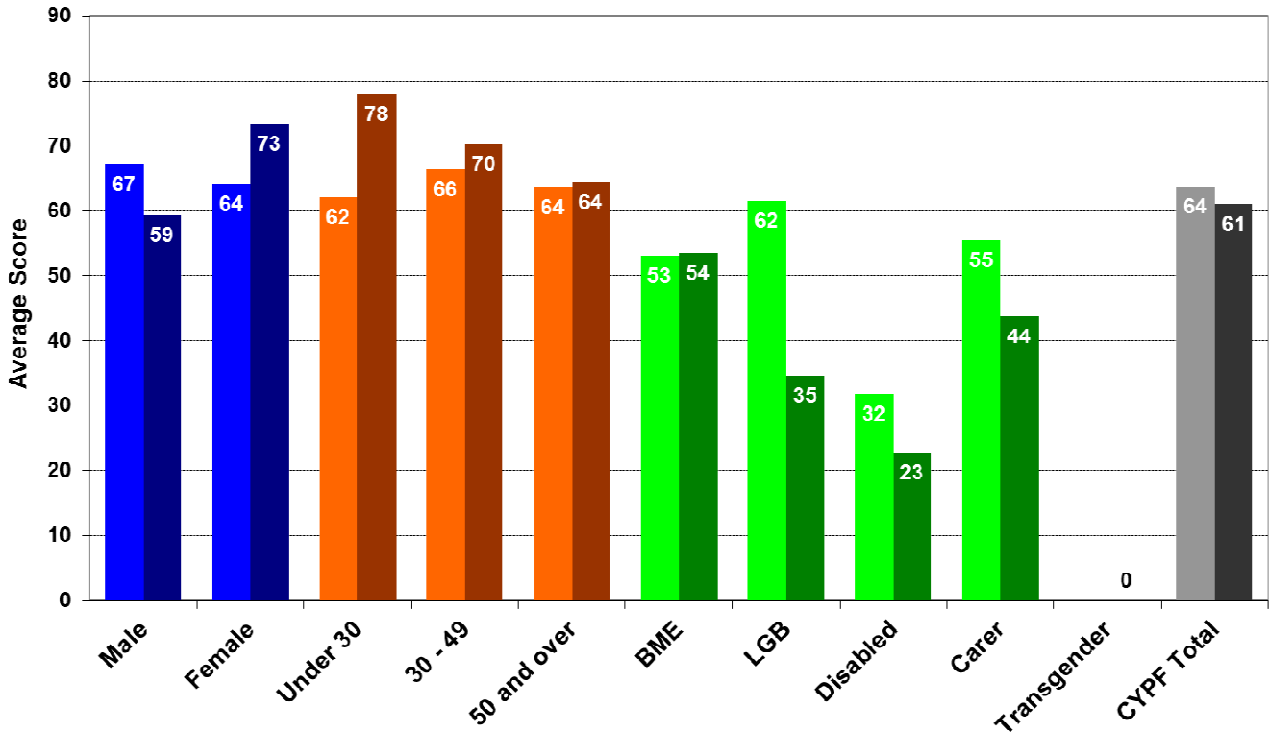


APPENDIX 5 STAFF SURVEY RESULTS

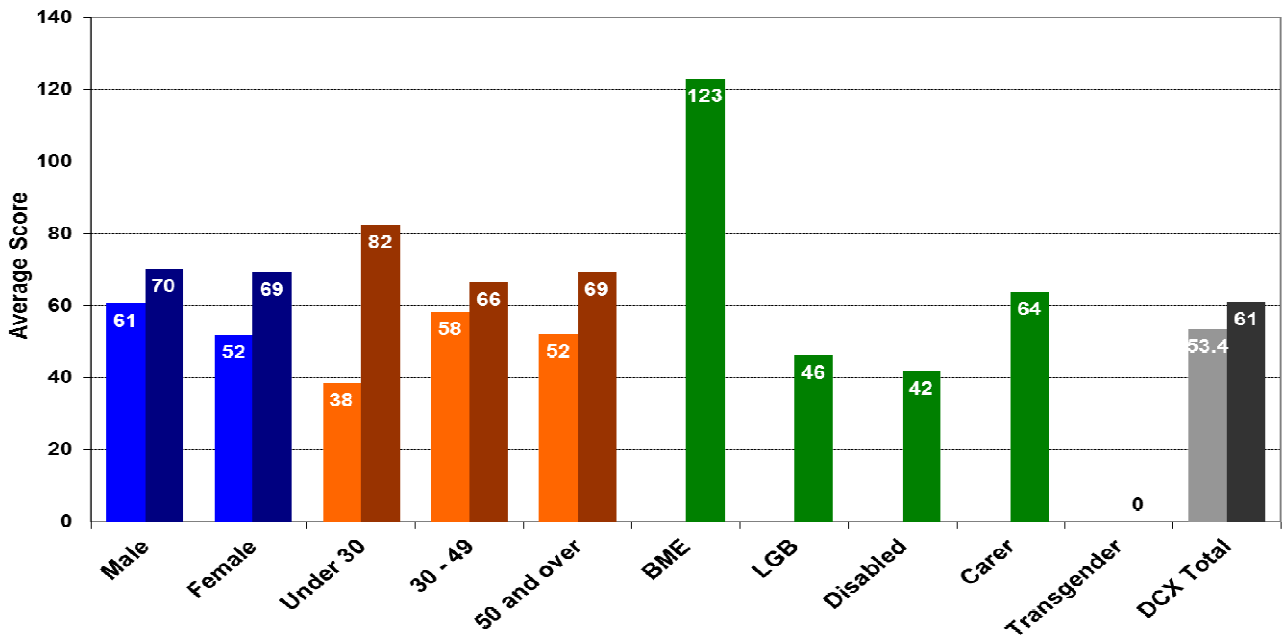
We continue to monitor staff perception through the employee opinion survey. Staff who are Trans, LGBT, disabled, BME, score lower overall. There are significant differences in each Portfolio and services. The staff survey scores overall over the last year 2012/13 have improved from 54 to 67.



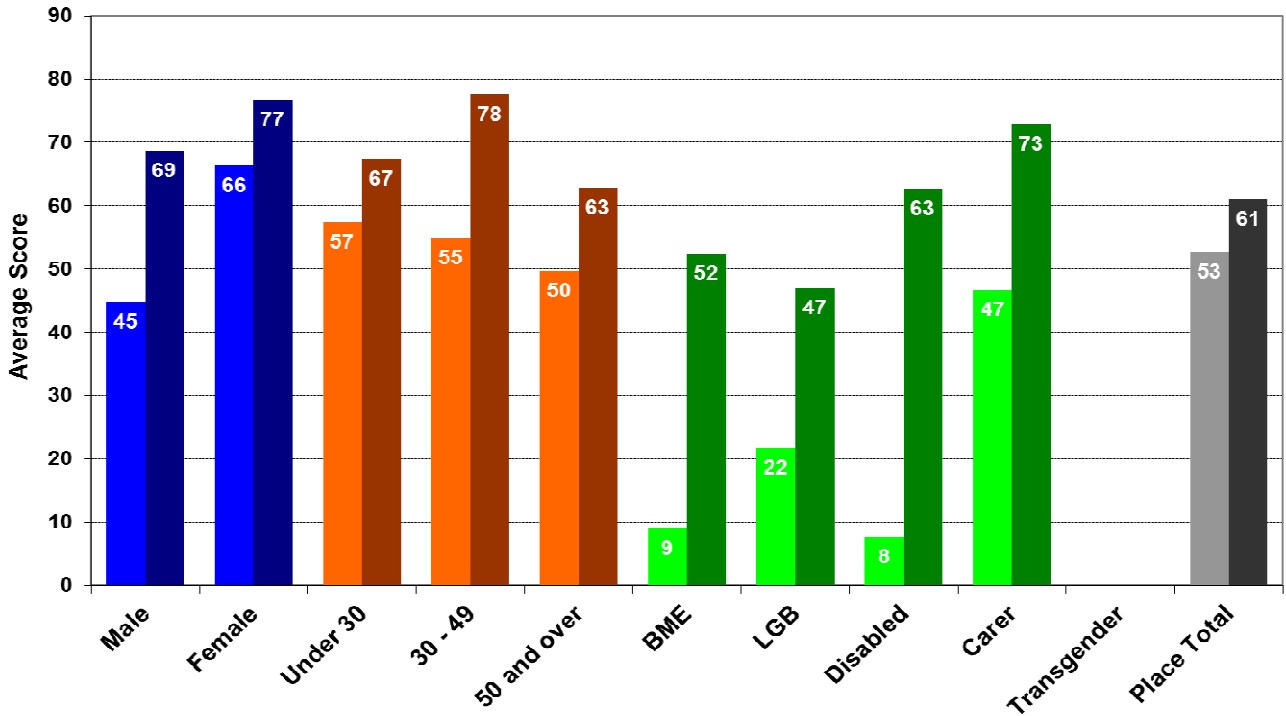
Equalities CYPF 2011 and 2012 - Average Scores



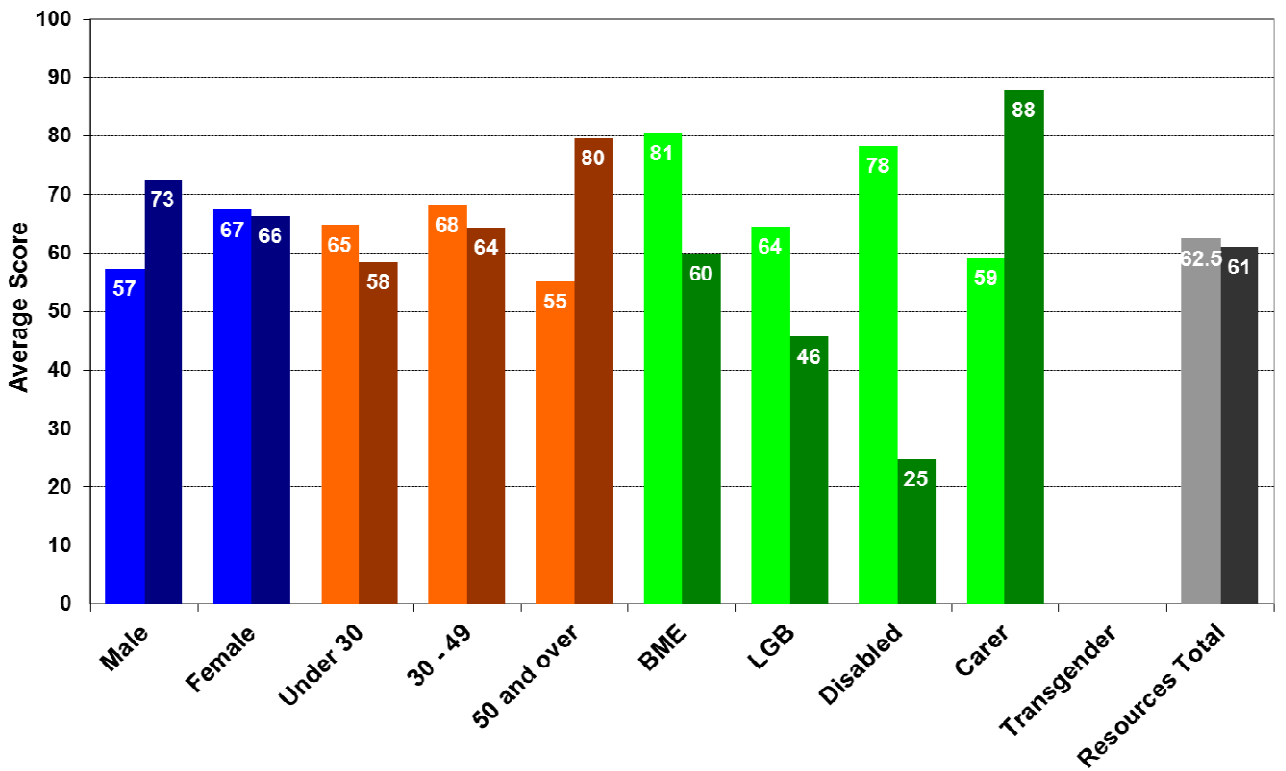
Equalities DCX 2011 and 2012 - Average Scores



Equalities Place 2011 and 2012 - Average Scores



Equalities Resources 2011 and 2012 - Average Scores



APPENDIX 5

Meeting the Equality Act 2010 and Section 149, the Public Sector Equality Duty

1.0 General Duty

1.1 A public authority or those who exercises public functions (e.g. our contracted partners who deliver our services) must, in the exercise of its functions, have due regard to

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity
- Foster good relations

1.2 This means we need to understand the effect of their policies and practices on equality, this will involve looking at evidence, engaging with people, staff, service users and others and considering the effect of what they do on the whole community

1.3 Having due regard to the need to advance equality of opportunity involves:

- Removing or minimising disadvantages suffered by persons
- Taking steps to meet the needs of persons that are different from others
- Encouraging people to participate in public life or other activity in which participation is disproportionately low.

1.4. Having due regard to the need to foster good relations involves the need to:

- Tackle prejudice
- Promote understanding.

1.5. The steps involved in meeting the needs of disabled persons involve in particular:

- Steps to take account of disabled persons' disabilities (reasonable adjustments).

1.6 Compliance with the duties may involve treating some persons more favourably than others

1.7. The relevant protected characteristics (pc) are:

- | | |
|---|--|
| • Age | • Religion or Belief (or no belief) |
| • Disability | • Sex |
| • Gender reassignment | • Sexual orientation |
| • Pregnancy and maternity | • Marriage & Civil Partnership (only in relation to eliminating discrimination). |
| • Race (includes ethnic or national origins, colour or nationality) | |

2.0 Specific Duties

- Publish equality objectives every four years
- Publish information annually to demonstrate compliance with the General Duty
- Publish information relating to employees who share a protected characteristic and others affected by our policies and practices (such as service users).
- Publish information in a way that is accessible to the public.

APPENDIX 6 – REPORT ACTION PLAN 2013/14

The plan will be monitored and rated quarterly and overseen by the Strategic Equality and Inclusion Board

Key	G	Performing well / No concern - No further action needed			
	A	Slightly off track / Minor concern - Active management needed			
	R	Significantly Off track / Major concern - Escalation needed			
Duty	Issues	Responsibility lead Officer and Member	By When	RAG	Progress / 31 st Oct/ Jan 31 st / Apr 30 and 31 st July 2013
Be a leader and a guarantor of equality and fairness for the city					
Page 1002	Support and implement recommendations of the Fairness Commission	Cllr Iqbal & Director PPC			
	Promote the principles of the Commission within the Council and partners	Cllr Iqbal & Director PPC			
	Ensure joined up approaches to equality, diversity and inclusion, including work with partners to deliver joint objectives	Cllr Iqbal & Chief Exec via Strategic Equality & Inclusion Board	July 2014		
Ensure our budget, policies and processes are implemented fairly					
	Ensure EDI & fairness issues are considered as an integral part of our decision making through EIA's	Cllr Curran & Director PPC			
	Ensure appropriate consultation with affected groups	Cabinet & Director PPC			
	Ensure that appropriate resources are allocated in line with the principles	Cabinet & Exec Director Resources			

Foster an accessible, inclusive and positive working environment for our staff

	Report annually on the fair employer code of practice	Cllr Curran & Director of HR			
	Foster and promote a shared understanding of EDI across the Council	Cllr Iqbal & Director of HR			
	Ensure high and parity of staff diversity & satisfaction across all groups	Cllr Iqbal & Director of HR			
	Take action in line with the workforce review action plan	Cllr Iqbal & Director of HR			

Ensure our services are fair & accessible and customer experiences are positive

Page 101	Ensure high and parity of customer satisfaction across all groups	Cabinet & Director of Customer Services			
	Reduce barriers to access in the city e.g. buildings, transport, housing etc.	Cabinet & Exec Director of Place			
	Further develop understanding of our customers and communities including deeper analysis of differences within communities and new knowledge profiles	Cllr Iqbal & Director PPC			
	Collect consistent monitoring information to ensure services are accessible and we can & deliver what customers need.	Cabinet & Director of Customer Services			

Advance equality, inclusive and fair practice within our partners and supply chain

	Ensure our commissioning is fair,	Cllr Curran & Director			
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	accessible and inclusive	Commercial Services			
	Ensure relevant and appropriate contract and grant monitoring arrangements	Cllr Curran & Director Commercial Services			
	Promote the fair employer code within partners	Cllr Curran & Director Commercial Services			
Foster a safe, cohesive and accessible city for all					
G1 &3	Ensure hate incidents, intimidation, discrimination, harassment, or victimisation is actively prevented and opposed & strengthen monitoring and recording	Cllr Iqbal and Exec Director of Communities &			
Page 102	Ensure decent, inclusive and accessible housing provision	Cllr Harpham and Exec Director of Communities &			
	Ensure appropriate domestic and sexual abuse and exploitation services are available and that they are accessible across all groups	Cllr Lea & Director of Substance Misuse Strategy/Head of Domestic Abuse Services			
Strengthen voice & influence of under - represented communities within the city					
G2	Strengthen civic participation through better representation on boards etc. e.g. women, disabled, BME and LGB people.	Head of Sheffield First Partnership	July 2013		
	Maximising voter registration to ensure everyone can exercise the right to vote	Head of Elections, Equalities & Involvement			
	Reduce barriers to involve people in decision-making processes of the city and develop hubs	Cllr Iqbal Head of Elections, Equalities & Involvement			

Advance health and wellbeing within the city					
	Narrow and reduce health inequalities across different groups	Cllr Lea and Director of Public Health			
	Support ill health prevention and promote personal independence	Cllr Lea Director of Public Health			
	Remove barriers to services which are disproportionately experienced by some communities	Cllr Lea Director of Public Health			
Advance economic inclusion within the city					
Page 103	Maximise incomes and promote a living wage within partners and city employers	Council Leader			
	Improve fair access to jobs and apprenticeships for the most disadvantaged	Cllr Drayton & Director Life Long Learning			
	Contribute to lowering unemployment gaps between groups of people in the city	Cllr Bramall & Director of Creative Sheffield			
Advance aspiration and learning opportunities and skills for all					
	Narrow and reduce the attainment and skills gaps at all levels for different groups	Cllr Drayton & Exec Director CYPF			
	Reduce those not in education, employment or training	Cllr Drayton & Director of LLLS			
	Increase levels of children in education	Cllr Drayton & Exec Director CYPF			

	everyday				
Meeting our Equality Duties					
G2 & S1	Integrating equality impacts and mainstream equality performance reporting	James Henderson Director PPC	July 2013		
G2	Ensure appropriate Equality Impacts Assessments are undertaken and acted upon across the Council	Cllr Iqbal & Social Justice and Inclusion Manager	July 2013		
G2	Ensure Strategic Partners are publishing relevant EDI information in relation to staff and customers in line with our duties	Cllr Iqbal & Social Justice and Inclusion Manager	July 2013		
S2	Publish information annually to demonstrate compliance with the General Equality Duty	Cllr Iqbal & Social Justice and Inclusion Manager	Jan 2013		
S2	Publish Council information relating to staff and customers in line with Duties	Cllr Iqbal & Social Justice and Inclusion Manager	Jan 2013		

Pages 104

APPENDIX 7 – WORKFORCE EQUALITY ACTION PLAN

Task	Action	Lead	Progress 2013	Portfolio action	R/A/G
Theme 1: Develop Shared Understanding		Jayne Ludlam	Overall summary: The sub group is now meeting monthly.		
A	Map critical directors/managers, road shows and Portfolio meetings.	Comms	First message has featured in Manager's Roadshows. Communications message to be developed for integration at Portfolio level. Now policy developed, messages need to reflect inclusion.	YES	G
B	Develop key consistent Equality Diversity and Inclusion (EDI) issues, messages and themes and ensure they are included in each meeting and via website.	Project Group	EDI policy on intranet, fairness and EIA built into budget proposals and communication messages	YES	G
Page 105	Set self assessment criteria for workforce inclusion covering areas of, awareness, behaviour and information.	Project Group	Self Assessment toolkit (including criteria) developed and agreed focussing on an inclusion. Pilot areas agreed in each Portfolio. Themes include: <ul style="list-style-type: none"> • Inclusive workplace • Inclusive services • Involvement and cohesion • Valuing and celebrating diversity • Information and legal duties • Overall assessment of difference 	NO	G
			Focus is on sharing good practice and encouraging positive identification of opportunities for improvement – a supportive process.		
D	Conduct self assessment performance reviews in these areas in each Portfolio, report via PLT, feedback to Directors Group and share learning and practice and develop cumulative picture.	Equality Leads	Pilot Areas have been chosen in each Portfolio, Pilots have been completed.	YES	G
E	Actions based on these assessments to be developed in each Portfolio.	Equality Leads	Review of pilot exercises has been completed. Following review of feedback the Self-assessment model will not progress to roll-out. A new model of facilitated dialogue within teams is being developed	YES	G
F	Facilitated Dialogue exercise scoped, facilitators selected, pilot areas chosen and supporting tools prepared.	Project Group /SG	Exercise scoped, request for pilot areas via SG. Supporting tools are being prepared. Agree pilot areas by October 18th	YES	A

Task	Action	Lead	Progress 2013	Portfolio action	R/A/G
G	Develop positive internal communications and messages with staff on EDI	SP/Project Group	Planning for Key Brief in November with updated info on range of EDI training available and encouraging take up.	YES	A
Theme 2: Leadership, Management and Member Support		Laraine Manley	Overall summary: HR lead these actions 6 additional dialogues from EW Group were commissioned.		
A	Dialogue and face to face training for staff in HR to enable them to provide the support, guidance and skills to managers, leaders and Members.	SP	Training completed for HR/forum members and senior officers	NO	G
B	Additional Dialogues for Leaders including Members and Forums: Build on the facilitated dialogues to develop shared understanding and clarity about EDI in SCC.	SP	Leaders dialogue sessions complete Members to be addressed separately after discussion with Lead Member. AR to discuss with lead member	NO	G
C	Ensure EDI including workplace culture & behaviour is built into directors/ manager's events & Portfolio road shows.	Lead directors on SEIB & Comms	Communications messages developed and ongoing	YES	G
Theme 3: Strategic Equality and Inclusion Board (SEIB)		John Mothersole	Chairing agreed and a new terms of reference drafted Complete		
	Review and agree new chairing and membership arrangements.		Agreed John Mothersole to chair and EMT members to nominate champion to attend for each Portfolio		G
Theme 4: Policies/Guidance		Laraine Manley	Overall summary: HR will undertake this work liaising with the operational group and appropriate consultation with staff and unions		
A	Revise policies and guidance such as diversity toolkit, recruitment and selection, culture and belief, reasonable adjustments leadership imperatives, performance reviews	CB	Review of policies as part of rolling programme within HR. Responsibilities under EDI being reinforced through Corporate induction programme for Service Leaders and employees. E-learning programmes developed for service leaders and employees.		G
B	Ensure job descriptions and specifications ask for only necessary qualifications and experience - based on competencies	CB/SP	To be developed as part of the 'Attainment Project' led by THB - Capability Development Team. Portfolio adherence and on-going implementation as part of the local change processes.	P	A
C	Update code of conduct for staff and Members to promote positive inclusive behaviour	CB	The code has been updated		G
D	Review of recruitment statistics to ensure EDI is taking place within recruitment and selection.	CB	Report to be taken to October meeting of SEB which covers all statistical information		G

Task	Action	Lead	Progress 2013	Portfolio action	R/A/G
Theme 5 : Skills for Leaders including Members		Laraine Manley	Overall summary: HR will have responsibility for these actions and a timetable drafted to be shared.		
A	Revise and/or develop new learning and development opportunities:		As above		G
	<ul style="list-style-type: none"> • EDI will explicitly be included in the leadership imperatives, individual performance review framework 	SP/ THB	The imperatives have been updated		G
	<ul style="list-style-type: none"> • Business partners will be trained to support Portfolios in EDI explicitly 	Equality Works/LL	Complete		G
	<ul style="list-style-type: none"> • Face to face training to be provided to Members & staff different grades in EDI 	SP	Dialogue sessions undertaken training face to face available through development commissioning groups (DCG) in each portfolio.	YES	G
	<ul style="list-style-type: none"> • Online EDI courses to support such as workplace culture & behaviours 	SP	EDI incorporated into induction programme. 3 mandatory online courses developed and available. One awareness and 2 for managers	NO	G
	<ul style="list-style-type: none"> • Ensure balance in terms of social identity groups in leadership and management development 	SP	Monitoring on- going through DCG's. To be updated at the December meeting, To be included on portfolio dashboards	YES	G
Theme 6: Staff Skills		Laraine Manley	Overall summary: HR will have responsibility for these actions and a timetable drafted to be shared.		
A	Encourage confidence to challenge discriminatory behaviour and practices		Courageous conversation course live. Following feedback this has been changed Programme for increasing personal effectiveness at work developed and to be launched in January update to December SEB	YES	G
B	Test shared understanding and skills by building 2 questions on EDI into the staff survey for the next 2 years to monitor progress. Portfolios to ensure discussion in teams	AR	Completed further action to monitor responses per quarter. First year the scores on the Question relating to role were positive score 93. Scores relating to team meetings low at 1.3. This to be addressed via shared understanding	YES	G
C	Develop positive communications to increase declarations of staff within the staff census.	SP/CB	The staff census has been undertaken Declarations have improved for all groups. Ongoing declaration improvements is a feature of the positive action plan	YES	G
D	Hold a Partnership conference with the LGBT multi agency group and other public sector agencies.	Equality Leads	A separate event held so this has been put back but has been discussed with the LGBT multi agency group but not yet agreed.	NO	A
Theme 7: Positive Action measures		Simon Green	Overall summary: A project lead has been agreed and meetings are well established. Meeting dates, project brief and activity have been agreed		

Page 107

Task	Action	Lead	Progress 2013	Portfolio action	R/A/G
A	Recruit and retain a workforce at all levels that reflects the diversity of Sheffield	JT	Monitoring across portfolios, diversity is increasing but will need to be assessed in the latest census.	YES	A
B	Set up support sub group and identify a project lead officer to support. The work plan to include:	SG and sub group	Sub group established	NO	G
	<ul style="list-style-type: none"> Using current workforce HR data to help identify strengths and gaps, and develop a plan including to broaden opportunities to include staff groups not being currently addressed 	SG and sub group	Positive action plan approved by EMT and implementation strategy being agreed		A
	<ul style="list-style-type: none"> Promote positive messages to managers and directors via road shows etc 	SG and sub group	Presentations undertaken at roadshows, site live on intranet.	YES	A
Page 108	<ul style="list-style-type: none"> Review mentoring and secondment arrangements to ensure consistency and transparency 	SP/SG and sub group	Ongoing review within current processes. Group to consider level of understanding of mentoring and secondments arrangements. Positive action programme developed which includes mentoring element, Portfolio strategy being agreed through DCG's in relation to selection process.	YES	A
	<ul style="list-style-type: none"> Develop actions to increase declaration within monitoring 	SG and sub group	Census complete – increased declaration however communications programme needed to ensure continued update of changes and further increases in declaration	YES	G
	<ul style="list-style-type: none"> Implement the corporate positive action development plan with goals and measures specific to each Portfolio such as mentoring, work shadowing. 	SG and sub group	Implementation strategy to be agreed at next meeting	YES	A
	<ul style="list-style-type: none"> Develop training such as management, confidence building 	SP	Key linkages to work undertaken in leadership, management and member support – courageous conversations course has been updated to enable greater emphasis on EDI related issues	YES	G
	<ul style="list-style-type: none"> Maintain Stonewall membership and increase score. 	AR/CB	Reported to SEB in July maintained top 100 and scored improved but dropped to 86 .	YES	G
	<ul style="list-style-type: none"> Ensure awareness raising to include straight/heterosexual colleagues being well informed about LGB issues Promote visible and open equality role models in the organisation including LGB 	SG and sub group	LGBT issues remain an area for improved action for the organisation Stonewall report provided to SEB in July	YES	A
	Theme 8: Employee engagement & staff forums/ networks		Richard Webb	Network proposal developed	YES
A	Engage Staff Forums/ networks on an "internal" assessment on ways to improve the structures, systems, styles and skills of forums and employee engagement	RW and sub group	Review of forums undertaken and forum review proposal developed for Oct 13 meeting	NO	G

Task	Action	Lead	Progress 2013	Portfolio action	R/A/G
B	Develop written development and work plans with forums.	RW and sub group	Evaluation complete. Report written, Recommendations being taken through SEB and discrete group lead by Communities lead to implement recommendations. Links to positive action group to be considered at positive action meeting in July.	YES	A
C	Develop consistency and joint working between forums/networks including terms of reference, facility time, support time and chairing arrangements.	RW and sub group	As above		A
D	Review issues and involvement of staff groups who do not belong to or have a forum.	RW and sub group	As above included in the Proposal		G

Key

Page 109	Key	G	Performing well / No concern - No further action needed
		A	On-going work required- Slightly off track / - Active management needed
		R	Significantly Off track / Major concern - Escalation needed

ⁱ Sheffield City Council (2012) *Bigger economy, better businesses, faster growth: an economic growth strategy for Sheffield (Consultation Draft)*, http://www.welcometosheffield.co.uk/content/images/fromassets/100_1591_190912112019.pdf p27

ⁱⁱ August 2012 data provided by Children, Young People and Families, Sheffield City Council

ⁱⁱⁱ 'Sheffield: a city where every Carer matters', 2010, Sheffield First Partnership

^{iv} In Sickness and In Health, 2012, Carers Week

^v From Struggling to Succeeding: Sheffield's Child and Household Poverty Strategy 2012-14

www.sheffield0to19.org.uk/professionals/strategy/Sheffield-s-Child-and-Household-Poverty-Strategy.html

^{vi} Research by Fawcett Society, Rake, 2009 and by the Oxfam and Women's Budget Group, 2012

^{vii} This paragraph uses ward level life expectancy data

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SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Simon Green, Executive Director, Place

Date: 18th December 2013

Subject: Neighbourhood Planning Decisions

Author of Report: Debbie Merrill (273 4212)

Purpose of the Report:

To inform Cabinet about the general principles of neighbourhood planning under the Localism Act, explain the role and legal obligations on the Council, and seek Members' approval for delegated powers to be given to officers in consultation with the responsible Cabinet Member to allow the new arrangements to be administered.

Summary:

The Localism Act 2011 gives neighbourhoods the opportunity to develop their own Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders to shape development in their local area in accordance with the Neighbourhood Planning Regulations 2012. This is a new and different approach which seeks to devolve a degree of planning control to local communities in certain circumstances.

The Council has a duty to support the process of Neighbourhood Planning. This includes a number of legal requirements, as set out in the Regulations, to publish and consult at various stages of the neighbourhood planning process. The Council must also fund the appointment of an independent Examiner and hold the referendum required. Details of the process for Neighbourhood Plans is set out at Appendix 1.

Reasons for Recommendations:

To agree a formal procedure for the way the Council handles the various aspects of Neighbourhood Planning introduced by the Localism Act

Recommendations:

It is recommended that the following decisions in the Neighbourhood Planning process, as defined in the Neighbourhood Planning (General) Regulations 2012, be

delegated to the Head of Planning, or in his/her absence, to the Forward and Area Planning Team Manager, such delegated authority to be exercised in consultation with the relevant Cabinet Member responsible for Planning:

- a) whether to accept an application for and designate a neighbourhood area or business area;
- b) whether to designate an organisation or body as a designated neighbourhood forum;
- c) whether an application for a neighbourhood development plan or order is valid and should be accepted;
- d) whether to decline or accept a repeat proposal for a neighbourhood development plan or order,;
- e) to appoint an examiner for a Neighbourhood Development Plan or Order;

That the following neighbourhood planning decisions are to be made by Cabinet:

- f) decisions as to what actions to take in response to an examiner's report;
- g) whether to modify neighbourhood development plans or orders;
- h) to submit to Full Council to adopt or make a neighbourhood development plan or order following a successful referendum.
- i) a decision that would ordinarily be taken by an officer pursuant to the delegations recommended in this report but where:-
 - any stage of the neighbourhood plan process has resulted in significant public objection and/or it is publicly contentious; or
 - neighbourhood planning proposals are considered to be a Key Decision because they significantly affect two or more wards

That responsibility for any other aspects of the executive statutory function relating to Neighbourhood Planning be delegated to the Director of Regeneration and Development Services.

Background Papers:

Neighbourhood Planning (General) Regulations (SI 2012 No 637)

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES/ Cleared by: Catherine Rodgers
Legal Implications
YES Cleared by: Paul Bellingham
Equality of Opportunity Implications
NO Cleared by: Ian Oldersahw
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
/NO
Human resources implications
NO
Property implications
NO
Area(s) affected
Stocksbridge and Dore but potentially all areas of the City.
Relevant Cabinet Portfolio Leader
Leigh Bramall
Relevant Scrutiny Committee if decision called in
Economic and Environmental Wellbeing
Is the item a matter which is reserved for approval by the City Council?
/NO
Press release
NO

18 DECEMBER 2013

NEIGHBOURHOOD PLANNING DECISIONS

1 SUMMARY

- 1.1 The report is to inform Cabinet about the general principles of neighbourhood planning under the Localism Act, explain the legal obligations and the role of the Council in the neighbourhood planning process, and seeks Members' approval for delegated powers to be given to officers in consultation with the responsible cabinet member to provide a robust, clear decision-making framework for neighbourhood planning activities introduced under the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

2 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

- 2.1 The Localism Act 2011 gives neighbourhoods the opportunity to develop planning policy and shape development in their local area.
- 2.2 Neighbourhood Planning contributes directly to delivering the outcomes of the Strategic Core Objective:
- Great Place to Live – This outcome relates to the activities and assets that make local neighbourhoods attractive, safe accessible and vibrant so that Sheffield people feel happy and content about where they live.

3 OUTCOME AND SUSTAINABILITY

- 3.1 To approve a decision making framework in order to provide certainty to the plan making and decision making processes and enable decisions on Neighbourhood Planning to be taken in a timely manner.

4 BACKGROUND

- 4.1 In 2011 the Localism Act¹ introduced neighbourhood planning as a new way for communities to shape the future of their own area. It is not compulsory for neighbourhoods to do a plan. It is for communities to decide if they wish to be involved in neighbourhood planning.
- 4.2 The Localism Act brings forward three types of neighbourhood planning:
- (a) Neighbourhood Development Plan (NDP)
 - (b) Neighbourhood Development Order (NDO)
 - (c) Community Right to Build Order (CRtB)

¹ Section 116, Localism Act 2011

- 4.3 **Neighbourhood Development Plans** set out policies for the development and use of land in a particular neighbourhood area or business area, and so far across the country are by far the most common form of neighbourhood planning. This report focuses on the production of neighbourhood plans as this is likely to be the more common and more resource intensive, however a similar process is applicable to Neighbourhood Development Orders and Community Right to Build Orders.
- 4.4 **Neighbourhood Development Orders** are prepared by a forum set up in the same way as for a Neighbourhood Plan. They are a tool that can allow certain types of development in certain locations, without the need to submit a planning application to the Council, and can apply to all or part of a Neighbourhood Plan Area, or to a particular site within the neighbourhood. They can also be prepared as an alternative to a Neighbourhood Plan.
- 4.5 Their purpose is to simplify the planning system in a specified area, for example, by allowing changes of use or allowing certain types of built development that would normally need permission. As this is a new concept it is difficult to brief Members in more detail on specific uses that may be covered by an NDO but there is a formal preparation procedure for their creation. They are also subject to an examination by an independent person prior to approval by the Council. As such, they will be carefully vetted to ensure that they are used in a responsible way. The establishment of the forum is governed by the same requirements as for Neighbourhood Plan forums.
- 4.6 **Community Right to Build Orders** are a mechanism for delivering the 'Community Right to Build' and are a specific type of Neighbourhood Development Order. They enable community organisations to bring forward small scale, site specific, community-led developments, without the need to apply for planning permission. This might include, for example, proposals for new homes, business premises, or community facilities.
- 4.7 A community organisation, and not just a parish or town council or a neighbourhood forum, is able to develop a Community Right to Build Order, including in parished areas. However, to be eligible, at least half of the community organisation's members must live in the neighbourhood area to which the Community Right to Build Order will apply. The organisation must also exist for the express purpose of furthering the social, economic, and environmental well-being of individuals living or wanting to live in a particular area. The process for preparing and adopting a Community Right to Build Order is broadly the same as that for a Neighbourhood Development Order.
- 4.8 As with an NDO these Orders are a new concept so there are no examples with which to brief members, but the likely scenario would be that they will relate to a specific small site where the Order permits a specific use. Development on the site that accords with that permitted by the Order will not need a planning application. Again, the Council is closely involved in the preparation process, and they are subject to independent examination, so this should ensure that they are delivered in a responsible way. The Council will also need to be rigorous to ensure that any Community Organisation submitting an Order meets the requirements of the Act.

- 4.9 The process of neighbourhood planning is instigated and led by the community. The Council has a 'duty to support' neighbourhood planning which is a formal part of the planning process and the regulations are quite specific. This includes a number of legal duties and requirements as set out in the regulations². An example of a legal compliance checklist for neighbourhood plans is included at Appendix 2³.
- 4.10 In summary these are to:
- (a) confirm the geographical area of the proposed Neighbourhood Plan, and consider whether an area should be a business area;
 - (b) confirm the status of a proposed Neighbourhood Forum;
 - (c) provide expertise, advice and support to Neighbourhood Forums or Parish/Town Councils;
 - (d) validate and check a plan prior to submission to the independent examination;
 - (e) pay for and appoint an independent examiner;
 - (f) pay for and hold referendums⁴;
 - (g) legally adopt a Neighbourhood Plan as part of the Sheffield Local Plan.
- 4.11 As it is a new element to planning we have no procedures in place that set out how we will handle the various stages that we are required to address. To deal with this a procedure for decision making is proposed in this report and this is subject to recommendations for Members' consideration at the end of this report.
- 4.12 Good practice recommends that Ward Councillors should be encouraged to take on an advisory role helping and supporting any forum or parish council wishing to prepare a Neighbourhood Plan in their ward. The Planning Advisory Service has produced a simple neighbourhood planning guide for ward councillors. This is available to download from the PAS [website](#)⁵.

5 DECISION MAKING FOR NEIGHBOURHOOD PLANNING

- 5.1 The Act and the subsequent Neighbourhood Planning (General) Regulations 2012 confers specific functions on local planning authorities in relation to neighbourhood planning and requires them to take certain decisions. Many of these decisions are taken against set criteria where the element of discretion is limited, meaning that the process is administrative in nature. As such it is recommended that the majority of these decisions could be delegated to the Head of Planning, or the Forward and Area Planning Team Manager.
- 5.2 Neighbourhood planning is one of the Council's executive functions. Accordingly, under the Leader's Scheme of Delegation for the discharging of executive functions, Cabinet has the power to take any decisions required in this area.

² Neighbourhood Planning (General) Regulations 2012

³ Taken from the Planning Advisory Service website, October 2013 version.

⁴ Neighbourhood Planning (Referendums) Regulations 2012

⁵ www.pas.gov.uk/councillors-page/-/journal_content/56/332612/15322/ARTICLE

However, Cabinet also has the power to delegate some or all of these decisions to an Officer. In doing so Cabinet would retain its own decision making capability and it would be open to an Officer with delegated authority to escalate a matter to Cabinet if s/he considered this appropriate.

6 DEFINING A NEIGHBOURHOOD AREA AND DEFINING A NEIGHBOURHOOD FORUM

- 6.1 The regulations require neighbourhood areas to be defined as the first part of the process, and the Council has specific roles to carry out when a body submits an application to us. The regulations also guide how an application for a neighbourhood forum should be dealt with. The two processes are very similar so the approach below applies to both, with the slight variations highlighted.
- 6.2 A Town or Parish Council is the only body that can produce a neighbourhood plan in a 'parished' area. They therefore qualify as the responsible plan making body, so a specific forum application is not required. Outside of town or parish council areas, a community group has to comply with the regulations and apply to the local planning authority for designation as a neighbourhood forum
- 6.3 Once an application (for area or forum) is submitted, officers must assess it against the regulations to determine if the application is acceptable. If unacceptable, officers will write to the applicants to set out what the issues are and how they could be addressed.
- 6.4 If the Council considers the area to be 'wholly or predominantly business in nature', it can designate a neighbourhood plan area as a 'business area'. This is important because for a business area there have to be two referenda, one for residents and one for businesses. Business areas could, for example, include areas designated in the Development Plan as predominantly a district centre or local shopping centre, or as an existing or proposed strategic employment area, a business park, or a primarily industrial area, and where the proposed Neighbourhood Plan is intending to focus on land uses in that identified business area.
- 6.5 In submitting an application to be designated as a neighbourhood area, the submission must include a map showing the proposed area boundary. In some cases an application may cross the administrative boundary between Sheffield City Council and neighbouring authorities. In these circumstances, where the proposed neighbourhood area includes land in more than one administrative area, all the relevant processes and approvals must be completed by both councils pursuant to constitutional requirements.
- 6.6 When designating a neighbourhood forum a local authority must be satisfied that it is properly constituted and meets the conditions set out in the regulations⁶. This includes attempting to secure the membership of one or more ward councillors⁷. Once approved the neighbourhood forum will exist for five years. They can apply

⁶ 61F, Neighbourhood Planning (General) Regulations 2012

⁷ 61F(7)(a)(i), Neighbourhood Planning (General) Regulations 2012

for an extension, and in some circumstances the Council can decide to de-designate a forum e.g. if no progress is made, or a forum is no longer fulfilling its function, or another group wishes to be designated.

- 6.7 The Council has a duty to publish and consult at various stages of the neighbourhood planning process. As a result, at various points in this process, the local planning authority is required to make decisions to enable the plan to progress to the next stage. It is therefore necessary that the Council has a framework in place for taking such decisions. The basic process for neighbourhood plans is shown in the diagram in Appendix 1.
- 6.8 When the required consultation at each stage is completed officers will assess the responses to see if there are any reasons that the application should not be approved. If there are issues they will be explained to the applicant via a 'decision document' (for Neighbourhood Area Applications) or by a 'refusal statement' (for Neighbourhood Forum Applications) and these will be publicised as directed by the regulations and outlined below. If the proposal is acceptable the Council can proceed to designate the neighbourhood area/ business area or the neighbourhood forum.
- 6.9 **Publicising an application:** If it meets the requirements of the regulations it is then publicised for 6 weeks. To meet our obligations it will be published on the Council's website, and in any other suitable way that will bring it to the attention of people who live, work, or have a business in the area. This may include, for example, a notice published in the local newsletter or local free paper or local notice board. We will display details in the closest Council office or library or other suitable premises. We will inform the relevant responsible Cabinet Member, Local Area Partnership Chair, and the local ward Members
- 6.10 There are currently no designated neighbourhood areas in Sheffield. Appendix 3. contains a brief description of current neighbourhood planning activity within Sheffield.

7 EXAMINATION, REFERENDUM AND ADOPTION

- 7.1 **Appointment of the independent examiner:** For all types of neighbourhood planning, once the consultation stage of the draft neighbourhood planning proposal is completed and it is formally submitted to the Council, the next stage is an examination by an independent examiner. It is the Council's role to appoint the examiner in agreement with the parish council/forum. The examiner does not have to be an Inspector from the Planning Inspectorate, but does need to be independent of the Council and the parish council/forum. It is proposed that the Head of Planning or Forward and Area Planning Team Manager makes the appointment on behalf of the Council. It should be noted that the Council is expected to fund the examiner's fee and any other costs associated with the examination, so there are cost implications for the Council, see Section 10 'Financial Implications'.
- 7.2 **The examiner's report:** The report on the neighbourhood planning proposal will follow the examination. In the case of Neighbourhood Plans it will contain one of three recommendations: proceed to referendum, proceed to referendum subject to

certain amendments, or not proceed. It is for the Council to assess the report and decide whether the recommendations should be followed. In the case of a Neighbourhood Development Order or a Community Right to Build Order the Council has to decide whether to accept the recommendations in the examiner's report.

- 7.3 Officers will make an assessment of the examiner's report at that stage and Cabinet will decide what actions to take. The Council is required to publish a 'decision statement', including its reasons for the decision, details of where the decision can be inspected, and a copy of the report made by the examiner. A copy of the statement is also sent to the parish council/forum.
- 7.4 **The referendum:** Once the examination report and the decision statement by the Council have been completed and publicised, in cases when the proposed content is acceptable, a referendum is carried out with the local community. The national guidance on this part of the neighbourhood planning process was published by the Government in August 2012. The Regulations are technical in nature, setting out the details of the referendum process and procedures that the Council would have to follow. It is the responsibility of the Council to organise and fund the referendum, and this has cost implications, see Section 10 'Financial Implications'.
- 7.5 The referendum requires a simple majority (over 50%) of those who voted to support the proposal. If the proposal is rejected the forum need to consider how to proceed, but if the referendum shows support for the proposal it can proceed to adoption (in the case of a Neighbourhood Plan and become part of the development plan) or in the case of a Neighbourhood Development Order or a Community Right to Build Order it can be 'made'.
- 7.6 In the case of a Neighbourhood Development Order or a Community Right to Build Order, although not part of the Development Plan, they supplement the provisions of the Development Plan in their specific areas.
- 7.7 **Adoption:** Once adopted the Council has to publicise this decision and the Neighbourhood Plan forms part of the authority's Development Plan and is a material consideration when considering development proposals. In terms of the planning policy hierarchy, an adopted Neighbourhood Plan carries more weight than a Supplementary Planning Document.

8 POLICY IMPLICATIONS

- 8.1 There are no policy implications arising from the approval of a decision making process for neighbourhood planning. However, it should be noted that there are implications that may arise from the plan making process itself.
- 8.2 Once a neighbourhood plan has successfully passed all of the stages of preparation, including examination and a referendum, it is 'adopted' by the local planning authority, forms part of the authority's Development Plan, and is a material consideration when determining planning applications.

- 8.3 The Government's stated premise for neighbourhood planning is that by being more involved, neighbourhoods will be willing to accept more development⁸. If neighbourhoods are not willing to accept more development, this could conflict with the city's strategic requirements and in particular the five year supply of housing land (this issue is reported on in more detail in the Sheffield Local Plan item at the same Cabinet meeting).
- 8.4 An additional incentive for neighbourhoods to accept more development is if they have a neighbourhood plan, they will decide how to spend 25% of Community Infrastructure Levy (CIL) revenue received for development that has taken place in their area⁹. It is anticipated that from January 2015 the Council will adopt a local CIL to help provide infrastructure that the council and neighbourhoods require to help accommodate new growth from development.
- 8.5 Ideally the preparation of the Local Plan and neighbourhood plans will be in parallel, the progress of each informing the other. Neighbourhood plans will also be encouraged to set out their priorities for spending their portion of any CIL.

9 RESOURCES AND RISK

- 9.1 This report deals with establishing a new statutory process required by the Government's introduction of neighbourhood planning. However, there is also a statutory duty for local authorities to advise and assist¹⁰ with preparation of neighbourhood plans. Whilst there is no legal requirement to give financial assistance, the duty to advise and assist may require a similar amount or more human resources than processing neighbourhood plans.
- 9.2 Support and assistance must be proportionate to the nature of the plans being prepared, the stage reached in plan making, and the impact on the wider community; how this is to be done has been left for each local authority to decide. This is a resource challenge and the Council has to be realistic about what it can do if applications are to be processed in a cost effective and timely manner. To this end officers are currently working to establish the Council's approach to neighbourhood planning and the scope for integration with the Local Area Partnerships.
- 9.3 In addition there are the decision-making processes set out in this report which will involve staff time and costs in publicising proposals; considering comments received; and assessing submitted neighbourhood plans against strategic policies, and in cases where applications cross administrative boundaries includes liaison and agreement with officers and Members in neighbouring authorities. The costs of arranging both the examination and the referendum also fall to the local authority.

⁸ [Better Planning: from Principle to Practice](#), The Rt Hon Greg Clark MP speech at Localis in London (18/11/10)

⁹ The Community Infrastructure Levy (Amendment) Regulations 2013, section 59a.

¹⁰ Section 61E, Localism Act 2011

- 9.4 Staff resources to support neighbourhood planning will come mainly from the existing staff within the Forward and Area Planning team, with support as needed and agreed as necessary from other parts of the planning service, and with support from Legal Services.
- 9.5 In addition, the staffing resource to support a referendum will need to be provided by Electoral Services. The workload involved in administering a referendum will impact on this service, and there may be competing priorities dependant on the time of year that any referendum(s) is called. The cost of administering a referendum is difficult to predict as the cost will be dependent upon the time of year, (whether the timing coincides with an election), the size of the electorate and the number of polling stations required, and the cost of room hire and staff.

10 FINANCIAL IMPLICATIONS

- 10.1 The Government's current financial support to local planning authorities for neighbourhood planning is four payments at different stages of each plan¹¹. The amounts and stage when these can be claimed are:
- (a) £5,000 after neighbourhood area designation;
 - (b) £5,000 after neighbourhood forum designation;
 - (c) £5,000 when the neighbourhood plan is publicised prior to examination; and
 - (d) £20,000 on successful completion of the examination.
- 10.2 As stated all payments are retrospective and must be funded upfront from the Council's existing resources. In general terms, the costs of the independent examination and referendum are estimated to require the majority of the maximum total grant currently available.
- 10.3 The on-going work on the Council's approach to neighbourhood planning is looking at the feasibility of neighbourhood plans being cost neutral for the Council i.e. each plan not costing more than the £35,000 that can currently be recouped from grants. In addition to examination and referendum costs the Council has statutory duties to resource relating to various parts of the neighbourhood planning process, as well as a duty to advise and assist with the content of the plan. This will have to be met from the Council's existing resources.
- 10.4 From May 2013, grants from the government's 'Supporting Communities in Neighbourhood Planning' programme, of up to £7000 and/or direct support from suitably qualified professionals, is available to groups developing neighbourhood plans. This programme is led by 'Locality' and overall this fund is worth £9.5m with an up to 2 year lifespan. The Council may be asked hold this money on behalf of groups.

11 LEGAL IMPLICATIONS

- 11.1 Neighbourhood planning is part of the Government's initiative to empower local communities to take forward planning proposals at a local level as outlined in Section 116 of the Localism Act, 2011. The Act and the subsequent 2012

¹¹ Currently available to 31st March 2014.

Regulations confer specific functions on local planning authorities in relation to neighbourhood planning. The Council is required to adopt procedures to process neighbourhood plans.

11.2 Attention is drawn to paragraph 5.2 of this report.

12 EQUALITY OF OPPORTUNITY IMPLICATIONS

12.1 This report is about process and decision making. The process outlined will be applied consistently regardless of the context and proposed content of a neighbourhood planning project. It is therefore considered that there is little scope for equality of opportunity implications for this report.

13 HEALTH INEQUALITY IMPLICATIONS

13.1 There are no health inequality implications to this report.

14 HUMAN RIGHTS IMPLICATIONS

14.1 The process for consultation, representations, and adoption of the neighbourhood plans conforms to national law that takes due account of human rights. As a part of the statutory development plan, Neighbourhood Plans will need to respect Human Rights legislation.

15 ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

15.1 There are no direct environmental and sustainability implications to the approval of a decision making framework. However, in respect of the Neighbourhood Planning process emerging Neighbourhood Plan policies and proposals should be screened at an early stage to ensure they are compatible with the EU Strategic Environmental Assessment Directive¹². The Council may be asked to do this on their behalf, known as a screening opinion.

15.2 In preparing a Neighbourhood Plan, parish councils and forums are required to check out what the potential impacts of a planning policy will be on an area, and in turn these can be used to advise on potential options. They are required to include a statement with their submitted plan that sets out how environmental, economic, and social impacts have been taken into account during plan preparation.

16 ECONOMIC IMPACT

16.1 There are no economic impact implications for this report.

17 COMMUNITY SAFETY IMPLICATIONS

17.1 There are no community safety implications for this report.

¹² Directive 2001/42/EC

18 HUMAN RESOURCES IMPLICATIONS

- 18.1 There are no human resources implications for this report. Staffing is addressed at section 10 above.

19 PROPERTY IMPLICATIONS

- 19.1 There are no property implications for this report.

20 ALTERNATIVE OPTIONS

- 20.1 This report recommends delegation of all decision making on neighbourhood planning, up to the point of the examination of a neighbourhood plan, to the Head of Planning, or in his/her absence the Forward and Area Planning Team Manager. Each application and submission will be discussed with the relevant Cabinet portfolio holder and the views of Ward Members, and Local Area Partnership Chair will be taken on board; allowing for contentious applications or issues to be considered at a higher level should this be necessary.
- 20.2 Alternative approaches that could be considered are:
- (a) Cabinet to always be the decision making body for all decisions about neighbourhood planning: this would have a number of implications:
- Slower and less responsive timescales for decision making for sometimes relatively minor and uncontentious issues.
 - Increased volume of reports on Cabinet agendas as reports are needed for each of the stages of decision making on neighbourhood planning.
 - Increased costs in terms of officer and Member time in terms of meeting the requirements of the Cabinet process.
- (b) Requesting the Leader to delegate all decisions about neighbourhood planning to the appropriate Cabinet Member: the implications of this would be:
- Increased volume of reports requiring Cabinet Member decision, as reports are needed for each of the stages of decision making on neighbourhood planning.

21 REASONS FOR RECOMMENDATIONS

- 21.1 The recommendations are supported by the following reasons:
- (a) to enable the Council to meet its duties under the Localism Act 2011, and Neighbourhood Planning (General) Regulations 2012 with respect to Neighbourhood Planning.
- (b) to cover all of the procedural steps which are required to allow a Neighbourhood Plan, Neighbourhood Development Order, or Community Right To Build Order to progress to adoption by the Council.

22 RECOMMENDATIONS

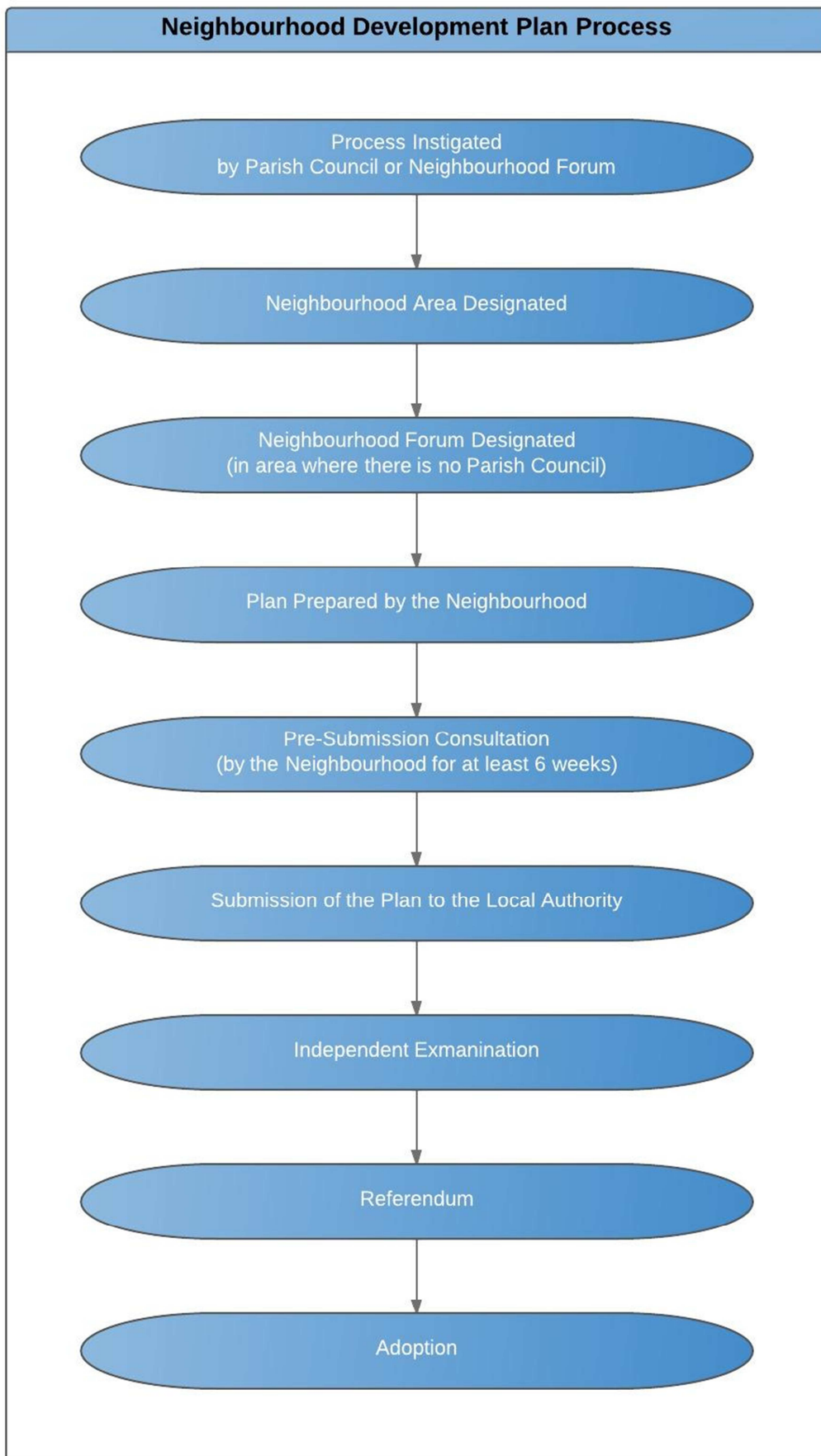
Cabinet is recommended to agree:-

- 22.1 That the following neighbourhood planning decisions, as defined in the Neighbourhood Planning (General) Regulations 2012, be delegated to the Head of Planning, or, in his/her absence, to the Forward and Area Planning Team Manager, such delegated authority to be exercised in consultation with the relevant Cabinet Member responsible for Planning (currently the Cabinet Member for Business, Skills and Development):
- a) whether to accept an application for and designate a neighbourhood area or business area;
 - b) whether to designate an organisation or body as a designated neighbourhood forum;
 - c) whether an application for a neighbourhood development plan or order is valid and should be accepted;
 - d) whether to decline or accept a repeat proposal for a neighbourhood development plan or order,
 - e) to appoint an examiner for a Neighbourhood Development Plan or Order;
- 22.2 That the following neighbourhood planning decisions are to be made by Cabinet:
- f) decisions as to what actions to take in response to an examiner's report;
 - g) whether to modify neighbourhood development plans or orders;
 - h) to submit to Full Council to adopt or make a neighbourhood development plan or order following a successful referendum;
 - i) a decision that would ordinarily be taken by an officer pursuant to the delegations recommended in this report but where:-
 - any stage of the neighbourhood plan process has resulted in significant public objection and/or it is publicly contentious; or
 - neighbourhood planning proposals are considered to be a Key Decision because they significantly affect two or more wards;
- 22.3 That responsibility for any other aspects of the executive statutory function relating to Neighbourhood Planning be delegated to the Director of Regeneration and Development Services.

Simon Green
Executive Director, Place

December 2013

APPENDIX 1: OUTLINE OF THE NEIGHBOURHOOD DEVELOPMENT PLAN PROCESS



APPENDIX 2: LEGAL COMPLIANCE CHECKLIST FOR LOCAL AUTHORITIES:

Meeting the requirements of the legal process for neighbourhood Development Plans

Taken from the Planning Advisory Service Website.

The following provides a simple checklist to the tasks which need to be completed by the local planning authority. Reference to regulations and schedules, unless otherwise stated, are to the Neighbourhood Planning (General) Regulations 2012. Where relevant, references are also included to the Town and Country Planning Act 1990 as amended.

Task	Complete (✓)	
1	designating the area of the NDP	
A	<p>When an application for the designation of a neighbourhood area is received, the LPA should check that the application contains the information listed in Regulation 5 namely:</p> <ol style="list-style-type: none"> 1. A map identifying the area 2. Statement explaining why it is considered an appropriate neighbourhood area 3. Statement that the organisation making the application is a relevant body. If it doesn't, the application should be returned. 	
B	<p>The LPA should check the relevant body hasn't already submitted an area application that has not yet been determined. If it has, the LPA should consider whether the application should be declined</p>	
C	<p>If the area application is promoted by a Parish Council, the LPA should check that the area application either covers part of or the entire parish.</p> <p>If the area application is promoted by a potential neighbourhood forum, the LPA should check that the area does not cover all or part of a parished area.</p>	
D	<p>The LPA should publicise the application for area designation and invite representations for a period of not less than 6 weeks.</p> <p>The information to be publicised is:</p> <ol style="list-style-type: none"> 1. A copy of the area application 2. Details of how to make representations 3. Details of the deadline for representations (Regulation 6). <p>This should be publicised on the website and in such other manner as is considered likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates.</p>	
E	<p>In determining the application the following must be considered:</p> <ol style="list-style-type: none"> 1. how desirable it is to designate the whole of the parish area as a neighbourhood area, and 2. how desirable it is to maintain the existing boundaries of areas already designated as neighbourhood areas (as areas designated as neighbourhood areas must not overlap), as well as 3. whether the area should be designated as a business area in accordance with Section 61G and H of the TCPA 1990. 	
F	<p>The need to modify an existing neighbourhood area, should be checked in accordance with Section 61G and 61H of the TCPA 1990. In making a modification consideration should be given as to whether the area should be designated as a business area</p>	

G	<p>If the area application is approved the decision must be publicised on the website and the following details provided:</p> <ol style="list-style-type: none"> 1. the name of the neighbourhood area 2. a map identifying the area 3. the name of the parish council or neighbourhood forum who applied for the designation <p>(Regulation 7)</p>	
H	<p>If the application is refused the publicity on the website must include:</p> <ol style="list-style-type: none"> 1. the decision and statement of reasons (called a decision document) 2. the details of where and when the decision document can be inspected) <p>(Regulation 7).</p>	
I	<p>A map setting out all the current neighbourhood areas designated must be published on the website and the map should indicate those which are business areas</p>	
2	designating a neighbourhood forum (if relevant)	
A	<p>Arrangements must be made to make people aware of the right to make applications to be designated as a neighbourhood forum for a neighbourhood area (1990 Act 61F (5))</p>	
B	<p>When a neighbourhood forum application is submitted a check that the application contains the information listed in Regulation 8 must be made. If it contains the information then section 2C of this checklist is the next step. If the application does not contain all the information, the application should be returned.</p> <p>The application received should include:</p> <ol style="list-style-type: none"> 1. Name of the proposed neighbourhood forum 2. Copy of its written constitution 3. Name of the neighbourhood area to which application relates and a map which identifies the area. 4. Contact details of at least one member that can be made public 5. Statement explaining how the proposed forum meets the following conditions: <ol style="list-style-type: none"> a) Is established to promote or improve the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area for the NDP (this can also relate to businesses) b) Has 21 individual members and membership is open to the following groups : <ul style="list-style-type: none"> • people living in the area • People who work there • County council, district or London borough councillors for the area c). Has a written constitution. 	
C	<p>The forum application must be publicised and representations invited for a period of not less than 6 weeks and include details of how to respond to the consultation, in accordance with Regulation 9.</p> <p>This should be publicised on the website and in such other manner as is considered likely to bring the area application to the attention of people who live, work or carry on business in the area to which the application relates.</p> <p>The publicity should also include a statement that if a designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn.</p>	

D	<p>In deciding whether to designate the proposed forum the LPA must be satisfied that the organisation or body meets the conditions set (see 2B above) and: it has taken reasonable steps to secure membership from each of the three groups identified from different places in the neighbourhood area concerned and from different sections of the community; and its purpose reflects the character of the area (Regulation 7).</p> <p>Only one organisation or body must be designated as a neighbourhood forum for a neighbourhood area and only where the area does not include a parish.</p>	
E	<p>When a decision has been made on designation, the decision should be publicised on the website in accordance with Regulation 10. This should include</p> <ol style="list-style-type: none"> 1. the name of the forum 2. a copy of the written constitution 3. the name of the area to which the designation relates 4. contact details of at least one member of the forum 	
F	<p>If it is decided to refuse to designate the forum, a refusal statement must be issued and included on the website setting out the reasons and details published of where and when the statement can be inspected (Regulation 10)</p>	
G	<p>A neighbourhood forum designation can be withdrawn when requested by that neighbourhood forum or if it is considered that the forum is no longer meeting the conditions of approval. If this happens a 'withdrawal statement' must be published and details of where and when it can be inspected. (Regulation 12 and 1990 Act 61F (9))</p>	
3	Preparation of the NDP	
A	<p>The LPA should provide advice or assistance in the preparation of the NDP.</p>	
4	Receipt and assessment of the draft NDP by the Council	
A	<p>The draft NDP should be checked to ensure it is not a 'repeat' proposal. If so, the LPA can decline to consider the plan (1990 Act Schedule 4B para 5 and regulation 18).</p>	
B	<p>The draft plan should be checked to ensure it meets the criteria in the Localism Act e.g. the body submitting it is authorised to act; and that the regulations have been complied with including the minimum 6 week pre-submission consultation and confirmation sought where necessary.</p> <p>It should be checked that the draft plan submitted (regulation 15) includes:</p> <ol style="list-style-type: none"> 1. a map or statement identifying the area to which the plan relates, 2. the consultation statement - which contains details of those consulted (how they were consulted, summarises the main issues and concerns raised and how these have been considered, and where relevant addressed in the proposed NDP) 3. the proposed NDP, 4. a statement explaining how the NDP meets the 'basic conditions' i.e. requirements of para 8 schedule 4B to the 1990 Act 5. Where appropriate - information to enable appropriate environmental assessments if required e.g. The information that will enable an assessment under the Conservation of Habitats and Species Regulations 2010 or the Environmental Assessment of Plans and Programmes Regulations 2004 	
C	<p>The LPA must notify the parish council or neighbourhood forum whether or not it is satisfied that the relevant documents have been submitted and that the requirements of the legislation and regulations have been met. If it is not satisfied then the LPA must give reasons and issue a decision statement, in accordance with Regulation 19 and also Schedule 4B, paragraph 6 (4) (b) and para 8 of the TCPA 1990.</p>	

D	If the LPA accepts the application then it must publicise the NDP in accordance with Regulation 16 for not less than 6 weeks and invite representations. It must also notify the bodies referred to in the submitted consultation statement	
5	Examination	
A	If satisfied that the plan meets the requirements of the 1990 Act, the LPA must appoint a suitable examiner and agree the appointment with the parish council or designated neighbourhood forum that submitted the plan.	
B	The LPA must submit the draft NDP, supporting documents and any representations to the Independent Examiner as soon as possible in accordance with Regulation 17 and Regulation 102A of the Conservation and Habitats and Species Regulations 2010.	
C	The LPA must coordinate the arrangements for the examination in consultation with the Examiner.	
D	When the Examiner's Report is received the LPA must arrange for publication as soon as possible.	
E	The LPA must consider each of the Examiner's recommendation and decide what action to take in response. (E.g. make modifications to make the plan meet the basic conditions, extend the area for the referendum, decide it is not satisfied with the plan). At this stage the LPA must be satisfied that the draft plan meets the basic conditions, is compatible with the Convention rights and complies with the definition of an NDP and the provisions that can be made by a NDP as set out in Regulation 15 and Schedule 2, and Section 4B (6) and 8 of the TCPA 1990. The basic conditions are: <ol style="list-style-type: none"> 1. Has regard to national policy and guidance from SoS 2. Contributes to sustainable development 3. Is in general conformity with the strategic policy of the development plan for the area or any part of that area 4. Doesn't breach or is otherwise compatible with EU obligations – this includes the SEA Directive of 2001/42/EC 5. The making of the NDP is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species regulations 2010(d) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats &c) regulations 2007 9(e) (either alone or in combination with other plans or projects))" 	
F	The LPA must consider if the decision proposed differs from the Examiner's recommendations. If so, it should be considered in accordance with Schedule 4B, paragraph 13 of the TCPA 1990.	
G	The LPA must publicise its decision in a decision statement (Regulations 18 and 19) and send a copy to the parish council or neighbourhood forum and anyone who asked to be notified.	
6	Referendums	
A	The LPA should liaise with electoral services in the relevant Council to coordinate the referendum arrangements.	
B	It is likely that the planning department will be asked by electoral services to contribute to the drafting of an information statement (Regulation 4 of the Neighbourhood Planning (Referendums) Regulations 2012. This must include a statement that sets out general information on town and country planning (and neighbourhood planning).	
C	If both a residential and a business referendum are required they must be held on the same day. In the case where a business referendum will be held not less than 56 days, and for residential referendum at least 28 days before the referendums electoral services in the relevant Council must publish the information statement and specified documents on the Council website and make it available for inspection at the main offices of the Council and at least one other premises open to the public (Regulation 4 of the Neighbourhood Planning (Referendums) Regulations 2012	

D	<p>If a residential referendum results in a 'yes' vote (i.e.50% plus 1), the decision on the NDP must be publicised and reasons for the decision – called a 'decision statement Regulation 18 and 19)). In a designated business area where two referendums are held, if in one but not the other more than half of those voting have voted in favour of the plan a decision must be made as to whether to accept the plan proposal. The decision statement setting out whether the plan proposal is accepted must be publicised (Regulation 18 and 19). If there is a 'No' vote and the plan proposal is declined the decision statement (Regulation 18) must be publicised on the website</p>	
E	<p>As soon as possible after deciding to make the NDP under Section 38A(4) of the 2004 Act the NDP and details of where and when the plan may be inspected must be published on the website (Regulation 20)</p>	

APPENDIX 3: SHEFFIELD ACTIVITY

- 1.1 To date there has been three applications for neighbourhood planning in the city, at **Stocksbridge**, **Dore Village** and **BBEST** (Broomhill, Broomfield, Endcliffe, Somerfield and Tapton).
- 1.2 Stocksbridge Town Council has submitted a neighbourhood area application. The proposed neighbourhood area covers the whole of Stocksbridge Town Council area in the Sheffield Planning Authority, but excludes the part in the Peak District National Park Authority (part of Bolsterstone village and land to the south east). As required we have publicised the application for six weeks. A draft delegation report for the approval of the Stocksbridge Neighbourhood Area is included at Appendix 3. as an example of the type of decision this report is seeking to delegate.
- 1.3 Five comments on the proposed Stocksbridge neighbourhood area were received, all supportive. This includes the Bolsterstone Community Group; they support the proposed boundary even though it excludes part of Bolsterstone. For the excluded part of the Stocksbridge Town Council area, they are satisfied by the existing protection provided by the National Park designation.
- 1.4 The Dore Village Society has also applied to designate a neighbourhood area and we have publicised this for a six week period. However, in response to comments received they have withdrawn their first application and submitted an amended boundary, and have already submitted a forum designation application. Their proposed boundary extends into the Peak District National Park Authority. This neighbourhood area and forum application is expected to be publicised by both planning authorities once outstanding legal issues have been addressed.
- 1.5 There has also been an expression of interest from **Ecclesfield** Parish Council in producing a neighbourhood plan..

APPENDIX 4: DELEGATION REPORT EXAMPLE - STOCKSBRIDGE NEIGHBOURHOOD AREA DESIGNATION

1. INTRODUCTION

- 1.1. Stocksbridge Town Council is working with the Stocksbridge Design Statement Group on a neighbourhood plan. They have submitted an application to Sheffield Planning Authority to designate a neighbourhood area, which is the first stage in the neighbourhood plan process.
- 1.2. The Stocksbridge Town Council application to designate a neighbourhood area is valid in terms of the information submitted¹³:
 - (a) a map identifying the proposed neighbourhood area;
 - (b) a statement explaining why the proposed neighbourhood area is considered appropriate;
 - (c) a statement that Stocksbridge Town Council is a relevant neighbourhood planning body.
- 1.3. All of the Stocksbridge Town Council area is in the boundary of Sheffield City Council. However, some of it (part of Bolsterstone village and land to the south east) is outside the Sheffield Planning Authority and is in the Peak District National Park Authority.
- 1.4. Including the whole of the Stocksbridge Town Council area in the neighbourhood area would require the involvement of both Sheffield Planning Authority and the Peak District National Park Authority in the neighbourhood planning process. It is possible to do this but is more complicated.
- 1.5. The proposed neighbourhood area covers the whole of Stocksbridge Town Council area in the Sheffield Planning Authority boundary, but excludes the part in the Peak District National Park Authority. This is illustrated by the map accompanying this report.

2. STOCKSBRIDGE NEIGHBOURHOOD AREA – CONSULTATION SUMMARY

- 2.1. Sheffield City Council consulted on the proposed Stocksbridge Neighbourhood Area from 11th March to 22nd April 2013.
- 2.2. The following steps were taken to publicise the neighbourhood area application¹⁴:
 - area application available from:
 - Council's website (www.sheffield.gov.uk/stocksbridge-plan)
 - Stocksbridge Library
 - Stocksbridge Town Hall in the Council Chamber
 - posters in Stocksbridge, Deepcar, Bolsterstone, Midhapestones and Green Moor
 - wrote to North Community Assembly and Sheffield Local Plan contacts

¹³ Paragraph 5, Part 2 Neighbourhood Areas, Neighbourhood Planning (General) Regulations 2012

¹⁴ Paragraph 6, Part 2 Neighbourhood Areas, Neighbourhood Planning (General) Regulations 2012

- notified Ward Councillors, Cabinet Lead and the Planning and Highways Committee chair
- wrote to planning authorities neighbouring the proposed area
- used the Council's email alert system (to those registered as interested in Planning)
- tweeted from @SCC_Planning_BC
- added to Sheffield Planning's "What's New" webpage

2.3. The neighbourhood area consultation is about the proposed boundary of the neighbourhood area. It is not about whether or not there should be a neighbourhood plan.

2.4. Six comments were received. One did not relate to the boundary being consulted on. The other five were all in favour of the proposed boundary. Three comments were received from Bolsterstone residents and Bolsterstone Community Group. The Don Valley Railway and English Heritage also commented.

2.5. Bolsterstone Community Group supported the proposed boundary even though it excludes the part of Bolsterstone that is in the Peak District National Park Authority. For the excluded part of the Stocksbridge Town Council area they are satisfied by the existing protection provided by the National Park designation.

3. STOCKSBRIDGE NEIGHBOURHOOD AREA – PLANNING ASSESSMENT

3.1. Sheffield Planning Authority must ask the following questions¹⁵ when deciding whether to designate a proposed neighbourhood area:

(a) *How desirable it is to designate the whole of the parish area as a neighbourhood area?*

All of the Stocksbridge Town Council area in the Sheffield Planning Authority boundary is in the proposed neighbourhood area. Stocksbridge Town Council has not applied to the Peak District National Park Authority, whose decision it would be, to designate the rest of the Stocksbridge Town Council Area as part of the neighbourhood area. Irrespective of this though, nobody has disagreed with the exclusion of the Peak District National Park Authority part of the Stocksbridge Town Council area.

(b) *How desirable it is to maintain the existing boundaries of areas already designated as neighbourhood areas (neighbourhood areas must not overlap)?*

There are no designated neighbourhood areas in Sheffield or nearby.

(c) *Should the area be designated as a business area?*

The area is not wholly or predominantly business in nature, so it should not be designated as a business area.

(d) *Are there any valid planning reasons to deviate from the boundary which has been submitted?*

No.

¹⁵ Section 61G and H of the TCPA 1990

4. CONCLUSION

- 4.1. Recommend that Sheffield City Council designate the Stocksbridge Neighbourhood Area as proposed by Stocksbridge Town Council.

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SHEFFIELD CITY COUNCIL

Cabinet Report

Report of: Simon Green, Executive Director, Place

Date: 18 December 2013

Subject: Sheffield Local Plan (formerly Sheffield Development Framework): Decision on whether to submit the City Policies and Sites Document and Proposals Map to the Secretary of State for Public Examination

Author of Report: Simon Vincent (273 5897)

Summary: Cabinet is asked to agree to commencement of work on a new Sheffield Local Plan, including review of the Local Plan Core Strategy (adopted by the City Council in 2009). The Local Plan is a statutory document and is subject to a process set out in legislation. The current emerging draft City Policies and Sites document and Proposals Map flow from the current Core Strategy and public consultation on pre-submission drafts of the documents took place between 10 June and 6 September 2013, with a view to submitting the documents to the Secretary of State for public examination later this year. However, in light of comments received, and following informal advice from the Planning Inspectorate and emerging case law elsewhere in the country regarding the 5-year supply of housing land, it is now recommended that the documents are not submitted. The proposed new Local Plan would take account of the comments made during the summer on the pre-submission draft City Policies and Sites document and Proposals Map and Cabinet is asked give authority for the Cabinet Member for Business, Skills and Development to agree

interim responses to the representations made on those documents. The decision to not submit the documents to the Government would not affect the legal status of the adopted Core Strategy or 'saved' policies in the Unitary Development Plan.

Reasons for Recommendations:

There is a high risk that housing policies in the City Policies and Sites document and Proposals Map would be found unsound by a Planning Inspector if they were submitted to the Secretary of State for Public Examination. The three key reasons for this are:

- (a) changes in economic conditions since the Local Core Strategy was adopted mean that the five-year supply of *deliverable* housing sites is currently less than half that required under national planning policy; and
- (b) the housing requirement in the adopted Core Strategy could be regarded as out-of-date, given the latest estimates of housing need across the Sheffield/Rotherham strategic housing market area; and
- (c) national planning policy requires that suitable sites for Gypsies and Travellers are allocated in the Local Plan where there is an identified need. The City Policies and Sites document makes no such provision because a need assessment was only recently completed.

These three factors mean that the City Policies and Sites document and Proposals Map potentially conflict with the National Planning Policy Framework (published in March 2012). Options for allocating more housing land are heavily constrained by the policies in the Core Strategy and, consequently, the only way more land can be brought forward is to commence a comprehensive review, including review of the Green Belt boundary. This would need to take place as part of a wider re-assessment of housing requirements and land supply across Sheffield City Region but would allow consideration of housing land allocation options which are more economically viable (and, therefore, more attractive to the market). It would also enable consultation to take place on options for Gypsy and Traveller sites.

Recommendations: That Cabinet:

1. Agrees to commence work on a new Local Plan, given the Government's requirement to (a) increase housing land supply in order to demonstrate a 5-year supply of economically viable housing sites and (b) allocate sites for Gypsies and Travellers in the Local Plan.
2. Agrees that work on the current emerging Local Plan City Policies and Sites document and Proposals Map should be incorporated into the new Local Plan and instructs the Head of Planning to notify the Planning Inspectorate and Secretary of State of the Council's decision to not submit the City Policies and Sites document and Proposals Map for public examination.
3. Endorses continued use of the Core Strategy, 'saved' policies in the Sheffield Unitary Development Plan and the Pre-Submission Draft City Policies and Sites

document for development management decisions, as appropriate, pending adoption of the new Local Plan.

4. Requests the Executive Director, Place to draw up a project plan for a new Sheffield Local Plan (including review of the current adopted Core Strategy) and authorises the Cabinet Member for Business, Skills and Development to agree the timetable, funding and process for producing the new plan.
5. Authorises the Cabinet Member for Business, Skills and Development to agree interim responses to the representations made during the public consultation period on the Pre-Submission Draft City Policies and Sites document and Proposals Map.

Background Papers:

Local Plan Core Strategy (2009)

Local Plan Pre-Submission Draft City Policies and Sites document and Proposals Map (April 2013)

National Planning Policy Framework (March 2012)

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES: Section 11 Cleared by Catherine Rodgers
Legal Implications
YES: Section 12 Cleared by Paul Bellingham
Equality of Opportunity Implications
YES: Section 13 Cleared by Ian Oldershaw
Tackling Health Inequalities Implications
YES: Section 14
Human rights Implications
NO: Section 13
Environmental and Sustainability implications
YES Section 16
Economic impact
YES Section 17
Community safety implications
YES Section 16
Human resources implications
YES Section 17

Property implications
YES: Section 20
Area(s) affected
Whole city excluding area within the Peak District National Park
Relevant Cabinet Portfolio Leader
Leigh Bramall
Relevant Scrutiny Committee if decision called in
Economic and Environmental Wellbeing
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
YES

18 December 2013

SHEFFIELD LOCAL PLAN (FORMERLY SHEFFIELD DEVELOPMENT FRAMEWORK): DECISION ON WHETHER TO SUBMIT THE CITY POLICIES AND SITES DOCUMENT AND PROPOSALS MAP TO THE SECRETARY OF STATE FOR PUBLIC EXAMINATION

1 SUMMARY

1.1 Cabinet is asked to agree to commencement of work on a new Sheffield Local Plan, including review of the Local Plan Core Strategy (adopted by the City Council in 2009). The Local Plan is a statutory document and is subject to a process set out in legislation. The current emerging draft City Policies and Sites document and Proposals Map flow from the current Core Strategy and public consultation on pre-submission drafts of the City Policies and Sites document and Proposals Map took place between 10 June and 6 September 2013, with a view to submitting the documents to the Secretary of State for public examination later this year. However, in light of comments received, and following informal advice from the Planning Inspectorate and emerging case law elsewhere in the country regarding the 5-year supply of housing land, it is now recommended that the documents are not submitted. The proposed new Local Plan would take account of the comments made during the summer on the pre-submission draft City Policies and Proposals Map and Cabinet is asked give authority for the Cabinet Member for Business, Skills and Development to agree interim responses to the representations made on these documents. The decision to not submit the documents to the Government would not affect the legal status of the adopted Core Strategy or 'saved' policies in the Unitary Development Plan.

2 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

2.1 The Local Plan guides decisions by the Council and its partners about new development and other changes in land use. It helps to make sure that new developments cater for the needs of all in the city and respect the environment and the needs of future generations. It helps to provide necessary development and to protect and improve people's home environments, the places where they work and visit, and the ways in which they travel.

2.2 Ceasing work on the City Policies and Sites document and Proposals Map will lead to delay in the adoption of a comprehensive Local Plan. This will inevitably create uncertainty for residents and businesses about where new development will take place. But if the City Policies and Sites document was to be found unsound by a Government Planning Inspector, this would further extend the period of uncertainty. Although it is possible that a Planning Inspector could find the documents sound, the officer view is that this is now extremely unlikely. If work starts on a new Local Plan now, it is hoped that a new local plan could be

adopted by 2016/17. This would, however, depend on available resources and the level of objection received (which could be substantial due to the difficult decisions having to be taken).

- 2.3 Whether or not people support the allocation of more land for housing could depend to a large extent on their current housing circumstances. Those that have a home that meets their needs are potentially more likely to see additional housing land allocations as threatening their local environment or undermining the value of their home. But there are also many people who are in unsuitable accommodation or who cannot afford their own home and who are homeless or forced to share with family or friends. For many households in Sheffield, home ownership, or a home of their own to rent, is currently unattainable.
- 2.4 Over 70% the projected household growth is associated with demographic changes within the existing population (rising birth/ declining death rates and in particular, falling average household size). The remaining growth is due to migration, so is needed to cater for people who are expected to move to Sheffield in the future, many of whom will be needed to support economic growth in the city. Government planning guidance stresses, that it is unacceptable to only cater for the existing population (i.e. migration must be taken into account) when assessing the city's future housing requirements.

3 OUTCOME AND SUSTAINABILITY

- 3.1 The National Planning Policy Framework (NPPF) makes clear that the purpose of the planning system is to contribute to the achievement of sustainable development. The policies in the Local Plan are needed to guide the content of planning briefs and decisions about planning applications (including, for example, through the work of the Sustainable Development and Design Panel).
- 3.2 The current Local Plan Core Strategy objectives and policies place transformation and sustainability at their heart, with regeneration of the existing urban areas a key aim. These aims and objectives would remain valid in a new Local Plan. It is, however, very unlikely that all future development needs can be met within the existing urban areas and this will inevitably mean some hard choices between providing new homes and protecting the environment. A review of the current Sheffield Green Belt boundary will be necessary, though as part of a wider strategic review across South Yorkshire and north Derbyshire.
- 3.3 All options, policies and site allocations in the new Local Plan will be appraised for sustainability so that the economic, social and environmental impacts are clearly set out. Wherever possible, the aim will be to find outcomes which are mutually supportive but this will not be possible in all instances. The appraisal will therefore set out how impacts should be mitigated or where compensatory measures will be needed. The Local Plan, when adopted, will make a very significant contribution to sustainable development in the city.

4 BACKGROUND

- 4.1 The Sheffield Local Plan (formerly the Sheffield Development Framework) is a statutory responsibility of the Council. The Plan is the City's primary land-use and place-shaping strategy. It covers the whole city except for the areas in the Peak Park, which the Peak Park authority is responsible for planning. It currently includes the Core Strategy, which sets out the planning vision for Sheffield, spatial policies (dealing with what is proposed to happen where and how it will be delivered) and other policies dealing with key issues (particularly concerning environmental sustainability). The Core Strategy was subject to public examination by a Planning Inspector and was formally adopted by the Council in March 2009.
- 4.2 The Core Strategy did not cover all the matters needed in the development plan. The City Policies and Sites document flows from the Core Strategy and contains additional policies to implement Core Strategy objectives through development management. It also defines the Core Strategy's broad spatial policies using boundaries on the Ordnance Survey base of the Proposals Map.
- 4.3 The City Policies and Sites document and Proposals Map have been through a long process of preparation and consultation dating back to 2006 (see Appendix 1). In February this year, Cabinet endorsed the Pre-Submission Draft City Policies and Sites document and Proposals Map for publication. They were subsequently approved by Full Council on 4 April. Following publication, formal representations were invited on the document and map between 10 June and 6 September 2013.
- 4.4 If, contrary to the recommendation in this report, work continues on the City Policies and Sites document and Proposals Map, the next formal stage would be to formally submit the documents to the Secretary of State for Communities and Local Government for public examination. A schedule setting out any changes proposed by the City Council in response to representations received during the latest consultation would also be submitted. A Planning Inspector would be appointed to hear representations on the soundness of the plan. The examination would include public hearings, probably in spring 2014, with the Inspector publishing their report by late summer 2014. If the Inspector were to find the documents sound, adoption would be achieved by around autumn next year.
- 4.5 The February Cabinet report highlighted the fact that, despite proposing additional housing site allocations in the Pre-Submission documents, there remained a significant shortfall in the five-year supply of **deliverable** housing sites. It was noted that whilst, in theory, there was enough land to meet the current house building target, **Government planning policy** says that sites must be **economically viable** for them to be included in the 5-year supply. The February report also noted that it remained questionable whether the land supply would be sufficient to meet the projected higher long-term requirement for new homes. This meant that the document was potentially in conflict with the National Planning Policy Framework.

- 4.6 Cabinet supported the two stage approach to improving land supply outlined in the February report. This involved, firstly, putting forward those additional housing sites that could be justified within the terms of current Core Strategy policy and, secondly, following this up with an early review of the Local Plan. The February report noted that the first stage would not produce all the site capacity needed but it was felt to be a pragmatic approach, given that it would enable a comprehensive development plan to be adopted sooner than if the City Policies and Sites document was not progressed further and work started immediately on a new plan. Cabinet agreed that, as a second stage, work on a revised Local Plan (including Core Strategy review) should start as soon as the City Policies and Sites document and Proposals Map were adopted.
- 4.7 Although Cabinet agreed to continue progressing the City Policies and Sites document, officers considered it prudent to seek informal advice from the Planning Inspectorate (PINS) and the Planning Advisory Service (PAS) on the likelihood of the document being found sound, given the lack of a 5-year housing land supply. Discussions with PINS and PAS took place over the summer regarding the issues of the 5-year housing land supply and officers have continued to monitor Inspector decisions on the issue in relation to Local Plans and planning applications in other districts. Advice was also sought from PINS and PAS on Government requirements on planning for Gypsy and Traveller sites, given recent Inspector recommendations on Local Plans elsewhere in the country.

5 GOVERNMENT PLANNING POLICY ON HOUSING

- 5.1 The coalition Government has placed a high priority on delivering new housing. It perceives a lack of housing land as one of the major factors holding back housing delivery. The National Planning Policy Framework (NPPF) says:
- enough land must be allocated for housing within the strategic housing market area to meet the objectively assessed needs for market and affordable housing, unless it can be shown to be in conflict with other policies in the Framework;
 - Local Plans should enable continuous delivery of housing for at least 15 years from adoption of the plan;
 - a **5-year supply of *deliverable* ('ready-to-develop') sites, plus a 5% buffer for flexibility, should be maintained at all times** (and a 20% buffer where there is a persistent history of under-delivery against plan targets);
 - the Local Plan should identify a supply of *developable sites or broad locations for growth* for years 6-10 and, where possible, for years 11-15;
 - an allowance may be made for 'windfall sites' (sites that cannot be identified now) when assessing housing land supply but only where there is compelling evidence;
 - relevant **policies for the supply of housing should be considered out-of-date if the local planning authority cannot demonstrate a 5-year supply of deliverable housing sites**

- 5.2 Although the Government has emphasised that housing targets in Local Plan should be set locally, in practice they are being imposed centrally. The Planning Minister is on record as stating that although local authorities can determine **where** and **what** was built, the role of central government was to make sure councils build **enough** land and sites to meet their objectively-assessed need.
- 5.3 Housing targets in adopted and emerging Local Plans are being challenged by Government Planning Inspectors where the planned housing provision would be insufficient to meet the latest projections of housing need or where the local authority has not taken account of needs across the wider strategic housing market area (by failing in the duty to co-operate with neighbouring districts). This has led to a number of Local Plans being withdrawn or public examinations suspended to allow further work to be undertaken. Planning appeals have also been allowed on green field (and even Green Belt) sites where the local authority has been unable to demonstrate a 5-year supply of deliverable housing sites.

6 CURRENT HOUSING REQUIREMENT

- 6.1 The Sheffield Local Plan (formerly Sheffield Development Framework) Core Strategy was adopted in March 2009 and set the city's housing target for the period 2004-2026. After taking into account homes already built since 2004, at least **19,080 homes still need to be delivered over the period 2013-2026** if the Core Strategy target is to be met. This includes homes needed to replace those lost through future demolition or conversion.
- 6.2 As noted in paragraph 5.1 above, Government policy states that objectively assessed housing needs should be met where it is consistent with other policies in the National Framework Planning Policy Framework (NPPF). Sheffield's current target is the same as that in the Regional Spatial Strategy (RSS) which also implied that some of Sheffield's housing need would be met in Rotherham. However, the RSS has now been revoked and more up-to-date household projections have been published by the Government. These projections show a much higher rate of household growth for Sheffield but Rotherham's rate of growth is lower than the figure set by the RSS. As a result, Rotherham MBC is proposing to set a lower housing target than that originally set in the RSS. Consequently, there is now a strong argument for saying that a fresh assessment of housing requirements is needed across the Sheffield/ Rotherham strategic housing market area and the wider Sheffield City Region. Indeed, the NPPF and recent draft Government practice guidance now requires this strategic approach. It also expects local planning authorities to constantly monitor housing requirement and bring forward more land for development through Local Plan reviews where there is evidence to show that planned provision will be insufficient to meet the objectively assessed need. These points have been made strongly by objectors to the Pre-Submission City Policies and Sites document (see Section 9 below).
- 6.3 Latest interim Government projections show that the number of households in Sheffield could increase by an average of about 1,950 per year over the period 2011-2021 if recent past trends continue. This figure is broadly consistent with the recently completed Sheffield Strategic Housing Market Assessment which

concludes that **future household growth is likely to be in the range 1,700-2,300 per year**. These figures compare with the current housing target of just 1,425 new homes per year in the Local Plan.

- 6.4 Across the combined Sheffield/ Rotherham districts, the latest projection (2011-2021) is for average growth of 2,870 households per year, which compares to planned provision in the two Core Strategies of just 2,375 per year. This equates to a potential shortfall of nearly 5,000 dwellings over the 10-year period.
- 6.5 Work is progressing at the City Region level on a reassessment of housing needs across Sheffield City Region. But further work is still needed to take account of economic growth forecasts linked to the City Region Strategic Economic Plan, as well as looking at requirements within strategic housing market areas (including Sheffield/ Rotherham). These assessments will be a vital part of the evidence needed to produce a new Local Plan.

7 CURRENT HOUSING LAND SUPPLY

- 7.1 In her report in early 2009, the Core Strategy Inspector concluded that Sheffield had identified enough land to meet the housing target without the need for strategic or local review of the Green Belt. Whilst noting that the supply was tight, she felt that any shortfall could be met by reallocating surplus employment land for housing.
- 7.2 Since the public examination on the Core Strategy, housing market conditions have changed significantly and this has severely affected how much land is likely to be deliverable during the remaining period covered by the Local Plan (2013-2026). Some sites which the Council was relying on to meet the Core Strategy housing target are unlikely to be deliverable until after 2026. The report to Cabinet in February 2013 highlighted the fact that it was questionable whether there was sufficient housing land to meet either the 5-year requirement or the projected long-term requirement for new homes. There are a number of reasons for this:
- (a) Constraints on mortgage lending and rising unemployment have **reduced the effective demand for housing** (this is the number of people who can afford to buy or rent on the open market). This has led to slower build out (or even suspension of building) on schemes that already have planning permission. A significant number of developers have gone into liquidation and many planning permissions have not been implemented.
 - (b) Rates of delivery between 2008 and 2013 have, consequently, been lower than forecast which has resulted in the **supply being squeezed into a shorter delivery period**. This means a higher annual build rate is required to deliver all the supply by 2026 but there are limits to what the market will deliver in any one area each year (even though there is latent demand for homes that would be taken up if the builders were prepared/ able to lower house prices or if more affordable mortgages were available).

- (c) The **apartments market has contracted** significantly due to a loss of institutional investors and steeper falls in prices relative to other types of housing. This especially impacts on the City Centre (where there is potential for around 6,000 homes) but also areas like the River Don District (RDD) (next to Meadowhall) which could have provided at least 800 homes but where the site owners now have other aspirations for the land.
- (d) Falling house prices and rising developer costs (Building for Life; Code for Sustainable Homes, etc) have made **many sites economically unviable**, especially brownfield sites in weaker market areas. Although the Local Plan is proposing significant reallocations of land that was allocated for industry and business in the UDP (e.g. at Stocksbridge; Darnall, Attercliffe, River Don District, Oxclose), much of this land is brownfield, is expensive to develop and is in areas where land and residential property values are lower.
- (e) **The housing market renewal programme has been axed and national funding for affordable housing has been cut** by around 50%. The approved Affordable Homes Programme (AHP) for Sheffield for 2011-15 aims to deliver around 375 new affordable homes, though this is less than half the number (889 homes) delivered over the last four years.
- (f) **Sheffield Housing Company is now delivering new quality homes for the city but not all the homes are deliverable during the period covered by the Local Plan.** The first completions have now taken place but the current delivery programme for the 2,300 new homes extends to 2032 and is expected to deliver about 1,800 by 2026. These homes will be predominantly in parts of the housing market renewal areas of Shiregreen, Parson Cross, Manor and Norfolk Park.
- (g) Private house builders argue that Sheffield does **not have enough of the right sort of sites** in areas where people want to live. They contend that more greenfield (including Green Belt) sites should be released in higher value areas (i.e. the west of the city) to provide greater choice.

7.3 Although a significant number of the sites currently identified for housing are not economically viable **at the moment**, as market conditions improve more should become deliverable in the medium to long term (including after 2026). Some will require public sector support and it will be important for the Council to continue to take all possible steps to make sites more attractive to house builders.

Overall Supply

7.4 Our latest assessment of the overall housing land supply for the period 2013-2026 is summarised in the table below. Although, in theory, the total identified supply appears to be sufficient to meet the remaining Local Plan housing requirement, it is unlikely that all the identified sites are deliverable by 2026. Our best estimate is that, **delivery by that date is likely to be at least 1,000 dwellings below the level needed** (though the shortfall could be much greater than this as our modelling assumes a significant step up in delivery from 2019/20 onwards).

Table 1: Summary of Total Local Plan Supply 2013/14 – 2025/26

Type of Site and Planning Status	Dwellings
Large sites with planning permission – not proposed as allocations in Local Plan	4,450
Large sites with planning permission – proposed allocations in Local Plan	3,410
Large sites – allocated in Local Plan but no planning permission	7,355
Other identified large sites	4,275
Small sites with planning permission	420
Estimated future windfalls on small sites	2,480
Total	22,390

7.5 The Planning Inspectorate (PINS) have commented that, as time moves on since the Core Strategy was adopted and the housing target becomes more out-of-date, the Council should consider very carefully if the difficult questions (including for example, how an increased level of housing need and demand will be met) should be dealt with now, rather than postponed to a later plan. Given this comment and the latest forecasts of household growth within the Sheffield/Rotherham strategic housing market area (see paragraphs 6.2.and 6.3 above), it is difficult to see how a credible case could now be made for continuing with the current level of housing allocations without a fresh reassessment of housing need and potential land supply across the strategic housing market area.

5-year supply

7.6 The February Cabinet report noted that there remained a significant shortfall in the five-year supply and that this had been observed and commented on by the house builders because Government policy requires a 5-year supply of economically viable sites to be maintained at all times. Indeed, this issue has been raised again as part of significant objections to the Pre-Submission Draft City Policies and Sites document (see Section 9 below).

7.7 The latest assessment of the 5-year supply for the five-year period 2014/15 to 2018/19 concludes that it is about 46% of the housing requirement for that period (i.e. just under **2.5 years supply**). This includes a 5% buffer for flexibility (as required by the NPPF) and takes into account past delivery and estimated completions in 2013/14. It equates to **a shortfall of just over 4,900 dwellings**.

7.8 The Planning Inspectorate advice is that there is a balance to be struck between what the City Policies and Sites document will do *now* to boost housing supply significantly, compared with stopping work on the plan to commence a strategic review of housing and other requirements for a new, comprehensive Local Plan. This comment suggests there would be a reasonable case for submitting the documents **if** it would significantly increase the 5-year supply. However, that is not the case. We estimate that there would only be a small improvement in the 5-year supply at the point of adopting the plan. This is largely because the City Policies and Sites document would not be confirming substantial new greenfield housing allocations (i.e. most of the allocations are brownfield sites in the urban

areas where housing would already be an acceptable use, in principle). Government initiatives like the 'Help to Buy' mortgage support scheme should lead to some recovery of demand but it is not possible, for the present, to demonstrate how this capacity would be taken up. Government policy does not allow the current (low) effective demand for new homes to be taken into account (see paragraph 7.2(a) above).

8 DESIGNATION OF GYPSY AND TRAVELLER SITES

- 8.1 The South Yorkshire Gypsy and Traveller Need Study was completed earlier this year. It identified **a need for 50 additional pitches within Sheffield**, including 31 pitches for New Age Travellers. The study was not completed in time to allow site options to be consulted on as part of the City Policies and Sites document. Our original intention had been to deal with this issue in a separate development plan document.
- 8.2 The Planning Inspectorate's advice is that the Government expects plan-led provision for Gypsies and Travellers to meet needs. They have advised that the Council should consider whether there is very strong justification for deferring meeting needs of Gypsies and Travellers to the full review of the Local Plan, given its timescale. At the very least, the Council is advised to have convincing evidence of the level of need, how it is currently being met, and the contingency measures proposed including, if necessary, a single issue plan to address travellers' needs at the earliest possible date. It was also emphasised that public examinations in Chorley and South Ribble districts had been suspended by the Inspector to allow time for the Councils to identify, and consult on, suitable sites.
- 8.3 Whilst in theory, the Council could defer submission of the City Policies and Sites document to allow time to consult on, and identify, suitable Gypsy and Traveller sites, this would cause significant delay (perhaps 6-9 months, depending on the level of objection). This would merely hold up the consideration of the wider housing requirement and land supply issues. It would, therefore, seem sensible to consider options for Gypsy and Traveller sites allocation options through the new Local Plan, rather than through a separate single issue plan.

9 COMMENTS ON THE PRE-SUBMISSION DRAFT CITY POLICIES AND SITES DOCUMENT AND PROPOSALS MAP

- 9.1 There have been three rounds of extensive consultation prior to the recent Pre-Submission representations period. This included consultation on additional sites allocation options in 2012, with a view to increasing both the 5-year and overall supply of housing land. The Pre-Submission consultation was advertised in the local press and copies of the documents were made available at First Points, libraries and housing offices across the city.
- 9.2 Representations were received from 124 organisations and individuals. In total, 772 comments were made on the document and Proposals Map, of which 184 (24%) considered it sound, 377 (49%) unsound and 211 (27%) comments didn't specify either way. If the Council decides to continue with submission of the

document, it will be necessary to set out recommended changes for the Inspector to consider. But it is apparent that many of the objections will not be capable of being addressed through the current documents and would require more fundamental changes to the Core Strategy.

- 9.3 The largest number of objections (57) was in relation to the housing requirement and the supply of housing land. This included objections from 18 house builders, land owners or their agents. Their objections largely relate to the issues already discussed in sections 5-7 above, in particular the view that the Core Strategy housing policies are out of date, given the latest (higher) household projections and Rotherham's decision to cut their house building target. Related to this were concerns about the evidence base and, more specifically, the lack of a strategic housing market assessment for the Sheffield/ Rotherham strategic housing market area. It is therefore apparent that the Council would face significant challenge on these key issues at the public hearings if the decision was taken to submit the City Policies and Site document.
- 9.4 Associated with the general objections about the housing requirement and land supply, were 18 objections relating to specific proposals to re-designate land for housing. This included eight sites in the Green Belt, including a proposal for a major urban extension (1,500 dwellings) to the east of Handsworth.
- 9.5 The new Local Plan will need to include a review of the Green Belt boundary and it is therefore appropriate for all the sites proposed by objectors to be considered as **options** alongside other sites that will need to be considered as part of that process. All the options will be subject to public consultation and will need to undergo sustainability appraisal (including strategic environmental assessment), health impact appraisal and equality impact assessment.

10 OPTIONS FOR TAKING THE LOCAL PLAN FORWARD

- 10.1 The two options for taking the Local Plan forward are:
- (a) submit the City Policies and Sites document and Proposals Map to the Secretary of State for public examination – the argument would be that this represents the most pragmatic way of achieving adoption of an up-to-date Local Plan (especially development management policies); or
 - (b) cease work on the City Policies and Sites document and Proposals Map and commence work immediately on a new Local Plan
- 10.2 In our discussions with the Planning Inspectorate, we pointed to the benefits of having an up-to-date plan in place as soon as possible. In particular, we emphasised the importance of having up-to-date development management policies to replace those in the Unitary Development Plan. We also highlighted the fact that the Council has already acknowledged the need for an early comprehensive review of the strategic requirements for Sheffield and we argued that this work would not be advanced significantly by stopping the progress of the City Policies and Sites document.

- 10.3 It is clear from the Planning Inspectorate's comments on the housing land supply that they have significant concerns (see paragraphs 7.4, 7.7 and 8.2 above). This should be weighed heavily in deciding which option to take. Whilst the Inspectorate were not prepared to make a firm recommendation on which course the Council should take (because that would be pre-judging the outcome of the examination process), their comments would seem to point towards the second option. This is supported by decisions by planning inspectors on emerging Local Plans elsewhere in the country. **Without exception, plans have been found to be unsound where the local authority has been unable to demonstrate a 5-year supply of housing land.**
- 10.4 There is also the more fundamental question of whether the annual housing target in the Core Strategy is still the right figure, given more recent household projections and Rotherham's decision to propose a lower housing target in their draft Core Strategy. The Planning Inspectorate's comments about not deferring the difficult decisions (see paragraph 7.4 above) are particularly pertinent in this respect.
- 10.5 It is therefore reasonable to conclude that, under option (a) there is a high risk that the Council would be asked by the Inspector to withdraw the document or, if the Council failed to do so, it would be found unsound. Either way, the Council would have to start work on a new Local Plan but it would have incurred costs associated with holding the public examination. It would also further delay adoption of a new plan, possibly by around 6-9 months.
- 10.6 If the documents were to be submitted, the Inspector might suggest that the public examination is suspended (for perhaps up to 6 months) to allow the Council time to identify more land for housing and/ or Gypsy and Traveller sites. However, we would see little merit in this. The consultation on additional site allocation options in 2012 followed extensive work to identify all additional land that could reasonably be brought forward for housing without undermining strategic policies for protection of Green Belt and open space. Past experience also shows that consultation on Gypsy and Traveller site options would also be controversial and would take time to resolve due to the likely large number of objections it would generate.
- 10.7 There may be concerns that option (b) would result in a large amount of wasted work. This would not be the case. Ceasing work on the documents does not mean that the Council has to go back to the start. Many of the policies and site allocations are likely to remain relatively unaffected and could be taken forward in the new Local Plan. Much of the evidence base is either up-to-date or needs only minor refreshing. Option (b) would, however, provide an opportunity to address a number of other matters raised by objectors to the Pre-Submission Documents (i.e. not just the issue of housing requirement and land supply). In particular:
- employment land requirements
 - retail policy
 - the approach to green infrastructure and heritage assets

- 10.8 Further work will, however, need to be undertaken jointly with the other Sheffield City Region local authorities to assess housing requirements and land supply across Sheffield City Region. Drawing on the recently completed Sheffield Strategic Housing Market Assessment, it will be necessary to produce an assessment for the wider Sheffield/ Rotherham strategic housing market area. Work has already commenced on developing a methodology for strategic review of the South Yorkshire and north Derbyshire Green Belt.
- 10.9 Members may also have concerns about what the implications of not submitting the City Policies and Sites document would be for planning decisions on other types of development, pending adoption of a new plan. However, whilst the housing policies on land supply in the Core Strategy would be considered out-of-date, other policies in the plan would continue to carry the full weight of the adopted development plan. So, for instance, policies in the Core Strategy controlling out-of-centre retail development are still valid provided guidance in the NPPF relating to impact and sequential approach is followed (the recent Inspector's report on the Next Homeware store near Meadowhall supports this view).
- 10.10 We have also given consideration to the implications for taking forward work the Community Infrastructure Levy (CIL). National CIL Guidance emphasises that the levy should relate to an up-to-date relevant plan. It is considered that the Core Strategy is an up-to-date relevant plan and this sets the requirements for new infrastructure across the city. Whilst it was the intention for the City Policies and Sites document to set out further detail on spending the Levy it is felt that there is sufficient detail in the Core Strategy to form the basis for the on-going CIL process. Consequently, we do not anticipate problems in progressing work on the CIL but Members should be aware that there is a possibility that in the absence of the City Policies and Sites document the CIL examiner may consider that the Council does not have a complete and up-to-date plan.
- 10.11 If Members agree the recommendation to not submit the current documents, it will still be important for the Council to respond to the comments that were made during the consultation. In many cases, it is not possible to provide a definitive view *now* because, as already noted, the issues can only be addressed through a new Local Plan. But, a consultation report should be published which indicates broadly whether the Council is minded to accept or reject the comment or what further work is required before a firm conclusion can be reached. It is therefore recommended that the Cabinet Member for Business, Skills and Development is given delegated authority to agree *interim* responses to the representations made during the public consultation period on the Pre-Submission Draft City Policies and Sites document and Proposals Map. The responses are *interim* in that final responses would, in effect, not be made public until a new draft Local Plan is approved by Cabinet for public consultation.

11 FINANCIAL IMPLICATIONS

- 11.1 Core staff costs for the Local Plan are covered within the Forward and Area Planning budget. A separate Local Plan budget covers costs associated with the public examination, essential research and studies to support the evidence base,

public consultation and document production. This budget is showing a potential underspend of around £30k in 2013/14 (out of a total budget of £122k).

- 11.2 If the decision is taken to progress the City Policies and Sites document to public examination, this will incur a cost of around £75k in 2014/15 as a result of having to pay for the Public Examination hearings, a Programme Officer and Planning Inspector. These costs will not be incurred if Cabinet agrees the recommendation in this report.
- 11.3 The new Local Plan will, of course, also need to undergo Public Examination and it would be prudent to plan for peaking in the Local Plan budget when the highest costs (associated with the public examination) are incurred. Due to the fact that the new Local Plan will include review of the Core Strategy, the public examination will almost certainly take longer than that associated with the City Policies and Sites document and it is estimated that the cost of this could be in the region of £125-150k (assuming a 5-6-week rather than 3-week examination). It is therefore recommended that any underspend in 2013/14 and thereafter is carried over as a reserve and further contributions to this reserve are made in subsequent years to cover peaks in costs associated with preparing the Local Plan.
- 11.4 Once adopted, the Local Plan needs to be continually monitored and the evidence base will need to be kept up-to-date. The plan is likely to need reviewing every 5-7 years and it would therefore be appropriate to continue to maintain a reserve after the new Local Plan has been adopted to allow for peaks in years when the public examination takes place.

12 LEGAL IMPLICATIONS

- 12.1 Under the Planning and Compulsory Purchase Act 2004, the Council is required to prepare a Local Development Framework (now Local Plan) which forms the basis of planning for its area.
- 12.2 If not submitted, the Pre-Submission Draft City Policies and Sites document and Proposals Map would still be a material consideration in planning decisions. They would not be formally withdrawn but would carry only limited weight when compared to an up-to-date adopted Local Plan. The level of weight that can be attached to the policies and proposals will be less where they are the subject of significant objections or where they are inconsistent with the NPPF. However, where there is robust, up-to-date evidence that underpins the policies, this may be used to support decisions on planning applications.
- 12.3 The lack of a 5-year supply of housing land means that it is highly likely that the policies in the Core Strategy relating to housing land supply would be regarded as out-of-date by a Planning Inspector. Indeed, there have already been appeal decisions where the Inspector has made comments to that effect. Other policies in the Core Strategy would, however, continue to have the full legal weight of the development plan where they are consistent with the National Planning Policy Framework.

13 EQUALITY OF OPPORTUNITY IMPLICATIONS

- 13.1 The options that led to the policies in the Pre-Submission Draft City Policies and Sites document were subject to an equality appraisal and an Equality Impact Assessment. The report to Cabinet in February drew attention to the potential benefits of several policies for particular people groups. As already noted above, until those policies are adopted, they will carry only limited weight in planning decisions, except where they are consistent with national planning policy.
- 13.2 The representations process for the Local Plan is set out in regulations but groups representing people who might otherwise be disadvantaged by planning and development will be informed of the opportunity to comment. Users requiring the document in large print, audio format, Braille or on disk will be given a contact address and phone number. Implications of the consultation processes have already been audited for the adopted Statement of Community Involvement (which sets out the Council's approach and standards to be achieved when consulting with the public on planning matters).

14 HEALTH INEQUALITY IMPLICATIONS

- 14.1 As with the equality of opportunity implications, the February report to Cabinet highlighted the policies that contribute to reducing health inequalities by applying consistent standards across the city. Again, until those policies are adopted, they will carry only limited weight in planning decisions, except where they are consistent with national planning policy.

15 HUMAN RIGHTS IMPLICATIONS

- 15.1 The process for preparing a Local Plan conforms to national law that takes due account of human rights.

16 ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

- 16.1 The policies, proposals and site allocations in either the City Policies and Sites document or a new Local Plan will need to accord with the National Planning Policy Framework, which requires development to be sustainable and affirms the environmental dimension of sustainability. The policies in the City Policies and Sites document flow from the current Local Plan Core Strategy objectives and policies, which have been appraised for sustainability and further appraisal has been carried out of the options that led to the Pre-Submission draft policies. The February Cabinet report identified some critical policies for sustainable development in both the Core Strategy and City Policies and Sites document and the intention is that these policies would be taken forward in the new Local Plan, except where there is an inconsistency with national policy or where new evidence has come to light. A report on the sustainability appraisal was published with the consultation draft City Policies and Sites document.

16.2 There are likely to be concerns that bringing forward more greenfield sites in a new Local Plan will not guarantee increased delivery as land owners will wait for values to increase. There is also a significant risk that brownfield sites in the existing urban areas will be left undeveloped. It will therefore be vital for the Council to take all possible steps to secure the additional public funding needed to make those sites deliverable. The Council is progressing a number of initiatives (e.g. the Local Growth Fund) to unlock housing delivery on brownfield sites and is exploring the opportunities provided by the Sheffield City Region Growth Plan. However, in a continued period of austerity it is unlikely that sufficient funding will be available to enable the full brownfield potential to be realised.

17 ECONOMIC IMPACT

17.1 The Local Plan plays a key role in delivering the development necessary to support economic growth in the city. Much of the housing growth that is needed within the Sheffield/ Rotherham strategic housing market area will be needed to support economic growth targets in the emerging Sheffield City Region Strategic Economic Plan. If the economy grows, more people will be attracted to Sheffield to work and fewer people will move away from the city to find jobs elsewhere. Work undertaken to date on population and household growth projections indicates that over 1,500 homes per year are needed in Sheffield just to maintain the number of jobs at the 2010 level (assuming economic activity rates within the working age population remain unchanged). However, the question of whether housing needs are met in Sheffield or in adjoining districts (with increased numbers of people commuting into Sheffield), is a matter that needs to be addressed through the duty-to-co-operate within Sheffield City Region.

17.2 The City Policies and Sites document or a new Local Plan must avoid placing undue additional burdens on businesses in the form of conditions. This is made very clear in the National Planning Policy Framework. High quality and sustainable design may carry some costs but the policies (e.g. on local employment) recognise the different circumstances in different areas. The sustainable design criteria accord with national guidelines and the Council has already shown itself to be realistic when there are viability concerns.

17.3 The main additional sums paid by developers would be the Community Infrastructure Levy (CIL) and, for housing developments, a contribution to affordable housing. The CIL (at a level still to be consulted on) will provide funds that will be used to help deliver infrastructure priorities in Sheffield, determined by the additional demand that new development places on infrastructure. In the future Section 106 funding will not be available to deliver this as it has been in the past. Whilst some public funding will be available from central Government for infrastructure, the CIL is viewed by Government as the way that the private sector makes its contribution towards infrastructure provision. Without the Council pursuing a CIL, it may be difficult to argue for public funding that would be required to cover a bigger infrastructure gap in the absence of CIL.

18 COMMUNITY SAFETY IMPLICATIONS

- 18.1 The Cabinet report in February highlighted a number of policies in the City Policies and Sites document which promote personal safety and security or which would help to ensure road safety. As with policies promoting equality, health or sustainable design, until those policies are adopted, they will carry only limited weight in planning decisions, except where they are consistent with national planning policy. It is envisaged that these policies would be taken forward in the new Local Plan with relatively little change.

19 HUMAN RESOURCES IMPLICATIONS

- 19.1 Work on a new Local Plan, including developing the necessary evidence and public consultation can be undertaken by staff on the current establishment. Development of a new Local Plan will require consultation on strategic options, including Green Belt boundary review in order to bring forward more land for housing. This will be highly controversial and affected communities will expect to be fully consulted. Further cuts to already reduced staff resources could restrict the Council's ability to deliver effective consultation (or consultation would have to take place over a much extended period which would delay getting an up-to-date Local Plan in place). Large numbers of objections could also significantly increase the time taken to adopt a new plan. Giving priority to work on the Local Plan might mean deferring or ceasing work on other competing tasks.

20 PROPERTY IMPLICATIONS

- 20.1 The Local Plan policies and allocations apply equally to the Council as to other public or private sector developer or property interests. Council property management intentions, like those of any other property owner, are relevant in the assessment of the deliverability of proposed allocations (which include Council-owned land) but the Council's property interests are not material considerations for determining planning policy.

21 ALTERNATIVE OPTIONS

- 21.1 The options for progressing the Local Plan as a whole has already been outlined in Section 10 above.
- 21.2 Alternative policy options for the City Policies and Sites document and Proposals Map were fully considered and consulted on at the Emerging Options stage. The more strategic choices were largely determined by the Core Strategy and the choice with many of the policy criteria and allocations is whether to have them or not. However, there were alternative options for many of the criteria (e.g. a higher standard or a lower one than what is proposed) and choices about the required uses for allocation sites. These are detailed in the Background Reports which contain fuller evidence for the selection and rejection of options for policies and proposals.

21.3 Preparation of a revised Local Plan will allow more wide-ranging options for finding new housing land to be consulted on. These options should take account of new research into changes in nationally produced projections, assessment of local housing markets in the City Region, appraisals of the sustainability of additional site options and negotiations with neighbouring authorities.

22 CONCLUSIONS ON REASONS FOR RECOMMENDATION

22.1 In light of the advice from the Planning Inspectorate and decisions being taken by Inspectors on emerging Local Plans elsewhere in the country, there appears to be little prospect of the City Policies and Sites document and Proposals Map being found sound. It is currently not possible to demonstrate a 5-year supply of deliverable housing sites and no Gypsy and Traveller Sites have been allocated. Both these factors mean the plan conflicts with national planning policies.

22.2 The National Planning Policy Framework requires a 5-year supply of deliverable sites to be maintained, as well as a further supply of sites that are developable during the plan period. In theory, there is enough land available for housing in Sheffield to meet the housing target in the current adopted Local Plan Core Strategy. However, current market factors mean that not all of this land is economically viable to develop at the moment and it is unlikely it will all be developable during the period covered by current Local Plan. A major increase in public subsidy for housing would be needed to enable all the sites to be delivered.

22.3 Planning strategy needs to take the long view on the delivery of new homes. This accords with the Corporate Plan aim of having the right number of desirable homes in the right places to meet the future needs of residents. The Government's presumption in favour of sustainable development, together with its ambition to increase levels of house building, mean that where there is not a five-year supply the presumption will be to allow appeals into refusal of permission for housing, wherever they occur. In the current policy context, the lack of a five-year supply could mean the plan being found unsound.

22.4 Objectors to the Pre-Submission documents have highlighted the lack of a 5-year housing supply and have questioned whether the housing target in the Local Plan Core Strategy is high enough, given the latest projections of household growth and Rotherham's decision to cut their housing target. Even though current market demand for new homes is suppressed by economic factors and a lack of affordable mortgages, **Government planning policy does not allow this to be taken into account when deciding how much housing is needed.** The Planning Minister has stated that, whilst local authorities can determine *the location and type of housing* built, the role of central Government is to make sure councils allocate *enough* land to meet their objectively-assessed need. It is also apparent from decisions on Local Plans elsewhere in the country that the Government's own household projections are given significant weight when Inspectors are reaching a view on overall housing needs.

22.5 Options for allocating more housing land are heavily constrained by the policies in the Core Strategy and, consequently, the only way more land can be brought

forward is to commence a comprehensive review. This would need to take place as part of a wider re-assessment of housing requirements and land supply across Sheffield City Region but would allow consideration of housing land allocation options which are more economically viable (and, therefore, more attractive to the market). It would also enable consultation to take place on options for Gypsy and Traveller sites.

23 RECOMMENDATION

That Cabinet:

- 23.1 Agrees to commence work on a new Local Plan, given the Government's requirement to (a) increase housing land supply in order to demonstrate a 5-year supply of economically viable housing sites and (b) allocate sites for Gypsies and Travellers in the Local Plan.
- 23.2 Agrees that work on the current emerging Local Plan City Policies and Sites document and Proposals Map should be incorporated into the new Local Plan and instructs the Head of Planning to notify the Planning Inspectorate and Secretary of State of the Council's decision to not submit the City Policies and Sites document for public examination
- 23.3 Endorses continued use of the Core Strategy, 'saved' policies in the Sheffield Unitary Development Plan and the Pre-Submission Draft City Policies and Sites document for development management decisions, as appropriate, pending adoption of the new Local Plan.
- 23.4 Requests the Executive Director, Place to draw up a project plan for a new Sheffield Local Plan (including review of the current adopted Core Strategy) and authorises the Cabinet Member to agree the timetable, funding and process for producing the new plan.
- 23.5 Authorises the Cabinet Member for Business, Skills and Development to agree interim responses to the representations made during the public consultation period on the Pre-Submission Draft City Policies and Sites document and Proposals Map.

Simon Green

Executive Director, Place

18 December 2013

APPENDIX 1

Process for Preparing the City Policies and Sites Document and Proposals Map





SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Eugene Walker

Date: 21 August 2013

Subject: Revenue and Capital Budget Monitoring 2013/14 – As at 31 August 2013

Author of Report: Allan Rainford; 35108

Summary: This report provides the month 6 monitoring statement on the City Council's Revenue and Capital Budget for 2013/14.

Reasons for Recommendations To formally record changes to the Revenue Budget and gain Member approval for changes in line with Financial Regulations.

Recommendations:

Please refer to paragraph 113 of the main report for the recommendations.

Category of Report: OPEN/CLOSED

Statutory and Council Policy Checklist

Financial implications
YES/NO Cleared by: Eugene Walker
Legal implications
YES/NO Cleared by:
Equality of Opportunity implications
YES/NO Cleared by:
Tackling Health Inequalities implications
YES/NO
Human rights implications
YES/NO :
Environmental and Sustainability implications
YES/NO
Economic impact
YES/NO
Community safety implications
YES/NO
Human resources implications
YES/NO
Property implications
YES/NO
Area(s) affected
Relevant Scrutiny Board if decision called in
Overview and Scrutiny Management Committee
Is the item a matter which is reserved for approval by the City Council? NO
Press release
YES/NO

REVENUE BUDGET & CAPITAL PROGRAMME MONITORING AS AT 30 SEPTEMBER 2013

Purpose of the Report

1. This report provides the Month 6 monitoring statement on the City Council's Revenue Budget and Capital Programme for September. The first section covers Revenue Budget Monitoring and the Capital Programmes are reported from paragraph 89.

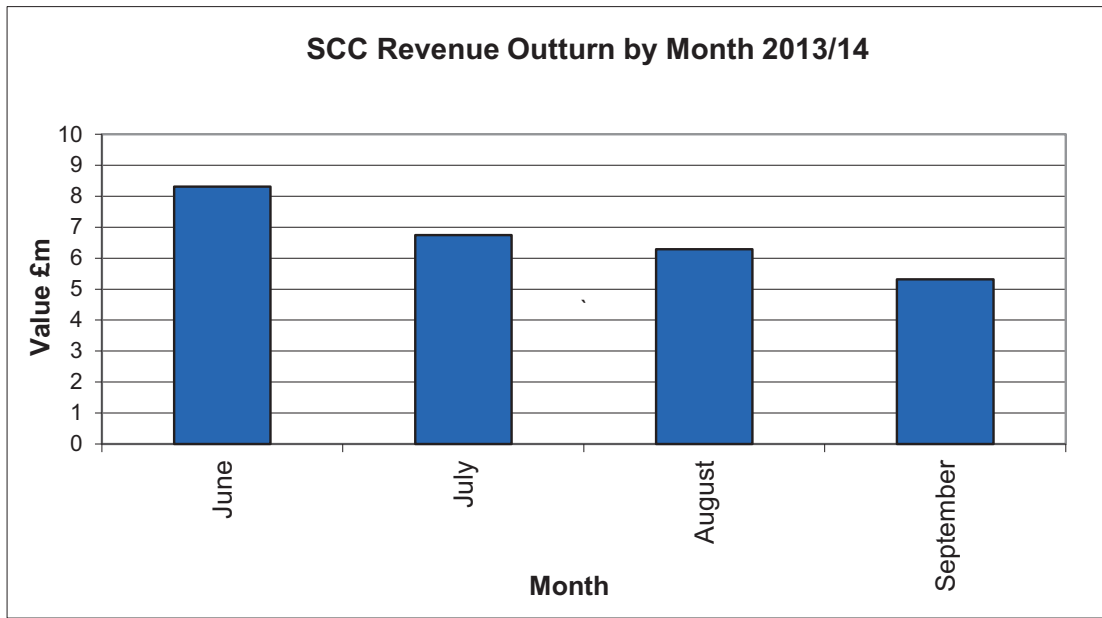
Revenue Budget Monitoring

Summary

2. The budget monitoring position at month 5 indicated a forecast overspend of £6.3m, based on expenditure incurred to date and forecasted trends to the year end. The latest monitoring position at month 6 shows a forecast overspend of £5.3m to the year end: i.e. a forecast improvement of £970k since last month. This is summarised in the table below:

Portfolio	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
CYPF	88,985	88,904	81	↑
PLACE	150,318	149,906	412	↓
COMMUNITIES	182,757	170,876	11,881	↓
POLICY, PERFORMANCE & COMMUNICATION	2,722	2,617	105	↔
RESOURCES	62,850	63,968	(1,118)	↔
CORPORATE	(482,313)	(476,271)	(6,042)	↔
GRAND TOTAL	5,319	-	5,319	↓

3. The forecast outturn shows a reducing overspend from the £8.3m overspend reported in month 3 to £5.3m in month 6. This improvement reflects Portfolios attempts to reduce spending but also the use of one-off grants to offset the significant pressures with the Communities portfolio. Further work is being undertaken to deliver a balanced position at year end. The position month by month is shown in the following chart:



4. In terms of the month 6 overall forecast position of £5.3m overspend, the key reasons are:

- Place are showing a forecast overspend of £412k, due to an estimated £389k associated with contract negotiations to deliver the waste management savings, additional forecast costs within commercial estate of £215k and a reduction in anticipated markets income of £170k. These overspends are partly offset by a number of small forecast reductions in spending within Development and Regeneration Services totalling £319k.
- Communities are showing a forecast overspend of £11.9m, due predominately to a £9.9m overspend in Care and Support relating to Learning Disability Services and the purchase of Older People's care and a £2.8m overspend on Mental Health purchasing budgets .
- Resources are showing a forecast reduction in spending of £1.1m, due to £992k savings on the housing benefits subsidy adjustments, £954k of insurance fund savings and £200k reduction in spending within the Finance Service as a result of early staff savings for the 2014/15 budget. These savings are partly offset by a £545k overspend in Business Information Solutions ICT costs, £276k of unfunded E-Business project costs and a £257k overspend within HR on employee costs.
- Corporate budgets are showing a forecast reduction in spending of £6m, due mainly to savings against the redundancy budget of £2m and the receipt of additional grant income totalling £3.7m.

5. The reasons for the movement from month 5 are:
- Children Young People and Families are forecasting an adverse movement of £176k, due to the removal of £276k City Skills ringfenced / Partnership funding, which was carried forward from 2012/13 and was showing in the budget at month 5. This funding is required to cover future years commitments. This adverse movement is partly offset by receipt of £150k additional Education Support Grant as a result of delayed Academy conversions.
 - Place are forecasting an improvement of £206k, due to small savings against the Waste Management contract of £414k and £248k relating to number of small savings within the Development and Regeneration Services. These improvements are partly offset by the adverse movement arising from increases in the forecast cost of repairs, valuations and disposals within commercial estate of £215k and the aforementioned reduced forecast income within markets of £170k.
 - Communities are forecasting an improvement of £721k, due primarily to a review of the Hostels Re-Provision Programme costs and timetable, resulting in £534k of savings and vacancy control savings declared in Business Systems and Information of £95k.
 - The month 5 monitoring report highlighted a number of management actions being taken by the Communities portfolio to reduce the forecast overspend. The full impact of implementing these measures is not currently reflected in the forecast outturn and should result in further improvements in coming months.

Individual Portfolio Positions

Children Young People and Families (CYPF)

Summary

6. As at month 6 the Portfolio is forecasting a full year outturn of £81k overspent, an adverse movement of £176k from the month 5 position (See table below). DSG is forecast to overspend by £232k which is an adverse movement of £182k from last months reported position. The key reasons for the forecast outturn position are:
- **Business Strategy:** £142k forecast reduction in spend, due to a £392k forecast overspend in Children's Public Health, offset by increased income of £630k on the Education Services Grant (ESG).

- **Children and Families:** forecasting an overall net balanced budget, which includes £249k forecast overspend in legal fees, £303k forecast overspend on residential homes, £317k forecast reduction in spend on fieldwork services and £297k forecast reduction in spend on Placements.
- **Inclusion and Learning Services:** £214k forecast overspend, due to £126k forecast overspend on faith travel passes, £268k forecast overspend on travel passes due to an increase in demand and a reduction in spend of £85k in the Learning and Achievement Service.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
BUSINESS STRATEGY	4,484	4,626	(142)	↓
CHILDREN & FAMILIES	67,087	67,077	9	↔
INCLUSION & LEARNING SERVICES	5,211	4,997	214	↔
LIFELONG LEARN, SKILL & COMMUN	12,204	12,204	(0)	↑
GRAND TOTAL	88,985	88,904	81	↑

Commentary

7. The following commentary concentrates on the key changes from the previous month.

Non DSG Budgets

Business Strategy

8. As at month 6, Business Strategy is currently forecasting a reduction in spend of £142k (shown in the table above). This is an improvement of £118k from the previous month and is due to an increase in the forecast income for Education service Grant of £150k to £630k, as a result of slippage in the Academy conversion programme, with some Academies converting later than originally anticipated.

Lifelong Learning and Skills

9. As at month 6, LLSC is currently forecasting a net balanced budget (shown in the table above). This is an adverse movement of £276k from the previous month and is due to the removal of ringfenced Partnership funding in order to cover future commitments but also in recognition that if this funding was not spent, the Council would be required to refund its partners.

DSG Budgets

10. As at month 6, DSG is forecast to overspend by £232k. This is an adverse movement of £183k from the previous month. This adverse movement is in Business Strategy which has recognised consultancy costs from Oasis Management of £140k, for developing plans for two new schools in Sheffield.

Place

Summary

11. As at month 6 the Portfolio is forecasting a full year outturn of a £412k overspend, an improvement of £206k from the month 5 position. The key reasons for the forecast outturn position are:

- **Business Strategy & Regulation:** £389k forecast overspend arising from risks associated with contract negotiations with the Contractor on the new service to deliver the full £2.1m waste management savings in the 2013/14 Budget.
- **Capital & Major Projects:** £440k forecast overspend arising from additional forecast costs within commercial estate of £215k and a reduction in anticipated markets income of £170k.
- **Regeneration & Development Services:** £319k forecast reduction in spending arising from a small net reduction in costs over the whole service area.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
BUSINESS STRATEGY & REGULATION	29,455	29,066	389	↓
CAPITAL & MAJOR PROJECTS	1,137	696	440	↑
CREATIVE SHEFFIELD	3,662	3,662	0	↔
CULTURE & ENVIRONMENT	22,869	23,004	(135)	↔
MARKETING SHEFFIELD	937	900	37	↔
PLACE PUBLIC HEALTH	(0)	0	(0)	↔
REGENERATION & DEVELOPMENT SER	92,259	92,577	(319)	↓
GRAND TOTAL	150,318	149,906	412	↓

Commentary

12. The following commentary concentrates on the changes from the previous month.

Business Strategy & Regulation

13. The current forecast for this activity is £389k over budget, an improvement of £414k this period. The improvement arises from a further relatively small reduction in net waste contract management costs, largely attributable to lower than planned waste treatment volumes.
14. The key risk is around securing agreement with the Contractor to deliver the full £2.1m waste management savings included in the 2013-14 Budget. Negotiations are on-going with a view to seeking resolution.

Capital & Major Projects

15. The forecast for this activity is £440k overspent, an adverse movement of £381k this period. The adverse movement arises from increases in the forecast cost of repairs, valuations and disposals within commercial estate of £215k and reduced forecast income within markets of £170k, against which mitigating actions are to be identified.

Regeneration & Development Services

16. The forecast for this activity is a £319k reduction in spending, an improvement this period of £248k, arising from a number of small savings across the whole service.

Communities

Summary

17. As at month 6 the Portfolio is forecasting a full year outturn of £11.9m overspend, an improvement of £725k from the month 5 position. The key reasons for the forecast outturn position are :
 - **Business Strategy:** forecast reduction in spending of £462k. A small element of vacancy control savings target still held in BS of £125k to reflect anticipated vacancies that may occur in the second half of the year. The remainder is due to savings initiatives identified in BS including control of other vacancies and thorough reviews of non-pay expenditure.
 - **Care and Support:** a significant forecast overspend of £9.9m. This overspend is across Older People's / Physical Disabilities (together, known as "Adults") / Learning Disabilities (LD) care purchasing budgets, and is due to the full year effect of 2012/13 activity, and anticipated continued growth in 2013/14. This position includes the use of the corporate contingency, identified in the budget process, for Adult Social Care.

- Commissioning:** a forecast £2.4m overspend due to: Mental Health purchasing budgets forecasting an overspend of £2.8m, due to an increase in the number of people requiring care provision (predominantly using SDS Personal Budgets); alongside a Substance Misuse purchasing overspend of £70k. Other areas forecasting an overspend in this Service are; Mental Health Commissioning £152k, relating to savings on the S75 Agreement with SHSCT not being achieved and £66k unrecovered income relating to MH Resource Centres. These are, to some degree, offset by the target reduction in spending of £491k on Housing Related Support Programme (formerly Supporting People) and net reduction in spend on Social Care and Housing Commissioned Services of £197k.
- Community Services:** forecast overspends of £84k. Locality Management show an overspend of £177k, due to part year (rather than full year) implementation of the Community Assemblies budget saving. Library, Archive and Information Services are reporting a small overspend of £17k on utility costs and Community Safety has a reduction in spend of £28k due to new income and reduced expenditure on staffing. Public Health is reporting a reduction in expenditure of £82k although this will be subject to review and is expected not to recur.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
BUSINESS STRATEGY	11,704	12,167	(462)	↓
CARE AND SUPPORT	123,606	113,709	9,897	↓
COMMISSIONING	36,956	34,594	2,361	↔
COMMUNITY SERVICES	10,490	10,407	84	↓
GRAND TOTAL	182,757	170,876	11,881	↓

Commentary

18. The following commentary concentrates on the changes from the previous month.

Business Strategy

19. A forecast £462k reduction in spend against budget. This is an improvement of £100k compared to the previous month and is mainly due to Vacancy control savings declared in Business Systems and Information of £95k.

Care and Support

20. A forecast £9.9m overspend. This is an improvement of £534k from the previous month which is due primarily to a review of the Hostels Re-Provision Programme costs and timetable. An increase in cost had been anticipated but recent work has suggested that in fact we could deliver these services at a slightly reduced rate.

Community Services

21. A forecast £84k overspend, which is an improvement of £144k on the previous month due to further analysis of staffing costs and income in Community Safety budgets resulting in a reduction of forecast spend in month of £63k. Public Health Domestic Abuse budgets are reporting a move of £88k in month but Finance and Service will be undertaking detailed work within the next month and it is not expect that this reduction in spending will recur.

Resources

Summary

22. As at month 6 the Portfolio is forecasting a full year outturn of a reduction in spending of £1.1 million, an improvement of £75k from the month 5 position. The key reasons for the forecast outturn position are:

- **Business Information Solutions:** £545k overspend due in the main to reduced income from project recharges of £348k.
- **Commercial Services:** £276k overspend due to E-Business project costs.
- **Human Resources:** £257k overspend due to forecast overspend in employee costs due to delayed MER.

Offset by:

- **Housing Benefit:** £992k reduction in spending as a result of subsidy adjustments. This subsidy adjustment represents a 0.5% movement on a demand led £191m budget.
- **Central Costs:** £954k reduction in spending owing to a transfer of £1m from the Insurance Fund.
- **Finance:** £200k reduction in spending in Finance as a result of early staff savings for the 2014/15 budget.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
BUSINESS INFORMATION SOLUTIONS	1,265	720	545	↑
COMMERCIAL SERVICES	902	626	276	↑
COMMERCIAL SERVICES (SAVINGS)	(820)	(820)	0	↔
CUSTOMER FIRST	3,057	3,057	0	↔
CUSTOMER SERVICES	2,753	2,793	(40)	↔
FINANCE	2,120	2,320	(200)	↔
HUMAN RESOURCES	1,399	1,142	257	↑
LEGAL SERVICES	5,235	5,235	0	↔
PROGRAMMES AND PROJECTS	1,284	1,219	65	↔
TRANSPORT AND FACILITIES MGT	32,524	32,599	(75)	↓
TOTAL	49,719	48,891	828	↔
CENTRAL COSTS	13,121	14,075	(954)	↔
HOUSING BENEFIT	10	1,002	(992)	↓
GRAND TOTAL	62,850	63,968	(1,118)	↔

Commentary

23. The following commentary concentrates on the changes from the previous month.

Business Information Solutions

24. A forecast £545k overspend. This is an adverse movement of £112k from the previous month due to reduced traded income on the core business as only commissioned work is now being forecast. The Open Data Project was previously included in the forecast as a potential source of income but indications are that this is no longer going ahead.

Commercial Services

25. A forecast £276k overspend, of which £291k is due to the write off of expected income to the E-Business project. The rest of the service is forecasting an underspend of £15k, although additional income subsequently identified will improve this to a £65k reduction in spend. This is an adverse movement of £129k from the previous month. Efforts are being taken to recover costs, in order to reduce the overspend, although this is not included in the forecast at this time.

Human Resources

26. A forecast £257k overspend. This is an adverse movement of £129k from the previous month due to the delay of an MER implementation and revised forecasts of the savings achievable in this financial year.

Policy, Performance and Communications

Summary

27. As at month 6 the Portfolio is forecasting an overspend of £105k, an improvement of £45k from the month 5 position. This overspend is due to increasing Election canvassing costs.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 5
ACCOUNTABLE BODY ORGANISATIONS	0	0	0	↔
POLICY, PERFORMANCE & COMMUNICATION	2,857	2,752	105	↔
PUBLIC HEALTH	(135)	(135)	0	↔
GRAND TOTAL	2,722	2,617	105	↔

Commentary

28. The following commentary concentrates on the changes from the previous month.

Policy, Performance and Communications

29. A forecast £105k overspend. This is an improvement £45k from the previous month due to reduced forecasts of supplies and services spend.

Corporate items

Summary

30. The month 6 forecast position for Corporate budgets is a £6m reduction in spending which is an improvement of £98k on the month 5 position. The table below shows the items which are classified as Corporate and which include:

- **Corporate Budget Items:** corporate wide budgets that are not allocated to individual services / portfolios, including capital financing costs and the provision for redundancy / severance costs.
- **Corporate Savings:** the budgeted saving on review of management costs and budgeted saving from improved sundry debt collection.
- **Corporate income:** Formula Grant and Council Tax income, some specific grant income and contributions from reserves.

Financials

	FY Outturn	FY Budget	FY Variance
	£'000	£'000	£'000
Corporate Budget Items	86,228	88,522	-2,294
Savings Proposals	-450	-450	0
Income from Council Tax, RSG, NNDR, other grants and reserves	-568,091	-564,343	-3,748
Total Corporate Budgets	-482,313	-476,271	-6,042

31. Corporate Budget items are showing a forecast reduction in spending of £2.3m, due mainly to the reassessment of the budget requirement for redundancy cost of £2m, other miscellaneous income of £175k including the recovery of previous years' National Non-Domestic Rates (NNDR) overpayments and £120k saving against the Carbon Reduction Credits budget resulting from more up to date information on the estimated 2013/14 costs. This forecast is consistent with the month 5 position.
32. Additional income accounts for the remaining £3.7m underspend. This additional income includes a £1.1m RSG refund, £1.4m LACSEG refund, £271k additional Council Tax Freeze grant, and two un-ringfenced grants including £947k adoption grant and £98k from the Department of Health (DoH). This forecast is an improvement of £98k from the month 5 position and results from the receipt of the DoH grant.

Collection Fund

33. In 2013/14 approximately £260m of our expenditure will be financed, directly, through locally collected taxation, out of a total of £477m:

	£m
Council Tax	164.2
Business Rates Locally Retained	95.3
	<u>259.5</u>
RSG/Business Rates Top Up Grant	217.9
TOTAL	<u>477.4</u>

34. This taxation is collected by the Council and credited to the Collection Fund. The Government receives 50% of the business rates collected (the "Central Share") and uses this to finance grant allocations to local authorities. The Fire Authority receives 1% of Business Rates collected and the Council retain the remaining 49%.
35. Following the implementation of the Government's Business Rates Retention Scheme on 1 April 2013, steps have been taken to monitor the

Collection Fund more closely. The overall position is subject to change due to the impact of national austerity measures on Business Rates income and the impact of the introduction of the local Council Tax Support Scheme on Council Tax collection rates.

Summary

36. As at the end of quarter two the collection fund is forecasting a surplus of £1m at year end. In accordance with the Business Rates Retention System the Council would retain £0.5m of this. This forecast position is less than the £0.8m council retained share reported at quarter one. This is due to the effect of mandatory reliefs from the new University campus and the increase in businesses seeking charitable relief. However, due to the volatility in several areas of the fund, this surplus should not be assumed to be available for use in 2014/15.

Income Stream	2013/14 Budget	Amounts Collected in Second Quarter	Forecast Year End Position	Forecast Year End Surplus
	£m	£m	£m	£m
Council Tax	164.2	91.3	164.2	0.0
Business Rates Locally Retained	95.3	61.9	95.8	0.5
TOTAL	259.5	153.2	260.0	0.5

Business Rates

37. The following table shows the elements involved in the determination of the business rate position. This examines the current position and then compares the resultant year end forecast with the 2013/14 budget for business rates income.

Collection Fund - Business Rates	Budget 2013/14 £m	Forecast Year End Position £m	Variance £m
Gross Business Rates income yield	(245.5)	(245.5)	0.0
LESS Estimated Reliefs	33.0	32.0	(1.0)
Losses and Cost of Collection	3.3	3.3	0.0
Losses on Appeals in Year	3.2	3.2	0.0
Provision for Future Appeals	11.6	11.6	0.0
Net Business rates	(194.4)	(195.4)	(1.0)
Apportionment of net business rates:			
Sheffield City Council	(95.3)	(95.8)	(0.5)
SY Fire Authority	(1.9)	(1.9)	0.0
Government	(97.2)	(97.7)	(0.5)
Total Apportionment	(194.4)	(195.4)	(1.0)

Gross Rate Yield

38. The Gross Rate Yield (GRY) represents the Rateable Value of the City multiplied by the Business Rates Multiplier. This is a measure of the total business rates billed in the city before taking account of reliefs, discounts and other adjustments.
39. The rateable value of the city is broadly in line with budget. Forecasts still retain some uncertainty, principally because the full effects of the move to the Moor Markets are yet to be fully realised.
40. There are potential increases in the business rates base in the future but the precise level and timing of any additional receipts is uncertain at the present time.

Reliefs and Discounts

	Budget 2013/14 £m	Year to Date Quarter two £m	Forecast Year-End Outturn £m	Variance £m
Small Business Rates Relief	6.1	5.7	5.9	(0.2)
Mandatory Charity Relief	16.2	16.2	16.9	0.7
Discretionary Relief	0.6	0.5	0.6	0.0
Empty Property / Statutory Exemption	9.0	7.7	7.9	(1.1)
Partly Occupied Premises Relief	1.1	0.3	0.8	(0.3)
	33.0	30.4	32.0	(1.0)

41. Most reliefs and discounts are awarded in full at the point of billing at the start of the year. The total level of reliefs awarded in the first two quarters amounts to £30.4m which is below the £33m assumed in the budget. Actual reliefs are forecast to rise to £32m by the end of the year.
42. There is a high degree of volatility in empty property reliefs. A prudent position was established during budget setting due to the potential for businesses to manipulate this relief. To date, year-end forecasts are below budget for empty properties relief leaving us in a potentially beneficial position.
43. Growth is anticipated in several of the reliefs based on analysis of historic trends. However, the year-end forecast is still £1m below budget.
44. The level of reliefs and discounts awarded can be affected by economic conditions, court rulings and businesses' behaviour and will be closely monitored throughout the remainder of the year.

Appeals

45. The 2013/14 Council budget anticipates £3.2m of refunds in year resulting from appeals. The budget also includes a provision for £11.6m future appeals against bills that have already been issued either in this year or in earlier periods. The first year of the Business Rates Retention System has brought with it a requirement to account for these back dated appeals.
46. So far in year the Council have paid out £1m refunds as a result of appeals but this is expected to rise to £3.2m by year end.
47. Appeals are notoriously difficult to forecast due to the lack of available information. The £3.2m forecast is based on historical trend analysis

and this will continue to be monitored throughout the year. The Valuation Office Agency have recently provided a large amount of data on appeals and work is underway to analyse this to help inform the appeals figures in future forecasts.

Collection Rates

48. The Net Collectable Debit (NCD) is the Gross Rate Yield less any discounts and reliefs applied. The amount of Business Rates collected at the end of quarter two stands at £126.4m or 59.0% of the NCD (£61.9m retained share).
49. The collection rate was 58.0% at the same point in 2012/13 and so considering difficult economic conditions we are well placed to achieve budgeted levels of collection.

Losses and Cost of Collection

50. Write offs to date amount to £0.9m. This is forecast to increase to £2.6m which will bring us in line with the budgeted figure for Losses and Cost of Collection.
51. The figure of £3.3m shown in the table above includes £0.7m Cost of Collection. This is the forecast cost of recovering debts, including legal expenses.

Overall Forecast Outturn for Business Rates

52. Bringing together the elements identified above results in an improvement of £1m compared to budget. If this position materialises it would result in a surplus on the Collection Fund which would be available for use in 2014/15. However, given the inherent uncertainty around appeals and reliefs, no assumptions should be made at this stage about availability of resources in 2014/15.

Council Tax

53. Council Tax is being monitored closely by the revenues and benefits team. This monitoring involves analysis of the discounts and exemptions, movements on the tax base and collection rates. Deductions for elements such as student exemptions can swing the year end forecast significantly from month to month.
54. At quarter two, the overall number of exemptions currently awarded is 9,300, which is below the level of 14,000 assumed in the budget (the majority of which are for households occupied wholly by students). This means there is the potential for more Council Tax income to be collected.

However, it is anticipated that the number of exemptions granted will increase due to student numbers increasing throughout the remainder of the year.

55. At the end of quarter two, the number of discounts awarded is 90,600, which is slightly below the budgeted level of 91,000 (the vast majority of which are Single Person Discounts). This is broadly in line with expectations for this point in the year.

Collection Rates

56. The Councils share of Council Tax collected to quarter two of this financial year stands at £91.3m. This represents a collection of 55.6% against the budgeted levels. Overall collection percentages are slightly down on the same point last year, although this was expected given the introduction of Council Tax Support from April 2013.

Overall Forecast Outturn for Council Tax

57. The forecast shows that outturn will be in line with the original budget. Reasonable forecasts have been included for exemptions yet to be awarded and the overall collection rate and will be closely monitored for material movement.

Local Growth Fund

58. The position on the Local Growth Fund is as follows:

LOCAL GROWTH FUND

		£m
Income	Reserves as at 31/03/13	-3.0
	13/14 NHB Grant	-4.6
	Total Income	<u>-7.6</u>
Expenditure	13/14 Spend to date at Month 6	0.9
	Forecast to Year End	4.5
	Future Years' Commitments	<u>3.4</u>
	Total Expenditure	<u>8.8</u>
	Funding Requirement	<u><u>1.1</u></u>

59. The increase on the rate of expenditure from last month's position reflects work on the public realm at Chaucer. The forecast for the year has been maintained with significant projects completing in the next few

months including the payment to the Sheffield Housing company for work on new homes, and purchase of the former Norton Aerodrome.

Housing Revenue Account

60. As at month 6 the full year outturn position is a forecast in-year surplus of £8.7m. At this stage, this represents a projected improvement of £2.8m from the revised budget. Overall, any predicted improvement on the account will be factored into the planned update of the Business Plan and Capital Investment Programme later in the year.
61. The main reason for the variation in the overall improved position reported above relates to a predicted reduction in capital financing costs of £1.5m. This is primarily a result of reduced interest costs arising from the Councils on-going active Treasury Management Strategy.
62. Now that that HRA is self-financing, the Council has to consider the long term risks on interest rates and ensure that its 30 year business plan includes a sustainable level of debt.
63. Other main areas contributing to the year-end forecast position include a revised forecast re service charge income of £398k and a £1.7m forecasted reduction in running costs mainly as a result of staff vacancies and various reduced spending on other budget heads. This is offset by a forecast increase of £620k in the cost of council tax on vacant properties and provision for rent arrears and a £244k reduction in overall rental income.

HOUSING REVENUE ACCOUNT	FY Outturn £000's	FY Budget £000's	FY Variance £000's
1.RENTAL INCOME	(142,335)	(142,579)	244
2.OTHER INCOME	(5,160)	(4,761)	(398)
3.FINANCING	53,059	54,581	(1,522)
4.OTHER CHARGES	3,784	3,164	620
5.REPAIRS	33,027	33,091	(64)
6.TENANT SERVICES	48,900	50,647	(1,748)
Grand Total	(8,725)	(5,857)	(2,868)

Community Heating

64. The budgeted position for Community Heating is a draw down from Community Heating reserves of £670k. As at month 6 the forecast position is a draw down from reserves of £212k resulting in a reduction in spending of £458k. This is largely due to a reduction in energy

consumption compared to budget and a reduction in the number of vacant properties.

COMMUNITY HEATING	FY Outturn £000's	FY Budget £000's	FY Variance £000's
INCOME	(3,527)	(3,548)	21
EXPENDITURE	3,739	4,218	(479)
Grand Total	212	670	(458)

Corporate Financial Risk Register

65. The Council maintains a Corporate Financial Risk Register which details the key financial risks facing the Council at a given point in time. The most significant risks are summarised in this report for information together with a summary of the actions being undertaken to manage each of the risks.

2013/14 Budget Savings and Emerging Pressures

66. There will continue to be a robust monitoring process to ensure that the agreed budget for 2013/14 is implemented, especially given the cumulative impact of £182m of savings over the last three years. As part of the budget a number of key risk areas were identified which present the highest degree of uncertainty.
67. When the Government's Business Rates Retention Scheme was introduced in April 2013, a substantial proportion of risk was transferred to local government, particularly in relation to appeals, charitable relief, tax avoidance, hardship relief and negative growth. The issue of appeals dating back to the 2005 rating list is the greatest risk causing concern across all authorities. There are properties with a rateable value of £195m under appeal currently in Sheffield, with an allowance for £14.8m of refunds in 2013/14. Officers are still working to estimate the impact of appeals, but in reality the picture will only become clearer when actual trends are monitored in year.
68. Adult social care demand pressures, plus the impact of changes in health i.e. the Right First Time programme and reductions in Continuing Health Care (CHC) funding, are presenting significant challenges on delivering the Communities portfolio budget in 2013/14. As a result of these pressures, the portfolio's forecast outturn position is an overspend of around £12.6m in 2013/14.

69. In Children Young People & Families portfolio, the key area to highlight is the changes to the Criminal Justice System for children on remand which came into effect from April 2013, with a possible impact of £700k built in as a pressure, but the exact impact is very uncertain. The £700k pressures are currently covered by efficiency savings that still have to be firmed up. There is no clarity on any funding from Central Government for this new burden.

Digital Region

70. Following the recent announcement that Digital Region will be closed down, the Council will be required to cover the cost of their share of the estimated closure costs including the potential claw back of the ERDF funding of £27m given for the original investment in the project. The Digital Region Project Group has been tasked to minimise all costs of closure through negotiation over the next 12 months however the Councils share of the maximum estimated closure costs have been provided for in the 2011/12 accounts.

Capital Receipts & Capital Programme

71. Failure to meet significant year on year capital receipts targets due to depressed market and reduced Right-to-Buys, resulting in potential over-programming / delay / cancellation of capital schemes.

Pension Fund

72. Bodies whose Pension liability is backed by the Council are likely to find the cost of the scheme a significant burden in the current economic context. If they become insolvent the resulting liability may involve significant cost to the Council.

Electric Works

73. The running costs of the business centre are not covered by rental and other income streams. The approved business plan set aside contingency monies to cover potential deficits in its early years of operation. However, there remains a risk that the occupancy of units within Electric Works might be slower (lower) than that assumed within the business case, such that the call on the contingency is greater (earlier) than planned. A report on the future of Electric Works will be brought to Members in 2013.

Contract Spend

74. The high and increasing proportion of Council budgets that are committed to major contracts impairs the Council's flexibility to reduce costs or reshape services. This is exacerbated by the fact that in general

these contracts carry year-on-year inflation clauses based on RPIx which will not be available to the Council's main funding streams, e.g. Council Tax, RSG and locally retained Business Rates.

Economic Climate

75. There is potential for current adverse economic conditions to result in increased costs (e.g. increased homelessness cases) or reduced revenues. The Council seeks to maintain adequate financial reserves to mitigate the impact of unforeseen circumstances.

NHS Funding Issues

76. There are significant interfaces between NHS and Council services in both adults' and children's social care. The Council has prioritised these services in the budget process, but savings have nevertheless had to be found. Working in partnership with colleagues in the Health Service, efforts have been made to mitigate the impact of these savings on both sides. However, on-going work is required now to deliver these savings in a way that both minimises impacts on patients and customers and minimises financial risks to the NHS and the Council.

77. The Council is participating in the Right First Time (RFT) programme with the Clinical Commissioning Group (CCG) and Hospital Trust. This programme aims to shift pressures and resources from the hospital to community settings over the longer term, which should assist the Council in managing adult social care pressures. However, there are short-term pressures from the programme changes that are adding costs to the Council.

Housing Regeneration

78. There is a risk to delivering the full scope of major schemes such as Parkhill and SWaN because of the severe downturn in the housing market. This could result in schemes 'stalling', leading to increased costs of holding the sites involved, and in the case of SWaN, potential exposure to termination payments. In addition, the ending of the Housing Market Renewal programme has caused funding pressure on the Council's capital programme, e.g. on site clearance work and in enabling further phases of commenced demolition schemes.

Trading Standards

79. There is a low risk that it is not possible to recover outstanding contributions from the other South Yorkshire Authorities. However,

negotiations are in the final stages and there is an expectation that an agreement will be reached.

External Funding

80. The Council makes use of a number of grant regimes, central government and European. Delivering the projects that these grants fund involves an element of risk of grant claw back where agreed outputs are not delivered. Strong project management and financial controls are required.

Education Funding

81. In 2013/14 25 academy conversions are anticipated (20 primary / 5 secondary), of which 4 primary schools have already converted.

82. Academies are entitled to receive a proportion of the Council's central education support services budgets. Based on projected academy conversions it is estimated that:

- up to £1.75 million of DSG funding will be given to academies to fund support services.
- up to £3.25 million will be deducted from the Council's allocation of Education Services Grant (ESG), and given to academies.

83. If an academy is a sponsored conversion then the Council will have to bear the cost of any closing deficit balance that remains in the Council's accounts. It is estimated that this may be up to £750k based on current projected academy conversions during 2013/14.

84. Where new independent schools (free schools) or Academies are set up and attract pupils from current maintained PFI schools, then the funding base available to pay for a fixed long term PFI contract would reduce, leaving the Council with a larger affordability gap to fund. There are also further potential risks if a school becoming an academy is a PFI school, as it is still unclear how the assets and liabilities would be transferred to the new academy and whether the Council could be left with residual PFI liabilities.

Treasury Management

85. The on-going sovereign-debt crisis is subjecting the Council to significant counterparty and interest rate risk. Counterparty risk arises where we have cash exposure to banks and financial institutions who may default on their obligations to repay to us sums invested. There is also a real risk that the Eurozone crisis could impact upon the UK's recovery, which in turn could lead to higher borrowing costs for the nation.

86. The Council is mitigating counterparty risk through a prudent investment strategy, placing the majority of surplus cash in AAA highly liquid and diversified funds. On-going monitoring of borrowing rates and forecasts will be used to manage our interest-rate exposure.

Welfare Reforms

87. The government is proposing changes to the Welfare system, phased in over the next few years, which will have a profound effect on council taxpayers and council house tenants in particular. The cumulative impact of these changes will be significant. Changes include:
- Abolition of council tax benefit – replaced by a local scheme with effect from April 2013 which is cash limited and subject to a 10% reduction from previous levels. The Council approved a replacement scheme, including a hardship fund in January 2013, but there are risks to council tax collection levels and pressures on the hardship fund.
 - Housing Benefit changes – with effect from April 2013 social housing tenants have seen their benefits cut if they are considered to have a spare bedroom, thereby impacting on their ability to pay rent.
 - Introduction of universal credit – from October 2013 administered by DWP. Along with the impact of reducing amounts to individuals and the financial issues that might cause, the biggest potential impact of this change is the impact on the HRA and the collection of rent. This benefit is currently paid direct to the HRA; in future this will be paid direct to individuals. This will potentially increase the cost of collection and rent arrears. There will also be an impact on the current contract with Capita and internal client teams.

Housing Revenue Account (HRA)

88. There are a number of future risks and uncertainties that could impact on the 30 year HRA business plan. As well as the introduction of Universal Credit, outlined in the risk above, the main identified risks to the HRA are:
- Interest rates: fluctuations in the future levels of interest rates have always been recognised as a risk to the HRA, and;
 - Repairs and Maintenance: existing and emerging risks within the revenue repairs budget include unexpected increased demand (for example due to adverse weather conditions).

The Capital Programme for 2013/14

Summary

89. At the end of September 2013, capital expenditure so far to date is £7.8m (16%) below budget. This is a substantial improvement of £9.2m, on the month 5 variance which was £17m (39%) below budget. This improvement reflects the review work undertaken by project managers to re-profile the budgets to reflect more realistic delivery timescales.
90. The outturn forecast is £22.9m (14%) below the budget. This is an improvement of £3.5m on the month 5 variance which was £26.4m below budget. This improvement is again down to the impact of the review programme referred to above and subsequent approval of project slippage.
91. Analysis of the revised forecasts shows that whilst considerable progress has been made, potentially further reductions in both the budget and forecast are required. The basis for this assertion is:
- The actual spend at the end of month 6 is £43.5m which is £7.8m (16%) below budget; and
 - The forecast capital spend for 2013/14 at £135.7m is £20.9m above that delivered in 2012/13 but the current rate of spend is below that seen last year.
92. In order to achieve the forecast level of spend, a substantial turnaround in performance across all programmes is required. Given the current rate of spend, which is around £7-8m per period, and allowing for expected increases in some Highways programmes such as Streets Ahead and Better Buses, an outturn closer to £100m than £135m looks the more likely year end Outturn position. Finance continues to challenge unrealistic project managers' forecasts and the necessary adjustments will be brought forward for approval in future reports.

Financials 2013/14

Portfolio	Spend to Date	Budget to Date	Variance	Full Year Forecast	Full Year Budget	Full Year Variance
	£000	£000	£000	£000	£000	£000
CYPF	9,359	13,453	(4,094)	36,309	47,373	(11,065)
Place	9,470	12,450	(2,981)	36,610	42,799	(6,189)
Housing	19,556	19,844	(288)	46,444	49,609	(3,165)
Communities	425	441	(16)	2,348	2,914	(566)
Resources	4,656	5,085	(429)	13,995	15,879	(1,884)
Grand Total	43,466	51,273	(7,807)	135,706	158,575	(22,869)

93. Of the £7.8m underspend against profile in the year to date position, £2m is due to operational delays and a further £2.5m will be removed if Cabinet approves amendments to project profiles which will be presented in November. The operational delays are due to lengthy contract negotiations on the Fire Risk Assessment project (£850k) and £1m on the BRT North project which is due to delays in land purchases and specialist materials required for the Supertram crossing.
94. The 2013-14 budget has increased slightly from £158.3m last month to £158.6m this month as a result of new approvals such as the Lower Don Valley Flood Defence scheme and Streets Ahead works offset by further slippage adjustments.
95. The forecast for the year shows that all portfolios are below profile against the approved programme. The key variances are detailed below:
- **CYPF:** £11.1m below budget due to a £5m reduction in the BSF programme which has been submitted to Cabinet for approval on 20th November. There is an additional £4.7m reduction required to the BSF programme and this reduction now incorporates a provision of £3.8m for the potential VAT liability on Notre Dame. The project manager has revised the project cost for this year and will be submitting a revised profile in the Month 7 report for approval by Cabinet.
 - **Place:** £6.2m below budget of which £4.9m relates to the CPO acquisitions for the New Retail Quarter. This project is currently on hold pending a review of the options for taking the development forward. A further £1.5m is due to expected project slippage on the Lower Don Valley Flood Defence project. Formal approval will be sort once the level of slippage has been identified by the project manager.
 - **Housing:** £3.2m below budget of which £1.9m is due to delivering projects at lower cost. These savings are mainly as a result of reductions in elements of work following detailed project surveys. A further £180k is due to LTE's Repair and Refurbishment, which has been submitted to cabinet for approval on the 20th November. A further £360K relates to slippage request for the Energy Programme – Green Deal project which has been submitted for approval on appendix 1.

- **Communities:** £600k below budget: this is mainly due to projects which have slipped behind schedule and into future years.
- **Resources:** £1.9m below budget: this is due mainly to £1.1m variance within Health & Safety Compliance programme. Detailed building assessments have been completed to identify the specific measures to be undertaken. A capital approval form will be brought forward in the Month 7 report to seek approval to apply part of the programme budget to Staniforth & Darnall Fire Risk Assessment project which will cover works at Staniforth Road Depot and Darnall Education (Starworks) centre.

Commentary

Children, Young People and Families Programme

96. CYPF capital expenditure is £4.1m (30%) below the profiled budget for the year to date and forecast to be £11.1m (23%) below the programme by the year end for the reasons set out in the table below.

Cause of Change on Budget	Year to Date £000	Full Year Forecast £000
Operational delays in projects due to planning, design or changes in specification	-850	0
Revised profile for Building Schools for the Future programme	-2,274	0
Incorrect budget profiles	115	0
No forecast entered by project managers	0	-494
Projects submitted for Approval	0	-5,020
Underspending on project estimates	0	-181
Other variances	-1,085	-5,370
	-4,094	-11,065
Spend rate per day	73.7	142.9
Required rate to achieve Outturn	212.2	
Rate of change to achieve forecast	188.0%	

97. The forecast variance of £11.1m mainly arises from variations affecting the BSF programme. A £5m reduction has been submitted to cabinet for approval on the 20th November. A further £4.7m reduction is required to the BSF programme, this reduction now incorporates a provision of

£3.8m for the potential VAT liability on Notre Dame. The project manager has revised the project cost for this year and will be submitting a revised profile in the Month 7 report for approval by Cabinet.

Place Programme

98. The Place portfolio programme (excluding Housing) is £3m (24%) below the profiled budget for the year to date and forecast to be £6.2m (14%) below the programme by the year end for the reasons set out in the table below.
99. The main reason for the year to date variance relates to operational delays expected on the BRT North project, this is due to delays in land purchases and specialist materials required for the Supertram crossing.
100. The Other variance for the forecast position in the table below relates to the New Retail Quarter CPO scheme which is on hold pending a review of the project.

Cause of Change on Budget	Year to Date £000	Full Year Forecast £000
Slippage b/fwd from 2012/13		
Slippage to be carried forward	-280	-1,724
Operational delays in projects due to planning, design or changes in specification	-1,181	0
Incorrect budget profiles	-345	0
No forecast entered by project managers	0	-6
Projects submitted for Approval	106	203
Overstatement of budgets		
Overspending on project estimates	0	-232
Other variances	-1,280	-4,429
	<u>-2,981</u>	<u>-6,189</u>
Spend rate per day	74.6	144.1
Required rate to achieve Outturn	213.7	
Rate of change to achieve forecast	186.6%	

Housing Programme (Place Portfolio)

101. The Housing capital programme is £288k (1%) below the profiled budget for the year to date and forecast to be £3.2m (6%) below the programme by the year end for the reasons set out in the table below.

Cause of Change on Budget	Year to Date £000	Full Year Forecast £000
Slippage to be carried forward	-362	-127
Projects submitted for Approval	-4,745	-172
Home Improvement grants held on behalf of other local authorities	-22	0
Items under investigation		
Underspending on project estimates	-278	-1,878
Other variances	5,119	-988
	<u>-288</u>	<u>-3,165</u>
Spend rate per day	154.0	182.9
Required rate to achieve Outturn	211.7	
Rate of change to achieve forecast	37.5%	

102. The main reason for the forecast variance is due to £1.9m of expected savings to the Housing programme, of which £740k relates to North Parson Cross project and a further £490k relates to the South West Abbey Brook project. These savings are mainly as a result of reductions in elements of work following detailed project surveys.

Communities

103. The year to date spend on the Communities portfolio capital programme is £16k (4%) below the profiled budget and the forecast £566k (19%) below budget.

104. The main reason for the forecast variance is £481k of project slippage. This relates to ICT Infrastructure and Mobile Working Solutions both of which have been submitted for approval on appendix 1.

Cause of Change on Budget	Year to Date £000	Full Year Forecast £000
Slippage to be carried forward	0	-481
Other variances	-16	-85
	<u>-16</u>	<u>-566</u>
Spend rate per day	3.3	9.2
Required rate to achieve Outturn	15.1	
Rate of change to achieve forecast	351.9%	

Resources

105. The year to date spend is £429k (8%) below the programme and forecast to be £1.9m (12%) below the approved budget for the whole year.
106. The main reason for the forecast variance is due mainly to £1.1m variance within Health & Safety Compliance works programme. Detailed building assessments have been completed to identify the specific measures to be undertaken. A capital approval form will be brought forward in the Month 7 report to seek approval to apply part of the programme budget to Staniforth & Darnall Fire Risk Assessment project which will cover works at Staniforth Road Depot and Darnall Education (Starworks) centre.

Cause of Change on Budget	Year to Date £000	Full Year Forecast £000
Slippage to be carried forward	-231	0
Other variances	-197	-1,884
	-429	-1,884
 Spend rate per day	 36.7	 55.1
Required rate to achieve Outturn	73.5	
Rate of change to achieve forecast	100.6%	

Approvals

107. A number of schemes have been submitted for approval in line with the Council's agreed capital approval process.
108. Below is a summary of the number and total value of schemes in each approval category:
- 10 additions to the capital programme with a total value of £2.9m;
 - 11 variations to the capital programme creating a net decrease of £0.4m;
 - 8 slippage requests with a total value of £1.4m;
 - 3 emergency approvals for a value of £0.45m;
 - 1 director variation of £7k.
109. Further details of the schemes listed above can be found in Appendix 1.

Implications of this Report

Financial implications

110. The primary purpose of this report is to provide Members with information on the City Council's Budget Monitoring position for 2012/13 and, as such it does not make any recommendations which have additional financial implications for the City Council.

Equal opportunities implications

111. There are no specific equal opportunity implications arising from the recommendations in this report.

Property implications

112. Although this report deals, in part, with the Capital Programme, it does not, in itself, contain any property implications, nor are there any arising from the recommendations in this report.

Recommendations

113. Members are asked to:

- (a) Note the updated information and management actions provided by this report on the 2013/14 Revenue budget position.
- (b) In relation to the Capital Programme Members are asked to:
 - (i) approve the proposed additions to the capital programme listed in Appendix 1, including the procurement strategies and delegations of authority to the Director of Commercial Services or his nominated officer, as appropriate, to award the necessary contracts following stage approval by Capital Programme Group;
 - (ii) the proposed variations and slippage in Appendix 1;
 - (iii) the acceptance of the grants in Appendix 2 and to note the condition and obligations attached to them and note;
 - (iv) the latest position on the Capital Programme and the additions and variations approved under delegated authorities.

Reasons for Recommendations

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

Alternative options considered

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

Eugene Walker
Director of Finance

Scheme Description	Approval Type	Value £000	Procurement Route
GREAT PLACE TO LIVE			
Transport			
<p>Better Buses 2 Schemes</p> <p>Better Buses 2 funding (“BB2”) is a grant awarded by the Department of Transport (DFT) to South Yorkshire Passenger Transport Executive (SYLTE) on behalf of the Sheffield Bus Partnership (SCC, SYLTE, First and Stagecoach). Over a five year period, this will phase out the existing Bus Service Operators Grant (BSOG) provided by Government to bus operators. The total funding for five years is agreed at £18m (£11m capital and £7m revenue), the overall aim being to improve journey times for buses leading to reduced operating costs and fares and thereby reduce the need for the BSOG “subsidy”.</p> <p>SYLTE is the accountable body for this funding and are already in receipt of £2m.</p> <p>Works carried out under this grant are agreed in partnership with a number of key stakeholders, formally approved by the SYLTE management board and subsequently endorsed by SCC Cabinet Highways Committee.</p> <p>The table below shows proposed schemes including those currently approved by the SYLTE management board. The schemes listed were all referenced in the 2013/14 transport capital programme procurement strategy endorsed by CPG in April 2013.</p> <p>Note: a number of schemes have received part approval to enable preliminary works to be undertaken this financial year.</p>	Addition	1,188	Schedule 7 Streets Ahead Contract

Description	Estimate	Approved by SYPT
BB2 Chesterfield Road (Meadowhead) (Ph1)	843	843
BB2 Chesterfield Road (Heeley) (Ph2)	740	
Sheffield Bus Partnership (hotspots)	50	50
BB2 North Sheffield	1,490	50
BB2 Sheffield - Gleadless	745	245
City Centre Package	466	
BB2 Penistone Road	1,024	50
Sheffield Parkway	4,190	
	9,548	1238

Below briefly describes the works to be carried out under the four approved projects.

Chesterfield Road Key Bus Route (£843k): - Part approved to carry out essential works this year at Meadowhead roundabout, and to allow design of a package of measures including road widening (near Heeley Bottom), two further improved junctions, bus lanes in two locations plus minor alterations.

North Sheffield Key Bus Route (phase 2) (£50k): - Initial approval to enable scheme feasibility and design work to commence. The overall scheme will include a package of measures such as road widening along Barnsley Road, a new bus lane, bus stop upgrades and real-time customer information provision plus other minor improvements.

Sheffield - Gleadless Key Bus Route (£245k): - Part approved to enable construction of agreed works this financial year, and enable development of other measures. The overall scheme will deliver three improved junctions and a new bus terminus on Blackstock Road, new bus lanes at two locations, a series of bus stop improvements

<p>and corridor-wide real-time customer information provision.</p> <p>Penistone Road Key Bus Route (£50k):- Initial approval to enable scheme feasibility and design work to commence, very closely tied into the adjacent “Pinch Point” project approved at CPG in September. The “BB2” scheme will provide additional road widening, bus lanes and real-time passenger information in addition to the junction improvements and road widening / re-alignment work planned in the Pinch Point project.</p>			
<p>CNG (Compressed Natural Gas) Refuelling Infrastructure</p> <p>This project is to identify a viable location for the infrastructure of a permanently sited high-volume gas refuelling infrastructure in Sheffield, carry out desk top surveys and impact assessments and undertake all necessary preparatory work for the installation which is estimated to be February 2014. The variation will add £131,500 to the existing approved budget of £81k to increase the budget to £211,500. The funding is from LTP for the CNG refuelling project.</p>	<p>Cabinet Member Variation</p>	<p>131</p>	<p>KAPS</p>
<p>Highways</p>			
<p>Sheffield Bus Partnership – BN962 Bus Agreement (Hot Spots)</p> <p>This covers sites identified for interventions developed in discussion with SYPTE (South Yorkshire Passenger Transport Executive) & bus operating companies and is tied into the Sheffield Bus Partnership. It is part of the third SYLTP (South Yorkshire Local Transport Plan) (2011-2026), and the 2013/14 outline LTP ITA (Integrated Transport Authority) programme was approved on 07/02/13.</p> <p>The project is financed by central funds held by SYITA, with Districts drawing down cash grant as expenditure is incurred (in arrears). Additional funding, totalling £440k for</p>	<p>Variation</p>	<p>440</p>	<p>N/A</p>

<p>the project plan going forward are from three main strands as follows:</p> <ul style="list-style-type: none"> • £172,309 LSTF (Local Sustainable Transport Fund): comprising £131,075 total for 13/14 less £90,370 slipped from 12/13 = £40,705; plus a new allocation for 13/14 and £131,604 allocation for 14/15. • £217,490 SYLTP (South Yorkshire Local Transport Plan): comprising £291,550 total for 13/14 less £74,060 slipped from the 12-13 SCC LTP allocation = £217,490 new allocation, itself made up of £106,550 from SYPTE LTP allocation in 13/14, plus £110,940 from SCC LTP allocation in 13/14. • £50,000 Better Buses 2: new allocation awarded by the DfT (Department for Transport) to SCC, SYPTE and the local bus operators. <p>The additional funding will enable 13 local traffic management schemes, RID (real-time intelligent detection) at 4 locations & STM strategies (Strategic Toolkit Module) at 5 locations.</p>			
<p>Little Don Link (cycle route)</p> <p>The project is to create a new cycle route along the Little Don River to link Stocksbridge and Deepcar to Barnsley, Northern Sheffield and the Peak District.</p> <p>Works will improve surfacing of the strategic network, provide a cycle and pedestrian crossing at Oughtibridge, general footpath improvements and will link into the Trans Pennine Trail at Wharnccliffe Woods. The majority of the route will be off road (less than 2km will be on quiet roads), making use of existing permissive and public rights of way.</p> <p>This project is part of a larger £1.1m scheme for South Yorkshire, funded by a Department for Transport (DfT) grant awarded to Derbyshire County Council. The total</p>	450	Addition	Schedule 7 Streets Ahead Contract

<p>grant award is £5m and will develop routes in surrounding urban areas into the Peak District as part of the Pedal Peak District II - Moving up a gear Strategy</p> <p>Sheffield City Council have been allocated £350k from the DfT grant and £100k LTP (Local Transport Plan) funding to carry out works in the following areas:- Wharnccliffe Woods from Oughtibridge, Deepcar to Stocksbridge and Stocksbridge to Underbank Lane/Barnsley Border</p>			
<p>Permit Parking : Hillsborough</p> <p>The project is part of the Traffic Management block of the Integrated Transport Plan and the aim is to deliver parking restrictions in the Hillsborough area following public consultation and currently has approved slippage of £15k.</p> <p>The variation is to add the 2013/14 LTP funding allocation which will be used to introduce new road markings, new signs and post on various streets in the Hillsborough area (based on consultation with local residents) with the intention of improving traffic management in the area.</p>	<p>EMT Variation</p>	<p>55</p>	<p>Schedule 7 Streets Ahead Contract</p>
<p>A57 Manchester Road, Crookes, Nile Street Junction Improvements</p> <p>The overall aim of the project is to improve control and operation of a strategic traffic junction including a controlled pedestrian crossing. Advance works, ahead of the main contract are being carried out this financial year to divert telephone cables etc. The main contract will commence in 2014/15 in conjunction with the Streets Ahead maintenance works.</p> <p>Approval is being sought to slip into 2014/15 the 2013/14 LTP allocation of £176k for the main contract works.</p>	<p>Slippage</p>	<p>176</p>	<p>Schedule 7 Streets Ahead Contract</p>

Parks				
Manor Fields Toddler Play		Slippage	48	n/a
<p>The project aims to address one of the gaps highlighted in the Manor Fields master plan, namely the lack of play provision in the park for younger children and toddlers, at the City Road end of the site. The project will also bring the pond / wetland area back into use as a safe ecological and educational feature. The scheme also intends to create a link between the play area, wetland and York House.</p> <p>Initially separate projects, the play and pond works were combined to be developed together as they both complement one another and greater value for money could be achieved.</p> <p>Slippage has occurred as a result of work involved in combining the projects largely due to the need to go to full external tender for the scheme. The main project works are now due to commence February 2013 to April 2014.</p> <p>The project is solely funded from Section 106 monies.</p>				
Homes				
Living With Nature (LWN)		Addition	177	N/A
<p>The Living with Nature project is a partnership with Sheffield Wildlife Trust (SWT), University of Sheffield and SCC (Parks and Countryside and Housing Services). SWT will deliver the project for the Council including undertaking community engagement to</p>				

		<p>offer opportunities to tenants and residents to influence the design, development and management of their local community spaces. SWT is the accountable body for the external grant funding which is the main source of funding for this project.</p> <p>The project aims to improve green open spaces and play areas situated within Sheffield's Council Housing Estates on land owned by SCC. The designs will incorporate natural play and encourage bio-diversity. The project also aims to help communities benefit by increasing opportunities to meet more people within their community, developing new skills, spending more time outdoors and feeling safer.</p> <p>Eight sites will have selected elements of the overall design</p> <p>The following eight Sites will be developed:</p> <ul style="list-style-type: none"> • Dyke Vale Road (£63.9k) • Tannery Park (£7.5k) • Burnaby Crescent (£15k) • Grammar Street (£36k) • Philadelphia Gardens (£21.8k) • Jericho Street (£12k) • Edward Street (£11.5k) • Randall Place (£10k) <p>Funding for this project comes from the following:</p> <ul style="list-style-type: none"> • £45k big Lottery Reaching communities • £35k EU Seeds • £9.5k Sheffield Homes contribution made in 2012/13
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<ul style="list-style-type: none"> • £2k Community First Funding • £500 Community Group contribution • £39.4k Veolia • £25k Britvic Its your Patch <p>The Council will contribute £21.3k directly to the project. Just under £9k from s.106 agreements and £12.5k from Going Local Fund. Plans are being formulated to attract other funding to enlarge the scope of the project and further approvals will be sought as appropriate.</p>			
<p>BETTER HEALTH & WELLBEING:-</p>			
<p>Mobile Working Solutions</p>			
<p>This project will enable assessment and care management staff to record clients details straight on to the clients record in the field and improve the time spent in the office. This will enable staff savings to be made. It has been estimated to produce a saving of £3.7m over five years. The project is funded by Department of Health grant which has already been received.</p> <p>The slippage request is due to it taking from June to September for commercial services to resolve the query's with the contract submitted by Capita. The proposal is to slip the budget into 2013-14 as spend on the project will be delayed until this date. The approved budget for this project is £925k</p>	<p>Slippage</p>	<p>232</p>	<p>Capita</p>
<p>ICT Infrastructure</p>			
<p>This project is to improve the ICT facilities used by the services delivered by the Communities portfolio to improve delivery to clients in the most efficient way. The Business Systems and Information has/will deliver a range of technology to Adult Social</p>	<p>Slippage</p>	<p>192</p>	<p>Capita</p>

<p>Care that will make it easier for staff to do their jobs and save the organisation money. Alongside this, following detailed business analysis, a number of service improvements have been made that will enable the business to deliver cashable savings. Delays in recruitment to key posts and slow progress in identifying a Secure Data Exchange (SDE) solution has resulted in the project falling behind schedule This has had no impact on the saving made as these have already been actioned in the appropriate budgets.. This request is for slippage of £192k for 2014/15.</p>				
<p>Hurfield View Extension</p> <p>This project is for the extension of Hurfield View Care Home to include an additional 4 beds. The projected savings from the closure of Norbury and Bolehill view care homes with the addition of the extra beds in Hurfield is £729k over 2 years The approved budget for this project is £250k, this request is for an addition of £50k due to the reconfiguration of the dining room and an additional on suite facility being added to the original plans. The additional cost is to be covered by a contribution from Sheffield Health and Social Care (NHS)</p>	<p>Variation</p>	<p>50</p>	<p>Yor Build Framework</p>	
<p>Due to delays of about one month caused by problems with the drainage and topographical surveys and the need to re-configure the floor plan at the request of the Care Home manager as she was concerned the dining room extension was inadequate for resident's needs. Slippage is requested to move £124.8k to 2013/14. The approved budget for this project is £250k</p>	<p>Slippage</p>	<p>125</p>	<p>Yor Build Framework</p>	
<p>PCT /SCC –Reconfigure Accommodation Strategy</p> <p>This Project is to receive funds from the sale of 2 Housing Association properties and passport the money via the PCT back to the Housing Association. The sale of one property has been delayed due to lack of interest from potential purchasers and will now not take place this financial year, slippage has now been requested to reflect this.</p>	<p>Slippage</p>	<p>230</p>	<p>N/A</p>	

COMPETITIVE CITY:-					
Millennium Gallery Life Cycle	Slippage	60	N/A		
<p>This project covers the anticipated life-cycle capital works at the Millennium Gallery, which are covered by Sheffield City Council funds from the Corporate Resource Pool but for which the Council has no procurement responsibility as all procurement is done by the Museum Trust.</p> <p>The on-going works are necessary for the maintenance of the gallery to enable the gallery to remain open, however it now looks like approximately £60k will not now be spent this year but instead will be required for next.</p>					
Energy Programme Green Deal	Slippage	355	N/A		
<p>This project is to build on the earlier Affordable Warmth scheme as well as lessons learnt from both the Low Carbon Pioneer and Fuel Poverty Projects to prepare for the Green Deal Programme and covers the cost of the project team and set up costs such as legal, procurement and marketing. The budget has been re-profiled to ensure we are spreading the work to establish the major partnership we envisage over a longer period, but keeping momentum going with these interim ECO focussed projects and Sustainable Development Service costs in 2013/14. The first stage of the work – the appointment of an SCC ECO partner, will hopefully be confirmed in early November. Further re-profiling will then be done once it is clearer what the mix of income and SCC resources are needed for 2014/15.</p>					
Don Valley Stadium Phase 2 Demolition of Don Valley Stadium	Addition Variation	205	-155		

<p>In April 2013 Cabinet approved a sum of £250k to demolish the Don Valley Stadium as part of its 2013-14 Revenue Budget strategy to remove subsidy from high cost facilities. Due to a favourable recycling market, and the competitive tendering process required by the Capital Approvals process, the Council has been able to secure the demolition contract for the stadium at a cost much lower than forecast creating a £155k saving. The demolition project is funded from the Corporate Resource Pool.</p> <p>It is proposed to use this saving to fund the next stage (Phase 2) of the redevelopment of the site by undertaking the necessary ground investigation (£51k) and feasibility studies (£124k) to prepare the site for future use. The total cost of this work, including a contingency sum for unforeseen works) is £205k of which £155k will be funded from the saving on the demolition project and £50k from the Director of Capital & Major Projects revenue budget.</p>			
<p>SUCCESSFUL CHILDREN & YOUNG PEOPLE :-</p> <p>EXPANSION OF SCHOOL CAPACITY:</p>			
<p>The Council has a statutory duty to ensure that there are enough, suitably located primary school places within the city to meet the expected demand. Current forecasts of demand in parts of the city show it is necessary to build additional teaching capacity at certain primary schools.</p> <p>The Council is proposing to meet its statutory duty in the areas identified below by building extensions and remodelling:</p> <ul style="list-style-type: none"> • Longley - Two Classroom Extension This project will create a new two-classroom extension at Longley Primary 	<p>Addition</p>	<p>400</p>	<p>Constructionline</p>

<p>School. The project will secure sufficient suitable classroom accommodation enabling the school to maintain and improve standards and forms part of CYP's strategy to manage the growth in local pupil populations and create additional places at local primary schools.</p> <p>The project is 100% funded from the Department for Education (DFE) Basic Need Grant block allocation.</p> <ul style="list-style-type: none"> Acres Hill Primary This variation covers an internal remodel to allow for increased student numbers as part of the second phase of the Primary Population Growth (PPG2) scheme and will deliver two double mobiles on site for January 2014. Pupil numbers are to be increased by 30 (representing a one year only increase in approved admission numbers). This is a remodelling solution as opposed to an extension, saving the council potential higher capital and unitary charge costs. The project is 100% funded from the DFE Basic Need Grant block allocation. <p>DFE Basic Need Grant - block allocation</p>	<p>Variation</p>	<p>400</p>	<p>New Procurement for mobiles via Kier Jobs Compact</p>
<p>The above block allocation is to be reduced to fund the expansion of primary school capacity at Longley and Acres Hill primary schools as noted above.</p> <p>SCHOOL CONDITION MANAGEMENT:</p> <p>The Council has a responsibility to ensure that the facilities within the schools across its estate are maintained to a minimum standard. This has led to a managed programme of works being developed following a detailed survey, resulting in the prioritisation of works on an existing condition basis, and thus creates better teaching and learning environments for pupils with the aim of increasing outcomes for children.</p> <p>The Council is proposing to meet its obligations by carrying out works in the areas identified below as part of its priority led, managed programme of works:</p>	<p>Variation</p>	<p>(800)</p>	<p>N/A</p>

<ul style="list-style-type: none"> Mobile Replacements The two projects below will replace the existing mobile classrooms with a traditional build extension to the school. Replacement of the existing mobile classroom accommodation is required due to its dilapidated condition. The projects will also cover the demolition and removal of the existing mobiles. The projects are both 100% funded from the DFE Maintenance Grant block allocation. <ul style="list-style-type: none"> Stocksbridge – Mobile Replace Nether Green – Mobile Replace Primary Maintenance – Replacement of Toilet facilities This variation is to allocate an extra £160,402 to the WC replacement programme within priority assessed schools for 2013/14. School toilets were completed in 2012/13 at Walkley, Woodseats, Hillsborough, Greenland Nursery & Infants, Greenland Junior and Pipworth (6). The school toilets to be completed in 2013/14 are at Rainbow Forge, Concord and Stocksbridge Juniors (3). The project is 100% funded from the DFE Primary Maintenance Grant block allocation. 	<p>Addition</p> <p>Addition</p> <p>Variation</p>	<p>300</p> <p>190</p> <p>160</p>	<p>Constructionline</p> <p>YORbuild</p> <p>N/A</p>
<p>DFE Maintenance Grant - block allocation</p> <p>The above block allocation is to be reduced to fund the proposed replacement of the mobile classrooms at Stocksbridge and Nether Green and the replacement of toilet facilities at 7 schools as noted above:</p> <p>OTHER ACTIVITY:</p>	<p>Variation</p>	<p>(650)</p>	<p>N/A</p>
<p>Schools Access Initiative</p>	<p>Variation</p>	<p>100</p>	<p>N/A</p>

<p>This project enables the purchase of specialist equipment to assist in improving pupil access within schools. The upward variation of £100k will be used to fund further expenditure during 2013/14 to facilitate children and young people with disabilities in accessing mainstream education across the Sheffield City Council educational estate. The project is 100% funded from the DFE Primary Maintenance Grant block allocation.</p>									
<p>DFE Maintenance Grant - block allocation</p> <p>The above block allocation is to be reduced by £100k to fund the proposed Schools Access Initiative project noted above.</p>		Variation	(100)					N/A	
<p>EMERGENCY APPROVALS:- (Note only)</p>									
<p>GREAT PLACE TO LIVE</p>									
<p>Highways</p>									
<p>PFI Streets Ahead Opportunities</p>									
<p>Three projects have received emergency approval from the LTP (Local Transport Plan) allocation split by geographical area. These are:-</p>									
<p>93104 Streets Ahead Opportunities South East Sheffield</p>									
<p>93105 Streets Ahead Opportunities North West Sheffield</p>									
<p>93105 Streets Ahead Opportunities South West Sheffield</p>									
<p>Each project has a value of £150k and proposed works include dropped kerbs, guardrails, signing and lining changes</p>									
		Emergency Approval	450					Schedule 7 Streets Ahead Contract	

<p>The emergency approval was required due to a delay in agreeing how the works should be divided to enable the best financial management within geographical areas.</p>				
<p>DIRECTOR VARIATIONS:- (Note only)</p>				
<p>GREAT PLACE TO LIVE</p>				
<p>Crookes Valley Park</p>				
<p>The Crookes Valley Park project has received additional funding of £7k, £5k grant from the Environment Agency (EA) which will be used to provide aquatic planting and improvements to the lake and £2k from the Friends of Crookes Valley Park to install interpretive signage.</p>	<p>Director Variation</p>	<p>7</p>	<p>N/A</p>	

Grant Awarding Body	Name of the Grant	Project to be funded by the Grant	Conditions and Obligations	Value £000
Department Of Transport (Awarded to Derbyshire CC)	Cycling In National Parks Grant	92913 Little Don Link (Cycle Route)	<p>Main Conditions to fulfil</p> <ul style="list-style-type: none"> o The Grant may only be used for capital expenditure - signed declaration from Internal Audit to be provided as confirmation o Monitoring and Evaluation of the Project to be completed in line with "Cycling in National Parks Guidelines" o DfT reserve the right to allow internal or external auditors to review the scheme <p>Clawback</p> <ul style="list-style-type: none"> • Failure to comply with any of the grant conditions may result in the grant being reduced, suspended, withheld or repaid. <p>Risks</p> <ul style="list-style-type: none"> • The Grant has been awarded to Derbyshire CC who will act as accountable body: <ul style="list-style-type: none"> - To date there is no formal agreement in place between SCC & DCC guaranteeing the funding to SCC • The funding has been allocated over 2 financial years with a separate allocation for each year. Unspent funding from year one will not be available for carry over to year 2. 	350

			<p>As the majority of SCC spend is expected in Year 2 there is a risk that if Year One allocation is underspent a decision may be made to re-prioritise year 2 funding on projects other than SCCs</p>	
<p>Department Of Transport (Awarded to SYPTE)</p>	<p>BSOG Reform – Better Bus Areas</p>	<p>93110 Chesterfield Road Key Bus Route (£843k</p> <p>93111 North Sheffield Key Bus Route (phase 2) (£50k):-</p> <p>93112 Sheffield - Gleadless Key Bus Route (£245k):-</p> <p>93114 Penistone Road Key Bus Route (£50k):-</p>	<p>Main Conditions to fulfil</p> <ul style="list-style-type: none"> o The proportion of the grant awarded for capital purposes must only be used for capital expenditure - signed declaration from Internal Audit to be provided as confirmation <p>Clawback</p> <ul style="list-style-type: none"> • Failure to comply with any of the grant conditions may result in the grant being reduced, suspended, withheld or repaid. <p>Risks</p> <ul style="list-style-type: none"> • The Grant has been awarded to South Yorkshire PTE rather than SCC. <p>Approval for use of the funding is governed by a tiered structure of:</p> <ul style="list-style-type: none"> A) Operations Group B) Steering Group 	<p>1,188</p>

<p>Environment Agency</p>	<p>Pond Habitat Improvements Project</p>	<p>93412 Crookes Valley Park</p>	<p>C) PTE Management Board The groups are made up of reps from SYPTE, SCC, First and Stagecoach As a result full decision making power as to the use of the grant does not rest with SCC</p>	
<p>Main Conditions to fulfil</p> <ul style="list-style-type: none"> - use the Contributing Partner's Contribution solely for the Project unless otherwise agreed in writing - retain project records for not less than seven (7) years after the Termination Date. <p>Clawback</p> <ul style="list-style-type: none"> • Failure to comply with any of the grant conditions allows for termination of the agreement and recovery of the grant. <p>Risks</p> <ul style="list-style-type: none"> • Risks minimal due to low value and close partnership working with Environment Agency as provided for in the grant agreement 			<p>5</p>	

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