



Council

Wednesday 2 April 2014

2.00 pm

**Council Chamber, Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

COUNCIL

Wednesday 2 April 2014, at 2.00 pm
Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH

The Press and Public are Welcome to Attend

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Vickie Priestley)
THE DEPUTY LORD MAYOR (Councillor Peter Rippon)

1	<i>Arbourthorne Ward</i> Julie Dore Mike Drabble Jack Scott	10	<i>Dore & Totley Ward</i> Keith Hill Joe Otten Colin Ross	19	<i>Mosborough Ward</i> David Barker Isobel Bowler Tony Downing
2	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Roy Munn Clive Skelton	11	<i>East Ecclesfield Ward</i> Garry Weatherall Steve Wilson Joyce Wright	20	<i>Nether Edge Ward</i> Nikki Bond Anders Hanson Qurban Hussain
3	<i>Beighton Ward</i> Helen Mirfin-Boukouris Chris Rosling-Josephs Ian Saunders	12	<i>Ecclesall Ward</i> Penny Baker Roger Davison Diana Stimely	21	<i>Richmond Ward</i> John Campbell Martin Lawton Lynn Rooney
4	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	13	<i>Firth Park Ward</i> Sheila Constance Alan Law Chris Weldon	22	<i>Shiregreen & Brightside Ward</i> Peter Price Sioned-Mair Richards Peter Rippon
5	<i>Broomhill Ward</i> Jayne Dunn Shaffaq Mohammed Stuart Wattam	14	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	23	<i>Southey Ward</i> Leigh Bramall Tony Damms Gill Furniss
6	<i>Burngreave Ward</i> Jackie Drayton Ibrar Hussain Talib Hussain	15	<i>Gleadless Valley Ward</i> Steve Jones Cate McDonald Tim Rippon	24	<i>Stannington Ward</i> David Baker Katie Condliffe Vickie Priestley
7	<i>Central Ward</i> Jillian Creasy Mohammad Maroof Robert Murphy	16	<i>Graves Park Ward</i> Ian Auckland Bob McCann Denise Reaney	25	<i>Stockbridge & Upper Don Ward</i> Alison Brelsford Richard Crowther Philip Wood
8	<i>Crookes Ward</i> Sylvia Anginotti Rob Frost Geoff Smith	17	<i>Hillsborough Ward</i> Janet Bragg Bob Johnson George Lindars-Hammond	26	<i>Walkley Ward</i> Ben Curran Neale Gibson Nikki Sharpe
9	<i>Darnall Ward</i> Harry Harpham Mazher Iqbal Mary Lea	18	<i>Manor Castle Ward</i> Jenny Armstrong Terry Fox Pat Midgley	27	<i>West Ecclesfield Ward</i> Trevor Bagshaw Adam Hurst Alf Meade
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Ray Satur

John Mothersole

Chief Executive

Contact:

Paul Robinson, Democratic Services

Tel: 0114 2734029

paul.robinson@sheffield.gov.uk

PUBLIC ACCESS TO THE MEETING

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees. It also appoints representatives to serve on joint bodies and external organisations.

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. 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 Council 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.

Council meetings are normally open to the public but sometimes the Council 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.

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.

**COUNCIL AGENDA
2 APRIL 2014**

Order of Business

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF PREVIOUS COUNCIL MEETINGS

To receive the record of the proceedings of the ordinary meeting of the Council held on 5th February 2014 and the special meeting of the Council held on 7th March 2014, and to approve the accuracy thereof.

4. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

To receive any questions or petitions from the public, or communications submitted by the Lord Mayor or the Chief Executive and to pass such resolutions thereon as the Council Procedure Rules permit and as may be deemed expedient.

5. MEMBERS' QUESTIONS

5.1 Questions relating to urgent business – Council Procedure Rule 16.6(ii).

5.2 Supplementary questions on written questions submitted at this meeting – Council Procedure Rule 16.4

5.3 Questions on the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue, Integrated Transport and Pensions – Section 41 of the Local Government Act 1985 – Council Procedure Rule 16.6(i).

(NB. Minutes of recent meetings of the three South Yorkshire Joint Authorities have been made available to all Members of the Council via the following link

<http://sheffielddemocracy.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13165&path=0>)

6. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

To consider any changes to the memberships and arrangements for meetings of Committees etc., delegated authority, and the appointment of representatives to serve on other bodies.

7. CHANGES TO THE CONSTITUTION

Report of the Chief Executive.

8. NOTICE OF MOTION GIVEN BY COUNCILLOR LEIGH BRAMALL

That this Council:

- (a) is concerned that the clustering of betting shops in or close to deprived communities is being driven by increasing revenue from fixed odds betting terminals (FOBT) rather than traditional over the counter betting and recognises that this is an issue facing Sheffield and many other towns and cities across the country;
- (b) believes that this has encouraged betting shop operators to open more than one premises in close proximity to one another;
- (c) is aware of the growing concern of many communities about the detrimental effect this is having on the diversity and character of UK high streets;
- (d) is alarmed that people can stake as much as £100 every 20 seconds on these machines;
- (e) is further concerned that the practice of single staffing in betting shops leaves staff vulnerable and deters them from intervening if customers suffer heavy losses;
- (f) further believes that local authorities should be able to establish a separate planning class for betting shops and that they should be given additional licensing powers to determine the number of FOBT machines within existing and proposed shops and to require that the machines are modified to slow the rate of play and to interrupt when people play for long periods; and
- (g) calls on the Government to put local people before the interests of the betting shop operators and give local authorities the powers they need to respond to concerns from their local communities and stop the proliferation of FOBT machines and betting shops.

9. NOTICE OF MOTION GIVEN BY COUNCILLOR JULIE DORE

That this Council:

- (a) continues to support the priorities of the present Administration of

focusing on jobs and being a business friendly Council;

- (b) welcomes the recent success of the city being named in the Financial Times' FDI Magazine's top 10 northern European cities for foreign direct investment and Breeze Investment recognising Sheffield as its 'location of the year 2013';
- (c) welcomes the Administration building on this momentum by announcing the creation of a Sheffield city centre investment fund for the Council to bring forward major regeneration projects in the city centre, including a new retail quarter, in an innovative partnership with private sector investment partners;
- (d) further welcomes existing business-focused policies from the present Administration to grow the local economy, particularly small and medium enterprises, through initiatives such as the Keep Sheffield Working Fund, which has funded:
 - (i) RISE Graduate Programme
 - (ii) Export Pilot Project
 - (iii) Threshold Company Programme
 - (iv) Summer Saturday's
 - (v) Business Loan Fund
 - (vi) Work Programme Start Up Project
- (e) welcomes recent analysis that shows the Keep Sheffield Working Fund has:
 - (i) supported over 90 businesses, due to increase to 130 by the end of December 2014;
 - (ii) seen £740,000 invested into supporting business growth and job creation, of which £342,500 has been direct investment into small and medium sized enterprises (SMEs) to support companies' growth or export plans;
 - (iii) supported companies to extend trade relationships to 17 different countries;
 - (iv) levered in a further £2,110,000 funding from the initial £800,000 investment through partners and private sector match, and that this will increase to an estimated £2,300,000 by December 2015; and
 - (v) seen the Fund on target to deliver 86 jobs over the course of the project's life;
- (f) therefore welcomes that a further £200,000 has been allocated to the Keep Sheffield Working Fund to continue supporting local businesses and economic development;

- (g) welcomes the work of the present Administration to continue to support Sheffield's Events Programme, despite the unprecedented level of cuts that the Government is making to the Council's budget, thereby making it increasingly difficult to support city centre vibrancy and the considerable economic benefits this brings;
- (h) welcomes the Sheffield Events Programme 2014 and recognises the estimated economic benefit of some of the events on the local economy including:
 - (i) Sports events, including British Indoor Athletics, British University and College Sport Finals £4m
 - (ii) World Snooker £1.9m
 - (iii) Sheffield Doc Fest £1.2m
 - (iv) Tramlines £443k
 - (v) Off The Shelf £119k
- (i) welcomes the £270,000 cultural destinations funding from Arts Council England to improve the profile and economic impact of 5 key cultural events (Art Sheffield, Doc Fest, Off the Shelf, Tramlines and Festival of the Mind);
- (j) welcomes the current Administration's role, along with partners, in bringing the Tour de France to Sheffield this year and notes that this will bring significant benefits to the local economy both in 2014 and in years to come; and
- (k) resolves to continue to take proactive action to build a strong economy in the city, welcoming recent developments around the Keep Sheffield Working Fund and Events Programme, and looks forward to the International Trade Strategy, to further drive economic growth, being submitted to the Cabinet in April.

10. NOTICE OF MOTION GIVEN BY COUNCILLOR COLIN ROSS

That this Council:-

- (a) believes that apprenticeships are one of the best ways to support young people in long-term careers;
- (b) is proud that Liberal Democrats have campaigned for better apprenticeships in Government and highlights that one of the first acts of this Government was to increase spending on apprenticeships by £250 million – a 50% increase on the previous Government's commitments;
- (c) notes that under this Government the number of people starting apprenticeships in Sheffield has increased by 54%;

- (d) welcomes the latest announcements set out in the Budget, which will help to create another 100,000 apprenticeships, including the extension of the Apprenticeship Grants for Employers scheme;
- (e) is pleased that a radical apprenticeship programme forms part of the Sheffield City Deal pioneered by Nick Clegg MP and welcomes the further allocation of £5 million to support apprenticeships in Sheffield City Region through the Youth Contract;
- (f) expresses extreme concern at the Labour Party policy review paper which argued that Intermediate Apprenticeships (level two) are 'of no value to either employers or learners', and also claimed scrapping them 'would minimise deadweight';
- (g) notes that 3,200 young people in Sheffield are on level two apprenticeships and is appalled that Labour Party documents have branded these 'deadweight';
- (h) fears that under a Labour Government level two apprenticeships could be scrapped, resulting in the loss of almost 60% of apprenticeships in Sheffield; and
- (i) is committed to supporting young people into work, underlines the importance of apprenticeships and calls on Labour politicians to apologise for these crass and uninformed comments.

11. NOTICE OF MOTION GIVEN BY COUNCILLOR BEN CURRAN

That this Council:-

- (a) believes that the recent budget proves that Sheffield people are worse off under the current government who are taking no action to deal with the cost-of-living crisis;
- (b) regrets that wages are down £1,600 a year since Nick Clegg MP became Deputy Prime Minister;
- (c) notes that the Office of Budget Responsibility have confirmed that people will be worse off in 2015 than they were in 2010 and energy bills are up by almost £300 since Nick Clegg MP became Deputy Prime Minister;
- (d) regrets the Government of which Nick Clegg MP is Deputy Prime Minister has overseen the slowest recovery for 100 years and acknowledges that Italy is the only G7 country to recover at a slower rate than the UK;
- (e) regrets that George Osborne MP has borrowed more since

becoming Chancellor than Labour did in 13 years of Government

- (f) is alarmed that that the Government has forecast to borrow over £190 billion more than it initially planned;
- (g) completely condemns the decision taken by the Government, including the Deputy Prime Minister, to cut the top rate of tax for people earning over £150,000;
- (h) believes Sheffield needs a Labour Government which will:
 - (i) freeze energy bills until 2017 and reform the broken energy market;
 - (ii) put young people back to work, with a job the young unemployed have to take – paid for by a tax on bank bonuses;
 - (iii) expand free childcare for working parents to 25 hours a week for 3 and 4 year olds;
 - (iv) cut taxes for 24 million working people on middle and low incomes with a lower 10p starting rate of income tax;
 - (v) cut business rates for small firms and a plan to get 200,000 homes built a year by 2020; and
 - (vi) balance the books in a fairer way by reversing the £3 billion tax cut for people earning over £150,000;
- (i) specifically supports the policy of taxing bank bonuses to put young people back to work;
- (j) is appalled at the recent Conservative Party poster from the budget which states that “Cutting the Bingo Tax & Beer Duty: To help Hardworking People Do More Of The Things They Enjoy” and believes that this is just the latest example of how out of touch this Government is; and
- (k) believes this is reminiscent of reported comments by a Government minister three years ago that “We don’t want more people from Sheffield flying away on cheap holidays.”, and believes it is unbelievable that these ministers are only able to continue in Government because of the support of Nick Clegg MP.

12. NOTICE OF MOTION GIVEN BY COUNCILLOR JULIE DORE

That this Council:

- (a) notes that English cities have a proud tradition of independence, ambition and innovation, but that the ability of cities to act on their ambition is undermined by the high levels of central Government control over public finances, which is out of step with international comparisons and constrains their ability to drive economic growth or

meet local need;

- (b) believes that major cities worldwide outperform their national economies, but that in England only the capital city is consistently able to achieve this;
- (c) confirms that there is robust international evidence to show that cities with more local control over funding and policy achieve better economic results;
- (d) regrets that English cities have control over a very small share of their funding when compared to their international counterparts, with direct control over as little as 5% of the taxes raised within them and restrictions on how funding can be spent;
- (e) believes that in order to drive national economic growth and to remain competitive on a global stage, cities require the freedom to invest in the levers of growth;
- (f) further believes that the current situation for cities leads to inefficient use of public money and missed opportunities for local reforms of the public sector and for national economic growth;
- (g) notes that together the Core Cities and London represent more than half of the national economy and almost half of the population;
- (h) believes that the devolution of financial freedoms would enable cities to be more competitive and would incentivise cities to drive growth, increase job creation, reduce dependency and improve lives;
- (i) welcomes that the Core Cities Group, London Councils and Mayor of London have jointly launched a City Centred campaign to call for decentralised fiscal reform, beginning with the devolution of property taxes, in order to enable cities to drive economic growth; and
- (j) resolves to endorse and support the City Centred Campaign and to continue to call for the devolution of increased fiscal controls to the Core Cities and London, starting with the implementation of the London Finance Commission recommendations.

13. NOTICE OF MOTION GIVEN BY COUNCILLOR ANDREW SANGAR

That this Council:

- (a) stresses that a time when budgets are reducing the Administration need to work innovatively and find ways of doing things differently;

- (b) notes that there are clear financial benefits to be delivered from sharing services with other local authorities and highlights in particular:
 - (i) the Tri-borough initiative in London which aims to save £40 million by 2015-16;
 - (ii) the joint working of Cambridgeshire and Northamptonshire, which achieved savings of £3.79 million in its first full year; and
 - (iii) the co-operation between Vale of White Horse and South Oxfordshire, which achieved staff savings of £3.9 million in the first two years of sharing services;
- (c) notes research from the Local Government Association that shows there are only fifteen shared services projects in Yorkshire & Humber compared to sixty-four in the East Midlands;
- (d) recalls the main opposition group's budget amendment, which was signed off by finance officers with a modest savings target for shared services, but confirms that the potential for savings is far greater;
- (e) regrets that despite consistent calls from opposition councillors the current Administration have failed to deliver significant savings from additional shared services;
- (f) believes the current Administration simply prefer to blame someone else, rather than looking to more innovative ways of reducing costs; and
- (g) calls upon the Chief Executive to hold an immediate review into the potential for shared services, which will report back to this Council within three months.

14. NOTICE OF MOTION GIVEN BY COUNCILLOR JILLIAN CREASY

That this Council:

- (a) deplores the cuts being imposed on Sheffield City Council by central government against a background of cuts to public services, job and benefits facing the city as a whole;
- (b) notes that extending the current Financial Transaction Tax (FTT) or "Robin Hood Tax" on shares to other asset classes such as bonds and derivatives could raise £20bn of additional annual revenue in the UK;
- (c) believes that this could be used to offset cuts to public services and

local authorities, including in Sheffield;

- (d) also believes that whilst extending the FTT would have a negligible effect on jobs in the city of London, investing the additional revenue elsewhere would see a significant increase in employment levels in other sectors and in other parts of the country;
- (e) notes that at least 11 European nations including France, Germany, Italy and Spain favour an extended FTT;
- (f) notes that nearly 50 councils have joined the campaign for an extended FTT;
- (g) therefore calls on the Government to work towards the implementation of an extended FTT by international agreement to ensure that all major financial centres are subject to the tax and that additional revenues are available for domestic public services and international development; and
- (h) directs that a copy of this motion be sent to the Prime Minister and Chancellor of the Exchequer.

15. NOTICE OF MOTION GIVEN BY COUNCILLOR MOHAMMAD MAROOF

That this Council:

- (a) notes that thousands of people from Somaliland live in Sheffield and recognise and appreciate the important contribution they make to the City and the close ties Sheffield has with Somaliland;
- (b) supports the Somaliland community in Sheffield and their campaign to have Somaliland recognised as a sovereign state and gain a seat in the UN, with reasons for recognition including:
 - (i) the Somaliland government believes that recognition would entrench democracy in the Horn of Africa;
 - (ii) recognising Somaliland will aim to strengthen cooperation in the fight against terrorism, extremism, piracy, illegal fishing, toxic dumping, and other serious crimes; and
 - (iii) the marketing of Somaliland as a safe tourist destination, primarily cultural and eco-tourism could also emerge as an important segment of the Somaliland economy;
- (c) notes that since 1991 Somaliland have had a democratically elected Government and President, in this time there have been 4 elections and changes of president, it looks after international waters with no piracy, it has opposition parties and is not a recipient of international aid;

- (d) believes that recognition will help to bring about stability in Somaliland, creating a situation where people can live in peace and harmony with the support of the International Community, and that recognition would bring international banks, jobs and finance;
- (e) welcomes the support for this campaign by local MP's Paul Blomfield and Clive Betts and the work they are doing with the Cross Party Somaliland Group and would encourage other local MP's to also support this Group; and
- (f) calls upon the Government to recognise Somaliland as an independent state and to encourage other Governments around the world to do the same.

16. NOTICE OF MOTION GIVEN BY COUNCILLOR DAVID BAKER

That this Council:

- (a) notes that more than 32,000 signatures have been presented to the Council regarding the Administration's disastrous review of library services;
- (b) confirms that under the Administration's current plans sixteen community libraries remain under threat of closure;
- (c) believes the Administration's attitude has been an insult to local campaigners with genuine concerns snubbed and simple questions ignored;
- (d) recognises that the Council need to make savings and do things differently but believes that local people have been clear that closing libraries is not the right way forward;
- (e) believes that every library deserves access to professional staff;
- (f) recalls the budget amendment of the main opposition group, which was signed off by Council finance officers, and identified sensible savings which, if implemented, would mean reductions in funding to the libraries service could be restored; and
- (g) urges the Administration to listen to local residents and re-think their plans for local libraries to ensure that no library is under threat of closure.

17. NOTICE OF MOTION GIVEN BY COUNCILLOR SUE ALSTON

That this Council:

- (a) notes the latest announcement by First buses that fares will rise in the city by as much as 13%;
- (b) highlights that these changes come in the context of average profit margins for bus operators in South Yorkshire which are double those in London;
- (c) believes these hikes are unnecessary and unfair on many local residents, particularly hard working people who continue to struggle with finances;
- (d) holds this up as another example of the failure of the Sheffield Bus Partnership, which has delivered worse services for higher charges; and
- (e) believes the Administration should call time on their disastrous Bus Partnership and begin immediate work on developing Quality Contracts which will finally restore power to local people.

18. NOTICE OF MOTION GIVEN BY COUNCILLOR ROBERT FROST

That this Council:

- (a) notes the Liberal Democrat policy of raising the income tax threshold from £6,475 to £10,000, to which the now-Prime Minister said “we cannot afford it”;
- (b) confirms that the Liberal Democrat plan for a £700 tax cut has been surpassed and an £800 tax cut for 27 million ordinary workers has been delivered, including for 195,000 people in Sheffield;
- (c) compares this tax cut for ordinary workers with the record of the Labour Party, who scrapped the 10p tax, and the priorities of the Conservative Party, who wanted more tax cuts for the wealthiest; and
- (d) commends Liberal Democrat action in Government, which is helping to build a stronger economy and a fairer society.



Chief Executive

Dated this 25 day of March 2014

The next meeting of the Council will be its Annual General Meeting to be held on 4 June 2014 at the Town Hall.

The next ordinary meeting of the Council will be held on 2nd July 2014 at the Town Hall

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

Further advice can be obtained from Gillian Duckworth, Interim Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

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Agenda Item 3

Minutes of the Meeting of the Council of the City of Sheffield held in the Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH, on Wednesday 5 February 2014, at 2.00 pm, pursuant to notice duly given and Summonses duly served.

PRESENT

THE LORD MAYOR (Councillor Vickie Priestley)
THE DEPUTY LORD MAYOR (Councillor Peter Rippon)

1	<i>Arbourthorne Ward</i> Julie Dore Jack Scott	10	<i>Dore & Totley Ward</i> Joe Otten Colin Ross	19	<i>Mosborough Ward</i> David Barker Isobel Bowler Tony Downing
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7	<i>Central Ward</i> Jillian Creasy Mohammad Maroof Robert Murphy	16	<i>Graves Park Ward</i> Ian Auckland Bob McCann Denise Reaney	25	<i>Stockbridge & Upper Don Ward</i> Alison Brelsford Richard Crowther Philip Wood
8	<i>Crookes Ward</i> Rob Frost Geoff Smith	17	<i>Hillsborough Ward</i> Janet Bragg George Lindars-Hammond	26	<i>Walkey Ward</i> Ben Curran Neale Gibson
9	<i>Darnall Ward</i> Harry Harpham Mazher Iqbal Mary Lea	18	<i>Manor Castle Ward</i> Jenny Armstrong Terry Fox Pat Midgley	27	<i>West Ecclesfield Ward</i> Trevor Bagshaw Adam Hurst Alf Meade
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Ray Satur

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sylvia Anginotti, Keith Hill, Bob Johnson and Nikki Sharpe.

2. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the City Council.

3. MINUTES OF PREVIOUS COUNCIL MEETING

RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor Gill Furniss, that the minutes of the meeting of the City Council held on 8 January 2014 be approved as a correct record.

4. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

4.1 Petitions

4.1.1 Petition requesting a reduction in charges for parking permit schemes

The Council received a petition containing 290 signatures and requesting a reduction in charges for parking permit schemes.

Representations on behalf of the petitioners were made by Sarah Jane Smalley. She stated that the prices of permits had increased to £36 for residents' parking permits and £12.50 for a book of visitor permits. Residents were informed that the parking permit schemes would be non-profit making. She also stated that this was a 'stealth tax', the money from which was not being spent in the same areas in which it was received. The charges particularly affected older people and vulnerable people and families with more than one car.

The parking permits schemes were a good idea, but the expansion of such schemes might be affected by people's perception that a surplus is made by the Council. She asked the Council to review the situation and consider reducing the charge of permits back to the level of £10, which they had been previously.

The Council referred the petition to the Cabinet Member for Business, Skills and Development, Councillor Leigh Bramall. Councillor Bramall stated that the context had to be considered. The claim regarding the making of a surplus on residents' parking permits ignored the costs of the schemes.

A principle had been established that, where people benefit from the parking permit scheme, it was right that they should pay toward the cost of it. Residential Parking schemes were first introduced in 2004/5 and the cost of a resident's parking permit was £35, which then increased to £36. The charges did not cover

the full costs of the schemes.

Permits then reduced to £10 in 2010 and other Council resources were required to fill the resultant gap in funding. In subsequent years, it has become increasingly difficult to commit as much resource to bridge the funding gap in the context of Government austerity cuts affecting the Council's budget. The charge for a residents' permit was then increased from £10 to £36 (which was the same charge as that made in 2006). This was so that the permit fees contributed a greater proportion of the costs of operating permit parking schemes but only to the same level as in 2010.

If a proposal was made to reduce the cost of residents' permits to £10, then it was also important to explain how the decrease would be funded, for example by cutting the funding allocated to other services provided by the Council or by increasing the Council Tax. The wider context may be missed. An increase in Council Tax might be considered arbitrary because it affected people in all areas of the City, including areas with greater levels of deprivation where permits are not issued.

Councillor Bramall made reference to the comparative costs of parking permit schemes in Brighton and Hove, which were between £90 and £120. He stated that he believed that Sheffield had achieved a balance between schemes which provided a benefit to people and were reasonably priced, compared to other similar schemes. The City Council would not increase the cost of permits in the next financial year.

4.1.2 Petition Regarding Possible Library Closures

The Council received a petition containing seven signatures requesting the Council to reconsider the proposals to close any libraries in Sheffield and to work with the people of Sheffield to develop an alternative plan.

Representations on behalf of the petitioners were made by Marcus O'Hagan. Mr O'Hagan stated that the seven signatories to the petition represented people from the 14 groups from libraries which were under threat of closure. He stated that people were upset and felt threatened by the prospect of library closures and these groups wanted to help each other.

He stated that it was hoped that the Council was able to reconsider the position with regard to libraries, particularly with regard to children, older people and those who were unemployed, who were dependent upon libraries. He stated that he did not think that decision makers in the Council did wish to close libraries and asked Councillors to do the right thing for the people who elected them.

The Council referred the petition to the Cabinet Members for Communities and Inclusion, Councillor Mazher Iqbal.

4.2 Public Questions

4.2.1 Public Questions Concerning Libraries

- (a) Marcus O'Hagan stated that, in regard to the ongoing library consultation, it is widely perceived and can be demonstrated that the needs analysis and consultation documents are deeply flawed with statistical error, wrongly drawn conclusions and loaded questions. He asked: is this Chamber happy with the quality of this work and does it feel that decisions can be made in the light of this. Can it please show that those carrying out this work are suitably qualified?

Mr O' Hagan stated that when he came to this chamber he often saw people upset because they feel the questions they ask are not properly answered. Sometimes there were shouts of protest and Lord Mayor had to intervene to keep order. He asked whether, to assist the Lord Mayor and the democratic process in the City, the Council would approve the preparation, publishing and handing out to questioners of a form which explained what people can and should do if they are not happy with the responses they receive. This could include the request for review procedure and in the case of the Council not responding to this request an approach to the Information Commissioner.

- (b) Michael Davis stated that there were a number of library support groups which had come forward during the period of library consultation with ideas relating to the library service. He referred to the Notices of Motion on the Council meeting agenda and to the support for the rights of the individual to campaign. Campaigning would only have any meaning when the views expressed are listened to by the decision makers. He asked the Cabinet Member to assure people that this was not a box-ticking exercise but their views would be seriously considered and carry weight when the decision to retain or close libraries is made.
- (c) Alison Cowper stated that during the short period for the consultation, she and others had become aware of what appear to be oversights in the consultation process. For example, consultation on alternative arrangements for people using the reading for health facility, who might not be able to travel by public transport; home educators who rely on the libraries for literacy material and, in the case of Greenhill Library, the nursery group, the pre-school and the school, who all use the library and would not be in a position to take groups of children to the alternative proposed provision at Woodseats (a library which the Council describes as the most dilapidated in Sheffield). She asked can the Council assure people that the consultation has been sufficiently rigorous and will not be subject to a successful legal challenge at great expense to the people of Sheffield.

The Cabinet Member for Communities and Inclusion, Councillor Mazher Iqbal, responded to the petition and questions. He stated that he had met with Mr O'Hagan during the visits which he had been making across the City. The Libraries Review had started in 2011 and there had been a number of consultation events such as during last summer, when there had been over six thousand people respond and also last year, the Council published the library prospectus, to encourage as many organisations across the City and further

afield to come forward to look at how a viable and sustainable model for libraries could be found. This year, answering the points about whether this was a short period of consultation, the consultation ran over a period of three months. Any plans to change the library service were never going to be easy and as he had said a number of times, this was not a great move for the City. However, the Council could not continue with the library service as it was. Hours of opening had been reduced and vacancies had not been filled. Given the huge savings which had to be made, the service could not continue as it was. Proposals for the future of the library service were published in September 2013 and the Council had had to ensure that these complied with the requirements of the Public Libraries and Museums Act 1964, to provide a comprehensive and efficient library service.

Councillor Iqbal referred to appendices which formed part of the proposals, one of which concerned the different models which were explored. The Council also looked at good practice across the country and colleagues visited five cities to find out how those places had carried out a review and how library services were working in their areas. Thirteen models were examined to ascertain the relative pros and cons of each model. This information was available on the Council's website. The proposals which the Council put forward, in three categories were, firstly, to ensure that the Council met the efficient and comprehensive duty in respect to the library service, so eleven hub libraries were proposed taking into account the geography and demography of Sheffield. The second category was to use the principles of the Fairness Commission. There were huge inequalities which have existed in Sheffield for many decades. The Council has signed up to the Fairness Commission Principles in order to look at how to bridge the inequality gap. The third category was independent libraries.

Councillor Iqbal stated that, as he had gone around the City with colleagues, it had been a genuine exercise and people had come out on cold evenings to meet with him and hear what the proposals were about. People had been given the opportunity not only to complete the questionnaire, and nine thousand responses had been received to the recently concluded consultation, but also to give people the opportunity to ask him and Council officers about the proposals. Information which had been requested had been provided and the Council had been open and transparent. The running costs had been provided for each library. Community organisations had come forward saying they would like to work with the Council and a guidance pack had been issued for community groups to put together a business case to keep as many libraries open as possible. Business cases had been submitted by community groups in respect of each of the libraries that were threatened with closure.

He referred to unprecedented cuts which the Council was facing, in which it had had to reduce its budget by £180 million and further savings would need to be made in the forthcoming years. In this context, the Library service was not able to continue as it had done. Therefore, as part of the listening exercise he stated that the Council was analysing the information that it had received. It had been agreed at the Council meeting in January 2014 that the matter would be taken to the appropriate Scrutiny Committee and would then be considered at Cabinet, at which a final decision would be made. He hoped that as many people as

possible would be able to come to the Scrutiny Committee and the Cabinet meeting.

(d) Will Hiorns asked a number of questions, as summarised below:

Does the Council accept that illiteracy has profound long term economic and social costs; that library services have a central role in encouraging literacy in children and adults; and that, in the long term, library services save councils money?

Does the Council accept that more efficient does not actually mean smaller; believe that volunteers can do the same job as skilled professional librarians more efficiently; or is it that volunteers do not need to be paid and so look cheaper?

He stated that it could be argued that bigger, better library services are more efficient in the long term and asked: does the Council agree that it would be interesting to hear legal opinion on that?

He also stated that the Council was proposing cuts because of a decrease in borrowing, but it was the local authority's statutory duty to encourage people to use the library service. He asked, what concrete actions the Council has taken in respect of that duty and with what budget allocation; what actions the Council has taken to understand and reverse the decline in borrowing; were the borrowing figures compensated for library closures and reduced opening hours; and over what period of time has this trend been visible?

Mr Hiorns stated that, nationally, borrowing by children had increased and asked does the Council believe that Sheffield is special and different from that trend and is it content with that; or does the Council accept that this national trend may also be true in Sheffield but not measured during the review?

He referred to the presentation of an example of research reports that measure return on investment in library services and asked what has been done with that evidence; who has discussed it; what conclusions were drawn; in what ways has the Council integrated this knowledge into the proposal; and what is the strategic view of the sustainability of increased long-term costs due to short term dismantling of library services?

Mr Hiorns referred to the Cabinet Member for Finance and Resources statement in relation to the renovation of Council buildings as making sound financial sense. He asked, why does the same logic not apply to return on investment through library services; is it because buildings are easily visible but illiteracy is not; and is that interest on borrowing against literacy will be paid for by future councils and not this one?

(e) Kathy Whitaker asked, given flaws in the needs assessment, is the Council prepared to acknowledge that its primary motivation in the selection of

libraries to close is political?

The Cabinet Member for Communities and Inclusion, Councillor Mazher Iqbal, responded by referring to the information concerning the proposals on the Council's website and he read an extract from the vision document to summarise the Council's stance.

He said that efficiency does not mean "smaller" and that when he had visited areas of the City in relation to the proposals concerning libraries or when he had been asked questions at Council or spoken to the press, he had not mentioned that library usage was falling. Usage nationally and in Sheffield was falling and in the summer of 2012, the first consultation was put in place to find out from existing library users and to hear from non-library users what it was that the Council would need to encourage people to use the library service. That formed the basis of the proposals which the Council now put forward. He had not said that the decisions which were to be taken relating to libraries were because of falling numbers.

In relation to volunteers, one of the models which was explored included looking at whether there was sufficient volunteer capacity and a track record in Sheffield to take up the challenge of running a library service. The proposals included how the Council could work with communities to run the library service. The Council wanted to promote reading and a wide range of resources for people of all ages.

In terms of research which had been undertaken, the Council had looked at good practice and visited five other local authorities, including Wakefield. Analysis was currently being carried out on all of the information which had been gathered and the resulting report would be made available at the Scrutiny Committee and it would be considered by the Cabinet.

There were 11 proposed hub libraries and, if the closure of specific libraries was a political decision then the Council would have ignored the Libraries Act, which places a statutory duty on the Council, to provide a comprehensive and efficient service. He stated that he believed that there had been some scaremongering and possibly hijacking by individuals of some of the good work which communities were doing to try to save their libraries. The list of libraries which were threatened with closure did impact on Councillors from different parties. For example in Birley Ward, which could lose two libraries. The Council had to provide an efficient and comprehensive library service and it had also signed up to the principles of the Fairness Commission.

Councillor Ben Curran, the Cabinet Member for Finance and Resources stated that the Council's accommodation strategy was about using buildings more efficiently. By using less expensive accommodation and not using rented accommodation, the Council would be able to save £30 million over the next 10 years. Capital resources were being used now to save in the future.

- (f) Hugh Cotton referred to the consultation process and to the analysis which would be made of the results. He stated that the fourth recommendation of the report of the Executive Director dated 25th September 2013 entitled

“The Future of Sheffield Library Service”, stated that the Council would consider whether any further consultation is required as part of the report to Cabinet. He stated that he appreciated that a lot of work had gone into the consultation. However, there was a lot of opposition to the prospect of libraries being closed. He stated that there had effectively not been consultation with regard to the proposed hub libraries. He asked how do the Council plan to provide for any further consultation before the Cabinet meeting on 19 February; and if there is no time for consultation and it became clear that this was necessary, is the Council prepared to postpone the library closure programme this year so that further consultation can take place?

- (g) Ruth Woodhouse stated that the Council had not consulted effectively with children, families or schools concerning young people’s need for local libraries and librarians. Library groups had conducted surveys, as the Council’s survey forms were unusable for children, and these had shown that thousands of children in Sheffield use, value and need their local library. Under 18s accounted for 31 percent of library users in Sheffield and she stated that consultation which omitted their voice was misrepresentative.

Park Library was increasing and promoting usage with children and in 2012 surveys of users prioritised keeping staff. However, a local group had bid to take over the Library with no dedicated Council staff and without consulting children, schools or families.

She referred to a response by Cabinet Member for Children, Young People and Families to a request for review concerning literacy issues which stated that schools have a major responsibility for teaching reading. Ruth Woodhouse stated that it was the legal responsibility of parents to ensure that children are properly educated and the loss of libraries would be detrimental to them fulfilling that duty.

She stated that she had requested minutes of any meetings where the Cabinet Member had championed the use of libraries by young people and where these needs had been discussed by Councillors, which had not been provided. She asked if the Cabinet Member could please tell the Chamber why she thinks she should remain in her post whilst apparently ignoring the plight of the young people she is there to represent.

- (h) Peter Hartley requested a written response to his written questions. He stated that there were six more branch libraries in the City in 1963. He expressed concern that if £1.6 million of the budget for libraries was reduced, there would be library closures. The Central Library had previously been open from 9 am to 9pm. He stated that over 22,000 people had signed petitions to save branch libraries. He asked how many more signatures would be needed before the Council would change its policy. He asked what assurances were there that further cuts would not be made in the future.

- (i) Nick Howard stated that a general grouping of representatives of library groups had met and had agreed to put forward a combined resolution, as follows: that they did not wish to see any public library close; they did not wish to see any paid librarian currently in employment lose their jobs; did not want voluntary groups to take over the running of any of the libraries; were in favour of public services, which are required by an Act of Parliament from the Council and were angry that the Council was acting against that ethos. In reference to consultation with groups outside of Sheffield, Mr Howard asked whether the Cabinet Member or officers had also been in consultation with an organisation which now ran all of the public libraries in Birmingham.

The Cabinet Member for Communities and Inclusion, Councillor Mazher Iqbal responded to the questions. He stated that hub libraries were part of the consultation process and that ideas and suggestions received as part of that process were being analysed and this would be made available to the Scrutiny Committee and discussed at Cabinet. He stated that he did not believe there was a need for further consultation. The review was started 3 years ago and there had been a number of consultation exercises. The proposals which the Council had put forward in the most recent consultation were also subject to change and he did not believe further consultation was needed.

In relation to the question concerning staff at Park Library, £180 million had been taken away from the Council and further cuts were being imposed in future years and 1,200 valuable members of staff had been lost and unfortunately there would be further redundancies. This was not something that the Council chose to do and the cuts had been imposed by the Government. He was not able to make assurances about which members of staff will or will not be in place and this is not something that would be appropriate for him to say.

As part of the second consultation exercise, which had just been concluded, the Council had been at a number of dedicated facilities in the City and there was a dedicated telephone line for people to give their views, language line resources were provided so that interpretation was available, postcards were produced, regular press releases were made and seven and half thousand emails were sent to organisations. Sheffield Futures was commissioned to organise focus groups with secondary school age pupils and young people up to the age of 25 and the children's commissioning team were also engaged in organising focus groups with primary school age children. There was also targeted work to ensure that the views were obtained of carers, disabled people, older people and children and young people.

Councillor Iqbal stated that it was important that people had the opportunity to put petitions and questions to the Council and that the Council was listening. He had been to meetings around the City, together with other councillors and officers. The documents concerning the proposals had said that proposals could be subject to change and the Council would examine the analysis resulting from the consultation.

The organisation to which Mr Howard had referred had not approached the

Council. As part of the consultation last year, it had been said that the Council would work to keep as many libraries open as possible. There were business plans in respect of all of the libraries that were threatened with closure.

Councillor Jackie Drayton, the Cabinet Member for Children, Young People and Families stated, in reference to the question from Ruth Woodhouse, that she apologised if she had upset her with the response that she had made in writing. She stated that Ruth Woodhouse had also asked her to respond in relation to literacy.

Whilst she had only received the questions today, she would respond the questions as they had been put forward by Ruth Woodhouse.

She had said how much she valued libraries and how important they were to communities and particularly older and young people. Unfortunately, the Council was in a difficult position as regards its budget. The Council would not have put forward any closures of any libraries if it did not have to. Councillor Drayton read part of the detailed letter which she had sent to Ruth Woodhouse.

Councillor Drayton referred to an emphasis on literacy, and the central role of schools, which have major responsibility for teaching and promoting a love of literacy.

Schools now offered additional support for reading through, for example, school libraries and breakfast clubs. She was keen that schools promote a love of reading and development of vocabulary. There was also focus upon supporting reading and literacy development in families, for example through the ESCAL project (Every Sheffield Child Articulate and Literate), stories for talking and targeted programmes for families and children and the Book Awards. There was also support in early years and for families. She agreed that parents have an important role to play but it was vital that schools promote literacy, especially for those children who are the most disadvantaged.

4.2.2 Public Question Concerning Benefits and Rent Services

Ken Turton stated that there had been a lack of liaison between services in relation to benefits which support people who paid rent and were on low earnings and he wished to know why that was the case.

He referred to a dispute he had with the Council's rent service whereby he had to pay full rent. He believed that the benefits to which he was entitled should have been part of the calculation. Mr Turton stated that this illustrated a lack of co-operation between the Council and other agencies and asked how this situation would be improved.

The Cabinet Member for Finance and Resources, Councillor Ben Curran, responded that, if Mr Turton had such matters of concern in future, he did not have to wait until a Council meeting and that he could raise concerns with him as the appropriate Cabinet Member, at any time. He stated that Mr Turton's written question made reference to concerns about liaison between the Benefits and

rent service. Whilst this relationship was well established and quite successful, errors might occur from time to time. He would not go into the details of Mr Turton's individual case at this meeting. Councillor Curran stated that he would write to Mr Turton or could meet with him.

4.2.3 Public Question Concerning the Streets Ahead Contract

Nigel Slack referred to a question which he had asked at the Council meeting in January concerning changes to the Streets Ahead Contract, in relation to which the Cabinet Member, Councillor Jack Scott was able to give more detail on the subject of the decision. At the subsequent Cabinet meeting, Mr Slack stated that he asked whether it would be possible for the Council to record future decisions of this nature with more transparency, rather than to exempt all information for the sake of what appeared to be a relatively small amount of confidential information. Councillor Dore had responded that the Council was committed to being as open and transparent as possible.

Mr Slack asked that, firstly, with these responses in mind, will the Council commit to applying the same approach to its own decisions, particularly ones of this nature, as it intends to apply to all new outsourcing contracts. Namely that of 'full disclosure', except where a strong case can be made that the information would seriously compromise confidentiality laws, such as 'data protection'. Secondly, he asked that, when considering any exemptions the Council put the public interest above the interest of all other parties where feasible and be prepared to support that in the scrutiny process.

In connection with the final question, concerning putting the public interest ahead of other considerations, Councillor Julie Dore stated that Members of the Council were elected to represent the public interest, although consideration of what was in the 'public interest' was subjective.

Councillor Dore then responded to a question raised earlier in the meeting by Mr O'Hagan concerning public questions. She stated that public questions at Council meetings took place only because the Council chose to include provision for them in its Constitution. They were not mandatory. Members of the public could also ask questions in other fora. There was a wide range of public engagement activity and people could also contact the Council in writing. Cabinet in the Community sessions were also being held in different areas of the City.

Councillor Dore stated that she could not see a problem with the Council producing advice for people concerning how they can ask questions in different fora and what people should do if the response which they had received to a question was not acceptable to them.

4.2.4 Public Questions Concerning the principle of Innocent Until Proven Guilty, Evidence to Support an Answer and Social Engineering

Martin Brighton asked: does this Council support the principle of Innocent Until Proved Guilty, and, if it does, how does it ensure that this principle is upheld.

The Leader of the Council, Councillor Julie Dore responded that she really did aim to answer Mr Brighton's questions in the best way that she could. If the question was vague, she was not able to give a detailed answer. She did fully support the principle of innocent until proven guilty. If there were circumstances where this was not the case, she asked that this be brought to the Council's attention and that information could then be reviewed.

Secondly, Mr Brighton stated that the Cabinet Member for Housing gave a robust and unequivocal answer to what he described as a very difficult question at the last Full Council (Question 6). He asked if the evidence upon which that question was predicated was published, would the Cabinet Member be prepared to reconsider his position.

The Cabinet Member for Homes and Neighbourhoods, Councillor Harry Harpham, responded that the question which Mr Brighton referred to concerned the extent of trust for the Council's Chief Executive and whilst he stated that this was a "difficult question" this had to be set in context. He confirmed that he had no reason whatsoever to doubt the response which he gave and that he trusted the Chief Executive implicitly.

Thirdly, Mr Brighton asked: does this Council support the use of social engineering tactics by council officers, followed by misrepresentations of those being manipulated? If not, and if presented with the evidence, what is the Council's course of action?

The Leader of the Council, Councillor Julie Dore responded that Mr Brighton should bring to the Council's attention any issue of concern where he felt that he had been misrepresented or action had been taken which he did not feel was right. The Council would take action according to the circumstances, for example if it was a grievance or a matter concerning data protection.

4.2.5 Public Question Concerning Deprivation

Martin Brighton asked: why are the most deprived areas of Sheffield, 15 years ago still the most deprived areas today.

The Leader of the Council, Councillor Julie Dore responded that 15 years ago, and before that time (from the late 1970's onwards), the inequalities in Sheffield were widening and the previous Government started the process of addressing the issue. The Council introduced a closing the gap policy in 2002 to reduce inequalities, and areas of the City were regenerated, although some criticism was received of investment into those areas of the City.

Councillor Dore stated that the present Government does not believe in reducing inequalities but the Council would do what it could. The Fairness Commission had been established as a cross party body, to make Sheffield a fair City.

4.2.6 Public Question Concerning Inactivity

Martin Brighton stated that, using the Freedom of Information Act, the

organisation UKactive produced a national rankings list for inactivity, noting the links between individual inactivity in areas of social deprivation, and consequent premature deaths. Sheffield is 102nd out of 150 nationally. He asked: what is this Council doing to remedy this.

The Cabinet Member for Health, Care and Independent Living, Councillor Mary Lea responded that there was a correlation between a lack of physical activity and ill health and that activity does improve health.

The 'Move More' Strategy was shortly to be submitted to the Council's Health and Wellbeing Board. It was recognised that activity was not only about sport, but also concerned incorporating physical activity as part of a daily routine. The Council would promote physical activity in schools and as part of the Olympic legacy and in relation to the forthcoming Tour de France.

The Cabinet Member for Culture, Sport and Leisure, Councillor Isobel Bowler, stated that UKactive was one of the lobby groups promoting physical activity. It was known that people were not physically active enough for the benefit of their health. The guideline was of five periods of 30 minutes exercise each week. The Council was addressing concerns relating to inactivity through the 'Move More' strategy, working with Activity Sheffield and Sport England had also invested in specific programmes. One problem was the quality of data, which presently used a sample of 500 people and better data and evidence was required, particularly concerning which interventions were most successful. The strategy was also to consider targeted interventions. The Move More Board included representatives from the Universities, the NHS and the City Council.

5. MEMBERS' QUESTIONS

5.1 Urgent Business

There were no questions relating to urgent business under the provisions of Council Procedure Rule 16.6 (ii).

5.2 Questions

A schedule of questions to Cabinet Members, submitted in accordance with Council Procedure Rule 16, and which contained written answers, was circulated and supplementary questions under the provisions of Council Procedure Rule 16.4 were asked and were answered by the appropriate Cabinet Members.

5.3 South Yorkshire Joint Authorities

There were no questions relating to the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue, Integrated Transport, Pensions or Police under the provisions of Council Procedure Rule 16.6 (i).

Order of Business

In accordance with the Council Procedure Rule 9.1, the order of business as published on the Council Summons was altered and item 15, Notice of Motion given by Councillor Jillian Creasy concerning the Library Review, was taken as the next item of business.

6. NOTICE OF MOTION GIVEN BY COUNCILLOR JILLIAN CREASY

Library Review

It was moved by Councillor Jillian Creasy, seconded by Councillor Robert Murphy, that this Council:-

- (a) notes the unprecedented number of petitions and signatures in support of branch libraries, and the expressions of commitment, passion and willingness from the people of Sheffield;
- (b) recognises the enormous value of the network of libraries in the community, especially on the educational attainment levels of children in less affluent areas;
- (c) recognises the increasing need for free public internet access by people looking for work and claiming benefits, as well as the impact of libraries on nearby shops and business;
- (d) notes the serious pressure on the Council from central Government cuts but also recognises the range of choices still available in Sheffield, at whatever level of financial commitment;
- (e) believes the proposed model for community and independent libraries - which requires volunteers to both manage and finance a library service - is too rigid to be workable;
- (f) believes a better approach would allow for volunteers to take part in an integrated, city-wide and established network of library services and in all libraries, not just a few; and
- (g) therefore, urges the Cabinet Member for Communities and Inclusion to bring forward different proposals from those consulted on, that take account of Sheffield residents' willingness to participate in a genuine community-based city-wide library service, and recognise the need for co-ordination and other input by librarians and other paid staff.

Whereupon, it was moved by Councillor Mazher Iqbal, seconded by Councillor Geoff Smith as an amendment, that the Motion now submitted be amended by the deletion of paragraphs (d) to (g) and the addition of new paragraphs (d) to (j) as follows:-

- (d) recognises that the Council is facing an unprecedented level of cuts from

Central Government meaning that by 2015/16 the Council will have had an overall reduction in Government formula funding by 50% and recognises that with this level of funding reductions all services across the Council will be seriously affected;

- (e) recognises that over the past three years, the Council has done everything possible to make budget reductions in libraries without making substantial changes to the service, however recognises that with the level of cuts now facing the Council, this is no longer possible;
- (f) welcomes that the Council is looking to find new ways of delivering library services given the serious situation facing libraries nationally and notes reports stating that over 400 libraries have closed nationally and 1000 are estimated to close by 2016;
- (g) further notes that the consultation on the library review has now closed and the Council is listening to the responses ahead of bringing forward proposals to Cabinet;
- (h) notes that the Council has received comments about the independent model from the groups looking to run libraries and will take on board these comments as it responds to the consultation;
- (i) recalls that the proposal by the Cabinet Member for Communities and Inclusion that the results of the consultation be brought to scrutiny before a decision is made, was agreed by the Council last month; and
- (j) welcomes that the Cabinet Member for Communities and Inclusion has already indicated that he is listening to concerns that have been raised about the Independent Model based on the feedback from the consultation and recognises that decisions about the library review will be made at Cabinet on 19th February, 2014.

On being put to the vote the Amendment was carried.

The votes on the Amendment were ordered to be recorded and were as follows:

- For the Amendment (56) - Councillors Julie Dore, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox,

Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Leigh Bramall, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Against the Amendment (21) - Councillors Simon Clement-Jones, Shaffaq Mohammed, Robert Murphy, Jillian Creasy Rob Frost, Colin Ross, Joe Otten, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker, Alison Brelsford and Trevor Bagshaw.

Abstained on the Amendment (2) - The Lord Mayor (Councillor Vickie Priestley) and the Deputy Lord Mayor (Cllr Peter Rippon).

After a right of reply from Councillor Jillian Creasy, the original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) notes the unprecedented number of petitions and signatures in support of branch libraries, and the expressions of commitment, passion and willingness from the people of Sheffield;
- (b) recognises the enormous value of the network of libraries in the community, especially on the educational attainment levels of children in less affluent areas;
- (c) recognises the increasing need for free public internet access by people looking for work and claiming benefits, as well as the impact of libraries on nearby shops and business;
- (d) recognises that the Council is facing an unprecedented level of cuts from Central Government meaning that by 2015/16 the Council will have had an overall reduction in Government formula funding by 50% and recognises that with this level of funding reductions all services across the Council will be seriously affected;
- (e) recognises that over the past three years, the Council has done everything possible to make budget reductions in libraries without making substantial changes to the service, however recognises that with the level

of cuts now facing the Council, this is no longer possible;

- (f) welcomes that the Council is looking to find new ways of delivering library services given the serious situation facing libraries nationally and notes reports stating that over 400 libraries have closed nationally and 1000 are estimated to close by 2016;
- (g) further notes that the consultation on the library review has now closed and the Council is listening to the responses ahead of bringing forward proposals to Cabinet;
- (h) notes that the Council has received comments about the independent model from the groups looking to run libraries and will take on board these comments as it responds to the consultation;
- (i) recalls that the proposal by the Cabinet Member for Communities and Inclusion that the results of the consultation be brought to scrutiny before a decision is made, was agreed by the Council last month; and
- (j) welcomes that the Cabinet Member for Communities and Inclusion has already indicated that he is listening to concerns that have been raised about the Independent Model based on the feedback from the consultation and recognises that decisions about the library review will be made at Cabinet on 19th February, 2014.

Note:1. Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Joe Otten, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw voted for paragraphs (a), (b) and (c) and against paragraphs (d) to (j) of the Substantive Motion and asked for this to be recorded.

2. Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a), (b), (c), (f) to (j) and against Paragraphs (d) and (e) of the Substantive Motion and asked for this to be recorded.)

7. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

7.1 RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor Gill Furniss, that (a) approval be given to the following changes to the memberships of Committees, Boards, etc:

Local Area Partnership – Central Lead Ward Member	-	Councillor Jillian Creasy to replace Cllr Robert Murphy
Scrutiny Members	Committee Substitute	- Councillor David Baker to replace Councillor Denise Reaney

(b) Abtisam Mohammed (Programme Director, Yemeni Community Association) be re-appointed to serve as a voluntary, community and faith sector representative on the Council's Independent Remuneration Panel for a full four year term ending 6th February 2018.

(c) representatives be appointed to other bodies as follows:-

- | | |
|--|--|
| Sheffield Theatres Trust | - Councillor Clive Skelton to fill a vacancy |
| Southey and Owlerton Regeneration Board | - Councillor Alan Law to replace Councillor Tony Damms |
| Upperthorpe and Netherthorpe Healthy Living Centre Trust | - Councillor Neale Gibson to replace Councillor Ben Curran |
| ACIS Local Management Committee | - Councillor Terry Fox to replace Councillor Jenny Armstrong |

7.2 **Sheffield City Region Combined Authority Appointment of Sheffield City Council Representatives**

Further to:-

- (a) The decision of Council on 3rd April 2013 that Sheffield City Council would formally become a constituent member of the proposed Sheffield City Region Combined Authority;
- (b) The anticipated laying before Parliament by the Secretary of State of an Order creating, with effect from 1st April 2014, such a body to be formally titled 'The Barnsley, Doncaster, Rotherham and Sheffield Combined Authority' but which will involve participation of the nine Sheffield City Region local authorities;

The City Council RESOLVES as follows:-

- (a) To appoint Councillor Julie Dore, the Leader of the City Council, to represent the City Council as a member of the Barnsley, Doncaster, Rotherham and Sheffield Combined Authority ('the Combined Authority')
- (b) To appoint Councillor Harry Harpham to act as a substitute member of the Combined Authority in the absence of the Leader;
- (c) To appoint Councillor Leigh Bramall to act as a 'second member' of the Combined Authority for potential appointment as a member of the Combined Authority on a rotational basis (such appointment being required to ensure the legally required voting majority for the South Yorkshire Councils within the Combined Authority);

- (d) To nominate Councillors Leigh Bramall, Tim Rippon, Bob Johnson, Bryan Lodge and Ian Auckland for potential appointment by the Combined Authority to its proposed Transport Committee.

8. CHANGES TO THE CONSTITUTION

RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor Penny Baker, that this Council adopts the changes to the Contract Standing Orders in Part 4 of the Constitution to take effect from 1 April 2014, as set out in the report of the Chief Executive now submitted and Appendix A, and notes the minor/consequential changes to the Constitution made by the Director of Legal and Governance, in consultation with the Lord Mayor, under delegated authority, outlined at section 4 of the report and Appendices B and C.

9. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN UPDATE, HRA BUDGET AND RENT INCREASE 2014/15

It was moved by Councillor Harry Harpham, seconded by Councillor Tony Damms, that the following recommendations of the Cabinet at its meeting on 15th January 2014, in relation to a joint report of the Executive Directors, Communities, Place and Resources providing the 2014/15 update to the Housing Revenue Account (HRA) Business Plan and a 2014/15 revenue budget for the HRA be approved:

“RESOLVED: That this Cabinet recommends to the meeting of the City Council on 5th February, 2014 that :-

- (a) the HRA Business Plan update report for 2014/15 be approved;
- (b) the HRA Revenue Budget for 2014/15 as set out in Appendix B to the report be approved;
- (c) the rent increase for Council dwellings by an average of 6.2% from April 2014 be approved;
- (d) the rents for Council dwellings being set at target rent, when re-let following vacancy, from April 2014 be approved;
- (e) the increase of annual rents for garages and garage sites by an average of 6.2% from April 2014 be approved;
- (f) the increase of community heating charges by 3% in 2014/15 be approved;
- (g) it notes that it may be necessary to amend the sheltered housing service charge, in the event of a review of the service, if the Supported Housing Subsidy changes as part of the Council’s wider budget setting

process;

- (h) it resolves that charges for furnished accommodation and temporary accommodation are not increased;
- (i) it delegates authority to the Director of Commissioning, Communities to amend the burglar alarm charge in 2014/15 in line with the costs incurred under the new contract. Until the contract is in place and the charges are known the burglar alarm charge will remain unchanged; and
- (j) it delegates authority to the Director of Commissioning, Communities and the Director of Finance, in consultation with the Cabinet Member for Homes and Neighbourhoods to authorise prudential borrowing as allowed under current Government guidelines.”

Whereupon, it was moved by Councillor Penny Baker, seconded by Councillor Andrew Sangar, as an amendment, that the recommendations made by the Cabinet at its meeting held on 15th January 2014, concerning the Housing Revenue Account Business Plan Update, HRA Budget and Rent Increase 2014/15, be approved with the following comments and amendments:-

- (a) confirms that a rise in rents is a decision reserved for the Council and that any claim that the decision has been ‘forced’ by the Government is incorrect;
- (b) notes that the target rent policy, which was introduced by the last Government, is a guideline policy and that local authorities have been given more control over rent-setting since the move to self-financing of Housing Revenue Accounts;
- (c) believes that an excessive 6.2% rise in rents will be damaging to many Council tenants across Sheffield who are struggling with finances;
- (d) notes that Liberal Democrat-controlled Portsmouth City Council have previously agreed rises in rent below guideline levels and therefore confirms such a policy is possible;
- (e) regrets that members of the ruling group blocked discussion of this hike at last week’s Safer and Stronger Communities Scrutiny Committee meeting, thereby denying tenants the scrutiny they deserve;
- (f) believes the Administration are forcing through this hike without scrutiny because they think they can get away with blaming someone else;
- (g) understands that the hike in rents could be halved if an annual revenue saving of £3.3 million can be identified;
- (h) furthermore, confirms that above guideline rises in future years could return Sheffield rents to target rent values;

- (i) therefore, recommends that the following savings are investigated in order to halve the proposed hike in council rents and accordingly, a rent increase for Council dwellings of 3.1% (not 6.2%) from April 2014 be approved:-
- (i) 10% reduction in senior managers and back office teams equating to roughly £923,000;
 - (ii) 15% reduction in office costs and overheads equating to roughly £635,000;
 - (iii) 10% reduction in area teams equating to roughly £1,216,000;
 - (iv) 10% reduction in estate officers and environmental services equating to roughly £402,000; and
 - (v) 6% reduction in other costs coming from Going Local funds equating to roughly £115,000; and
- (j) notes the advice of the Section 151 officer that these saving targets could be achieved within the 2014-15 financial year, but recognises that if savings cannot be realised, a reduction will need to be made to the transfer to capital reserves, accepting the possible implications for future investment.

On being put to the vote, the amendment was negated.

The votes on the amendment were ordered to be recorded and were as follows:

For Paragraphs (a), (b), (c) - Councillors Simon Clement-Jones, Shaffaq and (e) (20) Mohammed, Robert Murphy, Jillian Creasy, Rob Frost, Colin Ross, Joe Otten, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw.

Against Paragraphs (a), (b), - Councillors Julie Dore, Jack Scott, Roy (c) and (e) (55) Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George

Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Abstained on Paragraphs (a), (b), (c) and (e) (1) - The Deputy Lord Mayor (Cllr Peter Rippon).

For Paragraphs (d), (f), (g), (h), (i) and (j) (18) Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Joe Otten, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw.

Against Paragraphs (d), (f), (g), (h), (i) and (j) (55) Councillors Julie Dore, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Abstained on Paragraphs (d), (f), (g), (h), (i) and (j) (3) The Deputy Lord Mayor (Cllr Peter Rippon) and Councillors Robert Murphy and Jillian Creasy.

After a Right of Reply from Councillor Harry Harpham, the original Motion was put to the vote and carried, as follows:

RESOLVED: That, as recommended by the Cabinet at its meeting held on 15th January, 2014:-

- (a) the HRA Business Plan update report for 2014/15 be approved;
- (b) the HRA Revenue Budget for 2014/15 as set out in Appendix B to the report be approved;
- (c) the rent increase for Council dwellings by an average of 6.2% from April 2014 be approved;
- (d) the rents for Council dwellings being set at target rent, when re-let following vacancy, from April 2014 be approved;
- (e) the increase of annual rents for garages and garage sites by an average of 6.2% from April 2014 be approved;
- (f) the increase of community heating charges by 3% in 2014/15 be approved;
- (g) it be noted that it may be necessary to amend the sheltered housing service charge, in the event of a review of the service, if the Supported Housing Subsidy changes as part of the Council's wider budget setting process;
- (h) charges for furnished accommodation and temporary accommodation be not increased;
- (i) authority be given to the Director of Commissioning, Communities to amend the burglar alarm charge in 2014/15 in line with the costs incurred under the new contract, and until the contract is in place and the charges are known, the burglar alarm charge will remain unchanged; and
- (j) delegated authority be granted to the Director of Commissioning, Communities and the Director of Finance, in consultation with the Cabinet Member for Homes and Neighbourhoods, to authorise prudential borrowing as allowed under current Government guidelines.

(Note: The Deputy Lord Mayor (Councillor Peter Rippon) took the Chair from the beginning of this item of business until the close of the meeting, the Lord Mayor (Councillor Vickie Priestley) having left the meeting.)

10. NOTICE OF MOTION GIVEN BY COUNCILLOR NEALE GIBSON

Food Banks

It was moved by Councillor Neale Gibson, seconded by Councillor Jayne Dunn, that this Council:-

- (a) notes that Handsworth Grange Community Sports College installed two food bank collection boxes in January after becoming concerned that some families in the local area did not have enough money to feed their children;
- (b) recalls that the food bank came about after a pupil came into school on a Monday morning saying that the last full meal she had eaten was her school dinner on Friday lunchtime;
- (c) praises the work of Handsworth Grange Community Sports College and supports the work of the Council in announcing support to local food bank schemes across the city;
- (d) notes with concern that the number of Food Banks in Sheffield has grown to 16 and in the last year three Food Banks alone have fed 1988 people and more working families are being referred to Food Banks which is a clear sign that more people are suffering a rise in the cost of living and that wages are not keeping up;
- (e) believes that this is a damning indictment of the record of the present Government's and Deputy Prime Minister's record in Sheffield and calls upon him to explain what action he as the Deputy PM is going to take to halt the growth of food banks in his City, especially now that one has opened in the middle of his Constituency;
- (f) calls upon the Deputy Prime Minister and the Government to publish the 2013 DEFRA report on Food Banks that cost £43,000 of public money and has never seen the light of day; and
- (g) confirms that publication of the report would allow Sheffield City Council to check if the information in the DEFRA report correlates with the evidence in the quick review report done by the Council and the view of Chris Mould, the Trussell Trust executive chairman that there is a link between low wages, changes in benefits, and use of food banks by families.

Whereupon, it was moved by Councillor Cliff Woodcraft, seconded by Councillor Shaffaq Mohammed, as an amendment, that the Motion now submitted be amended by:-

- 1. the deletion of paragraphs (b) to (g); and
- 2. the addition of new paragraphs (b) to (l) as follows:-
 - (b) thanks all volunteers and donators to food banks and supports their work to help Sheffielders in need;

- (c) however, believes it is highly inappropriate to exploit individual cases to draw broad conclusions or score political points;
- (d) notes that under the last Government the number of food banks increased tenfold;
- (e) highlights the following quote from Channel 4's Fact Check blog: "It's clear that food banks started under Labour and began to grow rapidly before the global financial crisis";
- (f) notes that the Coalition Government have allowed Jobcentre staff to refer people to food banks - a move that was blocked by the last Government;
- (g) recalls that Labour politicians have still not apologised for the economic downturn that they helped create and the impact of that downturn on local people's living standards;
- (h) supports the measures taken by the Coalition Government to resuscitate economic growth and deliver a stronger economy;
- (i) believes Liberal Democrats in Government have been vital in supporting local people with the cost of living, by fighting to:-
 - (i) give 24 million ordinary workers a £700 tax cut;
 - (ii) increase the state pension by £650 thanks to our 'triple lock';
 - (iii) freeze Council Tax, saving the average Sheffield household £185 this year;
 - (iv) deliver an average saving of £50 on household energy bills; and
 - (v) freeze fuel duty, saving motorists £170 per year;
- (j) contrasts this with the appalling record of the last Government, who:-
 - (i) crashed the economy, which is why the cost of living is high now;
 - (ii) scrapped the 10p tax, leaving half a million of the lowest paid workers worse off; and
 - (iii) increased the state pension by an insulting 75p;
- (k) furthermore highlights the following decisions of the current Administration, which have failed to support local families:-
 - (i) imposing a 23% cut in Council Tax Benefit, refusing an offer of £1.1 million from the Government to reduce the cut; and
 - (ii) rejecting proposals from opposition councillors for a cross-party

working group to support local residents affected by the 'bedroom tax'; and

- (l) therefore calls upon the ruling group to drop their petty political point-scoring and work with the Government and local agencies to support local families.

On being put to the vote, the amendment was negatived.

The votes on the Amendment were ordered to be recorded and were as follows:

- For the Amendment (17)
- Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw.
- Against the Amendment (55)
- Councillors Julie Dore, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.
- Abstained on the Amendment (3)
- The Deputy Lord Mayor (Cllr Peter Rippon) and Councillors Robert Murphy and Jillian Creasy.

After a Right of Reply by Councillor Neale Gibson, the original Motion was then put to the vote and carried, as follows:-

RESOLVED: That this Council:-

- (a) notes that Handsworth Grange Community Sports College installed two food bank collection boxes in January after becoming concerned that some families in the local area did not have enough money to feed their children;
- (b) recalls that the food bank came about after a pupil came into school on a Monday morning saying that the last full meal she had eaten was her school dinner on Friday lunchtime;
- (c) praises the work of Handsworth Grange Community Sports College and supports the work of the Council in announcing support to local food bank schemes across the city;
- (d) notes with concern that the number of Food Banks in Sheffield has grown to 16 and in the last year three Food Banks alone have fed 1988 people and more working families are being referred to Food Banks which is a clear sign that more people are suffering a rise in the cost of living and that wages are not keeping up;
- (e) believes that this is a damning indictment of the record of the present Government's and Deputy Prime Minister's record in Sheffield and calls upon him to explain what action he as the Deputy PM is going to take to halt the growth of food banks in his City, especially now that one has opened in the middle of his Constituency;
- (f) calls upon the Deputy Prime Minister and the Government to publish the 2013 DEFRA report on Food Banks that cost £43,000 of public money and has never seen the light of day; and
- (g) confirms that publication of the report would allow Sheffield City Council to check if the information in the DEFRA report correlates with the evidence in the quick review report done by the Council and the view of Chris Mould, the Trussell Trust executive chairman that there is a link between low wages, changes in benefits, and use of food banks by families.

The votes on the Motion were ordered to be recorded and were as follows:

For Paragraphs (a), (b) and (c) (75) - Councillors Julie Dore, Jack Scott, Roy Munn, Simon Clement-Jones, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-

Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Shaffaq Mohammed, Jackie Drayton, Ibrar Hussain, Talib Hussain, Robert Murphy, Jillian Creasy, Mohammed Maroof, Rob Frost, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Colin Ross, Joyce Wright, Steven Wilson, Garry Weatherall, Penny Baker, Diana Stimely, Roger Davison, Sheila Constance, Chris Weldon, Alan Law, Sue Alston, Andrew Sangar, Cliff Woodcraft, Steve Jones, Tim Rippon, Cate McDonald, Denise Reaney, Ian Auckland, Bob McCann, George Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Anders Hanson, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Gill Furniss, Katie Condliffe, David Baker, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Trevor Bagshaw, Jackie Satur, Mick Rooney and Ray Satur.

Against Paragraphs (a), (b) and (c) - Nil
(0)

Abstained on Paragraphs (a), (b) and (c) (1) - The Deputy Lord Mayor (Cllr Peter Rippon).

For Paragraphs (d), (e), (f) and (g) (57) Councillors Julie Dore, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Robert Murphy, Jillian Creasy, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim

Rippon, Cate McDonald, George Lindars-Hammond, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Lynn Rooney, John Campbell, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Against Paragraphs (d), (e), (f) and (g) (17)

Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw.

Abstained Paragraphs (d), (e), (f) and (g) (1)

The Deputy Lord Mayor (Cllr Peter Rippon).

11. NOTICE OF MOTION GIVEN BY COUNCILLOR LEIGH BRAMALL

Betting Shops

At the request of Councillor Pat Midgley and with the consent of the Council, the Notice of Motion Numbered 10 on the Summons for this meeting was withdrawn.

12. NOTICE OF MOTION GIVEN BY COUNCILLOR IAN AUCKLAND

Planning for Housing Development

It was moved by Councillor Ian Auckland, seconded by Councillor Colin Ross, that this Council:-

- (a) is committed to defending Sheffield's reputation as the greenest city in the country – affording our green and open spaces the protection they deserve;
- (b) therefore notes with concern the following sentence from the Sheffield Local Plan report agreed by the Cabinet on 18th December 2013: "Work has already commenced on developing a methodology for strategic review of the South Yorkshire and North Derbyshire Green Belt";

- (c) recognises the importance of demonstrating a five-year economically-deliverable supply of housing within the City's Local Plan;
- (d) however, believes that using future allocations of the New Homes Bonus to invest in brown-field sites and bring more empty homes back into use, could avoid the need to concrete over green field and Green Belt land;
- (e) furthermore, hopes the Council will re-investigate density and height requirements within the inner ring-road to help protect important green spaces;
- (f) regrets that instead the Administration appear to have surrendered to big developers by allowing them to cherry-pick treasured green sites across the City for development;
- (g) believes that the Administration have once again taken the easy way out because they think they can get away with blaming someone else; and
- (h) opposes a Green Belt review until more innovative ways of delivering Sheffield's five-year housing supply have been exhausted.

Whereupon, it was moved by Councillor Julie Dore, seconded by Councillor Chris Rosling-Josephs, as an amendment, that the Motion now submitted be amended by:-

1. the deletion of all the words after the words "therefore notes with concern" in paragraph (b) and their substitution by the following words "the Government's National Planning Policy Framework which has resulted in the Planning Inspectorate stating that the current allocation of sites for housing does not go far enough to meet the demands"; and
2. the deletion of paragraphs (c) to (h) and the addition of new paragraphs (c) to (o) as follows:-
 - (c) regrets that this is an issue for the vast majority of local authorities across the country and notes that other authorities such as Brighton, Hull, Coventry and Kirklees have had to withdraw local plans as they did not meet requirements;
 - (d) confirms that if the Council do not meet the Government targets for a five year supply of immediately deliverable sites, developers could win permission to build on the city's green spaces and even green belt sites on appeal, even after a planning application is turned down by the Council, which could lead to a planning free for all, potentially increasing the level of development on green belt land in an uncontrolled manner, which has already happened in other places such as Leeds;
 - (e) regrets that yet again the main opposition group seek to mislead local people by suggesting that the need to find green spaces for housing is merely down to Councils wishing to build on them, rather than the reality,

which is that it is driven by their own Government's planning policy;

- (f) notes these comments by Jonathan Carr-West, Chief Executive of the Local Government Information Unit: 'the National Planning Policy Framework and targets around housing supply are putting significant strain on councils' ability to protect the green belt.';
- (g) confirms that this is the view of the Campaign for the Protection of Rural England (CPRE) who state that: 'Local authorities that are producing plans are coming under pressure to allocate more greenfield sites than originally intended. And over half (52%) of local authorities do not have up to date adopted local plans in place. As a result, they will come under increased pressure to approve any application for housing development in line with policies in the NPPF, rather than with local views.';
- (h) notes these comments from Shaun Spiers, Chief Executive of CPRE: 'We know that Planning Minister Nick Boles wants good quality, beautiful development, but his policies are not delivering. There can be no sustainable solution to this country's housing problems unless there is a renewed focus on improving quality, increasing local control and minimising the loss of countryside. The NPPF is not currently delivering that mix. The Government urgently needs to rethink its approach.';
- (i) echoes criticisms that this Government have significantly weakened the previous Government's brownfield-first policy which actively prioritised building on brownfield sites;
- (j) confirms that the present Administration is doing all it can to see as much brownfield land as possible built on and will continue to work to minimise development on green field sites, but it is the Government that has both cut the Council's funding to subsidise brownfield site regeneration, and then stipulated that the Council has to provide a five year supply at any one time of 'economically deliverable' (ie, financially attractive) sites for developers, which rules out many brownfield sites, restricting site supply;
- (k) welcomes the action of the present Administration to bring hundreds of empty homes back into use, however, will take no lectures from the main opposition group who brought a derisory 13 empty homes back into use in their last year in administration;
- (l) welcomes the policy of the Labour Party to stand up to developers by tackling landbanking through the proposed introduction of a "use it or lose it policy" and believes it is this Government that have surrendered to big developers through rejecting this idea;
- (m) confirms that the Council would be willing to stand up to developers and implement the 'use it or lose it' policy were the Government to give local authorities the freedoms to do so;
- (n) believes that the Government's reforms have been anti localist and have

taken planning powers away from local people and given them instead to the Secretary of State and believes that the need to consider the Green Belt is ultimately a consequence of this Government's approach; and

- (o) proposes that the Cabinet Member for Business Skills and Development writes to the Secretary of State outlining the consequences of the issues caused by the Government's cuts to housing investment for brown field development, and the problems this has caused, and asks the mover of the motion to confirm he will co-sign the letter.

On being put to the vote the amendment was carried.

The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) is committed to defending Sheffield's reputation as the greenest city in the country – affording our green and open spaces the protection they deserve;
- (b) therefore notes with concern the Government's National Planning Policy Framework which has resulted in the Planning Inspectorate stating that the current allocation of sites for housing does not go far enough to meet the demands;
- (c) regrets that this is an issue for the vast majority of local authorities across the country and notes that other authorities such as Brighton, Hull, Coventry and Kirklees have had to withdraw local plans as they did not meet requirements;
- (d) confirms that if the Council do not meet the Government targets for a five year supply of immediately deliverable sites, developers could win permission to build on the city's green spaces and even green belt sites on appeal, even after a planning application is turned down by the Council, which could lead to a planning free for all, potentially increasing the level of development on green belt land in an uncontrolled manner, which has already happened in other places such as Leeds;
- (e) regrets that yet again the main opposition group seek to mislead local people by suggesting that the need to find green spaces for housing is merely down to Councils wishing to build on them, rather than the reality, which is that it is driven by their own Government's planning policy;
- (f) notes these comments by Jonathan Carr-West, Chief Executive of the Local Government Information Unit: 'the National Planning Policy Framework and targets around housing supply are putting significant strain on councils' ability to protect the green belt.';
- (g) confirms that this is the view of the Campaign for the Protection of Rural England (CPRE) who state that: 'Local authorities that are producing plans

are coming under pressure to allocate more greenfield sites than originally intended. And over half (52%) of local authorities do not have up to date adopted local plans in place. As a result, they will come under increased pressure to approve any application for housing development in line with policies in the NPPF, rather than with local views.’;

- (h) notes these comments from Shaun Spiers, Chief Executive of CPRE: ‘We know that Planning Minister Nick Boles wants good quality, beautiful development, but his policies are not delivering. There can be no sustainable solution to this country’s housing problems unless there is a renewed focus on improving quality, increasing local control and minimising the loss of countryside. The NPPF is not currently delivering that mix. The Government urgently needs to rethink its approach.’;
- (i) echoes criticisms that this Government have significantly weakened the previous Government’s brownfield-first policy which actively prioritised building on brownfield sites;
- (j) confirms that the present Administration is doing all it can to see as much brownfield land as possible built on and will continue to work to minimise development on green field sites, but it is the Government that has both cut the Council’s funding to subsidise brownfield site regeneration, and then stipulated that the Council has to provide a five year supply at any one time of ‘economically deliverable’ (ie, financially attractive) sites for developers, which rules out many brownfield sites, restricting site supply;
- (k) welcomes the action of the present Administration to bring hundreds of empty homes back into use, however, will take no lectures from the main opposition group who brought a derisory 13 empty homes back into use in their last year in administration;
- (l) welcomes the policy of the Labour Party to stand up to developers by tackling landbanking through the proposed introduction of a “use it or lose it policy” and believes it is this Government that have surrendered to big developers through rejecting this idea;
- (m) confirms that the Council would be willing to stand up to developers and implement the ‘use it or lose it’ policy were the Government to give local authorities the freedoms to do so;
- (n) believes that the Government’s reforms have been anti localist and have taken planning powers away from local people and given them instead to the Secretary of State and believes that the need to consider the Green Belt is ultimately a consequence of this Government’s approach; and
- (o) proposes that the Cabinet Member for Business Skills and Development writes to the Secretary of State outlining the consequences of the issues caused by the Government’s cuts to housing investment for brown field development, and the problems this has caused, and asks the mover of the motion to confirm he will co-sign the letter.

(Note: Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a), (b), (c), (d), (f), (g), (h), (i), (l), (m), (n) and (o) and abstained on Paragraphs (e), (j) and (k) of the Substantive Motion and asked for this to be recorded.)

13. NOTICE OF MOTION GIVEN BY COUNCILLOR BEN CURRAN

National Minimum Wage

It was moved by Councillor Ben Curran, seconded by Councillor Adam Hurst, that this Council:-

- (a) celebrates the 15th anniversary of the introduction of the National Minimum Wage, which falls this year, and the contribution it has made to making work pay, boosting living standards and tackling in-work poverty;
- (b) notes that, before the National Minimum Wage was established, poverty pay was widespread and that the Conservative Party opposed its introduction;
- (c) further notes that families are on average £1,600 worse off a year, and that the National Minimum Wage is now worth less in real terms, than in May 2010;
- (d) further notes that the Government has not backed up its promise to name and shame firms not paying the minimum wage;
- (e) calls on the Government to strengthen enforcement of the National Minimum Wage, including by increasing fines for non-payment of the National Minimum Wage and giving local authorities enforcement powers;
- (f) welcomes the action of the present Administration in implementing the Living Wage within the Council after the previous Administration failed in their pledge to do so, and the policy of supporting a Living Wage for Sheffield involving partners across the city in public, private and voluntary sector organisations; and
- (g) further calls on the Government to encourage employers to pay a living wage and take action to restore the value of the National Minimum Wage so that the UK can earn its way out of the cost of living crisis and to help control the cost of social security.

Whereupon, it was moved by Councillor Shaffaq Mohammed, seconded by Councillor Andrew Sangar, as an amendment, that the Motion now submitted be amended by:-

1. the deletion of paragraphs (c) to (g); and

2. the addition of new paragraphs (c) to (g) as follows:-
 - (c) praises measures championed by Liberal Democrats in Government to support the low paid, including a £700 tax cut for ordinary workers;
 - (d) compares this to the last Government who scrapped the 10p tax, leaving half a million of the lowest paid workers worse off;
 - (e) notes that British workers – excluding the richest 10% – saw their take-home pay rise in real terms in the past year;
 - (f) however, recognises that more needs to be done to support low paid workers and therefore welcomes calls from The Rt. Hon. Vince Cable MP for a significant rise in the minimum wage; and
 - (g) furthermore, supports the Liberal Democrat aspiration to raise the income tax threshold again to lift all workers on national minimum wage out of income tax altogether.

On being put to the vote, the amendment was negated.

The original Motion was then put to the vote and carried, as follows:-

RESOLVED: That this Council:-

- (a) celebrates the 15th anniversary of the introduction of the National Minimum Wage, which falls this year, and the contribution it has made to making work pay, boosting living standards and tackling in-work poverty;
- (b) notes that, before the National Minimum Wage was established, poverty pay was widespread and that the Conservative Party opposed its introduction;
- (c) further notes that families are on average £1,600 worse off a year, and that the National Minimum Wage is now worth less in real terms, than in May 2010;
- (d) further notes that the Government has not backed up its promise to name and shame firms not paying the minimum wage;
- (e) calls on the Government to strengthen enforcement of the National Minimum Wage, including by increasing fines for non-payment of the National Minimum Wage and giving local authorities enforcement powers;
- (f) welcomes the action of the present Administration in implementing the Living Wage within the Council after the previous Administration failed in their pledge to do so, and the policy of supporting a Living Wage for Sheffield involving partners across the city in public, private and voluntary sector organisations; and

- (g) further calls on the Government to encourage employers to pay a living wage and take action to restore the value of the National Minimum Wage so that the UK can earn its way out of the cost of living crisis and to help control the cost of social security.

(Note: Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw voted for Paragraphs (a), (b) and (g) of the Motion and against all of the remaining paragraphs and asked for this to be recorded.)

14. NOTICE OF MOTION GIVEN BY COUNCILLOR JULIE DORE

Individual Electoral Registration

It was moved by Councillor Julie Dore, seconded by Councillor Jackie Drayton, that this Council:

- (a) notes that 5th February is Voter Registration Day and encourages all Sheffield people to register to vote;
- (b) welcomes the recent action taken by the Council to attempt to encourage more people to register to vote and believes this action is more important than ever due to the Government's introduction of Individual Electoral Registration;
- (c) is concerned by reports that the Individual Electoral Registration risks millions of people falling off the register especially the young, students, some minority ethnic communities and private renting tenants; and
- (d) notes that the previous Government set out a more responsible approach implementing a voluntary system until late in 2015 and would delay further if the Electoral Commission had concerns and believes that the Government should think again about rushing the implementation of these reforms and beginning the introduction of Individual Electoral Registration this year.

Whereupon, it was moved by Councillor Shaffaq Mohammed, seconded by Councillor Roger Davison, as an amendment, that the Motion now submitted be amended by:-

- 1. the deletion of paragraphs (c) and (d); and
- 2. the addition of new paragraphs (c) and (d) as follows:-
 - (c) supports the Government's move towards Individual Electoral Registration and recognises the importance of Liberal Democrats in improving this legislation; and

- (d) regrets that following the Electoral Commission's 2003 recommendation that the United Kingdom move to Individual Electoral Registration, the last Government dithered for seven years instead of taking the necessary action.

On being put to the vote, the amendment was negated.

It was then moved by Councillor Nikki Bond, seconded by Councillor Mazher Iqbal, as an amendment, that the Motion now submitted be amended by the addition of a new paragraph (d) as follows and the re-lettering of original paragraph (d) as a new paragraph (e):-

- (d) notes with concern the implications of this policy on Sheffield as a city with a high student population and communities with high numbers of ethnic minority residents.

On being put to the vote the amendment was carried.

The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:

RESOLVED: That this Council:-

- (a) notes that 5th February is Voter Registration Day and encourages all Sheffield people to register to vote;
- (b) welcomes the recent action taken by the Council to attempt to encourage more people to register to vote and believes this action is more important than ever due to the Government's introduction of Individual Electoral Registration;
- (c) is concerned by reports that the Individual Electoral Registration risks millions of people falling off the register especially the young, students, some minority ethnic communities and private renting tenants;
- (d) notes with concern the implications of this policy on Sheffield as a city with a high student population and communities with high numbers of ethnic minority residents; and
- (e) notes that the previous Government set out a more responsible approach implementing a voluntary system until late in 2015 and would delay further if the Electoral Commission had concerns and believes that the Government should think again about rushing the implementation of these reforms and beginning the introduction of Individual Electoral Registration this year.

(Note: 1. Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw voted for Paragraphs (a), (b), (c) and (d) and against Paragraph (e) of the Substantive Motion and

asked for this to be recorded.

2. Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a), (b) and (c) and abstained on paragraphs (d) and (e) of the Substantive Motion and asked for this to be recorded.)

15. NOTICE OF MOTION GIVEN BY COUNCILLOR SHAFFAQ MOHAMMED

Economic Growth and Job Creation

It was moved by Councillor Shaffaq Mohammed, seconded by Councillor Ian Auckland, that this Council:-

- (a) welcomes the latest national unemployment figures, which saw the largest single fall in unemployment in seventeen years, and growth figures, which recorded the UK's fastest annual rate of growth since 2007;
- (b) notes also that British workers – excluding the richest 10% – have seen their take-home pay rise in real terms in the past year;
- (c) furthermore, confirms that the vast majority of new jobs created since 2010 have been in full-time employment;
- (d) also draws attention to research which demonstrates companies in the North of England are now growing at the fastest pace seen in any UK region;
- (e) in addition, notes the latest local employment statistics, which demonstrate that the number of residents claiming jobseekers allowance has reduced in every Ward in Sheffield;
- (f) believes these moves towards a stronger economy and a more balanced economy could not have been achieved without Liberal Democrats in Government;
- (g) recognises that the current situation is a long way from the “post-soviet meltdown”, riots in the street and triple-dip recession predicted by Labour politicians;
- (h) recalls the comments of The Rt Hon Ed Miliband MP that one million jobs would be lost under this Government and contrasts this with the more than one million private sector jobs created since 2010;
- (i) believes it is time for Labour politicians to apologise for their dire and failed predictions and for their role in bringing Britain to the brink of the economic precipice;
- (j) however, also underlines the important role the Council can play in delivering a stronger local economy; and

- (k) therefore, implores the ruling group to finally drop its anti-business mentality and actively work with local businesses to help create new jobs in Sheffield.

Whereupon, it was moved by Councillor Gill Furniss, seconded by Councillor Geoff Smith, as an amendment, that the Motion now submitted be amended by the deletion of all the words after the words "That this Council" and the substitution of the following words therefor:-

- (a) echoes criticisms that since it came to power in 2010 this Government presided over the weakest economic recovery in history which was a direct result of the Government's failure to produce a credible plan for jobs and growth and led to a double dip recession;
- (b) believes that after three damaging years of flatlining, people in Sheffield will be astonished at the breathtaking arrogance and complacency of the Leader of the main opposition group;
- (c) regrets that because of the Government's mismanagement of the economy, with slower growth and higher unemployment, the Government is now set to continue to make cuts beyond the current Parliament;
- (d) notes that the impact of the Government's economic failure has hit the north of England and areas such as Sheffield much harder than the south;
- (e) believes that this is illustrated by the recent Centre for Cities report which demonstrates that between 2010 and 2012 80% of all new jobs created in the United Kingdom were in London;
- (f) recalls that the most high profile politician to suggest that unfair government cuts delivered by an unpopular and illegitimate government could lead to riots was the Deputy Prime Minister before the last general election;
- (g) opposes Government decisions which contributed to the weakening of the recovery such as cutting public spending too far too fast, significantly cutting investment in regional economic growth including the abolition of Regional Development Agencies, abolishing the Future Jobs Fund, increasing VAT and failing to put in place measures to stimulate growth;
- (h) calls on the Government to do more to support local businesses and commit to giving genuine support to all small and medium-sized enterprises, which are the lifeblood of our economy, by matching the pledge of the Leader of the Opposition to cut and freeze business rates for all small firms, and not just those in retail, but manufacturers, high-tech firms and other job creators;
- (i) welcomes the business friendly approach of the present Administration and supports the following actions taken locally by the present Administration to support local businesses including:

- (i) the Skills Made Easy Programme;
 - (ii) Sheffield Apprenticeship Programme;
 - (iii) RISE graduate internship programme;
 - (iv) start up loans for young people;
 - (v) Keep Sheffield Working Fund;
 - (vi) SME Loan Fund;
 - (vii) Export Pilot project for 30 companies;
 - (viii) launched Threshold Companies Initiative for growth SMEs;
 - (ix) Summer Saturdays;
 - (x) developed Sheffield City Region Investment Fund;
 - (xi) secured Tax Increment Finance scheme for city centre – 1 of 3 places in UK;
 - (xii) enterprise programme provided intensive support to over 200 growing SMEs and 150 start ups;
 - (xiii) launch of the Sheffield Economic Masterplan;
 - (xiv) series of business summits held, hundreds of business engaged;
 - (xv) Business Advisor Panel helping to keep Sheffield business friendly; and
 - (xvi) making the case for HS2 and Victoria Station; and
- (j) welcomes the present Administration's action to support the economy, however, believes that the Government must do much more to redress the widening gap between London and the rest of the country and calls on the Government to give cities such as Sheffield the tools they need to grow their local economies and welcomes the Core Cities Prospectus for Growth which outlines several steps the Government could take to achieve this.

On being put to the vote the amendment was carried.

(Note: Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a), (c), (d), (e), (g) and (h) and abstained on Paragraphs (b), (f), (i) and (j) of the amendment and asked for this to be recorded.)

The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) echoes criticisms that since it came to power in 2010 this Government presided over the weakest economic recovery in history which was a direct result of the Government's failure to produce a credible plan for jobs and growth and led to a double dip recession;
- (b) believes that after three damaging years of flatlining, people in Sheffield will be astonished at the breathtaking arrogance and complacency of the Leader of the main opposition group;
- (c) regrets that because of the Government's mismanagement of the economy, with slower growth and higher unemployment, the Government is now set to continue to make cuts beyond the current Parliament;

- (d) notes that the impact of the Government's economic failure has hit the north of England and areas such as Sheffield much harder than the south;
- (e) believes that this is illustrated by the recent Centre for Cities report which demonstrates that between 2010 and 2012 80% of all new jobs created in the United Kingdom were in London;
- (f) recalls that the most high profile politician to suggest that unfair government cuts delivered by an unpopular and illegitimate government could lead to riots was the Deputy Prime Minister before the last general election;
- (g) opposes Government decisions which contributed to the weakening of the recovery such as cutting public spending too far too fast, significantly cutting investment in regional economic growth including the abolition of Regional Development Agencies, abolishing the Future Jobs Fund, increasing VAT and failing to put in place measures to stimulate growth;
- (h) calls on the Government to do more to support local businesses and commit to giving genuine support to all small and medium-sized enterprises, which are the lifeblood of our economy, by matching the pledge of the Leader of the Opposition to cut and freeze business rates for all small firms, and not just those in retail, but manufacturers, high-tech firms and other job creators;
- (i) welcomes the business friendly approach of the present Administration and supports the following actions taken locally by the present Administration to support local businesses including:
 - (i) the Skills Made Easy Programme;
 - (ii) Sheffield Apprenticeship Programme;
 - (iii) RISE graduate internship programme;
 - (iv) start up loans for young people;
 - (v) Keep Sheffield Working Fund;
 - (vi) SME Loan Fund;
 - (vii) Export Pilot project for 30 companies;
 - (viii) launched Threshold Companies Initiative for growth SMEs;
 - (ix) Summer Saturdays;
 - (x) developed Sheffield City Region Investment Fund;
 - (xi) secured Tax Increment Finance scheme for city centre – 1 of 3 places in UK;
 - (xii) enterprise programme provided intensive support to over 200 growing SMEs and 150 start ups;
 - (xiii) launch of the Sheffield Economic Masterplan;
 - (xiv) series of business summits held, hundreds of business engaged;
 - (xv) Business Advisor Panel helping to keep Sheffield business friendly; and
 - (xvi) making the case for HS2 and Victoria Station; and
- (j) welcomes the present Administration's action to support the economy,

however, believes that the Government must do much more to redress the widening gap between London and the rest of the country and calls on the Government to give cities such as Sheffield the tools they need to grow their local economies and welcomes the Core Cities Prospectus for Growth which outlines several steps the Government could take to achieve this.

(Note: Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a), (c), (d), (e), (g) and (h) and abstained on Paragraphs (b), (f), (i) and (j) of the Substantive Motion and asked for this to be recorded.)

16. NOTICE OF MOTION GIVEN BY COUNCILLOR MAZHER IQBAL

Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Bill

It was moved by Councillor Mazher Iqbal, seconded by Councillor Mick Rooney, that this Council:-

- (a) notes the Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Bill;
- (b) believes it is outrageous that whilst the Bill could stop campaigners and charities it doesn't stop commercial lobbyists from influencing government policies and believes this is a further example of the Government standing up for the wrong people;
- (c) further believes that the Bill is a cynical attempt by the Government to insulate their policies from legitimate, democratic criticism and for example could stop organisations such as the National Union of Students from being able to hold the Liberal Democrat Party to account for their broken promises on tuition fees;
- (d) notes comments from the Royal College of Nursing that the Bill will "place unwarranted restrictions on many organisations that seek to legitimately and impartially campaign, provide commentary and influence party policy in the run up to a general election";
- (e) believes that the Bill isn't about transparency, but is about gagging charities and campaigners whilst doing nothing to address the real 'big money' in politics; and
- (f) believes that whilst the Government have been forced into some concessions after pressure from charities and campaigners, the concessions don't go far enough and the Bill still stands up for vested interests.

Whereupon, it was moved by Councillor Andrew Sangar, seconded by Councillor Roger Davison, as an amendment, that the Motion now submitted be amended

by:-

1. the deletion of paragraphs (b) to (f); and
2. the addition of new paragraphs (b) to (h) as follows:-
 - (b) recalls the numerous scandals involving big money in politics under the last Government including the Bernie Ecclestone, Hinduja Brothers and Cash for Peerages scandals;
 - (c) furthermore, reminds Members of the 2010 lobbying scandal, which engulfed a number of Labour MPs – including the former MP for Sheffield Central – in which one ex-Minister described himself as a ‘cab for hire’;
 - (d) praises the decision of Liberal Democrats in Government to fight for a fairer politics by tackling the big money in politics and the unhealthy influence of lobbyists;
 - (e) however recognises the legitimate concerns raised by charities and therefore welcomes the pause on the Bill and the numerous concessions agreed by the Government;
 - (f) believes that the final legislation will not restrict charities from campaigning on national issues as they have done in previous general elections;
 - (g) notes that, among others, the Bill has been backed by former Labour MP and Speaker of The House of Commons, Michael Martin; and
 - (h) yet believes that the current national Labour leadership is under such submission to the vested interests within its own party that it is unwilling to support moves to make politics more transparent.

On being put to the vote, the amendment was negated.

The original Motion was then put to the vote and carried, as follows:-

- RESOLVED:** That this Council:-
- (a) notes the Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Bill;
 - (b) believes it is outrageous that whilst the Bill could stop campaigners and charities it doesn't stop commercial lobbyists from influencing government policies and believes this is a further example of the Government standing up for the wrong people;
 - (c) further believes that the Bill is a cynical attempt by the Government to insulate their policies from legitimate, democratic criticism and for example could stop organisations such as the National Union of Students from being able to hold the Liberal Democrat Party to account for their broken promises

- on tuition fees;
- (d) notes comments from the Royal College of Nursing that the Bill will “place unwarranted restrictions on many organisations that seek to legitimately and impartially campaign, provide commentary and influence party policy in the run up to a general election”;
 - (e) believes that the Bill isn’t about transparency, but is about gagging charities and campaigners whilst doing nothing to address the real ‘big money’ in politics; and
 - (f) believes that whilst the Government have been forced into some concessions after pressure from charities and campaigners, the concessions don’t go far enough and the Bill still stands up for vested interests.

(Note: Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a) to (d) and (f) and abstained on Paragraph (e) of the Motion and asked for this to be recorded.)

17. NOTICE OF MOTION GIVEN BY COUNCILLOR JAYNE DUNN

One Billion Rising Campaign

RESOLVED: On the Motion of Councillor Jayne Dunn, seconded by Councillor Nikki Bond, that this Council:-

- (a) fully endorses the One Billion Rising Campaign which will build upon the energy and momentum that was created in 2013 when one billion activists in 207 countries came together to strike, dance, and rise to end violence against women and girls;
- (b) recalls that the campaign recognises that one in three women on the planet will be raped or beaten in her lifetime which amounts to one billion women; and
- (c) notes that One Billion Rising for Justice is a call to women, men, and young people around the world to gather safely on 14 February 2014 outside places where they are entitled to justice – court houses, police stations, government offices, school administration buildings, work places, sites of environmental injustice, military courts, embassies, places of worship, homes, or simply public gathering places where women deserve to feel safe but too often do not.

18. NOTICE OF MOTION GIVEN BY COUNCILLOR COLIN ROSS

Community Pubs

It was moved by Councillor Colin Ross, seconded by Councillor David Baker, that this Council:-

- (a) welcomes news that the New York Times named Sheffield the beer capital of Britain;
- (b) recognises the important role local pubs play in the life of our city by providing a community hub for residents to meet, relax, debate and do business;
- (c) regrets the decline of community pubs in recent years and notes that in the past three years fifteen planning applications have been granted to change the use of local pubs;
- (d) supports campaigns led by Greg Mulholland MP and The Campaign for Real Ale (CAMRA) to reverse this decline and put local pubs back at the heart of our communities;
- (e) endorses Government proposals to introduce a code of practice, which would contain mandatory rules for all pub companies owning more than 500 pubs, and an independent adjudicator with the power to investigate and settle disputes; and
- (f) however, also calls on the Administration to support local pubs by:
 - (i) supporting community groups who wish to register their local pubs as assets of community value; and
 - (ii) amending local planning policies to stipulate that no pub will be allowed to change use unless it is demonstrated that continued trading is not economically viable and that the premises has been marketed as a pub unsuccessfully for a stipulated minimum period.

Whereupon, it was moved by Councillor Gill Furniss, seconded by Councillor Julie Dore, as an amendment, that the Motion now submitted be amended by:-

1. the deletion in paragraph (d) of the words "led by Greg Mulholland MP" and their substitution by the words "by members of all parties";
2. the addition of the words ", after pressure from Toby Perkins MP," after the words "Government proposals" in paragraph (e); and
3. the deletion of paragraph (f) and the addition of new paragraphs (f) and (g) as follows:-
 - (f) regrets that changes directly implemented by the Coalition Government to General Permitted Development Orders have made it easier for pubs to be converted to small supermarkets without the need for planning permission at all and opposes these Government changes; and

- (g) confirms that the issue of creating a retention of community facilities policy and requiring applicants to demonstrate the lack of economic viability of a pub will be considered as part of the development of the Local Plan.

On being put to the vote, the amendment was carried.

The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

- RESOLVED:** That this Council:-
- (a) welcomes news that the New York Times named Sheffield the beer capital of Britain;
 - (b) recognises the important role local pubs play in the life of our city by providing a community hub for residents to meet, relax, debate and do business;
 - (c) regrets the decline of community pubs in recent years and notes that in the past three years fifteen planning applications have been granted to change the use of local pubs;
 - (d) supports campaigns by members of all parties and The Campaign for Real Ale (CAMRA) to reverse this decline and put local pubs back at the heart of our communities;
 - (e) endorses Government proposals, after pressure from Toby Perkins MP, to introduce a code of practice, which would contain mandatory rules for all pub companies owning more than 500 pubs, and an independent adjudicator with the power to investigate and settle disputes;
 - (f) regrets that changes directly implemented by the Coalition Government to General Permitted Development Orders have made it easier for pubs to be converted to small supermarkets without the need for planning permission at all and opposes these Government changes; and
 - (g) confirms that the issue of creating a retention of community facilities policy and requiring applicants to demonstrate the lack of economic viability of a pub will be considered as part of the development of the Local Plan.

(Note: Councillors Simon Clement-Jones, Shaffaq Mohammed, Rob Frost, Colin Ross, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Denise Reaney, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker and Trevor Bagshaw voted for Paragraphs (a) to (d) and (g), against Paragraph (f) and abstained on Paragraph (e) of the Substantive Motion and asked for this to be recorded.)

19. NOTICE OF MOTION GIVEN BY COUNCILLOR PENNY BAKER

Park Hill Redevelopment

It was moved by Councillor Penny Baker, seconded by Councillor Andrew Sangar, that this Council:-

- (a) notes with concern reports in The Sheffield Star newspaper on 3rd January 2014 that the Council intends to spend another £1 million in the Park Hill area;
- (b) recalls the concern of the Main Opposition Group when the Council revealed its intention to spend £2.5 million of taxpayers' money at Park Hill in 2011;
- (c) furthermore, highlights that this latest announcement follows the allocation of £381,000 to the Park Hill Green Links project;
- (d) struggles to understand how members of the ruling group can continue to make the erroneous claim that there is no money available for vital services, when funds continue to be poured into these kinds of pet projects; and
- (e) calls on the Administration to reassess its priorities and use funds earmarked for the Park Hill area to keep open treasured local libraries.

Whereupon, it was moved by Councillor Harry Harpham, seconded by Councillor Pat Midgley, as an amendment, that the Motion now submitted be amended by the deletion of all the words after the words "That this Council" and the substitution of the following words therefor:-

- (a) regrets the continued smoke and mirrors of the main opposition group who continue to make erroneous claims about the Park Hill project;
- (b) reiterates the numerous previous motions that have been passed by the Council stating for the record that not a penny of the funds described by the main opposition group will be spent on the refurbishment of the Park Hill flats and regrets that the main opposition group are continuing to imply that the Council has allocated Council resources for the Park Hill redevelopment when in fact this is not the case;
- (c) for the avoidance of doubt, re-iterates that:
 - (i) there are additional costs relating to the Park Hill site which until this Government came to power were paid for by a Government grant;
 - (ii) these costs include looking after the empty flat blocks, providing security where the blocks are still lived in, funding Police Community Support Officer patrols and rehousing local residents; and
 - (iii) the Coalition Government has now completely ended the Housing

Market Renewal Grant that previously paid for these costs and the Council has been left to pick up the £2.4m bill;

- (d) further believes that there is no question about whether or not these costs should be funded and firmly believes that it is the right thing to do to ensure that the local residents are safe;
- (e) also notes that it is the Council's statutory duty to provide home loss payments to residents who are moving home;
- (f) further reiterates its opposition to the irresponsible decision of the Government to end the Housing Market Renewal Grant, leaving local taxpayers to pick up the bill for costs that were previously funded by the Government;
- (g) confirms that the Green Links project is not part of the Park Hill development, and that it will improve links between Norfolk Park all the way down to the Canal Basin and is funded from the New Homes Bonus (NHB) which is specifically designed for regeneration projects and not to fund services such as libraries;
- (h) further confirms that this is an initiative under the City Centre Breathing Spaces strategy signed off by Councillor Penny Baker when she was Cabinet Member and continues the implementation of the Sheaf Valley Park Master Plan which links Norfolk Park to Victoria Quays which has been supported by public consultation and local friends groups and was also signed off by the previous Administration;
- (i) notes that the present Administration's use of the NHB has been held up as best practice by the Audit Commission; and
- (j) believes that it is outrageous that when Council services are at serious risk from the Government, the main opposition group continue to support slashing Council budgets in the north and 400 libraries have shut nationwide with 1000 predicted by 2016, and believes that all the main opposition group are interested in doing is trying to mislead local people in a desperate attempt to deflect the responsibility from the Deputy Prime Minister.

On being put to the vote the amendment was carried.

The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) regrets the continued smoke and mirrors of the main opposition group who continue to make erroneous claims about the Park Hill project;
- (b) reiterates the numerous previous motions that have been passed by the

Council stating for the record that not a penny of the funds described by the main opposition group will be spent on the refurbishment of the Park Hill flats and regrets that the main opposition group are continuing to imply that the Council has allocated Council resources for the Park Hill redevelopment when in fact this is not the case;

- (c) for the avoidance of doubt, re-iterates that:
 - (i) there are additional costs relating to the Park Hill site which until this Government came to power were paid for by a Government grant;
 - (ii) these costs include looking after the empty flat blocks, providing security where the blocks are still lived in, funding Police Community Support Officer patrols and rehousing local residents; and
 - (iii) the Coalition Government has now completely ended the Housing Market Renewal Grant that previously paid for these costs and the Council has been left to pick up the £2.4m bill;
- (d) further believes that there is no question about whether or not these costs should be funded and firmly believes that it is the right thing to do to ensure that the local residents are safe;
- (e) also notes that it is the Council's statutory duty to provide home loss payments to residents who are moving home;
- (f) further reiterates its opposition to the irresponsible decision of the Government to end the Housing Market Renewal Grant, leaving local taxpayers to pick up the bill for costs that were previously funded by the Government;
- (g) confirms that the Green Links project is not part of the Park Hill development, and that it will improve links between Norfolk Park all the way down to the Canal Basin and is funded from the New Homes Bonus (NHB) which is specifically designed for regeneration projects and not to fund services such as libraries;
- (h) further confirms that this is an initiative under the City Centre Breathing Spaces strategy signed off by Councillor Penny Baker when she was Cabinet Member and continues the implementation of the Sheaf Valley Park Master Plan which links Norfolk Park to Victoria Quays which has been supported by public consultation and local friends groups and was also signed off by the previous Administration;
- (i) notes that the present Administration's use of the NHB has been held up as best practice by the Audit Commission; and
- (j) believes that it is outrageous that when Council services are at serious risk from the Government, the main opposition group continue to support slashing Council budgets in the north and 400 libraries have shut

nationwide with 1000 predicted by 2016, and believes that all the main opposition group are interested in doing is trying to mislead local people in a desperate attempt to deflect the responsibility from the Deputy Prime Minister.

(Note: Councillors Robert Murphy and Jillian Creasy voted for Paragraphs (a) to (i) and abstained on Paragraph (j) of the Substantive Motion and asked for this to be recorded.)

20. NOTICE OF MOTION GIVEN BY COUNCILLOR ROBERT MURPHY

Public Transport

It was moved by Councillor Rob Murphy, seconded by Councillor Jillian Creasy, that this Council:-

- (a) understands the importance of public transport in getting access to employment, education and volunteer opportunities particularly in times of economic difficulties; and
- (b) believes also public transport is an important tool in combating the related problems of congestion, air pollution, climate change and road safety.

Whereupon, it was moved by Councillor Sue Alston, seconded by Councillor Ian Auckland, as an amendment, that the Motion now submitted be amended by the addition of a new paragraph (c) as follows:-

- (c) therefore welcomes the millions of pounds that have been invested in Sheffield's trams, trains and buses since 2010 as a result of Liberal Democrat influence in Government.

On being put to the vote the amendment was negatived.

Whereupon, it was moved by Councillor Jillian Creasy, seconded by Councillor Robert Murphy, as an amendment, that the Motion now submitted be amended by the addition of new paragraphs (c) to (e) as follows:-

- (c) notes with dismay proposals to cut over £5 million from the budget of the South Yorkshire Passenger Transport Executive (PTE), proposals which include reducing the hours and journeys qualifying for concessionary travel for OAPs and the disabled, the ending of the popular Freebee city centre bus service and making cuts to Community Transport;
- (d) understands that making cuts to the PTE grant is a decision made by South Yorkshire councillors on the Integrated Transport Authority, not Central Government; and

- (e) calls on all Members of the South Yorkshire Integrated Transport Authority to reject any cuts to the PTE grant and the District Council Levy, and asks the representatives of Sheffield to convey this motion to the Authority.

On being put to the vote, the amendment was negatived.

The original Motion was then put to the vote and carried, as follows:-

RESOLVED: That this Council:-

- (a) understands the importance of public transport in getting access to employment, education and volunteer opportunities particularly in times of economic difficulties; and
- (b) believes also public transport is an important tool in combating the related problems of congestion, air pollution, climate change and road safety.

Minutes of the Meeting of the Council of the City of Sheffield held in the Town Hall, Sheffield, S1 2HH, on Friday 7 March 2014, at 2.00 pm, pursuant to notice duly given and Summonses duly served.

PRESENT

THE LORD MAYOR (Councillor Vickie Priestley)
THE DEPUTY LORD MAYOR (Councillor Peter Rippon)

1	<i>Arbourthorne Ward</i> Julie Dore Mike Drabble Jack Scott	10	<i>Dore & Totley Ward</i> Keith Hill Joe Otten Colin Ross	19	<i>Mosborough Ward</i> David Barker Isobel Bowler Tony Downing
2	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Roy Munn Clive Skelton	11	<i>East Ecclesfield Ward</i> Garry Weatherall Steve Wilson Joyce Wright	20	<i>Nether Edge Ward</i> Nikki Bond Anders Hanson Qurban Hussain
3	<i>Beighton Ward</i> Helen Mirfin-Boukouris Chris Rosling-Josephs Ian Saunders	12	<i>Ecclesall Ward</i> Penny Baker Roger Davison Diana Stimely	21	<i>Richmond Ward</i> Martin Lawton Lynn Rooney
4	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	13	<i>Firth Park Ward</i> Sheila Constance Alan Law Chris Weldon	22	<i>Shiregreen & Brightside Ward</i> Peter Price Sioned-Mair Richards Peter Rippon
5	<i>Broomhill Ward</i> Jayne Dunn Shaffaq Mohammed Stuart Wattam	14	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	23	<i>Southey Ward</i> Leigh Bramall Tony Damms Gill Furniss
6	<i>Burngreave Ward</i> Jackie Drayton Ibrar Hussain Talib Hussain	15	<i>Gleadless Valley Ward</i> Steve Jones Cate McDonald Tim Rippon	24	<i>Stannington Ward</i> David Baker Katie Condliffe Vickie Priestley
7	<i>Central Ward</i> Jillian Creasy Mohammad Maroof Robert Murphy	16	<i>Graves Park Ward</i> Ian Auckland Bob McCann	25	<i>Stockbridge & Upper Don Ward</i> Alison Brelsford Richard Crowther Philip Wood
8	<i>Crookes Ward</i> Sylvia Anginotti Rob Frost Geoff Smith	17	<i>Hillsborough Ward</i> Janet Bragg Bob Johnson George Lindars-Hammond	26	<i>Walkley Ward</i> Ben Curran Neale Gibson
9	<i>Darnall Ward</i> Harry Harpham Mazher Iqbal Mary Lea	18	<i>Manor Castle Ward</i> Jenny Armstrong Terry Fox Pat Midgley	27	<i>West Ecclesfield Ward</i> Trevor Bagshaw Adam Hurst Alf Meade
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Ray Satur

1. INTRODUCTION OF COUNCILLOR MIKE DRABBLE

The Council welcomed the newly elected Member for the Arbourthorne Ward, Councillor Mike Drabble, who was elected to the City Council on 6 February 2014.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Campbell, Denise Reaney and Nikki Sharpe.

3. DECLARATIONS OF INTEREST OR INABILITY TO VOTE ON THE SETTING OF THE COUNCIL TAX

Councillor Sylvia Anginotti declared a personal interest in item of business number 6 (Revenue Budget and Capital Programme 2014/15) on the Council Summons as she is Chair of the Northern Refugee Centre and in relation to small grants.

There were no other declarations of interest or inability to vote on the setting of the Council Tax by Members of the City Council.

4. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

3.1 Petitions

(a) Petition Requesting the Council to Re-evaluate the Choice of Operating Model Chosen for the Library Service

The Council received a petition containing 8 signatures and requesting the Council to re-evaluate the operating model chosen for the Library Service.

Representations on behalf of the petitioners were made by Mr Wil Hiorns.

He stated that the Equalities Impact Assessment listed particular groups that would be highly affected by library closures. Many people were not able to independently travel to an alternative library and the Home Library Service and Schools Library Service would not fill the gap in terms of access to the service.

Mr Hiorns stated that the Library Review and Scrutiny Committee did not consider the operating model. He stated that the consultation had indicated that 61 percent of people were unhappy with the proposals for the Library Service and he expressed concerns about the influence of the consultation outcome upon the decision and the extent of consultation which took place with children. He stated that people were still asking for replies to questions previously put to the Council and asked for a re-evaluation of the choice of operating model.

The Council referred the petition to Councillor Mazher Iqbal, the Cabinet

Member for Communities and Inclusion.

(b) Petition Requesting the Council to Change the Library Model Proposal

The Council received a petition containing 5 signatures and requesting the Council to change the library model proposal.

Representations on behalf of the petitioners were made by Ruth Woodhouse. She expressed concern at the effect of library proposals on children and stated that the survey of young users had not been used to influence the proposals. Both teachers and libraries had a role in familiarising children with libraries and giving them the confidence to use libraries.

Ruth Woodhouse stated that a petition was submitted concerning the retention of staff at the Park Library. The group which was planning to run the Park Library was not planning to include the use of a librarian as part of their bid and would charge schools for the use of the Library. There was concern that the groups which planned to run libraries had insufficient knowledge of how to work with children. Whilst the Central Library was put forward as an alternative library, it was 55 minutes' walk from the schools affected in the vicinity of Park Library.

Substantial petitions had been submitted concerning the 16 Libraries affected by the proposals, requesting the Council to challenge the planned model for Community libraries which, she stated, would affect access to the Library Service for children and others.

The Council referred the petition to Councillor Mazher Iqbal, the Cabinet Member for Communities and Inclusion. Councillor Iqbal stated that if there were a large number of people affected by the disproportionate cuts imposed by the Government and local government would be substantially affected by further cuts to funding in future years. It was important that the Council put in place resources and ensure that it was listening to people and could change its approach.

The Park Library had worked in its local community for many years. The Park Library Action Group had submitted a business plan and there would be up to 15 hours of community development librarian support available each week. Proposals concerning the Library Service had been taken to the Scrutiny Committee twice. It was important that the Council provided a comprehensive and efficient Library Service. The Council had applied the principles of the Fairness Commission in respect of the proposals concerning the Library Service and it was important that inequalities were addressed.

Councillor Iqbal stated that the Scrutiny Committee had been chaired so as to ensure balance and provide the opportunity to scrutinise the proposals. It was also important that the Council had opportunity to hear what local people have said. It was evident that people understood the issues involved and relating to the Library Service. The City needed a viable and sustainable Library Service.

3.2 Public Questions

3.2.1 Public Questions Concerning Travel Passes for Disabled People

- i. Dawn Saunders stated that, with a bus pass plus one, anyone could travel with her and was able to travel for free. The plus one pass was also valid regionally. However, this concession was to be removed from her and her companion and she would have to reimburse her companion for journeys which they took in future. People who have additional needs when they travelled also often had less alternative options and had to use the bus.
- ii Eric Andrews asked how much was the saving being made by the removal of the concessionary travel pass?
- iii Frank Gardner stated that he was totally blind and he worked and needed to travel before 9.30am. Whilst he did understand the budget cuts, his concerns about the removal of the concessionary pass were that an ordinary ticket did not provide information which could be read by somebody who is blind as they did not include braille and he was concerned, as a vulnerable person, for his safety. He depended on braille and speech as methods of communication. The pass for the visually impaired carried an eye symbol and it helped to protect both his safety and dignity.
- iv Jean Taylor asked why people were not informed much earlier of the potential change. The numbers of people attending to express their views would have been greater had more notice been given of the changes to concessionary travel. She felt that the change had been pushed through more quickly that it might have been.
- v A question was asked on behalf of David White concerning how disabled and equalities legislation was addressed when the travel pass for trains in South Yorkshire was being taken away. He referred to an increase in social isolation which may result from the changes, together with the indignity of trying to use cash when buying a ticket. He was a member of the Yorkshire Cricket team and trained with them, something which he would not be able to afford if he no longer has a travel pass for the train.
- vi Ray Johnson asked how many Members of the Council had to use public transport.
- vii Pauline Steeples asked why people were not being given the option of paying a contribution towards the cost of a travel pass and she stated that she would not be able to afford to travel to see her family, if the concession was removed.
- viii David Damms asked why the bus passes were being taken away. He stated that he was disabled and his hobby was trainspotting, travelling to Wakefield and Doncaster and these journeys would be affected if the passes ceased.

- ix Jules Jones referred to mobility passes for disabled children and the decision to limit their use until after 9.30am. This would affect children with disabilities who needed to travel to school, which started at 8.20am. She asked the Council to reconsider the proposed 9.30am start time for the mobility passes and she expressed concern that there had not been adequate consultation of this matter and that the decision may constitute discrimination.
- x Steve Hambleton, representing Sheffield Royal Society for the Blind, stated that the decision to remove local travel concessions was made by the South Yorkshire Passenger Integrated Transport Authority, which would receive a reduced levy from the local authorities in South Yorkshire resulting from budget cuts. He stated that the impact of the change would include additional demand pressure on social services. Limited information was available from the Passenger Transport Executive concerning the cost of concessions. Disabled pass holders represented 12 percent of the total number of pass holders and he believed the annual cost of concessions was £600K and the cost of funding the concessions for disabled people in Sheffield would be approximately £30-35K. This cost was negligible compared to the total reduction in the Transport Authority levy. He asked the Council to consider restoring the concessions for disabled people in Sheffield.
- xi A question was asked on behalf of Adam Butcher concerning consultation which was undertaken by the Transport Authority and it was commented that it was vulnerable people who would be affected by the change to concessionary passes.

The Cabinet Member for Business, Skills and Development, Councillor Leigh Bramall, responded to the questions. He thanked the questioners and campaigners. As background, he stated that the Integrated Transport Authority (ITA) took the decision concerning concessionary passes. Members of the City Council, including himself, were also representatives on the ITA. The South Yorkshire local authorities pay a levy to the ITA. As a result of the funding cuts from central government, councils, including Sheffield City Council, had reduced the amount of levy which they paid to the ITA. If this reduction was not made, then the Council would need to cut its own services even further.

A saving of £8 million to the ITA's budget was proposed in 2014/15. A large proportion of the budget was ring-fenced so the element of discretion was quite small. The choice was to reduce local enhancements or, alternatively, to make cuts to other areas - for example by increasing the price of bus travel for children and young people, removing the enhancements that help people to travel for employment purposes or to cease tendered bus services. The view was taken that it was better to reduce enhancements, rather than to cut the tendered bus service. Councillor Bramall stated that, unfortunately, the funding cuts were likely to continue and further proposals to make cuts may need to be made in the future.

The Passenger Transport Executive had undertaken an Equality Impact

Assessment and consultation, in relation to which there were 19 representative groups and the Transport Executive would have further information available. The consultation asked what people would prioritise and people had said that that they would rather retain bus services and lose the element of free travel before 9.30am. Councillor Bramall stated that the proposal was not necessarily desirable and it would have an impact on people.

Councillor Bramall stated that just nine (including South Yorkshire) out of 89 transport authorities gave enhancements to rail travel and the enhancements to travel schemes had reduced considerably since 2010. 75 percent of local authorities offered enhancements to national schemes, although the number once more had reduced since 2010. Derbyshire, North Nottinghamshire and West Yorkshire did not offer concessionary passes before 9.30am, according to the Department for Transport. Whilst some other areas would retain the pre-9.30am concession, there was also evidence that tendered bus services were being reduced in those areas. He pointed out that the local enhancement scheme in South Yorkshire had been the most generous outside London.

The Council was working on a scheme to provide for children with a disability that needed to travel to school, recognising that they had special needs over and above other groups. Councillor Bramall confirmed that the carer's pass from 9.30 am to 11.00pm would remain. The concessionary scheme for disabled people would remain from 9.30am until 11.00pm. However, it was not affordable to continue to provide a local enhancement.

The Passenger Transport Executive was investing in audio equipment and announcements on key bus routes and drivers were trained in relation to accessibility. In response to the question concerning elected Members' use of public transport, Councillor Bramall stated he did not know about other elected Members, but speaking for himself, he used the bus, car and cycled. In relation to people making a contribution to the scheme, the level of savings required meant that would not help to achieve the required amount of savings.

There was not a national requirement for any concessionary train travel to be funded locally. Whilst, the journey time may take longer, people could use the bus as an alternative.

The Council was looking at a scheme to provide for disabled children and young people to travel to school. The ITA did undertake consultation and there was no suggestion that the decision had been rushed through. The annual saving to the ITA through the removal of locally funded concessionary travel on trains was £329K and from alignment of bus and tram concessionary times to that of the national scheme, the saving was £300K.

He believed that the calculation which was presented by Mr Hambleton concerning the cost of retaining concessionary travel on buses between 9.00am and 11.00pm was not correct and the actual cost would be likely to be much higher. The Council was looking at mitigating the worst impacts of the decision and proposals would be made in due course.

3.2.2 Public Questions Concerning Library Services

- i Dermot Gleeson asked what was preventing the Council from committing some professional paid staff to each of the independent libraries and restoring some degree of fairness and efficiency in the distribution of resources.
- ii Pauline Rosser stated that the Department for Culture, Media and Sport reports on library closures stated that “we would be concerned if libraries were closed or their services disproportionately reduced, just to save money”. In reference to this, she asked if the Council would reconsider its proposals for libraries.
- iii Gemma Short asked what contingency plans the Council had in place in the libraries’ budget for if voluntarily run libraries fail or get into difficulty.
- iv Marcus O’Hagan stated that the Council sets high standards of conduct and says that it will not set an 'illegal' budget. He asked: how this can be the case when questions regarding the library proposals remain unanswered or are answered in a dismissive manner. He asked whether this was a neglect of duty. Mr O’Hagan also expressed concerns regarding the consultation process and given these concerns asked how can the budget be lawful?

Mr O’Hagan also asked if a volunteer breaks the law and/or this leads to a safeguarding issue, who will be responsible. He asked for details of all advice given on this matter to be provided, for example if the Council had obtained legal advice from outside its own legal officers. Finally, he asked where can amelioration of the risks attributable to having non-professionals be found in the Council’s Annual Audit.

- v Wil Hiorns stated that the Library Review document did not include much regarding strategy but mainly concerned tactics. He said that he was shocked by the statement which he said was made by the Cabinet Member, Councillor Iqbal, at the Scrutiny meeting, that he could probably still provide a comprehensive Library service if all the community libraries were closed and only the Central Library was kept open, albeit for 24 hours a day.

He asked whether the Council would pledge that this was ‘rock bottom’ for the Library Service or would there be more consultation and closures in future. The proposal stated that the Council wanted to keep all libraries open, so that there is the option to invest again in the future. He asked if the Council would pledge to publish a concrete plan for re-investment in the library service aligned to particular economic trigger conditions.

The Cabinet Member for Communities and Inclusion, Councillor Mazher Iqbal, responded to the questions.

In relation to the provision of paid staff, he referred to the impact of Government funding cuts and the difficult decisions that the Council had to make as a result. Sheffield was one of the last local authorities to go through a library review and

funding reductions to the library service. Nationally, over 400 libraries had closed over 4 years. There were no specific criteria as to what constituted a comprehensive and efficient library service. Information concerning the proposals was contained in the Cabinet report, a copy of which he could provide.

The Council had been fighting for a fair deal for Sheffield, including support for a petition containing 10,000 signatures. He stated that the cuts to local Government were both disproportionate and unfair, with more prosperous areas receiving relatively more resources. Nationally, councillors of different political party affiliations had also said that there should be no further funding cuts to local government.

In relation to the viability of libraries in the future, a number of workshops had taken place and he had also supported colleagues and organisations in seeking to keep libraries open. The business plans of groups wishing to run libraries should be viable and sustainable. Some 80 percent of the libraries' budget related to staffing and there simply were not enough resources to continue to afford staffing at present levels.

The Council could not set an illegal budget as there would be intervention from the Government if that was the case. The Council wanted to protect communities and the most vulnerable people and was not neglecting its duty.

With regard to contingency, action would have to be taken at an appropriate time. In relation to safeguarding, there were policies, procedures and training for volunteers.

The Chief Executive commented that the Council would not do anything that would compromise its safeguarding responsibilities.

3.2.3 Public Questions Concerning Questions, Budget Cuts and Standing Up to Government

Peter Hartley asked if his questions to last full Council, Cabinet and Scrutiny Meetings could in future be recorded accurately in the minutes.

Secondly, he asked if the Council would still be making cuts in the budget when a Labour government is elected in 2015.

Thirdly, Mr Hartley asked when will the Council stand up to any government or will it remain servile and he referred to the harsh treatment which the Council was giving to the citizens of Sheffield.

Mr Hartley requested a written response to his questions

The Cabinet Member for Finance and Resources, Councillor Ben Curran, responded. He stated that people did not have to attend the Council meeting if they had questions, and they could put them in writing and by email. The minutes of meetings were approved and could be amended by Council. In

relation to the budget cuts, the Council would do the best that it could with the resources that it was given and he did not have a crystal ball to enable him to see the future as regards funding. He assured Mr Hartley that the Council would do the best that it could, regardless of the party in government.

3.2.4 Public Question Concerning the Bedroom Tax

Martin Brighton asked the Council to please provide responses to the following statements, indicating where justification may be found in documents:

The term 'spare room subsidy' is an artificial device created to extract money from the poorest in society. Using this government's argument, if people on benefits have satellite, phone, internet, pets, drink, smoke, then their benefits should be pro-rata reduced on the grounds that benefits should not be a subsidy for talking, nicotine, learning, alcohol, compassion, avoiding loneliness, having a TV, etc. It is argued that any implementation of the Bedroom Tax is an unlawful inclusion in the Annual Budget.

The Deputy Leader and Cabinet Member for Homes and Neighbourhoods, Councillor Harry Harpham, responded that a future Labour Government would scrap the 'bedroom tax'. Lots of people had come to Council to speak about it and he had not heard a defence or anyone in favour of the measures, except for Conservatives and Liberal Democrats.

3.2.5 Public Question Concerning Housing Revenue Account (HRA)

Martin Brighton asked the Council to please provide responses to the following statements, indicating where justification may be found in documents:

He stated that three days ago Housing minister Kris Hopkins directed that council landlords that mis-use HRA money will have to pay it back to the Government. This council wants to create 600 more council homes, using HRA money. Whilst a noble cause, the decision was made without prior consultation and consent of tenants, and affects the debt management plans, so the inclusion to finance the scheme could be unlawful.

There are also several other projects where use of HRA money does not exclusively benefit tenants, one project has been soundly rejected by tenants, and in fact these would be more appropriately financed by the department that benefits, so inclusion in the Annual budget could be deemed unlawful.

The Deputy Leader and Cabinet Member for Homes and Neighbourhoods, Councillor Harry Harpham, responded that, if the HRA was misused, then the Council should pay the HRA money back. The creation of 600 homes in the City had been proposed to the City Wide Housing Forum and the Tenant Engagement Forum and was something which had been widely welcomed in the City. It was the first time that a Council administration would have been able to create that number of homes in 30 years. The HRA was considered by the Council at its meeting on 5th February 2014. Councillor Harpham stated that the Administration would ensure that the HRA monies were used for the betterment

of tenants in the City.

3.2.6 Public Question Concerning South Yorkshire Trading Standards Unit

Martin Brighton asked the Council to please provide responses to the following statements, indicating where justification may be found in documents:

Following new disclosures using the FoIA (Freedom of Information Act), it is disclosed that not only are local authorities disinclined to pay the alleged pro-rata share of the millions of alleged losses, but that there is no evidence to fully account for those losses. There is no accounting for these losses in the Annual Budget, so the Annual Budget could be said to be unlawful.

The Cabinet Member for Finance and Resources, Councillor Ben Curran, responded that he had mandated the Council's Chief Executive to take steps regarding the debts relating to South Yorkshire Trading Standards. The negotiations relating to this matter were moving in the right direction and the issue was covered on the balance sheet. The budget presented to Council was legal.

3.2.7 Public Question Concerning Common Purpose

Mr Brighton stated that, with thanks to the Council officer, it was revealed that this Council has resumed expenditure on Common Purpose, despite directions from Eric Pickles to cease. He asked where is the arguably unlawful projection of expenditure on Common Purpose in the Annual Accounts.

The Cabinet Member for Finance and Resources, Councillor Ben Curran, responded that the Council was a responsible employer and provided training for its employees. There was no contract request to use Common Purpose for any work at the moment.

5. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor Gill Furniss, that (a) Council notes that Councillor Mike Drabble, who was elected on 6th February, 2014 as an Arbourthorne Ward Councillor, has joined the Labour Group on the Council, thereby restoring the political composition of the Council to the position that was reported to the Council's Annual General Meeting on 15th May 2013 when political proportionality was last reported to the Council (i.e. 60 Labour : 22 Lib Dem : 2 Green), and that, accordingly, there is no requirement to revise the allocation of seats on Council Committees to the political groups;

(b) approval be given to the following changes to the memberships of Committees, Boards, etc.

Licensing Committee

- Councillor Mike Drabble to fill a vacancy

Scrutiny and Policy Development Committee - Substitute Members	Councillor Denise Reaney to replace Councillor David Baker
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(c) representatives be appointed to other bodies, as follows:-

Local Government Yorkshire and Humber - Employers' Committee	Councillor Ben Curran to replace Councillor Harry Harpham
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6. DESIGNATION OF MONITORING OFFICER AND SECTION 151 OFFICER

RESOLVED: On the Motion of Councillor Ben Curran, seconded by Councillor Ian Saunders, that this Council:-

- (a) notes the role of the Monitoring Officer and Section 151 Officer, as set out in the report of the Chief Executive now submitted;
- (b) designates the Interim Director of Legal and Governance as Monitoring Officer from 1st April 2014; and
- (c) confirms the appointment of the Interim Executive Director of Resources as Section 151 Officer from 17th February 2014 until the return to the post of the substantive post holder.

Lynne Bird

The Lord Mayor (Councillor Vickie Priestley) reported that Lynne Bird, the Council's Director of Legal and Governance and Monitoring Officer, had been appointed by the Lord Chancellor to serve as a Tribunal Judge and was leaving the Council on 31 March 2014. On behalf of the Council, the Lord Mayor thanked Lynne for all of her work for the City Council and wished her well in her new role.

7. SUSPENSION OF PROCEDURAL RULES

RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor Penny Baker, that, in accordance with Council Procedure Rules 4 and 11,

- (a) Council Procedure Rule 17.5 be suspended with regard to the time limit of 3 minutes per speaker for the movers and seconders of amendments, in accordance with Council Procedure Rule 11; and (b) Council Procedure Rule 17.11(a) be suspended with regard to giving the mover of a motion the right of reply.

8. REVENUE BUDGET AND CAPITAL PROGRAMME 2014/15

It was moved by Councillor Harry Harpham, seconded by Councillor Mary Lea, that the following decisions taken by the Cabinet at its meeting held on 19th February, 2014, arising from its consideration of (a) a joint report of the Chief Executive and the Executive Director, Resources on the Revenue Budget 2014/2015 and (b) a report of the Executive Director, Resources on the Capital Programme 2014/2015 be approved:-

REVENUE BUDGET 2014/15

“RESOLVED: That the City Council, at its meeting on 7th March, 2014, be recommended to:-

- (a) approve a net Revenue Budget for 2014/15 amounting to £451.248m;
- (b) approve a Band D equivalent Council Tax of £1282.75 for City Council services, i.e. at the same level as 2013/14;
- (c) approve the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2 of the report;
- (d) note that, based on the estimated expenditure level set out in Appendix 3 to the report, the amounts shown in part B of Appendix 6 would be calculated for the City Council for the year 2014/15, in accordance with sections 32 to 36 of the Local Government Finance Act 1992;
- (e) note the information on the precepts issued by the South Yorkshire Police Authority and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council’s area;
- (f) approve the proposed amount of compensation to Parish Councils for the loss of council tax income in 2014/15 at the levels shown in the table below paragraph 186”
- (g) approve the proposed changes to empty property discounts in respect of Council Tax
- (h) note the latest 2013/14 budget monitoring position;
- (i) approve the Treasury Management and Annual Investment Strategies as set out in Appendix 7 to the report and the recommendations contained therein;
- (j) approve the Minimum Reserve Provision (MRP) Statement set out in Appendix 7 to the report; and
- (k) delegate authority to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice statements and to report on the operation of Treasury Management activity on the terms set out in those documents.”

CAPITAL PROGRAMME 2014/15

“RESOLVED: That the City Council, at its meeting on 7th March, 2014, be recommended to:-

- (a) approve those specific projects included in the years 2013-14 to 2017-18 programmes as at Appendix 8 of the report. Block allocations were included within the programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
- (b) note the proposed Capital Programme for the 5 years to 2017/18 as per Appendix 8 to the report; and
- (c) approve the allocations from the Corporate Resource Pool (CRP) and the policy outlined in Appendix 4 to the report such that the commitment from the CRP is limited to 1 year and no CRP supported schemes are approved beyond 2014-15. (If substantial capital receipts are realised within 2013-14 or 2014-15 a further report will be brought to Members as part of the monthly approval process).”

Whereupon, it was moved by Councillor Ben Curran, seconded by Councillor Julie, Dore, as an amendment, that the recommendations of the Cabinet held on 19th February, 2014, as relates to the City Council's Revenue Budget and Capital Programme 2014/15, be replaced by the following resolution:-

RESOLVED: That this Council:

- (1) continues to oppose the unfair cuts imposed on Sheffield by the Government and recognises that by 2015/16 the amount of funding the Council receives from central government will have been cut by over 50%;
- (2) regrets that local government has been targeted disproportionately for cuts, noting that despite only accounting for 7% of public spending it has taken 22% of cuts and recalls comments by The Rt. Hon. Danny Alexander MP, Chief Secretary to the Treasury, that local government has “borne the brunt of deficit reduction”;
- (3) believes that the Government continue to target Sheffield alongside towns and cities in the north of England at the same time as some of the wealthiest areas in the country are receiving just a fraction of the cuts;
- (4) confirms that in the financial year 2014/15 the Council will have to generate savings of around £58 million and remains fundamentally disappointed that despite the Administration's continuous pleas to the Liberal Democrats - both at national and local levels - to stand up for Sheffield, they are not acting as a check on the Conservative-led

Government;

- (5) notes recent research highlighting the total cuts per household between 2013/14 and 2015/16 see Sheffield losing a total of £308 whilst Windsor & Maidenhead lost only £87 and Wokingham lost £86;
- (6) further notes the recent Joseph Rowntree Foundation Report, 'Coping with the cuts? Local government and poorer communities' states that "Cuts in spending power and budgeted spend are systematically greater in more deprived local authorities than in more affluent ones";
- (7) in addition recognises that these cuts are in addition to increasing cost pressures facing the Council such as rising costs in adult social care, putting local government finance under unsustainable pressure;
- (8) notes recent research has suggesting that by 2015/16 Sheffield will have a similar level of spending power to Surrey and believes that this is fundamentally unfair due to the higher levels of deprivation in Sheffield and Surrey being one of the most affluent areas of the country;
- (9) is shocked that the main opposition group continue to support the cuts imposed on Sheffield and believes that they are more concerned about standing up for the Member of Parliament for Sheffield Hallam, than standing up for Sheffield;
- (10) believes it is completely hypocritical of the main opposition group to attempt to mislead the public with their crocodile tears over individual cuts to Council services when they continue to support the unprecedented level of cuts that the Government are making which is impacting on the services many councils can provide;
- (11) further believes that the main opposition group's continued attempts to mislead local people about Council spending are disgraceful and that this not only denigrates the work of Council officers but is nothing more than a desperate attempt of the main opposition group to deflect the responsibility from the Deputy Prime Minister for making unprecedented levels of cuts to local government which are targeted unfairly at Sheffield at the same time as Conservative-held shires have been given greater protection;
- (12) regrets that cuts to Council spending is not the only area where the main opposition group have failed to stand up for Sheffield and recalls that they have supported the Government's decision to re-allocate European Union funding away from Sheffield which was recently ruled as unlawful by the High Court;
- (13) further regrets that another example of the main opposition group's failure to stand up for Sheffield is their embarrassing silence on the issue of HS2 station location following the Government announcement that its preferred station location for Sheffield City Region is at Meadowhall

despite overwhelming economic evidence which demonstrates that an additional 6,500 jobs could be generated by locating the station at the old Sheffield Victoria station, and the fact that in 2012 the Leader of the main opposition group launched a public campaign outside the Victoria station site and wrote an article which included the words “Locating the station somewhere miles out of the City would be a missed opportunity” and “This issue is too important to sit on the fence”;

- (14) agrees with the following comments by the Shadow Cabinet Spokesperson for Business, Skills and Development “Locating the station somewhere like Meadowhall would see passengers travel four miles out of the city and therefore the improved journey time to London would be negated. We believe to maximise the benefits of High Speed Rail the station must come to the city centre – and that the old Sheffield Victoria station would make a great location”;
- (15) contrasts the main opposition group’s failure to stand up for Sheffield with the action of the present Administration who have supported the Fair Deal for Sheffield Campaign and lobbied the Government for a fairer funding deal through numerous meetings and letters to Government Ministers, however, regrets that these pleas have continued to fall on deaf ears;
- (16) notes the contrast with Birmingham City Council where all political parties have come together to make representations to the Government about the impact of the cuts on their city;
- (17) confirms that it is impossible to take such a significant amount of the Council’s budget away without having a significant impact on the services that the Council can provide and calls on all parties represented on the Council to come together on a non-political basis to make representations to the Government to receive a fair funding settlement for Sheffield;
- (18) thanks all members of staff across the Council who have contributed to achieving a balanced budget for 2014/15, in this extremely challenging financial climate;
- (19) notes that as a result of budget cuts there could be up to 600 Council posts affected during the financial year 2014/15, including job roles that could be lost through voluntary severance or voluntary early retirement as well as any vacancies that have not been filled;
- (20) expresses sincere and heartfelt sympathy to those members of staff who are losing their jobs through compulsory redundancy and regrets that the Government’s cuts agenda has made compulsory redundancies unavoidable;
- (21) notes that the Council workforce has now had to contend with real-term pay reductions over the past four years and notes that pay increments

have been frozen since pre-April 2011;

- (22) welcomes the proposal of the present Administration to give an additional £250 to all staff earning under £21,000, noting that this will support Council staff on the lowest incomes and comes on top of the implementation of the Living Wage last year;
- (23) reiterates its thanks to the whole of the Council's workforce for continuing to work hard to serve Sheffield during extremely difficult circumstances and continues to value the hard work and public sector ethos of Council staff;
- (24) recognises that the present Administration has taken all possible action to make savings without hitting frontline services through reducing management costs, accommodation costs and other efficiency measures but the reality is that it is not possible to make the level of cuts that the Government are making to the budget without there being a serious impact on front line Council services;
- (25) however welcomes that the present Administration have made it a priority to provide the greatest level of protection to the services for the vulnerable, which have received a lower level of cut than the Council as a whole, however, regrets that due to the level of cuts imposed by the Government it has not been possible to exempt such services from budget reductions;
- (26) notes that cuts to the South Yorkshire Passenger Transport Executive Budget have meant changes to discretionary bus passes will mean that free bus travel will only take effect from 9:30 a.m;
- (27) is concerned about the potential for this to impact on the ability of disabled bus pass holders to access education and believes that young people should not be financially disadvantaged due to a disability;
- (28) therefore directs that instead of providing a 1% increase in Members' allowances, in line with the increase in officer pay, this funding should be used to establish a scheme which will be accessed to mitigate against young people facing greater costs to access education which are unavoidable due to a disability;
- (29) welcomes the present Administration's decision to freeze Council tax for the third consecutive year, helping to mitigate against the cost of living crisis inflicted by the present Government;
- (30) further welcomes the action taken by the present Administration to invest in projects to support the local economy, noting the following as just a few examples:
 - (i) The Skills Made Easy Programme;

- (ii) Sheffield Apprenticeship Programme;
 - (iii) RISE graduate internship programme;
 - (iv) Start up loans for young people;
 - (v) SME Loan Fund;
 - (vi) Export Pilot project for 30 companies;
 - (vii) Launched Threshold Companies Initiative for growth SMEs;
 - (viii) Summer Saturdays;
 - (ix) Developed Sheffield City Region Investment Fund;
 - (x) Secured Tax Increment Finance scheme for city centre – 1 of 3 places in UK;
 - (xi) Enterprise programme provided intensive support to over 200 growing SMEs and 150 start ups;
 - (xii) Launch of the Sheffield Economic Masterplan; and
 - (xiii) Series of business summits held, hundreds of businesses engaged;
- (31) welcomes the success of the Keep Sheffield Working Fund which has now been spent on valuable projects to support the economy which is in sharp contrast to the Government's Regional Growth Fund, which is more than 80% unspent despite the fund being several times oversubscribed with bidders and believes that this is just the latest example of the present Government's complete failure to take action to secure a long term sustainable economic recovery;
- (32) believes that it should be a priority for the Council to continue to invest in growing the local economy and therefore directs that the 'Keep Sheffield Working Fund' should receive a further £200,000 of investment;
- (33) further supports the calls that have been made by the present Administration and the Core Cities Group for greater devolution, recognising that decisions around public spending are best made by local leaders and businesses, specifically supporting the Core Cities Prospectus for Growth, and welcomes the actions of the present Administration working alongside Sheffield City Region partners to establish the Combined Authority providing the region with greater opportunity to take control over its economic destiny;
- (34) accordingly instructs the Executive Director, Resources to implement the City Council's Revenue Budget and Capital Programme 2014/2015 in

accordance with the details set out in the reports on the Revenue Budget and Capital Programme now submitted with the following amendments:-

	<u>Spend</u> <u>£'000</u>	<u>Income/saving</u> <u>£'000</u>
Rejecting 1% increase in Members' allowances		12
Changes to empty property discounts in respect of Council Tax		200
Fund to mitigate against impact of Transport Authority changes to bus passes on the ability of disabled children to travel to education	12	
Keep Sheffield Working Fund	200	
	212	212

- (35) approves those specific projects included in the 2013/14 to 2017/18 Capital Programme at Appendix 8 of the report on the Capital Programme 2014/15 to 2016/17, with block allocations being included within the Programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
- (36) notes the proposed Capital Programme for the 5 years to 2017/18 as per Appendix 8 of the report on the Capital Programme;
- (37) approves the allocations from the Corporate Resource Pool and the policy outlined in Appendix 4 of the report on the Capital Programme such that the commitment from the CRP is limited to one year and no CRP supported schemes are approved beyond 2014-15, and if substantial capital receipts are realised within 2013-14 or 2014-15 a further report will be brought to Members as part of the monthly approval process;
- (38) after noting the joint report of the Chief Executive and the Executive Director, Resources now submitted on the Revenue Budget 2014/15, approves and adopts a net Revenue Budget for 2014/15 amounting to £451.248m, as set out in Appendix 3 of that report, and subsequently amended in the light of paragraph 34 above, as follows:-

Summary Revenue Budget

Original Budget		Proposed Budget
2013/14		2014/15
£000		£000
Portfolio budgets:		
81,274	Children Young People and Families	70,612
160,883	Communities	156,726
101,960	Place	99,611
8,741	Policy Performance and Communications	2,358
57,985	Resources	55,541
<u>410,843</u>		<u>384,848</u>
Corporate Budgets:		
Specific Grants		
-1,642	Council Tax Freeze Grant for 2013/14	0
0	Council Tax Freeze Grant for 2014/15	-1,968
-9,683	NHS Funding	-12,399
0	Business Rates Transitional Grant	-1,079
-65,068	PFI Grant	-71,116
-4,479	New Homes Bonus (LGF)	-6,397
Corporate Items		
9,000	Redundancy Provision	11,200
1,000	Pension Costs	9,750
1,229	Digital Region	0
500	Hardship Fund	500
-500	Review of Management Costs	0
-450	Improved debt collection	-250
6,642	New Homes Bonus (LGF)	5,036
-3,400	Public Health Savings	0
400	Keep Sheffield Working Fund	200
3,000	Contingency - Adults Social Care Pressures	3,716
24,344	Schools and Howden PFI	24,747
0	Enhancements	-1,300
0	Infrastructure Investment in NRQ / St Pauls Place	400
82	Payment to Parish Councils	82
1,000	Fairness Commission	0
2,402	Other	2,874
34,694	ITA Levy	31,384
38,237	Capital Financing costs	37,282
35,275	MSF capital financing costs	28,117

-6,000	Contribution from Reserves	5,621
477,426	Total Expenditure	451,248
Financing of Net Expenditure		
-		
190,105	Revenue Support Grant	-157,460
-95,265	NNDR/Business Rates Income	-100,898
-27,800	Business Rates Top Up Grant	-28,342
-		
164,256	Council Tax income	-164,377
0	Collection Fund surplus	-171
477,426	Total Financing	-451,248

- (39) approves a Band D equivalent Council Tax of £1,282.75 for City Council services, i.e. at the same level as 2013/14;
- (40) approves the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2 of the Revenue Budget report, subject to the amendments outlined in paragraph 34 above;
- (41) notes the latest 2013/14 budget monitoring position;
- (42) approves the Treasury Management and Annual Investment Strategies set out in Appendix 7 of the Revenue Budget report and the recommendations contained therein;
- (43) approves the Minimum Revenue Provision (MRP) Statement set out in Appendix 7 of the Revenue Budget report;
- (44) agrees that authority be delegated to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice Statements and to report on the operation of Treasury Management activity on the terms set out in these documents;
- (45) approves the proposed amount of compensation to Parish Councils for the loss of council tax income in 2014/15 at the levels shown in the table below paragraph 186 of the Revenue Budget report;
- (46) approves the proposed changes to empty property discounts in respect of Council Tax, as set out in the Revenue Budget report;
- (47) agrees that the Members' Allowances Scheme for 2013/14 and onwards,

approved by the Council on 15th May, 2013, be also implemented for 2014/15, but no annual increase be implemented during 2014/15 in relation to Basic, Special Responsibility (including the Pensions Authority), Co-optees and Dependent Carers' Allowances;

- (48) approves a Pay Policy for 2014/15 as set out in Appendix 8 of the Revenue Budget report;
- (49) notes that, based on the estimated expenditure level of £451.248m set out in paragraph 38 above, the amounts shown in part B below would be calculated by the City Council for the year 2014/15, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992;
- (50) notes the precepts issued by local parish councils which add £490,789 to the calculation of the budget requirement in accordance with Sections 31 to 36 of the Local Government Finance Act 1992;
- (51) notes the information on the precepts issued by the South Yorkshire Police and Crime Commissioner and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council's area;

Appendix 6a

CITY OF SHEFFIELD

CALCULATION OF RECOMMENDED COUNCIL TAX FOR 2014/15 REVENUE BUDGET

1. It be noted that on 15th January 2014, the Council calculated the Council Tax Base 2014/15
 - (a) for the whole Council area as:
128,144.18 (item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix 6c.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2014/15 (excluding Parish precepts) is:
£ 164,376,335
3. That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:
 - (a) **£ 1,442,968,022** being the aggregate of the amounts which the Council

estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

- (b) £ **1,278,100,898** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £ **164,867,124** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).
- (d) £ **1,286.5752** being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
- (e) £ **490,789** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 6b).
- (f) £ **1,282.7452** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the Police and Crime Commissioner for South Yorkshire and the South Yorkshire Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with the Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings.

Sheffield City Council (non-parish areas)

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08

Council 7.03.2014

South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23

Bradfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Bradfield Parish Council	25.30	29.52	33.73	37.95	46.38	54.82	63.25	75.90
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13

Ecclesfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Ecclesfield Parish Council	9.77	11.39	13.02	14.65	17.90	21.16	24.41	29.30
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53

Stocksbridge Town Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Stocksbridge Town Council	18.72	21.84	24.96	28.08	34.32	40.56	46.79	56.15
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38

6. The Council's basic amount of Council Tax is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, therefore no referendum is required.

Appendix 6b

Council Tax Schedule 2014/15	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08

South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Total charge for non-parish areas of Sheffield	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23
Bradfield Parish Council	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13
Ecclesfield Parish Council	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53
Stocksbridge Town Council	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38

Appendix 6c

Parish Council Precepts

Parish Council	2013-14			2014-15			Council Tax Increase
	Tax Base	Precepts (£)	Council Tax Band D (£)	Tax Base	Precepts (£)	Council Tax Band D (£)	
Bradfield	6,023.58	224,112	37.2058	6,013.80	228,223	37.9499	2.00%
Ecclesfield	10,217.10	145,310	14.2222	10,182.80	149,167	14.6489	3.00%
Stocksbridge	4,063.11	108,131	26.6129	4,038.90	113,399	28.0768	5.50%
Total/average	20,303.79	477,553	23.5204	20,235.50	490,789	24.2539	3.12%

Motion to move to next business

RESOLVED: On the Motion of Councillor Pat Midgley, seconded by Councillor David Baker that (in accordance with Council Procedure Rule 17.13) the Council does now move to the next item of business and that the question be now put.

On being put to the vote the amendment was carried.

The votes on the amendment were ordered to be recorded and were as follows:-

For the amendment (56) - Councillors Julie Dore, Mike Drabble, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-

Hammond, Robert Johnson, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Leigh Bramall, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Against the amendment (22) - Councillors Simon Clement-Jones, Shaffaq Mohammed, Jillian Creasy, Robert Murphy, Rob Frost, Sylvia Anginotti, Colin Ross, Joe Otten, Keith Hill, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker, Alison Brelsford and Trevor Bagshaw.

Abstained on the amendment (1) - The Deputy Lord Mayor (Councillor Peter Rippon)

It was then moved by Councillor Andrew Sangar, seconded by Councillor Shaffaq Mohammed, as an amendment, that the recommendations of the Cabinet held on 19th February, 2014, as relates to the City Council's Revenue Budget and Capital Programme 2014/15, be replaced by the following resolution:-

RESOLVED: That this Council:

- (1) notes that the previous Government increased the national deficit year-on-year from 2001 onwards, reaching a total of £43 billion prior to the economic crash, to the point where £1 in every £4 the Government spent was borrowed;
- (2) regrets that as a result of this reckless deficit, difficult decisions are required in all areas of public spending;
- (3) confirms that thanks to the difficult decisions the Government have taken the economy is growing, unemployment is reducing and the deficit is falling;
- (4) believes these moves to build a stronger economy could not have been achieved without Liberal Democrats in Government;

- (5) applauds that despite tough financial constraints Liberal Democrats in Government have been able secure policies that will help build a fairer society, including:
- (i) raising the income tax threshold to give 24 million ordinary workers a £700 tax cut;
 - (ii) helping give every child the best start in life by introducing a £2.5 billion pupil premium, delivering 15 hours free childcare for disadvantaged two years olds and committing to free school meals for all infant pupils;
 - (iii) supporting young people by creating more apprenticeships than ever before and improving vocational education through investment in University Technical Colleges; and
 - (iv) tackling climate change and helping to create jobs by investing in renewable energy and home insulation;
- (6) in particular, highlights the following Government investments next year, which will help to build a stronger economy and a fairer society in Sheffield:
- (i) £8.7 million to help freeze Council Tax for a fourth consecutive year, saving families an average of £185 a year;
 - (ii) £44.3 million for the third year of the Streets Ahead programme, which will see every road, pavement and streetlight in the City repaired;
 - (iii) £5.4 million to provide Free Early Learning for disadvantaged two-year-olds, £25 million for Sheffield schools through the Pupil Premium and £5 million for Sheffield City Region to support young people into jobs;
 - (iv) millions of pounds invested in Sheffield's trams, trains and buses, alongside commitments to electrify the Midland Mainline and a new High Speed Rail station in Sheffield; and
 - (v) ongoing support for the local economy through the Regional Growth Fund, enterprise zones, and the Sheffield City Deal;
- (7) believes Liberal Democrat action in Government has helped contribute to what the State of Sheffield 2013 Report described as a "look and feel of the city, and its quality of life [which] has never been stronger for many people";
- (8) contrasts this summary with dangerous propaganda of local Labour politicians, who predicted a 'post-soviet meltdown' and riots in the streets of Sheffield;

- (9) finally, thanks the Government for the historic reform of business rates, which gives local councils greater control over the funding they raise locally;
- (10) yet regrets that instead of seizing this opportunity to secure extra funding for local services, this Administration continue to turn away jobs and investment and stand accused by business leaders of “closing its doors” to business;
- (11) adds this to the long-list of failings of the current Administration alongside secretive reviews, centralising decisions and mismanagement of Council budgets;
- (12) highlights that finance officers are currently estimating a £3 million deficit in this year’s budget outturn and contrasts this incompetence with the previous Administration who left a budget surplus of £6.2 million;
- (13) notes that while the Council faces a budget gap of £58 million this year, its funding from the Government has reduced by just £27 million and believes the remaining gap results from the hangovers of budget mismanagement and the priorities set out by this Administration;
- (14) believes that the Administration’s claims that Sheffield has been treated unfairly do not stand up to serious scrutiny and notes the following reductions in formula funding to illustrate this point:
 - (i) Sheffield City Council – 9.7%
 - (ii) Royal Borough of Kensington & Chelsea – 10.7%
 - (iii) East Dorset – 12.6%
 - (iv) Epsom & Ewell – 12.6%
 - (v) St Albans – 12.7%
 - (vi) West Oxfordshire – 13%
- (15) furthermore, condemns the missed opportunities overseen by the current Administration, which have forced the Council into what appear in practice irreversible positions, noting in particular;
 - (i) that Government funds were on offer to help save weekly black bin collections, but to return the service now would cost local taxpayers £9.2 million;
 - (ii) that the Council failed to bid into a £77 million fund to improve facilities for cyclists across Sheffield, missing out on a unique chance for funding;

- (iii) that local athletes offered to run the Don Valley Stadium at no cost to local taxpayers, but to rebuild the destroyed stadium would now cost roughly £48 million;
 - (iv) that nevertheless this city remains saddled with the debt run up by previous administrations including £28 million next year to pay off the facilities built for the disastrous World Student Games; and
 - (v) that the Administration have splashed out millions on high paid consultants, Council offices and political pet projects; funds which can never be regained for local taxpayers;
- (16) regrets that the current Administration refuse to accept responsibility for their own failures simply because they think they can get away with blaming someone else;
- (17) recommends that the Administration stop playing the blame game and investigate the following sensible savings in order to protect vital services;
- (i) reducing budgets for Trade Unions officials, which have been consistently protected to the detriment of front-line services;
 - (ii) reducing posts in policy, research and performance, instead of front-line staff;
 - (iii) eliminating costly pet projects – like Park Hill and Burngreave New Deal – and making better use of allocated reserves such as the Local Growth Fund;
 - (iv) a small reduction in pay for the top 25% of earners in the Council, to produce a more equal structure and protect low-paid jobs such as care workers; and
 - (v) requesting officers to bring forward proposals for shared services, setting modest financial targets in the first year;
- (18) confirms that by agreeing these savings, the Council could continue to provide the front-line services that local people care most about, such as;
- (i) ensuring that no library closes by restoring cuts proposed by the Administration;
 - (ii) supporting business by reversing this Administration's parking hikes and supporting vital city-centre events;
 - (iii) increasing recycling by slashing the charge for green bins and increasing opening hours at local recycling centres;
 - (iv) making best use of the Government's New Homes Bonus to protect

Sheffield's Green Belt by investing in empty homes and supporting brownfield development;

- (v) keeping costs low for local families by reducing parking permit and allotment charges, alongside a freeze in Council Tax;
 - (vi) investing in the services that matter most to local residents, including parks, early years, cleaner streets and facilities for young people; and
 - (vii) giving local people a greater say in how money is spent in their area by handing more control to Local Action Partnerships;
- (19) therefore instructs the Executive Director, Resources to implement the City Council's Revenue Budget and Capital Programme 2014/2015 in accordance with the details set out in the reports on the Revenue Budget and Capital Programme now submitted, but with the following amendments:-

Local Growth Fund (New Homes Bonus)			
Savings		Investments	
Use of uncommitted funds	1000	Tripling investment for bringing empty homes back into use	790
Reprioritise funds set aside for Darnall Shop Fronts	270	Investing in brownfield sites to bring them up to economically deliverable standard	500
Reprioritise funds for the Green Links project in the Park Hill area	350	Increasing investment in local high streets through the Successful Centres programme	330
Total	1620	Total	1620

Fairness Commission			
Savings		Investments	
Reprioritising funds for equality hubs, discretionary fund and the Campaign for Fairness	170	Make a real difference to inequality by investing in modernising early years services and ensuring children get the best start in life	170
Total	170	Total	170

General Revenue Fund			
Savings		Investments	
Instigate a pay review with a proposed reduction of 2.5% for staff on a salary between £30k	1200	Ensure that no library is closed by reversing reductions in funding for the libraries service	900

and £39k and 5% on a salary greater than £39k			
Reduce the number of full-time trade union officials to one per union and charge for membership subscriptions	325	Lower the cost of green bins by a third by reducing the charge from £60 to £40	378
Remove plans for 'independent' libraries	262	Double discretionary funding for Local Action Partnerships and set a minimum level £10k per ward	300
Remove final council tax exemptions for empty homes	200	Make city-centre parking free after 18:30 and all-day on Sundays	300
Delete three senior manager posts	150	Reduce the charge for parking permits to their previous levels	112
End the ongoing subsidy of the Burngreave New Deal "white elephants"	100	Restore funding for parks maintenance	100
Reduce posts within the policy team	100	Create a targeted fund to ensure services for young people continued to be offered across the city	100
Set a modest savings target for shared services with other local authorities in Sheffield City Region	100	Reverse proposed deletion of routes from the Council's gritting schedule	100
Reduce funding for City Centre Ambassadors	70	Investment to tackle fly-tipping and dog-fouling across communities	100
Delete allowances for Cabinet Advisors and reject a 1% pay rise for Councillors	53	Reverse cuts to the MADE Festival; Tramlines and Fright Night	95
Set a modest savings target for shared services between Sheffield trusts	50	Block proposed increases in allotments charges	80
Withdraw funding from the Sheffield First Partnership	32	Increase opening hours at recycling centres by a total of three days	75
Implement savings from the Town Hall contract	18	Restore funding for Whirlow Hall Farm	20
Total	2660	Total	2660

Local Transport Plan			
Savings		Investments	
Delay the Park Hill parking permit zone by a year	100	Accelerate programme to tackle dangerous parking outside Sheffield schools	100
		Reallocate decision making over £1.7 million of transport funding away from the Cabinet Member and to Local Action Partnerships	Cost-neutral

Total	100	Total	100
General Capital Fund			
Savings		Investments	
Reduce scope of the Howden House refurbishment by just 10%	70	Refurbish Cobnar Cottage in Graves Park	20
		Contribution towards re-opening the pool at Stocksbridge Leisure Centre	50
Total	70	Total	70

- (20) accepts that a report will need to be brought forward on a Council pay review and therefore notes that proposed investments in libraries, parking charges and recycling centres are dependent on this report or alternative savings;
- (21) approves those specific projects included in the 2013/14 to 2017/18 Capital Programme at Appendix 8 of the report on the Capital Programme 2014/15 to 2016/17, subject to the amendments outlined in paragraph 19 above, with block allocations being included within the Programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
- (22) notes the proposed Capital Programme for the 5 years to 2017/18 as per Appendix 8 of the report on the Capital Programme, subject to the amendments outlined in paragraph 19 above;
- (23) approves the allocations from the Corporate Resource Pool and the policy outlined in Appendix 4 of the report on the Capital Programme such that the commitment from the CRP is limited to one year and no CRP supported schemes are approved beyond 2014-15, and if substantial capital receipts are realised within 2013-14 or 2014-15 a further report will be brought to Members as part of the monthly approval process;
- (24) after noting the joint report of the Chief Executive and the Executive Director, Resources now submitted on the Revenue Budget 2014/15, approves and adopts a net Revenue Budget for 2014/15 amounting to £451.248m, as set out in Appendix 3 of that report, and subsequently amended in the light of paragraph 19 above, as follows:-

Summary Revenue Budget

Original
Budget

Proposed
Budget

2013/14

2014/15

£000		£000
	Portfolio budgets:	
81,274	Children Young People and Families	70,712
160,883	Communities	157,364
101,960	Place	101,157
8,741	Policy Performance and Communications	2,205
57,985	Resources	54,810
<hr/> 410,843		<hr/> 386,248
	Corporate Budgets:	
	Specific Grants	
-1,642	Council Tax Freeze Grant for 2013/14	0
0	Council Tax Freeze Grant for 2014/15	-1,968
-9,683	NHS Funding	-12,399
0	Business Rates Transitional Grant	-1,079
-65,068	PFI Grant	-71,116
-4,479	New Homes Bonus (LGF)	-6,397
	Corporate Items	
9,000	Redundancy Provision	11,200
1,000	Pension Costs	9,750
1,229	Digital Region	0
500	Hardship Fund	500
-500	Review of Management Costs	0
-450	Improved debt collection	-250
6,642	New Homes Bonus (LGF)	5,036
-3,400	Public Health Savings	0
400	Keep Sheffield Working Fund	0
3,000	Contingency - Adults Social Care Pressures	3,716
24,344	Schools and Howden PFI	24,747
0	Enhancements	-1,300
0	Infrastructure Investment in NRQ / St Pauls Place	400
82	Payment to Parish Councils	82
1,000	Fairness Commission	
2,402	Other	2,874
	Pay Adjustments	-1,200
34,694	ITA Levy	31,384
38,237	Capital Financing costs	37,282
35,275	MSF capital financing costs	28,117
-6,000	Contribution from Reserves	5,621
<hr/> 477,426	Total Expenditure	<hr/> 451,248

Financing of Net Expenditure

-190,105	Revenue Support Grant	-157,460
-95,265	NNDR/Business Rates Income	-100,898
-27,800	Business Rates Top Up Grant	-28,342
-164,256	Council Tax income	-164,377
0	Collection Fund surplus	-171
<hr/>		<hr/>
-477,426	Total Financing	-451,248

- (25) approves a Band D equivalent Council Tax of £1,282.75 for City Council services, i.e. at the same level as 2013/14;
- (26) approves the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2 of the Revenue Budget report, subject to the amendments outlined in paragraph 19 above;
- (27) notes the latest 2013/14 budget monitoring position;
- (28) approves the Treasury Management and Annual Investment Strategies set out in Appendix 7 of the Revenue Budget report and the recommendations contained therein;
- (29) approves the Minimum Revenue Provision (MRP) Statement set out in Appendix 7 of the Revenue Budget report;
- (30) agrees that authority be delegated to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice Statements and to report on the operation of Treasury Management activity on the terms set out in these documents;
- (31) approves the proposed amount of compensation to Parish Councils for the loss of council tax income in 2014/15 at the levels shown in the table below paragraph 186 of the Revenue Budget report;
- (32) approves the proposed changes to empty property discounts in respect of Council Tax, as set out in the Revenue Budget report;
- (33) agrees that the Members' Allowances Scheme for 2013/14 and onwards, approved by the Council on 15th May, 2013, be also implemented for 2014/15, but no annual increase be implemented during 2014/15 in relation to Basic, Special Responsibility (including the Pensions Authority), Co-optees and Dependent Carers' Allowances;

- (34) approves a Pay Policy for 2014/15 as set out in Appendix 8 of the Revenue Budget report;
- (35) notes that, based on the estimated expenditure level of £451.248m set out in paragraph 24 above, the amounts shown in part B below would be calculated by the City Council for the year 2014/15, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992;
- (36) notes the precepts issued by local parish councils which add £490,789 to the calculation of the budget requirement in accordance with Sections 31 to 36 of the Local Government Finance Act 1992;
- (37) notes the information on the precepts issued by the South Yorkshire Police and Crime Commissioner and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council's area;

Appendix 6a

CITY OF SHEFFIELD

**CALCULATION OF RECOMMENDED COUNCIL TAX FOR
2014/15 REVENUE BUDGET**

The Council is recommended to resolve as follows:

1. It be noted that on 15th January 2014, the Council calculated the Council Tax Base 2014/15

(a) for the whole council area as:

128,144.18 (item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and

(b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix 6c.

2. Calculate that the Council Tax requirement for the Council's own purposes for 2014/15 (excluding Parish precepts) is:

£164,376,335

3. That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

(a) £1,442,968,022 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £1,278,100,898 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £164,867,124 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).

(d) £1,286.5752 being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).

(e) £490,789 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 6b).

(f) £1,282.7452 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings.

Sheffield City Council (non-parish areas)

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23

Bradfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Bradfield Parish Council	25.30	29.52	33.73	37.95	46.38	54.82	63.25	75.90

Council 7.03.2014

South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66

Aggregate of Council tax requirements	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13
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Ecclesfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Ecclesfield Parish Council	9.77	11.39	13.02	14.65	17.90	21.16	24.41	29.30
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66

Aggregate of Council tax requirements	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53
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Stocksbridge Town Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Stocksbridge Town Council	18.72	21.84	24.96	28.08	34.32	40.56	46.79	56.15
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66

Aggregate of Council tax requirements	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38
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6. The Council's basic amount of Council Tax is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, therefore no referendum is required.

Appendix 6b

Council Tax Schedule 2014/15

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08

South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Total charge for non-parish areas of Sheffield	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23
Bradfield Parish Council	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13
Ecclesfield Parish Council	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53
Stocksbridge Town Council	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38

Appendix 6c

Parish Council Precepts

Parish Council	2013-14			2014-15			Council Tax Increase
	Tax Base	Precepts (£)	Council Tax Band D (£)	Tax Base	Precepts (£)	Council Tax Band D (£)	
Bradfield	6,023.58	224,112	37.2058	6,013.80	228,223	37.9499	2.00%
Ecclesfield	10,217.10	145,310	14.2222	10,182.80	149,167	14.6489	3.00%
Stocksbridge	4,063.11	108,131	26.6129	4,038.90	113,399	28.0768	5.50%
Total/ average	20,303.79	477,553	23.5204	20,235.50	490,789	24.2539	3.12%

Note: Prior to the moving of the amendment, and in accordance with Council Procedure Rule 17.9, Councillor Andrew Sangar sought the consent of the Council meeting to alter the amendment as received by the Chief Executive and circulated to Members. The Council voted to not give its consent to this request.

Motion to move to next business

RESOLVED: On the Motion of Councillor Penny Baker, seconded by Councillor David Baker that (in accordance with Council Procedure Rule 17.13) the Council does now move to the next item of business and that the question be now put.

On being put the vote, the amendment was negated.

The votes on the amendment were ordered to be recorded and were as follows:-

For the amendment (20) - Councillors Simon Clement-Jones, Shaffaq

Mohammed, Rob Frost, Sylvia Anginotti, Colin Ross, Joe Otten, Keith Hill, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew Sangar, Cliff Woodcraft, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker, Alison Brelsford and Trevor Bagshaw.

- Against the amendment (58) - Councillors Julie Dore, Mike Drabble, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Jillian Creasy, Robert Murphy, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-Hammond, Robert Johnson, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Leigh Bramall, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

- Abstained on the amendment (1) - The Deputy Lord Mayor (Councillor Peter Rippon)

It was then moved by Councillor Jillian Creasy, seconded by Councillor Robert Murphy, as an amendment, that the recommendations of the Cabinet held on 19th February, 2014, as relates to the City Council's Revenue Budget and Capital Programme 2014/15, be replaced by the following resolution:-

RESOLVED: That this Council:

- (1) deplores the cuts to local authority funding being imposed by central government and applauds the efforts of politicians and campaigners calling for an alternative to austerity;
- (2) recognises that none of the major parties have promised to reverse these cuts;

- (3) believes that however difficult the crisis we face, this Council has a responsibility to do the best it can for the people of Sheffield, prioritising the available resources to protect communities and the most vulnerable and working towards a more equitable and resilient city;
- (4) accepts the projections from the Local Government Association that the revenue support grant will continue to dwindle and that, although the Coalition government favours freezing council tax, this is not sustainable;
- (5) believes that a majority of Sheffield people are willing to pay tax in order to support services for the common good and is willing to test this in a referendum;
- (6) therefore proposes to raise council tax by 2.95% (48p a week for the majority of households) in order to:
 - (i) save the city-wide library service for another year, allowing time for a complete rethink of how voluntary efforts can be used to enhance the work of professional librarians;
 - (ii) reduce cuts to services for the elderly and disabled and help ensure decent pay and conditions for care staff, putting an extra £1m into adult social care; and
 - (iii) double the hardship fund available to the 30,000 households affected by the loss of council tax benefit;
- (7) if the referendum succeeds, will use the proposed funding earmarked for independent libraries to fund a 20mph speed limit in the city centre, which suffers the highest level of road traffic accidents in Sheffield, and develop a strategy for rolling out a city wide 20mph limit on all residential roads (excluding main routes);
- (8) will cut political spin emanating from the Town Hall by cutting the posts of political advisors and requiring politicians to do their own press work;
- (9) will close the gap between the highest and lowest paid Council officers by reducing the pay of those on the highest salaries, tapering the cuts for those on middle grades and protecting those on less than £35k;
- (10) will encourage the reoccupation of empty properties by cutting the council tax subsidy;
- (11) will reduce the price of permits in parking permit zones to 2010 levels, which more closely reflects the true cost of running the schemes and means that people living in some of the most congested and polluted areas of the city are not subsidising other parking services;
- (12) will ensure that funding reserved to cover consequential costs of a referendum is used to support voluntary sector advice services, provided

the referendum is carried;

- (13) will invest £1m of the Local Growth Fund (New Homes Bonus) and use £4m of prudential borrowing within the Housing Revenue Account to install solar panels on over 1000 suitable Council homes, thereby reducing fuel bills for the occupants and creating jobs in the renewable energy sector;
- (14) awaits discussions between group leaders about the level of Members' Allowances for 2014/15 and, in the event of agreeing to continue the pay freeze, will contribute the freed up resource to the Voluntary Sector Grant Aid budget;
- (15) therefore instructs the Executive Director, Resources to implement the City Council's Revenue Budget and Capital Programme 2014/2015 in accordance with the details set out in the reports on the Revenue Budget and Capital Programme now submitted, but with the following amendments:-

Substantive budget proposal

Council tax proposals	(£'000)	Spending proposals	(£'000)
2.95% Council Tax increase	£4,720	Loss of freeze grant	£1,968
No need for Independent Libraries fund	262	Libraries cut deferred for 2014/5 with plans put in place for a sustainable staffed service across all libraries (p598 B1)	£900
		Council tax hardship fund increased to compensate for Council Tax increase plus additional support	£500
Additional revenue from changes to Empty Homes Discount scheme [para 46]	200	Supporting the review of individual care packages to maintain quality of care across Communities	£1,208
		Prevent cuts in hourly rates for home care services and erosion of wages in re-tendering (p577, B9)	£200
		20's Plenty City Centre scheme	£262
		Hold Referendum - spend on local people and businesses	£144
Council tax sub-total	£5,182	Council tax spending sub-total	£5,182

Substitute Calculations (if referendum

rejects substantive proposal)

Savings proposals	(£'000)	Spending proposals	(£'000)
<i>Permanent reduction in spending:</i>		<i>Permanent additions to budget:</i>	
Cut political assistants and group administrative support (p659 A8)	£68	Parking Permit fees reduced to 2010 levels	£298
Reduce pay on employees paid over £50,000 by 15% (assume 6 month saving)	£324		
Reduce pay on employees paid over £40,000 by 5% (assume 6 month saving)	£271	Reserve for rebilling costs if referendum lost and/or use in making additional contribution to voluntary sector Grant Aid	£500
Reduce pay on employees paid over £35,000 by 2% (assume 6 month saving)	£79		
Additional revenue from changes to Empty Homes Discount scheme [para 46]	£200	Hold Referendum - spend on local people and businesses	£144
Savings sub-total	£942	Spending sub-total	£942
<i>Financing of Capital proposals</i>		<i>Capital spending proposal</i>	
Re-prioritise use of Local Growth Fund (New Homes Bonus)	£1,000	initial investment in Solar Panels to kick-start a programme of generating revenue from the feed-in-tariff	£1,000
Additional Prudential borrowing within HRA	£4,000	further phased investment in solar panels, on an invest-to-save basis	£4,000
Total Capital adjustments	£5,000	Total Capital adjustments	£5,000

(16) accepts that the proposed investments in libraries, Council tax hardship fund, social care services and speed limit reduction schemes are dependent on a positive result in a local referendum;

(17) agrees that, if the substantive budget proposals in paragraph 15 are

rejected in a local Council tax referendum, those investment proposals be withdrawn, but the substitute calculations identified in paragraph 15 above are still to be implemented;

- (18) approves those specific projects included in the 2013/14 to 2017/18 Capital Programme at Appendix 8 of the report on the Capital Programme 2014/15 to 2016/17, subject to the amendments outlined in paragraph 15 above, with block allocations being included within the Programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
- (19) notes the proposed Capital Programme for the 5 years to 2017/18 as per Appendix 8 of the report on the Capital Programme, subject to the amendments outlined in paragraph 15 above;
- (20) approves the allocations from the Corporate Resource Pool and the policy outlined in Appendix 4 of the report on the Capital Programme such that the commitment from the CRP is limited to one year and no CRP supported schemes are approved beyond 2014-15, and if substantial capital receipts are realised within 2013-14 or 2014-15 a further report will be brought to Members as part of the monthly approval process;
- (21) after noting the joint report of the Chief Executive and the Executive Director, Resources now submitted on the Revenue Budget 2014/15, approves and adopts a net Revenue Budget for 2014/15 amounting to £455.968m, as set out in Appendix 3 of that report, and subsequently amended in the light of paragraph 15 above, as follows:-

<u>Summary Revenue Budget</u>		TOTAL
Original Budget 2013/14		2014/15
£000		£000
	Portfolio budgets:	
81,274	Children Young People and Families	70,612
160,883	Communities	159,034
101,960	Place	99,599
8,741	Policy Performance and Communications	2,358
57,985	Resources	55,553
<u>410,843</u>		<u>387,156</u>
	Corporate Budgets:	
	Specific Grants	
-1,642	Council Tax Freeze Grant for 2013/14	0
0	Council Tax Freeze Grant for 2014/15	0
-9,683	NHS Funding	-12,399

0	Business Rates Transitional Grant	-1,079
-65,068	PFI Grant	-71,116
-4,479	New Homes Bonus (LGF)	-6,397
	Corporate Items	
9,000	Redundancy Provision	11,200
1,000	Pension Costs	9,750
1,229	Digital Region	0
500	Hardship Fund	1,000
-500	Review of Management Costs	0
-450	Improved debt collection	-250
6,642	New Homes Bonus (LGF)	5,036
-3,400	Public Health Savings	0
400	Keep Sheffield Working Fund	0
3,000	Contingency - Adults Social Care Pressures	3,716
24,344	Schools and Howden PFI	24,747
0	Enhancements	-1,300
0	Infrastructure Investment in NRQ / St Pauls Place	400
82	Payment to Parish Councils	82
1,000	Fairness Commission	0
2,402	Other	2,874
	Referendum costs	144
34,694	ITA Levy	31,384
38,237	Capital Financing costs	37,282
35,275	MSF capital financing costs	28,117
-6,000	Contribution from Reserves	5,621
<u>477,426</u>	Total Expenditure	<u>455,968</u>
	Financing of Net Expenditure	
-190,105	Revenue Support Grant	-157,460
-95,265	NNDR/Business Rates Income	-100,898
-27,800	Business Rates Top Up Grant	-28,342
-164,256	Council Tax income	-169,097
0	Collection Fund surplus	-171
<u>-477,426</u>	Total Financing	<u>-455,968</u>

- (22) approves a Band D equivalent Council Tax of £1,320.59 for City Council services, i.e. an increase of 2.95% on the level set for 2013/14;
- (23) approves the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2 of the Revenue Budget report, subject to the amendments outlined in paragraph 15 above;

- (24) notes the latest 2013/14 budget monitoring position;
- (25) approves the Treasury Management and Annual Investment Strategies set out in Appendix 7 of the Revenue Budget report and the recommendations contained therein;
- (26) approves the Minimum Revenue Provision (MRP) Statement set out in Appendix 7 of the Revenue Budget report;
- (27) agrees that authority be delegated to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice Statements and to report on the operation of Treasury Management activity on the terms set out in these documents;
- (28) approves the proposed amount of compensation to Parish Councils for the loss of council tax income in 2014/15 at the levels shown in the table below paragraph 186 of the Revenue Budget report;
- (29) approves the proposed changes to empty property discounts in respect of Council Tax, as set out in the Revenue Budget report;
- (30) agrees that the Members' Allowances Scheme for 2013/14 and onwards, approved by the Council on 15th May, 2013, be also implemented for 2014/15;
- (31) approves a Pay Policy for 2014/15 as set out in Appendix 8 of the Revenue Budget report;
- (32) notes that, based on the estimated expenditure level of £455.968m set out in paragraph 21 above, the amounts shown in part B below would be calculated by the City Council for the year 2014/15, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992;
- (33) notes the precepts issued by local parish councils which add £490,789 to the calculation of the budget requirement in accordance with Sections 31 to 36 of the Local Government Finance Act 1992;
- (34) notes the information on the precepts issued by the South Yorkshire Police and Crime Commissioner and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council's area;
- (35) notes that, in accordance with Section 52ZB of the Local Government Finance Act 1992, a 2.95% increase in Council Tax is excessive and would require that a referendum be held in relation to that amount;
- (36) in accordance with the Local Government Finance Act 1992, is required to make "substitute calculations" for a Council Tax which does not exceed the excessiveness principles and therefore the following substitute budget

and the Council Tax determinations set out in Appendix 6 of the Revenue Budget report are to apply:-

Original Budget 2013/14	<u>Summary Revenue Budget</u>	TOTAL 2014/15
£000		£000
	Portfolio budgets:	
81,274	Children Young People and Families	70,612
160,883	Communities	156,726
101,960	Place	99,897
8,741	Policy Performance and Communications	2,358
57,985	Resources	55,485
410,843		385,078
	Corporate Budgets:	
	Specific Grants	
-1,642	Council Tax Freeze Grant for 2013/14	0
0	Council Tax Freeze Grant for 2014/15	-1,968
-9,683	NHS Funding	-12,399
0	Business Rates Transitional Grant	-1,079
-65,068	PFI Grant	-71,116
-4,479	New Homes Bonus (LGF)	-6,397
	Corporate Items	
9,000	Redundancy Provision	11,200
1,000	Pension Costs	9,750
1,229	Digital Region	0
500	Hardship Fund	500
-500	Review of Management Costs	0
-450	Improved debt collection	-250
6,642	New Homes Bonus (LGF)	5,036
-3,400	Public Health Savings	0
400	Keep Sheffield Working Fund	0
3,000	Contingency - Adults Social Care Pressures	3,716
24,344	Schools and Howden PFI	24,747
0	Enhancements	-1,300
0	Infrastructure Investment in NRQ / St Pauls Place	400
82	Payment to Parish Councils	82
1,000	Fairness Commission	0
2,402	Other	2,874
	Pay Adjustments	-674
	Referendum costs	144

	Re-billing Costs	500
34,694	ITA Levy	31,384
38,237	Capital Financing costs	37,282
35,275	MSF capital financing costs	28,117
-6,000	Contribution from Reserves	5,621
<hr/>		
477,426	Total Expenditure	<hr/> 451,248 <hr/>
	Financing of Net Expenditure	
-	Revenue Support Grant	-157,460
190,105		
-95,265	NNDR/Business Rates Income	-100,898
-27,800	Business Rates Top Up Grant	-28,342
-	Council Tax income	-164,377
164,256		
0	Collection Fund surplus	-171
<hr/>		
-	Total Financing	<hr/> -451,248 <hr/>
477,426		

Appendix 6a

CITY OF SHEFFIELD

CALCULATION OF RECOMMENDED COUNCIL TAX FOR 2014/15 REVENUE BUDGET

1. It be noted that on 15th January 2014, the Council calculated the Council Tax Base 2014/15
 - (a) for the whole Council area as:
128,144.18 (item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix 6c.

2. Calculate that the Council Tax requirement for the Council's own purposes for 2014/15 (excluding Parish precepts) is:

£ 169,225,440

3. That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:

- (a) £ **1,447,817,127** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- (b) £ **1,278,100,898** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £ **169,716,229** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).
- (d) £ **1,324.4162** being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
- (e) £ **490,789** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 6b).
- (f) £ **1,320.5862** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- 4. To note that the Police and Crime Commissioner for South Yorkshire and the South Yorkshire Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
- 5. That the Council, in accordance with the Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings.

Sheffield City Council (non-parish areas)

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	880.39	1,027.12	1,173.85	1,320.59	1,614.05	1,907.51	2,200.98	2,641.17

Council 7.03.2014

South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,020.64	1,190.74	1,360.84	1,530.96	1,871.17	2,211.38	2,551.60	3,061.91

Bradfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	880.39	1,027.12	1,173.85	1,320.59	1,614.05	1,907.51	2,200.98	2,641.17
Bradfield Parish Council	25.30	29.52	33.73	37.95	46.38	54.82	63.25	75.90
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,045.94	1,220.26	1,394.57	1,568.91	1,917.55	2,266.20	2,614.85	3,137.81

Ecclesfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	880.39	1,027.12	1,173.85	1,320.59	1,614.05	1,907.51	2,200.98	2,641.17
Ecclesfield Parish Council	9.77	11.39	13.02	14.65	17.90	21.16	24.41	29.30
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,030.41	1,202.13	1,373.86	1,545.61	1,889.07	2,232.54	2,576.01	3,091.21

Stocksbridge Town Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	880.39	1,027.12	1,173.85	1,320.59	1,614.05	1,907.51	2,200.98	2,641.17
Stocksbridge Town Council	18.72	21.84	24.96	28.08	34.32	40.56	46.79	56.15
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,039.36	1,212.58	1,385.80	1,559.04	1,905.49	2,251.94	2,598.39	3,118.06

6. The Council's basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992 and therefore will require a referendum

Appendix 6b

Council Tax Schedule 2014/15	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Sheffield City Council	880.39	1,027.12	1,173.85	1,320.59	1,614.05	1,907.51	2,200.98	2,641.17
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Total charge for non-parish areas of Sheffield	1,020.64	1,190.74	1,360.84	1,530.96	1,871.17	2,211.38	2,551.60	3,061.91

Bradfield Parish Council	1,045.94	1,220.26	1,394.57	1,568.91	1,917.55	2,266.20	2,614.85	3,137.81
Ecclesfield Parish Council	1,030.41	1,202.13	1,373.86	1,545.61	1,889.07	2,232.54	2,576.01	3,091.21
Stocksbridge Town Council	1,039.36	1,212.58	1,385.80	1,559.04	1,905.49	2,251.94	2,598.39	3,118.06

Appendix 6c

Parish Council Precepts

Parish Council	2013-14			2014-15			Council Tax Increase
	Tax Base	Precepts (£)	Council Tax Band D (£)	Tax Base	Precepts (£)	Council Tax Band D (£)	
Bradfield	6,023.58	224,112	37.2058	6,013.80	228,223	37.9499	2.00%
Ecclesfield	10,217.10	145,310	14.2222	10,182.80	149,167	14.6489	3.00%
Stocksbridge	4,063.11	108,131	26.6129	4,038.90	113,399	28.0768	5.50%
Total/average	20,303.79	477,553	23.5204	20,235.50	490,789	24.2539	3.12%

On being put the vote, the amendment was negated.

The votes on the amendment were ordered to be recorded and were as follows:-

For the amendment (2) - Councillors Jillian Creasy and Robert Murphy

Against the amendment (75) - Councillors Julie Dore, Mike Drabble, Jack Scott, Roy Munn, Simon Clement-Jones, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Shaffaq Mohammed, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Rob Frost, Geoff Smith, Sylvia Anginotti, Mary Lea, Harry Harpham, Mazher Iqbal, Colin Ross, Joe Otten, Joyce Wright, Steven Wilson, Garry Weatherall, Penny Baker, Diana Stimely, Roger Davison, Sheila Constance, Chris Weldon, Alan Law, Sue Alston, Andrew Sangar, Cliff Woodcraft, Steve Jones, Tim Rippon, Cate McDonald, Ian Auckland, Bob McCann, George Lindars-Hammond, Robert Johnson, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Anders Hanson, Martin

Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Leigh Bramall, Gill Furniss, Katie Condliffe, David Baker, Richard Crowther, Philip Wood, Alison Brelsford, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Trevor Bagshaw, Jackie Satur, Mick Rooney and Ray Satur.

Abstained on the amendment - The Deputy Lord Mayor (Councillor Peter Rippon) and Councillor Keith Hill.

The original Motion, as amended, was put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (1) continues to oppose the unfair cuts imposed on Sheffield by the Government and recognises that by 2015/16 the amount of funding the Council receives from central government will have been cut by over 50%;
- (2) regrets that local government has been targeted disproportionately for cuts, noting that despite only accounting for 7% of public spending it has taken 22% of cuts and recalls comments by The Rt. Hon. Danny Alexander MP, Chief Secretary to the Treasury, that local government has “borne the brunt of deficit reduction”;
- (3) believes that the Government continue to target Sheffield alongside towns and cities in the north of England at the same time as some of the wealthiest areas in the country are receiving just a fraction of the cuts;
- (4) confirms that in the financial year 2014/15 the Council will have to generate savings of around £58 million and remains fundamentally disappointed that despite the Administration’s continuous pleas to the Liberal Democrats - both at national and local levels - to stand up for Sheffield, they are not acting as a check on the Conservative-led Government;
- (5) notes recent research highlighting the total cuts per household between 2013/14 and 2015/16 see Sheffield losing a total of £308 whilst Windsor & Maidenhead lost only £87 and Wokingham lost £86;
- (6) further notes the recent Joseph Rowntree Foundation Report, ‘Coping with the cuts? Local government and poorer communities’ states that “Cuts in spending power and budgeted spend are systematically greater in more deprived local authorities than in more affluent ones”;
- (7) in addition recognises that these cuts are in addition to increasing cost pressures facing the Council such as rising costs in adult social care, putting local government finance under unsustainable pressure;

- (8) notes recent research has suggesting that by 2015/16 Sheffield will have a similar level of spending power to Surrey and believes that this is fundamentally unfair due to the higher levels of deprivation in Sheffield and Surrey being one of the most affluent areas of the country;
- (9) is shocked that the main opposition group continue to support the cuts imposed on Sheffield and believes that they are more concerned about standing up for the Member of Parliament for Sheffield Hallam, than standing up for Sheffield;
- (10) believes it is completely hypocritical of the main opposition group to attempt to mislead the public with their crocodile tears over individual cuts to Council services when they continue to support the unprecedented level of cuts that the Government are making which is impacting on the services many councils can provide;
- (11) further believes that the main opposition group's continued attempts to mislead local people about Council spending are disgraceful and that this not only denigrates the work of Council officers but is nothing more than a desperate attempt of the main opposition group to deflect the responsibility from the Deputy Prime Minister for making unprecedented levels of cuts to local government which are targeted unfairly at Sheffield at the same time as Conservative-held shires have been given greater protection;
- (12) regrets that cuts to Council spending is not the only area where the main opposition group have failed to stand up for Sheffield and recalls that they have supported the Government's decision to re-allocate European Union funding away from Sheffield which was recently ruled as unlawful by the High Court;
- (13) further regrets that another example of the main opposition group's failure to stand up for Sheffield is their embarrassing silence on the issue of HS2 station location following the Government announcement that its preferred station location for Sheffield City Region is at Meadowhall despite overwhelming economic evidence which demonstrates that an additional 6,500 jobs could be generated by locating the station at the old Sheffield Victoria station, and the fact that in 2012 the Leader of the main opposition group launched a public campaign outside the Victoria station site and wrote an article which included the words "Locating the station somewhere miles out of the City would be a missed opportunity" and "This issue is too important to sit on the fence";
- (14) agrees with the following comments by the Shadow Cabinet Spokesperson for Business, Skills and Development "Locating the station somewhere like Meadowhall would see passengers travel four miles out of the city and therefore the improved journey time to London would be negated. We believe to maximise the benefits of High Speed Rail the station must come to the city centre – and that the old Sheffield Victoria station would make a great location";
- (15) contrasts the main opposition group's failure to stand up for Sheffield with the action of the present Administration who have supported the Fair Deal for Sheffield Campaign and lobbied the Government for a fairer funding deal through numerous meetings and letters to Government Ministers, however, regrets that these pleas have continued to fall on deaf ears;

- (16) notes the contrast with Birmingham City Council where all political parties have come together to make representations to the Government about the impact of the cuts on their city;
- (17) confirms that it is impossible to take such a significant amount of the Council's budget away without having a significant impact on the services that the Council can provide and calls on all parties represented on the Council to come together on a non-political basis to make representations to the Government to receive a fair funding settlement for Sheffield;
- (18) thanks all members of staff across the Council who have contributed to achieving a balanced budget for 2014/15, in this extremely challenging financial climate;
- (19) notes that as a result of budget cuts there could be up to 600 Council posts affected during the financial year 2014/15, including job roles that could be lost through voluntary severance or voluntary early retirement as well as any vacancies that have not been filled;
- (20) expresses sincere and heartfelt sympathy to those members of staff who are losing their jobs through compulsory redundancy and regrets that the Government's cuts agenda has made compulsory redundancies unavoidable;
- (21) notes that the Council workforce has now had to contend with real-term pay reductions over the past four years and notes that pay increments have been frozen since pre-April 2011;
- (22) welcomes the proposal of the present Administration to give an additional £250 to all staff earning under £21,000, noting that this will support Council staff on the lowest incomes and comes on top of the implementation of the Living Wage last year;
- (23) reiterates its thanks to the whole of the Council's workforce for continuing to work hard to serve Sheffield during extremely difficult circumstances and continues to value the hard work and public sector ethos of Council staff;
- (24) recognises that the present Administration has taken all possible action to make savings without hitting frontline services through reducing management costs, accommodation costs and other efficiency measures but the reality is that it is not possible to make the level of cuts that the Government are making to the budget without there being a serious impact on front line Council services;
- (25) however welcomes that the present Administration have made it a priority to provide the greatest level of protection to the services for the vulnerable, which have received a lower level of cut than the Council as a whole, however, regrets that due to the level of cuts imposed by the Government it has not been possible to exempt such services from budget reductions;
- (26) notes that cuts to the South Yorkshire Passenger Transport Executive Budget have meant changes to discretionary bus passes will mean that free bus travel will only take effect from 9:30 a.m.;

- (27) is concerned about the potential for this to impact on the ability of disabled bus pass holders to access education and believes that young people should not be financially disadvantaged due to a disability;
- (28) therefore directs that instead of providing a 1% increase in Members' allowances, in line with the increase in officer pay, this funding should be used to establish a scheme which will be accessed to mitigate against young people facing greater costs to access education which are unavoidable due to a disability;
- (29) welcomes the present Administration's decision to freeze Council tax for the third consecutive year, helping to mitigate against the cost of living crisis inflicted by the present Government;
- (30) further welcomes the action taken by the present Administration to invest in projects to support the local economy, noting the following as just a few examples:
- (i) The Skills Made Easy Programme;
 - (ii) Sheffield Apprenticeship Programme;
 - (iii) RISE graduate internship programme;
 - (iv) Start up loans for young people;
 - (v) SME Loan Fund;
 - (vi) Export Pilot project for 30 companies;
 - (vii) Launched Threshold Companies Initiative for growth SMEs;
 - (viii) Summer Saturdays;
 - (ix) Developed Sheffield City Region Investment Fund;
 - (x) Secured Tax Increment Finance scheme for city centre – 1 of 3 places in UK;
 - (xi) Enterprise programme provided intensive support to over 200 growing SMEs and 150 start ups;
 - (xii) Launch of the Sheffield Economic Masterplan; and
 - (xiii) Series of business summits held, hundreds of businesses engaged;
- (31) welcomes the success of the Keep Sheffield Working Fund which has now been spent on valuable projects to support the economy which is in sharp contrast to the Government's Regional Growth Fund, which is more than 80% unspent despite the fund being several times oversubscribed with bidders and believes that this is just the latest example of the present Government's complete failure to take action to secure a long term sustainable economic recovery;

- (32) believes that it should be a priority for the Council to continue to invest in growing the local economy and therefore directs that the 'Keep Sheffield Working Fund' should receive a further £200,000 of investment;
- (33) further supports the calls that have been made by the present Administration and the Core Cities Group for greater devolution, recognising that decisions around public spending are best made by local leaders and businesses, specifically supporting the Core Cities Prospectus for Growth, and welcomes the actions of the present Administration working alongside Sheffield City Region partners to establish the Combined Authority providing the region with greater opportunity to take control over its economic destiny;
- (34) accordingly instructs the Executive Director, Resources to implement the City Council's Revenue Budget and Capital Programme 2014/2015 in accordance with the details set out in the reports on the Revenue Budget and Capital Programme now submitted with the following amendments:-

	<u>Spend</u> <u>£'000</u>	<u>Income/saving</u> <u>£'000</u>
Rejecting 1% increase in Members' allowances		12
Changes to empty property discounts in respect of Council Tax		200
Fund to mitigate against impact of Transport Authority changes to bus passes on the ability of disabled children to travel to education	12	
Keep Sheffield Working Fund	200	
	212	212

- (35) approves those specific projects included in the 2013/14 to 2017/18 Capital Programme at Appendix 8 of the report on the Capital Programme 2014/15 to 2016/17, with block allocations being included within the Programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
- (36) notes the proposed Capital Programme for the 5 years to 2017/18 as per Appendix 8 of the report on the Capital Programme;
- (37) approves the allocations from the Corporate Resource Pool and the policy outlined in Appendix 4 of the report on the Capital Programme such that the commitment from the CRP is limited to one year and no CRP supported schemes are approved beyond 2014-15, and if substantial capital receipts are realised within 2013-14 or

2014-15 a further report will be brought to Members as part of the monthly approval process;

- (38) after noting the joint report of the Chief Executive and the Executive Director, Resources now submitted on the Revenue Budget 2014/15, approves and adopts a net Revenue Budget for 2014/15 amounting to £451.248m, as set out in Appendix 3 of that report, and subsequently amended in the light of paragraph 34 above, as follows:-

Original Budget	<u>Summary Revenue Budget</u>	Proposed Budget
2013/14		2014/15
£000		£000
	Portfolio budgets:	
81,274	Children Young People and Families	70,612
160,883	Communities	156,726
101,960	Place	99,611
8,741	Policy Performance and Communications	2,358
57,985	Resources	55,541
410,843		384,848
	Corporate Budgets:	
	Specific Grants	
-1,642	Council Tax Freeze Grant for 2013/14	0
0	Council Tax Freeze Grant for 2014/15	-1,968
-9,683	NHS Funding	-12,399
0	Business Rates Transitional Grant	-1,079
-65,068	PFI Grant	-71,116
-4,479	New Homes Bonus (LGF)	-6,397
	Corporate Items	
9,000	Redundancy Provision	11,200
1,000	Pension Costs	9,750
1,229	Digital Region	0
500	Hardship Fund	500
-500	Review of Management Costs	0
-450	Improved debt collection	-250
6,642	New Homes Bonus (LGF)	5,036
-3,400	Public Health Savings	0
400	Keep Sheffield Working Fund	200
3,000	Contingency - Adults Social Care Pressures	3,716
24,344	Schools and Howden PFI	24,747

0	Enhancements	-1,300
0	Infrastructure Investment in NRQ / St Pauls Place	400
82	Payment to Parish Councils	82
1,000	Fairness Commission	0
2,402	Other	2,874
34,694	ITA Levy	31,384
38,237	Capital Financing costs	37,282
35,275	MSF capital financing costs	28,117
-6,000	Contribution from Reserves	5,621
477,426	Total Expenditure	451,248
Financing of Net Expenditure		
-190,105	Revenue Support Grant	-157,460
-95,265	NNDR/Business Rates Income	-100,898
-27,800	Business Rates Top Up Grant	-28,342
-164,256	Council Tax income	-164,377
0	Collection Fund surplus	-171
-477,426	Total Financing	-451,248
(39)	approves a Band D equivalent Council Tax of £1,282.75 for City Council services, i.e. at the same level as 2013/14;	
(40)	approves the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2 of the Revenue Budget report, subject to the amendments outlined in paragraph 34 above;	
(41)	notes the latest 2013/14 budget monitoring position;	
(42)	approves the Treasury Management and Annual Investment Strategies set out in Appendix 7 of the Revenue Budget report and the recommendations contained therein;	
(43)	approves the Minimum Revenue Provision (MRP) Statement set out in Appendix 7 of the Revenue Budget report;	
(44)	agrees that authority be delegated to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice Statements and to report on the operation of Treasury Management activity on the terms set out in these documents;	
(45)	approves the proposed amount of compensation to Parish Councils for the loss of council tax income in 2014/15 at the levels shown in the table below paragraph 186 of the Revenue Budget report;	

- (46) approves the proposed changes to empty property discounts in respect of Council Tax, as set out in the Revenue Budget report;
- (47) agrees that the Members' Allowances Scheme for 2013/14 and onwards, approved by the Council on 15th May, 2013, be also implemented for 2014/15, but no annual increase be implemented during 2014/15 in relation to Basic, Special Responsibility (including the Pensions Authority), Co-optees and Dependent Carers' Allowances;
- (48) approves a Pay Policy for 2014/15 as set out in Appendix 8 of the Revenue Budget report;
- (49) notes that, based on the estimated expenditure level of £451.248m set out in paragraph 38 above, the amounts shown in part B below would be calculated by the City Council for the year 2014/15, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992;
- (50) notes the precepts issued by local parish councils which add £490,789 to the calculation of the budget requirement in accordance with Sections 31 to 36 of the Local Government Finance Act 1992;
- (51) notes the information on the precepts issued by the South Yorkshire Police and Crime Commissioner and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council's area;

Appendix 6a

CITY OF SHEFFIELD

CALCULATION OF RECOMMENDED COUNCIL TAX FOR 2014/15 REVENUE BUDGET

1. It be noted that on 15th January 2014, the Council calculated the Council Tax Base 2014/15
 - (a) for the whole Council area as:
128,144.18 (item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix 6c.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2014/15 (excluding Parish precepts) is:
£ 164,376,335
3. That the following amounts be calculated for the year 2014/15 in accordance with Sections 31 to 36 of the Act:
 - (a) **£ 1,442,968,022** being the aggregate of the amounts which the Council

estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

- (b) £ **1,278,100,898** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £ **164,867,124** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).
- (d) £ **1,286.5752** being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
- (e) £ **490,789** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 6b).
- (f) £ **1,282.7452** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the Police and Crime Commissioner for South Yorkshire and the South Yorkshire Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with the Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2014/15 for each part of its area and for each of the categories of dwellings.

Sheffield City Council (non-parish areas)

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23

Bradfield Parish Council

	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Bradfield Parish Council	25.30	29.52	33.73	37.95	46.38	54.82	63.25	75.90
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13
Ecclesfield Parish Council								
	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Ecclesfield Parish Council	9.77	11.39	13.02	14.65	17.90	21.16	24.41	29.30
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53
Stocksbridge Town Council								
	Valuation Band							
	A	B	C	D	E	F	G	H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
Stocksbridge Town Council	18.72	21.84	24.96	28.08	34.32	40.56	46.79	56.15
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Aggregate of Council tax requirements	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38

6. The Council's basic amount of Council Tax is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, therefore no referendum is required.

Appendix 6b

Council Tax Schedule 2014/15	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Sheffield City Council	855.16	997.69	1,140.22	1,282.75	1,567.80	1,852.85	2,137.91	2,565.49
South Yorkshire Fire & Rescue Authority	43.36	50.59	57.81	65.04	79.49	93.95	108.40	130.08
South Yorkshire Police Authority	96.89	113.03	129.18	145.33	177.63	209.92	242.22	290.66
Total charge for non-parish areas of Sheffield	995.41	1,161.31	1,327.21	1,493.12	1,824.92	2,156.72	2,488.53	2,986.23
Bradfield Parish Council	1,020.71	1,190.83	1,360.94	1,531.07	1,871.30	2,211.54	2,551.78	3,062.13
Ecclesfield Parish Council	1,005.18	1,172.70	1,340.23	1,507.77	1,842.82	2,177.88	2,512.94	3,015.53

Stocksbridge Town Council	1,014.13	1,183.15	1,352.17	1,521.20	1,859.24	2,197.28	2,535.32	3,042.38
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Appendix 6c

Parish Council Precepts

Parish Council	2013-14			2014-15			Council Tax Increase
	Tax Base	Precepts (£)	Council Tax Band D (£)	Tax Base	Precepts (£)	Council Tax Band D (£)	
Bradfield	6,023.58	224,112	37.2058	6,013.80	228,223	37.9499	2.00%
Ecclesfield	10,217.10	145,310	14.2222	10,182.80	149,167	14.6489	3.00%
Stocksbridge	4,063.11	108,131	26.6129	4,038.90	113,399	28.0768	5.50%
Total/average	20,303.79	477,553	23.5204	20,235.50	490,789	24.2539	3.12%

The votes on the Substantive Motion were ordered to be recorded and were as follows:-

For the Motion (56)

- Councillors Julie Dore, Mike Drabble, Jack Scott, Roy Munn, Clive Skelton, Ian Saunders, Chris Rosling-Josephs, Helen Mirfin-Boukouris, Bryan Lodge, Denise Fox, Karen McGowan, Jayne Dunn, Stuart Wattam, Jackie Drayton, Ibrar Hussain, Talib Hussain, Mohammed Maroof, Geoff Smith, Mary Lea, Harry Harpham, Mazher Iqbal, Joyce Wright, Steven Wilson, Garry Weatherall, Sheila Constance, Chris Weldon, Alan Law, Steve Jones, Tim Rippon, Cate McDonald, George Lindars-Hammond, Robert Johnson, Janet Bragg, Pat Midgley, Jenny Armstrong, Terry Fox, Anthony Downing, David Barker, Isobel Bowler, Nikki Bond, Qurban Hussain, Martin Lawton, Sioned-Mair Richards, Peter Price, Tony Damms, Leigh Bramall, Gill Furniss, Richard Crowther, Philip Wood, Neale Gibson, Ben Curran, Adam Hurst, Alf Meade, Jackie Satur, Mick Rooney and Ray Satur.

Against the Motion (22)

- Councillors Simon Clement-Jones, Shaffaq Mohammed, Jillian Creasy, Robert Murphy, Rob Frost, Sylvia Anginotti, Colin Ross, Joe Otten, Keith Hill, Penny Baker, Diana Stimely, Roger Davison, Sue Alston, Andrew

Sangar, Cliff Woodcraft, Ian Auckland, Bob McCann, Anders Hanson, Katie Condliffe, David Baker, Alison Brelsford and Trevor Bagshaw.

Abstained on the Motion (1) - The Deputy Lord Mayor (Councillor Peter Rippon).

(Note: The Deputy Lord Mayor (Councillor Peter Rippon) took the Chair during this item of business, the Lord Mayor (Councillor Vickie Priestley) having left the meeting at approximately 5.00pm.)



Report to Council

Report of: Chief Executive

Date: 2 April 2014

Subject: Changes to the Constitution

Author of Report: Dave Ross – Democratic Services
0114 273 5033

Summary:

This report provides details of:

- proposed changes to the Constitution and
- minor/consequential changes to the Constitution approved by the Director of Legal and Governance under delegated authority, in consultation with the Lord Mayor.

Recommendations:

That the Council:-

- (a) considers adopting the changes to the following Parts of the Constitution, as set out in the report and appendices 1 to 4:-
 - (i) Part 4 – Council Procedure Rules and Budget and Policy Framework Procedure Rules
 - (ii) Part 5 – Officers’ Code of Conduct
 - (iii) Part 7 – Management Structure and Proper Officers
- (b) notes the minor/consequential changes to the Constitution made by the Director of Legal and Governance under delegated authority, in consultation with the Lord Mayor, outlined at section 4 of the report and appendices 5 and 6.

Background Papers: None

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
NO
Legal implications
YES
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
N/A
Human rights implications
N/A
Environmental and Sustainability implications
N/A
Economic impact
N/A
Community safety implications
N/A
Human resources implications
N/A
Property implications
N/A
Area(s) affected
None
Relevant Cabinet Portfolio Leader
Cllr Julie Dore
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

1. Introduction

1.1 This report provides details of proposed changes to the Constitution.

2. Background

2.1 To ensure that the Constitution is kept up to date, there is a regular review process and, where changes are required, these are submitted to Full Council for approval. Changes were last approved by Full Council on 5 February 2014.

2.2 In addition, the Director of Legal and Governance, in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution and is required to report details of any such changes to Council. A number of changes were approved in March 2014 and further details are set out at section 4.

3. Proposed Changes and Reasons

3.1 Following the latest review, a number of changes are proposed to the Constitution and these have been discussed with the Corporate Members' Group. The Cabinet Member for Finance and Resources has also been briefed on the changes to the Officers' Code of Conduct.

3.2 Part 4 - Council Procedure Rules and Budget Policy Framework Procedure Rules

3.2.1 Council Procedure Rule 18.4 and the Budget and Policy Framework Procedure Rule 2 (e) have been amended to take account of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 that require the vote of each Member to be recorded at Budget Council meetings (on a vote on any decision related to the making of the calculation of the Council Tax). The changes are set out at Appendix 1.

3.3 Part 5 - Officers' Code of Conduct

3.3.1 The Officers' Code of Conduct has been revised and updated to reflect changes in Council policies and legal requirements. A summary of the proposed changes and a revised version of the Code of Conduct are attached at Appendices 2 and 3.

3.4 Part 7 – Management Structure and Proper Officers

3.4.1 Details of the Statutory Officer designations are set out in Article 12 but also need to be included in the Management Structure and Proper Officers in Part 7. The management structure has also been updated. The proposed changes are set out at Appendix 4.

4. Minor/Consequential Changes Approved under Delegated Authority

4.1 The Director of Legal and Governance approved under delegated authority, in consultation with the Lord Mayor, the following minor/consequential drafting changes to the Constitution on 19 March 2014.

4.1.1 Article 4 (Full Council) has been amended to indicate that approval of the Housing Revenue Account is a matter reserved to Full Council. This was to bring it in line with paragraph 2.2.1 of the Financial Procedure Rules. The change is shown at Appendix 5.

4.1.2 The Members' Allowances Scheme has been amended to take account of the decisions of the Budget Council Meeting on 7 March 2014. In addition, to reflect current practice, there were a small number of minor amendments relating to subsistence and the description for approved duty relating to attendance at civic functions. The changes are shown at Appendix 6.

5. Legal Implications

5.1 Except where delegated by Council (see paragraph 2.2 above), variations to the Constitution may only be made by Full Council.

6. Financial Implications

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

7. Recommendations

7.1 That the Council:-

(a) considers adopting the changes to the following Parts of the Constitution, as set out in the report and appendices 1 to 4:-

(i) Part 4 – Council Procedure Rules and Budget and Policy Framework Procedure Rules

(ii) Part 5 – Officers' Code of Conduct

(iii) Part 7 – Management Structure and Proper Officers; and

(b) notes the minor/consequential changes to the Constitution made by the Director of Legal and Governance under delegated authority, in consultation with the Lord Mayor, outlined at section 4 of the report and appendices 5 and 6.

Chief Executive

18.3 Show of Hands

Unless a recorded vote is demanded, the chair will take the vote by show of hands or electronically by using the available technology, or if there is no dissent, by the affirmation of the meeting.

18.4 Recorded Votes

(a) -If not less than ten Members present at a meeting of the Council or, in the case of meetings of other Bodies, one third of the Members present demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. The recording of votes at a meeting of the Council shall be carried out by roll-call or electronically by using the available technology after a period of approximately one minute has elapsed.

~~(a)~~(b) In accordance with the requirements in the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, on any vote relating to the calculation of the Council Tax taken at a budget decision meeting of the Council, the names for and against the motion of amendments or abstaining from voting will be recorded and entered into the minutes.

18.5 Right to require individual vote to be recorded

Where any Member requests it immediately after the vote is taken, his/her vote will be so recorded in the minutes to show whether he/she voted for or against the motion or abstained from voting.

18.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. In the event of a tie between the last two persons, the Chair shall have a second or casting vote.

19 Misconduct, Irrelevance Etc.

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- (d) In reaching a decision on the Cabinet's proposals, the City Council may approve them, amend them, refer them back to the Cabinet for further consideration or substitute its own proposals in their place.
- (e) If the City Council approves the Cabinet's proposals without amendment, its decision has immediate effect. Otherwise, the City Council may make a decision "in principle" only. In either case the decision will be made on the basis of a simple majority of votes cast at the meeting and in accordance with Council Procedure Rule 18.4.(b)-
- (f) The City Council's decision will be published in accordance with Article 4 of the Constitution and a copy will be given to the Leader of the Council.
- (g) A decision "in principle" will automatically become effective 5 days from the date of the Council's decision unless the Leader of the Council informs the Director of Legal and Governance in writing within 5 days that he/she objects to the decision becoming effective and provides reasons why.
- (h) In this case, a meeting of the City Council will be called by the Director of Legal and Governance within a further 7 days and the Council will be required to reconsider its decision and the Leader's written submission, within 7 days. The Council may:
- i) approve the Cabinet's recommendation;
 - ii) approve a different decision; or
 - iii) confirm its earlier decision.
- (i) The decision of the City Council will then be published in accordance with Article 4 of the Constitution and will be implemented immediately.
- (j) In approving the Revenue Budget and Capital Programme, the City Council will also specify the degree of in-year changes which may be made by the Executive under the rules relating to virement within the Revenue Budget and Capital Programme, as set out in the Financial Regulations and associated Codes of Practice (see (5) below).

Changes to the Code of Conduct April 2014

1. Changes to the Code of Conduct

- 1.1 We have consulted with the Trade Unions about all the proposed changes to the Code of Conduct and have gained Trade Union approval for these.
- 1.2 Based on Trade Union feedback, we have set up an HR Glossary of terms on HRPoint, which is to go live to the organisation in March 2014. This includes a full description of criminal convictions terminology and what it means for employees.
- 1.3 The changes to the Code of Conduct are to be submitted to Full Council in April and are as follows:-

Current	Proposed	Comment
<p>Public Duty, Private Interest, Fraud and Theft.</p> <p>Section 2.1 ...you must declare this to your manager.</p> <p>Section 2.4 ... For further information on what we call a secret society. Read Appendix A.</p> <p>Section 2.25 You have a legal duty to declare any financial or other interest in an existing or proposed contract.</p> <p>Section 2.26-2.29 and 2.31-2.32 You have a legal duty to declare any interest or associations that may cause direct or indirect conflict with your work for the Council. You must declare interests in or associations with any</p>	<p>...you must declare this to your manager. Read Declaration of Interests Policy (DOI) Appendix A.</p> <p>...See Declaration of Interests Policy. Appendix A.</p> <p>You have a legal duty to declare any financial or other interest in an existing or proposed contract. See Declaration of Interests Policy (DOI) Appendix A.</p> <p><i>Section 2.26-2.29 and 2.31-2.32 are deleted, as these are incorporated in the new Declarations of Interests Policy</i></p>	<p>New SCC Declaration of Interests Policy and Procedure (2014) replaces SCC Membership of a Secret Society (2001-2014)</p>

<ul style="list-style-type: none"> • Organisations • Service • Activity • Person <p>If the Council has sponsored an event or a service, you must tell your Head of Service or Director, if you may benefit from it in any way.</p> <p>You must also tell your Head of Service or Director, if anybody connected with you will benefit from it. This includes your relatives, your partner or spouse, or any business associates you may have.</p> <p>You must fully explain any way you or someone connected with you may benefit.</p> <p>If you apply for a service that you have influence in because of your job, you must declare a personal interest, both when you apply for the service and to your manager</p> <p>Section 2.37 If you think there might be a conflict of interest, you must look at any procedures that are in your Portfolio to find out what to do. If you are unsure, you should ask your manager to help you.</p> <p>Section 5 Information Technology, Data Security and Social Networking. Add new Section 5.6</p>	<p>If you think there might be a conflict of interest, you must look at the Declarations of Interest Policy (DOI), Appendix A. If you are not sure, you should ask your manager to help you.</p>	
	<p>You are personally responsible for content that you publish on-line and must follow the Social Networking Policy, Appendix F. You must take time to read the Social Networking Policy and understand your responsibilities and behaviours expected, when using social networking in a personal or work capacity. Ask your manager if you are unsure about the Social Networking Policy and Guidance.</p>	

<p>Section 7.0 Secondary Employment</p> <p>7.1 We prefer you not to have other paid employment whilst you are working with the Council. This includes paid work for another employer and working in a self-employed or business partnership basis.</p> <p>7.2 If you do have any other employment whilst you are working for the Council, the work you do must not conflict with the interests of the Council or bring it into disrepute. You must only do other work outside of your working hours with the Council. You need the formal prior permission of your manager to do any work outside your role with the Council. See Declaration of Interests Policy, Appendix A.</p> <p>7.4 If you do any work that is damaging to the interests or reputation of the Council, we may take disciplinary action against you, even if you have declared this work to your manager.</p> <p>7.5 If you are a:</p> <ul style="list-style-type: none"> • School Governor • Councillor for another Local Authority • Member of the Territorial Army • Justice of the Peace • Member of an Employment Tribunal 	<p><i>7.1 is deleted</i></p> <p><i>7.3 is deleted</i></p> <p>7.6 If you are a:</p> <ul style="list-style-type: none"> • School Governor • Councillor for another Local Authority • Member of a Voluntary Reserve Forces - Reservists and Adult Instructor of Cadets • Justice of the Peace • Member of an Employment Tribunal 	<p>TUs and HR agreed to remove 7.1 and 7.3 as outdated.</p>
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<p>16.0 CRIMINAL CONVICTIONS</p> <p>16.1 If your job is covered by the Rehabilitation of Offenders Act, you must tell us about all convictions, including "spent" convictions, before you start working with us. You must tell us about any convictions where the Exemptions orders to this Act apply.</p> <p>16.2 If you do not tell us about these convictions this will be treated as possible gross misconduct and might lead to disciplinary action - including the possibility of dismissal without notice.</p> <p>16.3 If your work involves driving, you must tell your manager about any driving offences, or pending driving offences.</p> <p>16.4 If you work with young people or vulnerable adults as part of your job, of if you have access to them; you must report any convictions that you have, whatever they are, to your manager.</p> <p>16.5 You must tell your manager if you have any criminal proceedings pending against you.</p> <p>16.6 If you work with young people or vulnerable adults and you believe that you are or might be thought of as a risk to these groups it is extremely important that you seek advice from your manager. If you do not disclose this, this can be treated as misconduct, including gross misconduct which carries a possible penalty of dismissal.</p>	<p>16.0 CRIMINAL CONVICTIONS</p> <p>16.1 Before you start working for us, you must tell us about any unspent criminal convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.</p> <p>If you are applying for a role, which involves working with children and vulnerable adults and your job is covered by the Rehabilitation of Offenders (Exceptions) Order 1975 (Amendment) 2013, you must follow our guidance on 'declaration of criminal convictions and cautions' at the application stage and tell us about:-</p> <ul style="list-style-type: none"> All filtered convictions and cautions for any roles, where you have to complete an enhanced Disclosure and Barring Service(DBS) with no barred lists check.Please see guidance on declaration of criminal convictions and cautions for the filtered list. <p>OR</p> <ul style="list-style-type: none"> All convictions and cautions for any roles, where you have to complete an enhanced Disclosure and Barring Service (DBS) with barred lists check. <p>If you are unsure about which criminal convictions and cautions that you need to tell us about, please ensure that you contact the recruiting manager for further advice.</p> <p>16.2 When employed by us, you must tell your manager if you have any criminal proceedings pending against you, if you are bound over, receive a conviction, caution, reprimand or warning.</p>	<p>Changes required due to:-</p> <p>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 – requirement for employer to only ask for unspent/ relevant convictions and cautions from certain employment groups</p> <p>Government Disclosure and Barring Service Applicant only certificates and Update Service for employers to check applicants status on-line</p> <p>Protection of Freedoms Act (2012) – It is against the law for an employer to employ a person on the barred lists for work with children and vulnerable adults</p>
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<p>16.3 If your work involves driving, you must tell your manager about any driving offences, or pending driving offences.</p> <p>16.4 If you use your own vehicle for Council Business and carry passengers, you must also tell your manager about any driving offences or pending driving offences.</p> <p>16.5 If you do not tell us about your criminal record as listed in 16.1-16.4 above, this may be treated as possible gross misconduct and might lead to disciplinary action – including possibility of dismissal without notice.</p> <p>16.6 If you are required to provide us with your Disclosure and Barring Service (DBS) Certificate, we will ask you to:-</p> <ul style="list-style-type: none"> • Complete a DBS Application Form • Or give written permission for us to check your status on-line • Or give permission for us to view your personal file of a previous/other role within the Council to check the outcome from a recent Enhanced DBS check. <p>You must bring in your DBS Certificate to show and discuss with us, when required.</p> <p>16.7 It is against the law for us to employ you or allow you to volunteer for work with children and vulnerable adults, if you are listed as barred for this type of work</p>	
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	<p>16.8 Once employed by us, you must tell your manager immediately, if you know that you are on, or will appear on, one or both of the DBS barred lists.</p> <p>16.9 If you have been barred from working with children and/or vulnerable adults and you seek employment to do so, this is a criminal activity and against the law and you will be dismissed without notice and immediately reported to the Police Authority.</p> <p>16.10 If you work with young people or vulnerable adults and you believe that you are or might be thought of as a risk to these groups it is extremely important that you seek advice from your manager. If you do not disclose this, this can be treated as misconduct, including gross misconduct which carries a possible penalty of dismissal.</p>	
<p>Section 17 Alcohol, Drugs and Substances</p> <p>17.0 ALCOHOL, DRUGS AND SUBSTANCES</p> <p>17.1 While you are at work, you must be in a condition to do your job safely.</p> <p>17.2 The effects of drinking alcohol cause you to perform your work less well. It may a health and safety risk - especially if you drive or use machinery. Because of this, you must not drink alcohol:</p> <ul style="list-style-type: none"> • Before you start work • During your working hours • During a lunch break from work • On any other break during your working day • At functions such as conferences within working hours. 	<p>17.1 While you are at work, you must be in a condition to do your job safely.</p> <p>17.3 The effects of drinking alcohol cause you to perform your work less well. It is a health and safety risk. Because of this, you must not drink alcohol:</p> <ul style="list-style-type: none"> • Before you start work • During your working hours • During a lunch break from work • On any other break during your working day • At functions such as conferences within working hours. 	<p>New SCC Alcohol, Drugs and Substances Policy (2013) requiring minor amendments to code of conduct wording.</p>

<p>17.3 If you drink alcoholic drinks at these times, this may be regarded as misconduct or gross misconduct, which could lead to dismissal.</p> <p>17.4 If you use illegal drugs, or prescription drugs that have not been prescribed for you, this will not be accepted. This may result in the Council contacting the police to report it. Use of illegal drugs that have not been prescribed for you before or during work, on breaks or at functions may be considered misconduct or gross misconduct, which could lead to dismissal.</p>	<p>17.5 If you drink alcoholic drinks at these times, this may be regarded as misconduct or gross misconduct, which could lead to dismissal.</p> <p>17.6 If you use substances, illegal drugs, or prescription drugs that have not been prescribed for you, this will not be accepted. This may result in the Council contacting the police to report it. Use of illegal drugs or prescription drugs that have not been prescribed for you before or during work, on breaks or at functions may be considered misconduct or gross misconduct, which could lead to dismissal.</p>	
<p>Appendices</p>	<p>Appendices added:- Appendix A Declaration of Interests Policy Appendix F Social Networking Policy</p> <p>Appendices updated Appendix D Whistleblowing Policy and Procedure</p>	<p>SCC Declaration of Interests Policy and Procedure (2014) replacing Membership of Secret Society (2001-2014)</p>

	Appendices added	Appendix A - Declaration of Interest Policy Appendix F - Social Networking Policy
	Appendices updated	Appendix D - Whistleblowing Policy and Procedure minor amendments in line with legislation.

Louise Pellett, Kirsty Surtees, February 2014

Sheffield City Council – Constitution
 Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

Officers’ Code of Conduct

This Code of Conduct applies to all non-school based employees. The Code of Conduct adopted by the relevant Governing Body will apply to employees within schools.

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1.0 INTRODUCTION

About this Code of Conduct

1.1 In the Code of Conduct, when we use the word “you” we mean a Council employee, casual worker, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.

When we use the words “we” or “us”, we mean the Council.

1.2 This Code of Conduct for Employees is based on key principles. These principles are developed from the work of the Nolan Committee for standards in public life.

1.3 In the Code of Conduct you will find the minimum standards that all Council employees must keep to. These standards also apply to casual workers, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.

1.4 If you are an employee, this Code of Conduct is part of your terms and conditions of employment. Some parts of the Council may have their own Codes in addition to this one.

1.5 If your service area has its own Code, you should keep to that Code as well as this Code. You also need to follow any security policies or Codes of Practice that the council has.

1.6 We believe that you are responsible for your own actions. That means it is your responsibility to read the Code of Conduct, and any other Code which may apply to your job.

1.7 If there are any parts of this Code, or other Code, that you are unsure of or do not understand, you must ask your manager or someone in HR, to help you. This will ensure you are able to follow the Code.

1.8 You can find explanations for some of the words and phrases in this Code in the glossary section, on page 16 of this document.

1.9 This Code is not a full list of what you are expected to do or not to do. There may be other things that the Council will look at as misconduct, or gross misconduct. If there is anything that you are unsure about, please ask your manager or HR Adviser.

1.10 People who live in Sheffield expect you to have high standards of behaviour. If someone has suspicions that you could be influenced unfairly, this could damage

confidence in the Council. You must not put yourself in a situation where anyone might think that you are dishonest.

1.11 The Council has the right to monitor employees. This includes surveillance. If the Council monitors employees in this way, it will keep within the laws that deal with monitoring.

1.12 You may have disciplinary action taken against you if you:

- Do not keep to this Code of Conduct.
- Commit a criminal offence.
- Do something we would classify as misconduct.
- Do something that may bring the Council into disrepute, whether during working hours or outside of them.
- Do not properly perform your duties as an employee.

Disciplinary action includes the possibility of being dismissed without notice being given.

1.13 This Code is in accordance with the rules in the Human Rights Act.

2.0 PUBLIC DUTY, PRIVATE INTEREST, FRAUD AND THEFT

(i) General

2.1 Your duty as an employee and any interests outside your job must not conflict. If there is anything you are involved in outside of work which might affect your job, you must declare this to your manager. [Read Declaration of Interests Policy \(DO!\) Appendix A](#)

2.2 You must always do your job safely. To make sure you do not put the public, other employees or yourself at risk, you must follow Corporate and Directorate Health and Safety policies. You must also follow safe systems of work and any Codes of practice that apply to your job.

2.3 If you are a member of an organisation that:

- Is not open to the public
- Requires formal membership and an oath of allegiance
- Has any secrecy about its rules, the process of becoming a member, or conduct of members.

2.4 You must declare this in writing to your Head of Service or Director. [See Declaration of Interests Policy](#) For further information on what we call a secret society, read **Appendix A**.

-
- 2.5 The Council has responsibility for the administration of public money. We emphasise to the public and to employees that we think honesty and that having proper control of finances is very important.
- 2.6 The Council is committed to the fight against fraud, whether an employee, a contractor, or a member of the public has committed the fraud.
- 2.7 You must not use the fact that you are a Council employee to obtain, gain directly or indirectly - for yourself, any business associates, your friends or your family.
- 2.8 As the Council is committed to the prevention and detection of fraud, we have a policy statement on Fraud and Corruption. This is shown in **Appendix B**.
- 2.9 We also have a Gifts and Hospitality Policy and Code of Practice. This is shown in **Appendix C**.
- 2.10 In addition to these two policies, we have a Whistleblowing Policy and Procedure, so that you can report any fraud or corruption more easily. This is shown in **Appendix D**.
- 2.11 If you are using public funds, you must use them responsibly, and you must keep within the law. You must make sure that we use our resources sensibly and legally, and that the community gets value for money.
- 2.12 You must keep to the rules within the Council’s Standing Orders and Financial Framework. The Standing Orders are available on the Council’s Internet site.
- 2.13 If you:
- Commit fraud against the Council, or any person or organisation, or try to.
 - Steal from the Council, or any person or organisation, or try to.
- 2.14 This will be considered misconduct and may be considered gross misconduct. This includes deliberately putting false information on time sheets, subsistence claims or mileage claims.
- 2.15 If you have concerns that someone is stealing, committing fraud or behaving in a way that might be unethical, you must report this to your manager, or someone named in the Whistleblowing Policy and Procedure. This procedure is shown in **Appendix D**.
- 2.16 We know that it is not always easy to report on the behaviour of other people. We will give you full support if you raise concerns. If you wish to remain anonymous, we will make every effort to respect this.
- 2.17 We know there are two sides to a story, and we will ensure hearings are fair.
-

2.18 Sometimes allegations will turn out to be wrong. If you deliberately make false or malicious allegations, this will be treated as misconduct.

(ii) Financial Inducements, Gifts and Hospitality

2.19 You must never accept a financial payment, bribes or inducement from any individual, body, or organisation. For example: payments or inducements from contractors, developers, or consultants.

2.20 To take financial payments or inducements is against the law. It is an offence under Section 117 of the Local Government Act 1972.

2.21 You must refuse any gift or hospitality offered to you or your family that others may think could influence you.

2.22 You may accept gifts of small value such as pens, diaries and calendars.

2.23 For further guidance on gifts, hospitality and inducements, you can read the Gifts and Hospitality Policy and Code of Practice. This is shown in **Appendix C**.

2.24 Any gifts or hospitality you have been offered, whether you have turned them down or accepted them, must be recorded. If you are unsure of the process of recording goods and hospitality in your service area, seek advice from your manager.

(iii) Employee Declarations of Financial and other interests

2.25 You have a legal duty to declare any financial or other interest in an existing or proposed contract. [See Declaration of Interests Policy \(DOI\) Appendix A.](#)

~~2.26 You have a legal duty to declare any interest in or associations that may cause direct or indirect conflict with your work for the Council. You must declare interests in or associations with any:~~

- ~~• Organisation~~
- ~~• Service~~
- ~~• Activity~~
- ~~• Person~~

~~2.27 If the Council has sponsored an event or a service, you must tell your Head of Service or Director if you may benefit from it in any way.~~

~~2.28 You must also tell your Head of Service or Director if anyone connected with you will benefit from it. This includes your relatives, your partner or spouse, or any business associates you may have.~~

~~2.29 You must fully explain any way you or someone connected with you may benefit.~~

2.30 If the Council gives support in the community, through financial help or other help, you must make sure that any advice you give is fair and balanced. You must make sure that there is no conflict of interest.

~~2.31 If you apply for a service that you have influence in because of your job, you must declare a personal interest, both when you apply for the service, and to your manager.~~

~~2.32 You must also declare a personal interest if you help someone you know from outside your job to apply for a service you have influence in.~~

2.33 You are free to use all Council services. If you do so, you will not be treated more or less fairly because you work for the Council.

2.34 Members of the public expect you to be fair and treat people equally, no matter who you are delivering services to.

2.35 You must make sure you don’t do anything in your job that might make people think you are being unfair or biased.

2.36 You must not try and obtain services in a different way to the public because you work for the Council. This includes putting pressure on colleagues to get services.

2.37 If you think there might be a conflict of interest, you must look at ~~any procedures that are in your Portfolio to find out what to do~~ the Declarations of Interest Policy (DOI), Appendix A. If you are not sure, you should ask your manager to help you.

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2.38 The Monitoring Officer will review any declarations that have been made every year. If the Monitoring Officer needs to make declarations, the Chief Executive will review them every year.

2.39 The Director of Human Resources is responsible for making sure all the Employment Policies, Practices and Procedures that the Council has are kept to.

2.40 Every Head of Service, Director and Executive Director is responsible for monitoring their employees activities, making sure they have kept to this Code and any other Codes and made declarations when they need to. Any monitoring will comply with all relevant laws.

3.0 CONTRACTORS

- 3.1 As part of your job, you may be required to supervise or engage contractors or have an official relationship with them. If you have any work relationship with contractors, or potential contractors, you must tell your Head of Service or Director in writing if you have ever had a private or domestic relationship with the contractors.
- 3.2 The orders we place and contracts we give should be given fairly. This means that we must award orders and contracts based on merit and fair competition against other tenders. You must not show favouritism in doing this. For example, if your friends, partners or relatives run a business, you could not award them a contract unfairly because of this. You must not discriminate against anyone unfairly if you deal with tenders, evaluation or awarding contracts.

4.0 RELATIONSHIPS WITH PROSPECTIVE AND CURRENT CONTRACTORS

- 4.1 If you are involved in the process of tendering and dealing with contractors you should understand that being a client and being a contractor are two separate roles. If you have a client or contractor responsibility, you need to be open and accountable for your actions.
- 4.2 If you work in a contractor or client unit you must be fair and impartial when you deal with customers, suppliers and any other contractors or subcontractors.
- 4.3 If you have access to any information about contracts or costs for contracts that is not public, you must not disclose that information to anyone unauthorised.
- 4.4 You must make sure that you don’t show special favour to anyone who works for us or used to work for us when you award contracts. You must make sure you do not show special favour to anyone who is a partner, associate or relative of an employee when you award contracts.
- 4.5 If you are thinking about a ‘management buyout’, you must inform the Chief Executive as soon as you definitely intend to do it. You must also inform your Executive Director and Head of Service or Director. You must withdraw from doing any work for us that includes preparation, tendering, evaluation, and awarding contracts or orders.
- 4.6 If Competitive tendering is being carried out, and you are involved in the process, you must let your Head of Service or Director know when you are a member of an organisation that is interested in tendering. You must also let your Head of Service or Director know if you have affiliation to an organisation that is interested in tendering.

5.0 INFORMATION TECHNOLOGY, ~~AND~~ DATA SECURITY AND SOCIAL NETWORKING

- 5.1 You must observe the City Council's security controls at all times. For example, non-public information held electronically is protected by passwords; you must not disclose passwords you exclusively use to access information. Written information is sometimes specially protected, for example, where disclosure is illegal. You must take care to make sure it remains protected. If you are unsure about security controls, talk to your manager or the person in charge of the information protected by them.
- 5.2 You must comply with the law and City Council policies; the Information Security Policy – which deals with security controls amongst other things.
See Appendix E
- 5.3 The City Council records the use of some electronic communication use in accordance with the law.
- 5.4 Failure to comply with security controls or the misuse any City Council information or resources could result in disciplinary action.

5.5 You are personally responsible for content that you publish on-line and must follow the Social Networking Policy, **Appendix F**. You must take time to read the Social Networking Policy and understand your responsibilities and behaviours expected, when using social networking in a personal or work capacity. Ask your manager if you are unsure about the Social Networking Policy and Guidance.

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6.0 USE OF COUNCIL SYSTEMS, PROPERTY AND FACILITIES

- 6.1 Anything that belongs to the Council, including:

- Telephones- including mobile phones
- Computers- including laptops
- Stationery
- Offices
- Car parks
- Vehicles
- Facilities

can only be used for Council business unless permission is given by management.

- 6.2 If, with your managers’ permission, you use a Council telephone or mobile telephone to make private calls or text messages, or send private faxes using a

Council fax machine, you must pay for this through the approved systems in place. If you are unsure about how to pay for calls, speak to your manager.

6.3 The Council has systems in place that log telephone, email and Internet usage. These systems may be used to identify any usage for private purposes. We may monitor any communications using Council systems. If we monitor your use of Council resources, we will do it within the law and Council policy.

6.4 You must keep to any Council system security measures.

7.0 SECONDARY EMPLOYMENT

~~7.1 We prefer you not to have other paid employment whilst you are working with the Council. This includes paid work for another employer and working in a self-employed or business partnership basis.~~

7.2 If you do have any other employment whilst you are working for the Council, the work you do must not conflict with the interests of the Council or bring it into disrepute. You must only do other work outside of your working hours with the Council. You need the formal prior permission of your manager to do any work outside your role with the Council. [See Declaration of Interests Policy, Appendix A.](#)

~~7.3 We particularly ask that you do not use any professional skills that you use in the course of your employment to do paid work for someone else within the Authority area.~~

7.4 If you do any work that is damaging to the interests or reputation of the Council, we may take disciplinary action against you, even if you have declared this work to your manager.

7.5 If you are a:

- School Governor
- Councillor for another Local Authority
- Member of [a Voluntary Reserve Forces - the Reservists and Adult Instructor of Territorial Army Cadets](#)
- Justice of the Peace
- Member of an Employment Tribunal

7.6 These roles do not count as Secondary Employment. You should still make your manager aware of these duties and ask for any time off you need in a reasonable and timely manner. Unpaid voluntary work in the Community is not secondary employment, but you still need to declare it to your manager, as there may be a conflict of interest with your Council job.

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7.7 You can find further guidance on receiving payment or fees for other work in **Appendix F**.

8.0 DISCLOSURE OF INFORMATION, CONFIDENTIALITY AND REFERENCES

8.1 You should be fair and open when you deal with others. You should make sure that elected members and members of the public have access to information they need unless there is a good reason not to allow this, according to the Freedom of Information Act.

8.2 You must act in accordance with the law when handling personal and other information. You must take special care when handling personal and confidential information, and never use it inappropriately. You may be prosecuted personally under the Data Protection Act, so it is important you know what your responsibilities are. If you are unsure about this, consult your manager. The Council also has a Data Protection and Security Officer who can help.

8.3 You must not disclose any confidential, personal or financial information about an employee to an unauthorised person. You must not disclose any personal or financial information about an employee to any external agency without their approval. If you are not sure who is an authorised person, you should consult the Director of Human Resources.

8.4 If you are asked for personal information for a reference, for example for a job or mortgage application, you may provide information only after you confirm the identity of the enquirer. To do this, you can reply in writing to the enquirer, or call them back to make sure they are who they say they are.

8.5 If the request is for a reference for a colleague or ex-employee, only the employee’s line manager can provide an employment reference. Any employee may give a reference in a personal capacity. If you misrepresent the Council, this will be treated as misconduct.

8.6 You must not disclose confidential information to a third party. This includes information relating to:

- Competitive tendering or tendering for work.
- Exempt items under the Local Government (Access to Information Act, 1985)
- An employee, elected member or service user.

8.7 You must not use any information that you get in the course of your employment for personal gain, or give it to anyone else who may use it in this way.

8.8 If in the course of your job, you deal with someone you’re related to, or have a close relationship with, declare it to your manager. You must be fair and act in a professional way.

8.9 Inappropriate disclosure of confidential information can be considered misconduct, and may be considered gross misconduct which can lead to dismissal.

9.0 COMMUNICATIONS WITH THE MEDIA

9.1 All contact with the media that is about Council activities is handled by the Communications service, together with Heads of Service, Directors and Executive Directors. If you have an idea for a positive story about something the Council is doing, or if a journalist approaches you, you must contact the Communications Service to get approval before you give any information. This includes giving information verbally, through e-mail or in writing.

9.2 If you are writing something that will be published, and it doesn’t talk about the Council but does relate to your job, you should tell your Head of Service or Director before it is published. An example of this might be an article in a professional journal.

10.0 POLITICAL NEUTRALITY

10.1 You must not allow your personal or political opinions to interfere with your work. Some posts are “politically restricted”. If this applies to you, you should already have been told about the restrictions separately.

10.2 More information on this is available in **Appendix HG**. If you need any more advice or information, ask your manager or HR Adviser.

10.3 You work to all elected members and must ensure their rights are respected. You must not be biased in dealing with members of one political group rather than another.

10.4 If your job requires you to advise political groups, you must make sure you take a neutral stance and point of view.

10.5 If you have contact with an elected member, whether work related or of a personal nature, you must keep to the Protocol for Member Officer Relations.

10.6 If you are on Council business, you must not wear anything that shows you are in favour of or against a political party or a pressure group. You may not display any items showing political affiliation or opposition on your vehicle, or items like tools or other equipment.

11.0 THE LOCAL COMMUNITY AND SERVICE USERS

- 11.1 You must remember that you have a responsibility to people in Sheffield. You must make sure that you deliver services politely, efficiently and fairly to everyone in the community.
- 11.2 You should be as open as possible about what you do, and the work of the Council.
- 11.3 You must not do anything that might affect confidence in the Council.
- 11.4 You should make sure that you keep to the law and any other guidance.
- 11.5 We will not accept it if any employee physically or emotionally abuses a service user, member of the public or other employee. This includes any harassment, discrimination, victimisation or bullying.
- 11.6 We have an Equality and Diversity Policy. You must keep to this policy at all times.
- 11.7 If you act in this way it may be decided that is misconduct or gross misconduct, which can result in disciplinary action including dismissal.
- 11.8 When you work with young people or vulnerable adults you are in a position of trust. If you abuse that trust, it will be regarded as potential gross misconduct.
- 11.9 Any sexual misconduct or assault will be regarded as potential gross misconduct.
- 11.10 If you do not follow any policies or procedures meant to keep vulnerable service users or others safe, this will be regarded as potential gross misconduct.
- 11.11 Any act of gross misconduct may lead to disciplinary action and the possibility of dismissal without notice.
- 11.12 If you work with young people or vulnerable adults, you must read any relevant Codes of practice as well as this Code, and keep to them. You must keep to any relevant laws, such as the Children’s Act and the Child Protection and Adult Abuse Protection Procedures.
- 11.13 If you see any abusive behaviour, you must report it to your line manager, or use the Whistleblowing policy (see **Appendix D**) to report it.

12.0 RECRUITMENT AND OTHER EMPLOYMENT MATTERS

- 12.1 If you are involved in recruitment, you must take care not to discriminate against anyone, or in favour of anyone. You must keep to the Recruitment and Selection Code of Practice in full.
- 12.2 To make sure you are not acting unfairly, you must not be involved in any selection and appointment (for example, interviewing someone) when you are related to an applicant. You must not be involved in selection or appointment where you have a close relationship with an applicant- personal or business.
- 12.3 If you think there might be a conflict of interest, you must inform your manager or HR Adviser.
- 12.4 Decisions that you make at work should be fair and unbiased. You must not be involved with decisions to do with discipline, promotion, or pay for anyone who is related to you, or someone you have a close relationship with. This includes personal relationships and business relationships.
- 12.5 If there are any reasons why 12.1-12.4 should not be followed, or you need help and advice with what to do next, you should contact the Director of Human Resources.

13.0 EQUALITIES

- 13.1 You must at all times make sure you keep to the Council’s policies on equality, diversity and inclusion including behaving and working in a way which eliminates discrimination, harassment and victimisation, advances equality of opportunity and fosters good relations. See Dignity and Respect at Work Policy. **Appendix 14**
- 13.2 All employees, customers, elected members, partners, trade union representatives, and members of the public must be treated in a way that creates mutual respect. You should promote equality, diversity and inclusion by providing an environment and services free from harassment, discrimination, victimisation and bullying and by treating people with respect, regardless of their age, disability, race, religion/ belief, sex, sexual orientation or marriage/civil partnership.
- 13.3 At all times you must create an environment that, promotes fairness, equality, diversity and inclusion, promotes dignity and respect for all, recognises and values individual differences and the contributions of all and actively prevents and opposes intimidation, discrimination, harassment, bullying or victimisation.

13.4 The Equality Act 2010 provides the legal framework for the Council in relation to equality, diversity and inclusion.

13.5 Breaching equality policies and the law may be treated as misconduct, up to and including gross misconduct, which carries the possible penalty of dismissal without notice.

14.0 DRESS AND PERSONAL APPEARANCE

14.1 When you work for the Council, you are a representative of your service, and of the Council. You must dress in a way that is appropriate, or required, for your workplace and the work you are doing. You must be clean and tidy and make sure you have good personal hygiene.

14.2 If you are provided with clothing for uniform or health and safety reasons, you must wear it. This includes your name badge and other identity badges where provided.

15.0 HEALTH AND SAFETY

15.1 You have a responsibility to work safely and make sure your working environment is healthy and safe. You are required to keep to Corporate Health and Safety Policies. You are also required to follow any policy, regulations or Codes of practice on Health and Safety that apply to your Portfolio or area of work.

15.2 You must keep to any relevant Health and Safety laws.

16.0 CRIMINAL CONVICTIONS

16.1 Before you start working for us, you must tell us about any unspent criminal convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

If you are applying for a role, which involves working with children and vulnerable adults and your job is covered by the Rehabilitation of Offenders (Exceptions) Order 1975 (Amendment) 2013, you must follow our guidance on ‘declaration of criminal convictions and cautions’ at the application stage and tell us about:-

- All filtered convictions and cautions for any roles, where you have to complete an enhanced Disclosure and Barring Service (DBS) **with no barred lists** check. Please see guidance on declaration of criminal convictions and cautions for the filtered list.

OR

- All convictions and cautions for any roles, where you have to complete an enhanced Disclosure and Barring Service (DBS) **with barred lists** check.

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If you are unsure about which criminal convictions and cautions that you need to tell us about, please ensure that you contact the recruiting manager for further advice.

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~~If your job is covered by the Rehabilitation of Offenders Act, you must tell us about all convictions, including “spent” convictions, before you start working with us. You must tell us about any convictions where the Exemptions orders to this Act apply.~~

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~~16.5~~ 16.2 When employed by us, ~~you~~ you must tell your manager if you have any criminal proceedings pending against you, if you are bound over, receive a conviction, caution, reprimand or warning.

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~~16.2 If you do not tell us about these convictions this will be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice.~~

16.3 If your work involves driving, you must tell your manager about any driving offences, or pending driving offences.

16.4 If you use your own vehicle for Council Business and carry passengers, you must also tell your manager about any driving offences or pending driving offences.

16.54 If you do not tell us about your criminal record as listed in 16.1-16.4 above, this may be treated as possible gross misconduct and might lead to disciplinary action – including possibility of dismissal without notice.

16.6 If you are required to provide us with your Disclosure and Barring Service (DBS) Certificate, we will ask you to:-

- Complete a DBS Application Form
- Or give written permission for us to check your status on-line
- Or give permission for us to view your personal file of a previous/other role within the Council to check the outcome from a recent Enhanced DBS check.

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You must bring in your DBS Certificate to show and discuss with us, when required.

16.7 It is against the law for us to employ you or allow you to volunteer for work with children and vulnerable adults, if you are listed as barred for this type of work

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16.8 Once employed by us, you must tell your manager immediately, if you know that you are on, or will appear on, one or both of the DBS barred lists.

16.9 If you have been barred from working with children and/or vulnerable adults and you seek employment to do so, this is a criminal activity and against the law and you will be dismissed without notice and immediately reported to the Police Authority.

~~If you work with young people or vulnerable adults as part of your job, or if you have access to them; you must report any convictions that you have, whatever they are, to your manager.~~

~~16.6 You must tell your manager if you have any criminal proceedings pending against you.~~

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~~16.7~~ 16.10 If you work with young people or vulnerable adults and you believe that you are or might be thought of as a risk to these groups it is extremely important that you seek advice from your manager. If you do not disclose this, this can be treated as misconduct, including gross misconduct which carries a possible penalty of dismissal.

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17.0 ALCOHOL, DRUGS AND SUBSTANCES

17.1 While you are at work, you must be in a condition to do your job safely.

17.2 The effects of drinking alcohol cause you to perform your work less well. It is may ~~also be~~ a health and safety risk ~~especially if you drive or use machinery~~. Because of this, you must not drink alcohol:

- Before you start work
- During your working hours
- During a lunch break from work
- On any other break during your working day
- At functions such as conferences within working hours.

17.3 If you drink alcoholic drinks at these times, this may be regarded as misconduct or gross misconduct, which could lead to dismissal.

17.4 If you use substances, illegal drugs, or prescription drugs that have not been prescribed for you, this will not be accepted. This may result in the Council contacting the police to report it. Use of illegal drugs or prescription drugs that have not been prescribed for you before or during work, on breaks or at functions may be considered misconduct or gross misconduct, which could lead to dismissal.

18.0 GENERAL CONDUCT

18.1 You must follow instructions, providing they are lawful. You must make sure you do not do anything that might affect the Council’s legal position. You should show respect for service users, colleagues and elected members.

Sheffield City Council – Constitution

Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

- 18.2 We expect you to use good judgement, and take account of other people’s views. We expect you to take responsibility and decide your own view on any issue that comes up while you work for the Council.
- 18.3 If you need further information or advice about what to do in a situation, you should contact your manager, an HR Adviser or the Chief Internal Auditor.
- 18.4 You should read this Code together with the appendices, and any other Codes of Practice or policies that are about conduct or security.

Sheffield City Council – Constitution

Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), ~~February and September~~ 2013)

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19.0 DATE OF IMPLEMENTATION

Revised June 2012

20.0 APPENDICES

- A ~~Definition of what constitutes a membership of Secret Society~~[Declaration of Interests Policy](#)
- B Policy statement on Fraud and Corruption
- C Gifts and Hospitality Corporate Policy and Code of Practice
- D Whistleblowing Policy and Procedure
- E Information Security Policy
- F [Social Networking Policy](#)
- ~~G~~ Other employment related to activities – fees
- ~~H~~ Politically Restricted Posts
- ~~I~~ Dignity and Respect at Work Policy

GLOSSARY TO CODE OF CONDUCT

Contractor- An individual, partnership, company or other service that has a contract with us to do or provide something. For example, to design, develop, manufacture, maintain or provide services.

Conflict of Interest- A conflict between private interests and your duties with the Council. This can exist whether or not money is involved, and whether the conflict is actual or just perceived.

Competitive Tender- Where several potential contractors are invited to prepare proposals to provide a project or service, on the basis of quality and price.

Disciplinary- Disciplinary action is action taken by an employer for violating policy or procedure (including the Code of Conduct). For more details on this, see the Council’s Disciplinary Policy.

Disrepute- To bring something into disrepute is to lower its reputation, damage its image.

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 Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

Misconduct- Breaking the Code of Conduct, another Code or terms and conditions may be considered misconduct. There are different types of misconduct depending on the exact circumstances and consequences. The most serious type is **gross misconduct**. For more information on this, see the Council’s **Disciplinary Policy**.

Inducement- something that encourages you towards an action- an incentive. This could be money, food, gifts, or anything else that might benefit you. If you are offered or take something that people may think is an inducement, you could be accused of making decisions unfairly based on what you received.

Whistleblowing (also ‘whistle blowing’)- Revealing wrongdoing to someone in authority. For more information on this, see **Appendix D**, the Whistleblowing policy.

RELEVANT LAW

This section points to relevant law on some topics from the Code of Conduct. It should not be considered an exhaustive list as legislation frequently changes. If you are unsure about whether an action would be lawful, please investigate further.

Monitoring and Surveillance:

The Regulatory and Investigatory Powers Act, the Data Protection Act, and the Human Rights Act.

Use of IT Equipment:

The Data Protection Act, The Obscene Publications Act, The Computer Misuse Act, The Theft Act.

Equalities:

Equality Act 2010

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 Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), ~~February and September~~ 2013)
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APPENDIX A

Sheffield City Council

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Policy and Procedure

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Declaration of Interest

Publication Date: April 2014

Author: HR Specialist Service

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Declaration of Interest - Policy and Procedure

Policy

1. Introduction

1.1 All customers are entitled to the highest standards of fairness and equity from all employees providing our services. This Policy and Procedure exists to protect you and service users against any allegations of favour or disadvantage.

1.2 It is important that employees and the Council are protected from accusations of impropriety. Therefore an employee must declare any interest to their manager that they may have with any organisation, services, activity or person that may cause a direct or indirect conflict of interest with their employment or that may bring the Council into disrepute. In case of doubt, employees should always complete and submit a Declaration of Interest Form. For example:

- o Employees should ensure they declare financial interest in order to comply with their statutory duty under Section 117 of the Local Government Act 1972
- o In many cases the interests may not create a conflict or the fact that they are known interests will allow the individual’s manager to ensure they are not placed in a position where conflict could arise.
- o Every Head of Service, Director and Executive Director is responsible for ensuring their managers and staff are aware of the need to make declarations. Any monitoring will comply with all relevant laws.
- o It is not possible to give comprehensive examples or detailed definitions of everything that might give rise to a conflict of interest between their duties and these interests or their ability to carry out their role effectively

1.3 Any potential conflicts of interest will be recorded in accordance with the Declaration of Interest Procedure.

1.4 The Council’s Monitoring Officer will review any declarations (or a random selection of) that have been made every year. If the Monitoring Officer needs to make declarations, the Chief Executive will review them every year.

1.5 If an employee fails to follow the requirements of this policy or procedure they may be subject to disciplinary action.

1.6 Any employee, who considers they have been unfairly treated under the terms of the policy, may raise a grievance under the Council’s Individual Grievance Procedure. The grievance should be submitted to their line manager or with the person making the decision.

2. Scope

2.1 This policy applies to all non-school based employees. The Policy adopted by the relevant Governing Body will apply to employees within schools.

3. General Declaration of Financial and Other Interests

3.1 As an employee of Sheffield City Council, you have a legal duty to declare any financial or other interest in an existing or proposed contract or any proposed or existing council activity or service which could cause potential conflict. This declaration includes involvement with voluntary organisations, which the council supports and/or services carried out for the council by its commercial partners, for example Capita, Kier, Amey and other similar partner organisations.

3.2 You have a legal duty to declare any interest or associations that may cause direct or indirect conflict with your work for the Council. You must declare interests in or associations with any organisation, service, and activity or person.

3.3 If the Council has sponsored an event or a service, you must inform your line manager if you may benefit from it in any way. You must also tell your line manager if you are aware that anyone connected with you will benefit from it (this includes your relatives, your partner or spouse, or any business associates you may have).

3.4 You must declare an interest if anyone connected with you will benefit from the position you hold in the Council. This includes your relatives, your partner or spouse, or any business associates you may have. This is to ensure the status gained from working for the council is not utilised to influence a member of the public’s choice when commissioning work or a service.

3.5 If you apply for a service or make representations for services on behalf of relatives, colleagues or friends or people with whom you have a close relationship, you must declare an interest where your employment position gives you significant influence.

3.6 You must also declare a personal interest if you help someone you know from outside your job to apply for a service you have influence over or responsibility for or to improve the chances of success of an agency within a tendering process .

4. Declaration of Membership of Organisations Not Open to the Public

4.1 You must declare and provide information about any organisation in which you have a personal interest that is not open to the public which requires formal membership, oaths of allegiance and has secrecy about rules, membership or conduct.

4.2 The following is the Council’s definition of what constitutes a society with secret rules (secret society).

‘Any lodge, chapter, society, trust or regular gathering or meeting, which:

a) is not open to members of the public who are not members of that lodge, chapter, society or trust; and

b) includes in the grant of membership an obligation on the part of the member a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and

c) includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.

A lodge, chapter, society, trust, gathering or meeting as defined above should not be regarded as a secret society if it forms part of the activity of a generally recognised religion.

5. Declaration of Secondary Employment or Engagement in Other Business or Voluntary Work

5.1 If you have secured other employment or voluntary work whilst you are working for the Council, you must first complete a ‘Declaration of Personal Interest Form – Appendix 1’. Your manager should respond within the agreed timescale and advise if there may be any possible conflict of interest before you commence the work. This includes paid work for another employer and working in a self-employed or business partnership basis.

5.2 If you do undertake other work you must ensure the additional hours do not impact on your performance of your duties undertaken for Sheffield City Council.

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5.3 When considering undertaking other work, consideration must be given to compliance with the statutory requirements of the Working Time Regulations. The council must be made aware of any additional work that could mean you exceed an average of 48 hours of work in total in a week

5.4 Those undertaking additional work outside the authority must sign a Working Time Regulations ‘Opt out Agreement’ and to confirm they understand the health and safety implications of working excessive hours. This must be held on your personal file in HR Connect.

5.5 You must not refer to your role in Sheffield City Council in any promotional material which may be used to assure members of the public or give credence to another organisation.

5.6 The Council accepts no liability for your other work or engagement in other business or voluntary work and will not be responsible for any payments, expenses or demands however incurred.

5.7 With regard to any other work or engagement in other business or voluntary work you are responsible for:-

- ensuring that you have the correct insurance; and
- that you are registered with the relevant professional or regulatory bodies; and
- that you pay any tax, national insurance, or other statutory payments due; and
- for ensuring that you have the correct membership of trade or professional organisations; and that you comply with any statutory requirements or professional or trade codes of conduct.

5.8 There may be circumstances where SCC may need to retract permission for example

- Where attendance or timekeeping is of concern and may be attributed to you undertaking other work
- Where your performance falls below an acceptable standard and may be attributed to you undertaking other work
- Where a new conflict of interest arises that previously did not exist or where a conflict later becomes apparent for any reason

6. Reporting of Declarations of Interest

6.2 If you think there might be a conflict of interest, you must speak to your line manager to see if a Declaration of Interest Form needs to be submitted to their Head of

Service.

6.3 All Declarations of Interest must be recorded in accordance with the Declaration of Interests Procedure.

Procedure

1. You must complete a ‘Declaration of Personal Interest Form’ before you undertake other work or become aware of a potential conflict of interest.
2. The Declaration of Interest form will be submitted by your line manager to the HOS/Service Manager within 5 working days of receipt.
3. Your Head of Service/Service Manager will be responsible for forwarding an electronic version of the completed and agreed DOI forms to the Monitoring Officer to ensure adherence with the Policy and the Annual Governance Procedure. Copies of the completed forms should be retained by both the line manager and the employee completing the form.
4. All information supplied will be kept in confidence in accordance with the requirements of the Data Protection Act 1998 and **will only** be used for the purposes of determining if a conflict of interest arises and/or for taking any necessary decisions or actions under this policy.
5. For the purpose of considering whether there is any conflict of interests, the Council may need to contact any other organisation or individual whose details you have provided on your Declaration Form or in any updated information that you have provided. Your line manager would seek permission from yourself first before this action takes place.
6. A new declaration must be made in writing and submitted to your manager within 28 days if there is a change in circumstances. See Section 3 of the Policy.
7. For declarations relating to financial and other interests you must give an explanation as to the way you or someone connected with you may benefit.
8. For declarations relating to membership of an organisation not open to the public you should provide information about such an organisation including details of the purpose behind the organisation wherever possible. However, if this act would cause a breach in confidentiality or the organisation’s protocols they you should discuss this with your line manager, who may need to seek further advice from Human Resources.

Additionally, SCC would expect that such membership would not be in conflict

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with your role with SCC. You should seek advice from your manager or Human Resources if necessary.

9. For declarations related to participation in other work or engagement in other business or voluntary work, you should provide details of the name of the organisation for which the work is undertaken and give a description of the activity concerned and potential number of hours to be undertaken.

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10. If you are in any doubt as to whether an interest constitutes a conflict (this could be an actual or potential conflict, or something that could be perceived to be a conflict by a third party) then you should declare the interest on the form and your manager will determine what action is appropriate.

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~~DEFINITION OF WHAT CONSTITUTES A MEMBERSHIP OF SECRET SOCIETY~~

~~The following is the Council’s definition of what constitutes a society with secret rules (secret society).~~

~~Any lodge, chapter, society, trust or regular gathering or meeting, which:~~

- ~~a) — is not open to members of the public who are not members of that lodge, chapter, society or trust; and~~
- ~~b) — includes in the grant of membership an obligation on the part of the member a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and~~
- ~~c) — includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.~~

~~A lodge, chapter, society, trust, gathering or meeting as defined above should not be regarded as a secret society if it forms part of the activity of a generally recognised religion.~~



APPENDIX B

Article I.

Article II. Policy Statement

Article III. Fraud & Corruption

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Section 3.01

1. Statement from the Chief Executive

Sheffield City Council, like all other local authorities, is charged with the responsibility of protecting the public purse and ensuring that its resources are utilised in the best possible manner to serve the community.

One of the key priorities of our Corporate Plan is ‘Effective Resource Management’ and one of its guiding principles is to achieve ‘Value for Money’. This is why the Council is committed to a zero tolerance environment in relation to fraud and corruption.

The public is entitled to demand the highest standard of conduct from our employees and members and it is essential that we are able to demonstrate this and maintain public faith. Every pound lost to fraud or misappropriation is a pound which cannot be invested in our services.

We are committed to the prevention, detection and investigation of potential fraud and corruption and, where proven, we will seek the strongest appropriate sanctions against those responsible.

It is the duty of each of us, as members and employees of the Council, to maintain standards as detailed in Codes of Conduct and to report any suspicions of fraud through appropriate channels.



John Mothersole
Chief Executive
(Signature)

2. Introduction

This document sets out Sheffield City Council's policy and strategy in relation to fraud and corruption. It has the full support of the Council's Members and the Executive Management Team.

The Council is committed to sound corporate governance and supports the Nolan Committee's 'Seven Principles of Public Life' for the conduct of Council Members and Employees; namely: -

- **Selflessness** – Making decisions based solely upon the public interest
- **Integrity** – Not engaging in financial or other obligations with external parties which may influence decision making in the workplace
- **Objectivity** – Making work-related choices solely on merit
- **Accountability** – Exposing one's actions and decisions to an appropriate level of public scrutiny to demonstrate their propriety
- **Openness** – The ability to justify decision making via logical argument. Only restricting information if wider public interest demands this course of action
- **Honesty** – Declaration of private interests and addressing conflicts to protect the public interest
- **Leadership** – Promotion of the above principles by example

In order to most effectively deliver the Corporate Plan, we need to maximise the financial resources available to us. To achieve this, we must reduce fraud and misappropriation to an absolute minimum.

Our strategy aims to achieve a strong Council wide anti-fraud ethos in an environment which promotes intolerance of fraud and corruption and which provides full support and protection to those who speak out against it.

We will achieve this via the establishment and maintenance of an internal control structure which incorporates and effectively mitigates the risks associated with fraud and corruption. This will be complemented by clear policies and procedures which focus on: deterrence, prevention, detection, investigation, sanctions and redress.

We will actively promote this strategy across the authority.

3. Definition of Fraud & Corruption

The Fraud Act 2006 breaks the offence of fraud into 3 distinct categories as follows:

- "Fraud by false representation" is defined by Section 2 of the Act as a case where a person makes "any representation as to fact or law ... express or implied" which they know to be untrue or misleading.

(Example: The submission of a timesheet for an employee which records more hours than those actually worked.)

- "Fraud by failing to disclose information" is defined by Section 3 of the Act as a case where a person fails to disclose any information to a third party when they are under a legal duty to disclose such information.

(Example: A benefit claimant whose circumstances change meaning that they are no longer entitled to benefit, fails to inform the Authority of this change of circumstances.)

- "Fraud by abuse of position" is defined by Section 4 of the Act as a case where a person occupies a position where they are expected to safeguard the financial interests of another person, and abuses that position (this includes cases where the abuse consisted of an omission, where there is a legal requirement to disclose, rather than an overt act.)

(Example: A care worker claims to have spent monies belonging to a service user on items for the benefit of that person but has actually taken the monies for him/herself.)

In all three classes of fraud, for an offence to have occurred, the person must have acted dishonestly, with the intent of making a gain for themselves or anyone else, or inflicting a loss (or a risk of loss) on another.

Corruption is defined as: The act of offering, giving, soliciting or accepting an inducement or reward, which may influence the action of any person. Although similar to the third offence of the Fraud Act, corruption by definition indicates the involvement of a third party.

For clarity and for the purpose of this policy, 'internal fraud' can be characterised as: Council employees or members, either alone or in collusion with other parties, attempting to misappropriate funds, stores, equipment or other council assets and attempting to hide such activity via the modification, manipulation or destruction of council records.

‘External fraud’ can be defined as: A third party individual, company or other organisation attempting to obtain council grants, loans, benefits or other funds, property or assets to which they are not legally entitled, via deception, misrepresentation, failure to disclose information or other dishonest method.

4. Fraud indicators

Those who commit fraud do so for a particular reason. This may relate to financial hardship, greed, opportunity or a perceived lack of deterrent or sanction. Whatever the motive, there are often indications, which are observable by colleagues and / or managers, that fraud may be taking place. Members and employees should be aware of typical indicators to improve the likelihood of identifying existing fraud and corruption. A non exhaustive list of fraud indicators is detailed below:

- Employees who appear to be under stress without a high workload.
- People who are consistently first to arrive in the morning and last to leave at night.
- A general reluctance to take leave for any significant period.
- Refusal of promotion.
- Unexplained wealth or claims of ‘independent means’.
- A sudden change of lifestyle including large individual purchases.
- ‘Cosy’ relationships with suppliers / contractors.
- Suppliers / contractors / clients who insist on dealing with one particular member of staff.
- Known to be in serious financial difficulty.

In addition to the above generic indicators, employees / members should consider other fraud indicators, including those relating to ‘external fraud’ against the authority, which are specific to their service area.

It should be noted that the existence of one or more of these indicators is not proof that inappropriate activity is taking place. **They are merely ‘warning signs’** which may give cause for managers to more closely review the activities of certain employees.

Further information relating to fraud indicators and fraud risk management may be found on the intranet: [Risk Management](#)

5. Employees’ / Members’ Responsibilities

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Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

Employees of the Council are required to follow the Council’s Code of Conduct and report to management instances of outside interests, gifts and hospitality. Under the City Council’s Standing Orders, employees must operate within legislative requirements which include Section 117 of the Local Government Act 1972. Section 117 requires the disclosure of pecuniary interests in contracts relating to the City Council, or the acceptance of any fees or rewards whatsoever other than their proper remuneration.

Members are expected to operate honestly and without bias. Their conduct is governed by:

- National Code of Local Government Conduct.
- Sections 94-96 of the Local Government Act 1972.
- Local Authorities Members’ Allowances Regulations 1991.
- City Council Standing Orders.

These matters are specifically brought to the attention of Members at the Induction Course for New Members and are in the Members’ pack of information issued by Legal & Governance. They include rules on the declaration and registration of potential areas of conflict between Members’ City Council duties and responsibilities, and any other areas of their personal or professional lives.

“Defrauding and stealing (or attempting to do so) from the Council or any person or organisation in any way will not be tolerated”

“The Council **requires** its employees to report genuine concerns relating to potential fraud, theft or unethical behaviour”

Officers’ Code of Conduct

6. Contractors & Partners

Organisations providing services on behalf of Sheffield City Council are expected to maintain strong in-house counter fraud procedures. Employees of partner / contractor organisations are required to abide by the principles of this policy statement. The council will incorporate such requirements into partnership contracts and will reserve the right to inspect any pertinent company documentation in the case that fraud is suspected. Major partners will be expected to maintain an effective fraud policy and have publicised internal arrangements for whistleblowing.

7. Counter Fraud Activities

(a) Deterrence

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Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), ~~February and September~~ 2013)

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It is preferable that ‘would-be fraudsters’ are deterred from conducting fraudulent activities within the Council environment. Deterrence negates the requirement for time-consuming and costly investigations where fraud has already occurred. However, where fraud has occurred and is proven, Sheffield City Council is committed to exposing fraudsters and seeking the strongest and most appropriate sanctions available.

Acts of theft, fraud or corruption by Sheffield City Council employees will be regarded as Gross Misconduct. Where this is proven, such acts will result in dismissal. Additionally, it is Council policy to seek criminal prosecution in cases of fraud committed against the Authority.

Where circumstances permit, we will publicise the details of fraudsters in co-operation with appropriate media and furthermore will share information with other organisations to prevent fraudsters from obtaining positions of trust elsewhere. We will respect and abide by the principles of the Data Protection Act in relation to the sharing of information.

(b) Prevention

The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps in the recruitment stage to establish, as far as possible, the propriety and integrity of potential staff.

To this end, Directors / Heads of Service are required to ensure that suitable references are obtained before employment offers are confirmed. This requirement applies to the employment of permanent, temporary and contract employees.

Council Management has established a system of internal controls across the whole network of financial, operational and managerial systems to ensure that its objectives are achieved in the most economic and efficient manner. Incorporated into these are controls specifically designed to prevent and / or detect fraudulent activities. In order to most effectively minimise the risk of fraud, managers should ensure consistent compliance with internal control processes.

Heads of Service are required to formally acknowledge that fraud risks have been identified and effectively mitigated within their service area. These declarations form part of the Annual Governance Statement for the Authority.

The Financial Regulations of the Council provide the framework for financial control. Under Financial Regulations: -

- Each Executive Director will be responsible for ensuring the proper financial management of their Directorate services and compliance with the Financial Regulations by staff within their Directorate.

The Council’s internal audit service independently monitors the existence, appropriateness and effectiveness of internal controls.

(c) Detection

Financial Regulations state that: -

- The Director of Corporate Resources and Director of Finance shall be notified by Executive Directors immediately any circumstances indicating the possibility of irregularity in cash, stores or other property of the Council are discovered*. The Council’s “Code of Conduct for Employees” and ‘Whistleblowing Policy’ requires any Council officer, who becomes aware of potential theft, fraud or corruption, to bring any concerns to the attention of the appropriate manager. All employees of the Council are required to conduct themselves and carry out their duties in line with the requirements of the Code of Conduct.

*In practice, Internal Audit acts on behalf of the Director of Corporate Resources / Director of Finance in this area and allegations should normally be directed to the Chief Internal Auditor.

Employees / Members who suspect or become aware of theft, fraud or corruption should refer to the [whistleblowing](#) policy on the Council’s Intranet. The Council is committed to the principles of the Public Information Disclosure Act which assures that persons who speak out about wrongdoing are protected, providing their disclosure is made in good faith

Fraud has been identified as an inherent risk within the Council’s activities and has been incorporated into its risk management strategy accordingly.

Operational audit programmes include testing to assess the effectiveness of internal control procedures. Where these processes are found to be inadequate, probity testing is undertaken to identify whether control weaknesses have been exploited and fraud or theft has occurred.

The Council operates a pro-active approach to fraud detection utilising all methods available including: data matching, open source research, targeted probity exercises, surveillance and intelligence-led investigation. It also actively participates in the Audit Commission’s National Fraud Initiative (NFI).

(d) Investigation

Allegations of fraud or corruption will be investigated in a timely and professional manner to protect the interests of both the Council and the individual(s) implicated. An allegation or suspicion will not be viewed as proof of guilt and investigators will conduct investigations fairly and with an unbiased approach. In investigations where interviews under caution are appropriate, these will be conducted by suitably trained officers in accordance with the requirements of the Police and Criminal Evidence Act.

(e) Recovery

Where fraud or misappropriation has taken place, the Council will use the full range of methods at its disposal in order to recover monies / assets. Such recoveries will be returned to the appropriate stakeholder.

(f) Third Party Liaison

Sheffield City Council acknowledges that in order to fight fraud and corruption it cannot afford to work in isolation. Consequently it has fostered active liaison arrangements with a number of external bodies. The aim of these arrangements is to maximise the effectiveness of counter fraud and corruption activities via the exchange of intelligence, expertise and experience.

Currently, arrangements exist with the organisations below; however, the Council will continue to seek beneficial relationships with other organisations for continual improvement in this area:

- South Yorkshire Police
- South and West Yorkshire Investigators Group
- Core City Chief Internal Auditors
- Audit Commission
- The Department for Work & Pensions (DWP)
- National Anti-Fraud Network (NAFN)
- Local Authority Investigation Officers Group (LAIOG)
- Capita

8. Summary

The Council recognises that the vast majority of its Employees and Members have high standards of personal and professional integrity and carry out their duties to the best of their ability in order to provide a high quality service to the citizens of Sheffield.

However, despite our efforts, there will be individuals who will seek to exploit their knowledge or position in order to achieve personal gain. Fraud involving public monies is

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justified in the minds of fraudsters as a ‘victimless crime’. This is far from the truth. As guardians of public funds, it is essential that Council Members and employees work together to ensure that these funds are protected and put to their intended use.

Further information relating to matters contained in this policy can be found in the Internal Audit section of the Council’s intranet site: [Internal Audit - Fraud / Whistleblowing](#)

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APPENDIX C

GIFTS AND HOSPITALITY

CORPORATE POLICY AND CODE OF PRACTICE

Article IV. The purpose of this document is to clearly inform employees of the policy and procedure in relation to offers of gifts and hospitality made from any source.

1. Policy

- 1.1 The City Council's Code of Conduct states that the public is entitled to demand of a local government employee conduct of the highest standard. Employees' actions must not be influenced by offers of gifts or hospitality and their actions must not give the impression that they have been influenced in this way.
- 1.2 Council employees must not accept gifts, loans, fees or rewards from any person or organisation in particular those who may potentially expect to receive an advantage or benefit in return. This includes gifts, loans, fees or rewards from contractors, outside suppliers or members of the public. However, some incidental gifts or hospitality can be accepted, as detailed in this Code of Practice.
- 1.3 This Code of Practice applies to all employees of the City Council, including Executive Directors and the Chief Executive.
- 1.4 Any breach of this Code of Practice may be viewed as potential gross misconduct and could lead to a disciplinary hearing that may result in summary dismissal.

2. Principles

- 2.1 Employees must maintain a good working relationship with the public but avoid favouritism towards any group or individual in the course of their work.
- 2.2 Employees must act with integrity at all times.
- 2.3 If it is suspected that a contractor, outside supplier or other person/organisation is acting in an improper manner, employees should report it to their line manager as a matter of urgency.

3. Process

3.1 Gifts

- 3.1.1 Employees may accept items up to the value of £10 e.g. diaries, calendars etc, usually distributed by companies as a promotional exercise.
- 3.1.2 Without causing offence, employees should discourage service users or other organisations from offering gifts. However, where small gifts, e.g. chocolates, are given as thanks for service provided, for example from a person in residential care can be accepted if they are shared within the team or raffled for charity.
- 3.1.3 If gifts have a higher value than £10, employees should tactfully refuse them. If gifts of this value are delivered, they should be returned with an appropriate explanation. If gifts cannot be returned, the senior manager should dispose of them to charity and record this fact.
- 3.1.4 All gifts above a value of £10 should be registered on the appropriate form, even if the gift is returned. Please see 4.1 of this procedure.
- 3.1.5 Gifts of cash should not be accepted.

3.2 Hospitality

- 3.2.1 Employees may accept incidental hospitality, such as light refreshments, tea or coffee, as offered at a visit, conference, meeting or promotional exercise.
- 3.2.2 Where other than incidental hospitality is offered by an existing contractor or by an organisation likely to be involved in a contract, the hospitality should be refused. Employees should avoid socialising with organisations and pay their own bills for meals, travel etc.
- 3.2.3 Invitations to social events offered as part of normal working life, e.g. opening celebrations, annual dinners, may be accepted if authorised by the appropriate Head of Service.
- 3.2.4 Invitations to any types of hospitality that are of no benefit to the authority, e.g. sporting events, must not be accepted.
- 3.2.5 All offers of hospitality, other than incidental, must be registered on the appropriate form, please see 4.1 of this procedure.

3.3 Inducements

3.3.1 Employees must not accept inducements, e.g. a bribe.

3.3.2 All offers of inducement must immediately be reported to the appropriate senior manager and be registered as per section 4.1 of this procedure.

4. Procedure

- 4.1 All offers of accepted/declined gifts or hospitality (other than incidental) must be entered on Form A (attached), together with an estimate of value, and passed to the Section Head.
- 4.2 Section Heads will keep Form A as a register of offers. These will be submitted to the Head of Service at the end of September and March.
- 4.3 The Head of Service will retain a file of higher value gifts or hospitality offered, declined or accepted. A report to DMT will be presented in April summarising the information.
- 4.4 Where gifts, hospitality or inducements are offered to the Head of Service, the appropriate Executive Director will sign the form.
- 4.5 Where gifts, hospitality or inducements are offered to the Executive Director, the form will be signed by the Chief Executive.
- 4.6 A central file of all gifts, hospitality or inducements offered, declined or accepted by Executive Directors or the Chief Executive will be maintained by the Chief Executive.
- 4.7 If any employees are uncertain how to deal with an offer of a gift or hospitality, he/she should contact their manager.
- 4.8 If an employee’s interpretation of this Code and/or their actions are called into question, it is the responsibility of the appropriate manager to investigate whether the person acted in good faith according to their understanding of the Code of Practice.

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i) GIFTS AND HOSPITALITY FORM A

Section 4.02 GIFTS AND HOSPITALITY REGISTER 2000/2001

NAME	SERVICE AREA	OFFERING ORGANISATION	DETAILS OF GIFT/ HOSPITALITY	ESTIMATED VALUE (if known)	ACCEPTED/ REJECTED	REASON

Signed Employee

Signed Head of Service/Manager

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APPENDIX D

October 2012

SHEFFIELD CITY COUNCIL

WHISTLEBLOWING

SEE IT – SAY IT

SECTION 1 – INTRODUCTION AND POLICY

1.1 INTRODUCTION

All of us at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice or dangers to staff, the public or the environment, it can be difficult to know what to do.

You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the Council. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

Sheffield City Council has introduced this policy to enable you to raise your concerns about such issues at an early stage and in the right way. We believe that enabling our employees to raise concerns safely is an important part of corporate health and we want to promote this. We would prefer you to raise the matter when it is just a concern rather than wait for proof provided you believe the concern is true and we encourage you to do so through this procedure.

The Council's Code of Conduct for employees requires that you report genuine concerns of fraud, theft or unethical behaviour etc. This policy provides you with ways of doing that.

If something is troubling you which you think we should know about or look into, please use this policy. If, however, you are aggrieved about your personal position, please use the Grievance Procedure - which you can view on the Council's Intranet site or get from your manager or the Human Resources Team. Employees are generally precluded from being able to whistle blow about breaches of their own employment contract and should use the grievance procedure. If you are complaining that you have suffered harassment, discrimination, victimisation or bullying at work please use the Dignity and Respect Procedure which is on the intranet. If, however, your concern is about the dignity and respect of others then it may be appropriate to use this

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procedure. This Whistleblowing Policy is primarily for concerns where the interests of others or of the organisation itself are at risk.

This policy applies to employees of Sheffield City Council including those on permanent, temporary or fixed terms contracts and casual workers. School based employees are not within the scope of this policy but have a separate policy agreed by the Governing Body.

It does not apply to members of the public who should raise their concerns through the Council's complaints procedure either online at: [Customer Feedback - Online Form](#) by telephone on 2735000 or by email at: complaint@sheffield.gov.uk

1.2 THE COUNCIL'S ASSURANCES TO YOU

Section 4.03 Your safety

The Council is fully committed to this policy. It will be followed by managers at all levels. If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result, provided you reasonably believe that you are disclosing information in the public interest. It does not matter if you are mistaken. This is regarded as a protected disclosure. Of course we do not extend this assurance to someone who maliciously raises a matter they know is untrue. Whistleblowers are also protected from suffering a detriment, bullying or harassment from another employee.

Section 4.04 Confidentiality

The processes of investigating any complaints or issues raised must comply with natural justice and that will often lead to disclosure of the source of the information. We will not tolerate the harassment, bullying or victimisation of anyone raising a genuine concern, however, we recognise that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity by keeping it confidential, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court) we will discuss with you whether and how we can proceed.

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Article V. Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter, protect your position or give you feedback. While we will consider anonymous reports, this policy is not well suited to concerns raised anonymously.

Information and support

The Council has a number of Contact Advisors who can provide advice and information to help you explore the appropriate routes to raise your concern. The Contact Advisors can also provide support as the investigation progresses.

If you are a member of a recognised Trade Union your Trade Union can also support you.

Article VI. Your right to support in meetings

You have the right to be accompanied by your Trade Union Representative or a work colleague who is not involved and would not be called as a witness, in any meetings, which have a connection to your whistleblowing concern.

The meetings you may be required to attend are:

Article VII.

- Meeting a manager or Whistleblowing Contact or Co-ordinator to raise the concern
- Meeting an investigation officer in connection with the concern
- Taking part as a witness in any action taken as a result of raising the concern.

1.3 HOW TO RAISE A CONCERN IN THE COUNCIL

We hope you will feel able to raise your concern with your manager or another manager in your service area, but we know that this will not always be the case and may not be appropriate. For this reason we have provided a number of different ways to raise your whistleblowing concern and these are described in Section 2.

This section will tell you about

- How to raise a concern
- Who will receive and handle the information on behalf of the Council
- Your right to be represented or supported in any meetings

1.4 HOW WE WILL HANDLE THE MATTER

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Once you have told us of your concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation e.g. by the Police or by an external regulatory body.

We will tell you who is handling the matter, how you can contact them and whether further assistance may be needed from you.

If your concern falls more properly within the Grievance Procedure or the Dignity and Respect Procedure we will tell you.

When you raise the concern you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, you must tell us at the outset.

In Sections 2 and 3 we have set out what you can expect from us when we handle and respond to your concern.

1.5 IF YOU ARE THE SUBJECT OF A COMPLAINT UNDER THIS POLICY

If you are the subject of a complaint under this policy and procedure you have the right to be accompanied by your Trade Union Representative or a work colleague at any meetings relating to the complaint but this should not be your line manager as they may be required to implement any recommendations that come out of the investigation.

The Council’s Contact Advisors can provide support and guidance about the whistleblowing procedure and investigations to both parties. You can access that support if you have whistleblowing allegations raised against you.

If you are the subject of a complaint or investigation under this policy your confidentiality will be respected as with any other procedure.

1.6 INDEPENDENT ADVICE

If you are unsure whether to use this policy or you want independent advice at any stage, you may contact:

- A Whistleblowing Contact – contact details are provide in Appendix C or on the intranet
- Your union – contact details are provided in Appendix C or are available on the Council’s Intranet service
- The independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

1.7 EXTERNAL CONTACTS

We hope this policy gives you the reassurance you need to raise such matters internally, but if you feel unable to raise the concern internally we would prefer you to raise the matter with the appropriate agency than not at all. If you reasonably believe that you are disclosing information in the public interest and you have evidence to back up your concern, you can also contact

- Your local Council member (if you live in the area of the Council)
- External Audit (Audit Commission)
- Relevant professional bodies or regulatory organisations
- Your Solicitor
- The Police
- Other bodies prescribed under the Public Interest Disclosure Act, eg
 - Information Commissioner’s Office
 - Serious Fraud Office
 - Environment Agency
 - Health and Safety Executive

If you do take the matter outside the Council, you need to ensure that you do not disclose confidential information, or that disclosure would be privileged. You should, therefore, first check with Legal Services, who will give you confidential advice; you do not have to give your name if you do not wish to. You will find a contact telephone number in Appendix C.

1.8 IF YOU ARE DISSATISFIED

If you are unhappy with our response, remember you can use the other routes detailed in this Policy at paragraph [1.6](#).

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will try to handle the matter fairly and properly. By using this policy, you will help us to achieve this.

If you are unhappy with the way you are treated when raising your concern or during the investigation, you can raise this under the Grievance Procedure or under the Dignity and Respect procedure as appropriate but you should not use these alternative procedures to raise the same issues that you raised in your original whistleblowing complaint.

SECTION 2 – RAISING A WHISTLEBLOWING CONCERN

Article VIII.

2.1 WHAT TYPES OF CONCERNS CAN BE RAISED

You can use the Whistleblowing Policy to raise concerns about something, involving employees, which is happening at work that you believe to be

- [Unlawful conduct](#)
- [Financial malpractice](#)
- [Causing a danger to staff, the public or the environment](#)
- [Contradicting the Council’s Code of Conduct](#)
- [Deliberate concealment of any of the above.](#)

[We have provided some examples of the kind of issues the Council would consider as malpractice or wrong-doing that could be raised under this Policy at **Appendix B**, however, this should not be considered to be a full list.](#)

[If you are in doubt – raise it!](#)

2.2 WHO WILL RECEIVE AND HANDLE THE INFORMATION

[The council has trained and prepared members of staff to handle whistleblowing concerns. Some staff will act as **Whistleblowing Contact Officers** and will be a point of contact for you, as an alternative to speaking to your manager. We have also named **Whistleblowing Co-ordinators**, who will be responsible for considering or investigating the matter and letting you know what is happening.](#)

[We have tried to make roles and responsibilities as clear as possible so that you can be confident that your concerns will be addressed properly. These are set out in **Appendix A** to this policy.](#)

[The Monitoring Officer has overall responsibility for the maintenance and operation of this policy. The Monitoring Officer will report outcomes, as necessary to the Standards Committee, in a form that will maintain your confidentiality as far as possible. The Monitoring Officer may delegate this responsibility to the Deputy Monitoring Officer. Contact details are provided at the end of this document.](#)

2.3 HOW TO RAISE A CONCERN

[There are a number of different ways to raise a whistleblowing concern. You can choose the one that suits you. It doesn’t matter which, you can be assured that a named manager will properly consider it. However you decide to raise the concern, please ensure that you state that you are doing so under the Whistleblowing Policy.](#)

[If at any stage we feel that your concern is a grievance or a complaint about dignity and respect, rather than a whistleblowing matter, we will tell you.](#)

[You or your trade union representative on your behalf can:](#)

a) Raise it with your supervisor, manager or a more senior manager in your service.

If you have a concern, which you believe is covered by the Whistleblowing Policy, we hope you will feel able to raise it first with your supervisor or manager.

If you feel unable to raise the matter with your line manager, for whatever reason (for example, they may be involved in the issue that you are concerned about), you could raise it with a more senior manager in your service or you can use one of the alternative options below.

You can do this verbally or in writing, by letter or email.

Make sure you ask for your concern to be considered under the Whistleblowing Policy.

Please say if you want to raise the matter in confidence so that arrangements can be made to speak to you in private.

(i) b) Raise it with a Whistleblowing Contact Officer

You can use any of the contact numbers listed to raise your concern in confidence. You will speak to a member of Council staff who is trained and prepared to take your call and who will pass it onto the most appropriate Whistleblowing Co-ordinator for consideration or investigation.

(b) c) Raise it directly with a Whistleblowing Co-ordinator

If you feel the matter is so serious that you cannot discuss it with your manager or a Whistleblowing Contact Officer, you can raise your concern directly with a Whistleblowing Co-ordinator, or the Councils Monitoring Officer who will allocate it to an appropriate Whistleblowing Co-ordinator.

(c) d) Raise it with the Council’s Monitoring Officer.

If you feel the matter is so serious that you cannot discuss it with any of the officers set out above you can raise it with the Councils Monitoring Officer who will allocate it to an appropriate Whistleblowing Co-ordinator.

Concerns can be raised verbally, by arranging a meeting with the appropriate officer, or in writing by letter or email.

(d) e) Using email

There is no reason why you cannot use email to raise a whistleblowing concern. However, if you choose to use email, please take extra care to make sure that your message is sent to the correct person and consider that, due to the nature of email it may be read by other people. Putting your concerns into an email is the same as writing a letter. To help make sure your concerns are seen and handled quickly, mark the subject box:

Whistleblowing – confidential – recipient only.

(e) f) Raising concerns anonymously

If you choose not to tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. While we will consider anonymous reports, our policy and procedure are not well suited to concerns raised in this way. Please take time to read the policy which sets out our assurances to you if you raise a concern under this procedure.

Your right to support in meetings

If you are asked to attend a meeting in connection with the concern you have raised you may be accompanied in the meeting by your Trade Union Representative or a work colleague (who is not involved and would not be called as a witness), in any meetings, which have a connection to your whistleblowing concern.

SECTION 3 – THE PROCEDURE

STAGE 1 - VERIFICATION

Concerns raised under this procedure may be resolved by the person that you raise them with. This could be your supervisor, manager or a more senior manager in your service. If they are not able to resolve the matter or you have raised your concern with a Whistleblowing Contact it will be referred, on the day that it is received, to the Whistleblowing Co-ordinator most appropriate to the nature of the complaint.

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The Whistleblowing Co-ordinator will make initial enquiries to assess whether an investigation is required and, if so, what form it should take. Although you are not expected to prove the truth of any allegation, you will need to demonstrate that there is a sufficient reason for making initial enquiries. This policy provides protection to employees who raise issues in the genuine belief that there is serious cause for concern. If the complaint is found to be malicious, disciplinary action may be considered.

If it is confirmed that the Whistleblowing Procedure is the appropriate route and an investigation is required, the concern will be recorded, an Investigating Officer will be identified and an investigation commissioned by the Whistleblowing Co-ordinator in consultation with the appropriate service manager or Director. Where managers or Directors within the service may be the subject of the allegations then the Whistleblowing Co-ordinator will consult with a more senior manager within the service or, where appropriate, with a manager from another service or Portfolio. The Whistleblowing Co-ordinator will tell you who will investigate and the likely timescale for the investigation.

If there is insufficient information to make a decision about the most appropriate investigation route the Whistleblowing Co-ordinator will ask you for more information. To ensure that your concern is dealt with efficiently and appropriately it is important that the right process is followed. If the Whistleblowing Co-ordinator considers that the concern falls within the scope of another procedure, such as the Grievance Procedure or Dignity and Respect, they will tell you and advise that it is referred to the relevant manager for appropriate action. This does not mean that your concern is not taken seriously but that it can be addressed more effectively using another procedure. You will be informed which procedure will be used to address the concerns you have raised.

If it is decided not to investigate further you will be told what enquiries have been made and the reasons for the decision.

The verification of your complaint should take place within 10 working days of you raising it.

When any meeting is arranged to discuss your concerns, you have the right to be accompanied by a Trade Union Representative or other person employed by the Council who is not involved in the area of work to which the concern relates and who also could not be called as a witness.

STAGE 2 – THE INVESTIGATION

In consultation with the appropriate service manager or Director, the Whistleblowing Co-ordinator will identify an investigating officer or team. Where managers or Directors within the service may be the subject of the allegations then the Whistleblowing Co-ordinator will consult with a more senior manager within the service or, where appropriate, with a manager from another service or Portfolio, the Monitoring Officer or the Chief Executive.

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The investigating officer or team will be supported by a HR Advisor.

The Whistleblowing Co-ordinator and the service manager or Director will jointly commission the investigation.

The Investigating Officer will ask you to put your concerns in writing and provide as much evidence as possible. It may also be necessary to ask you to provide a witness statement. You will have the opportunity to confirm that it is accurate and complete.

You will be asked to agree that the information you have provided and your name may be disclosed so that we can decide how the Council will respond and investigate the issue.

If you do not want to disclose your identity the Whistleblowing Co-ordinator will decide how to proceed in consultation with the Monitoring Officer.

The Investigating Officer may need to contact you or other witnesses during the investigation.

The investigation will be carried out as quickly as possible but the time taken will depend on the nature of the matters raised and the availability and clarity of the information required however we aim to conclude whistleblowing investigations within 12 weeks wherever possible. You will be informed if this is not achievable and you will also be advised when the investigation is concluded.

If you are required to take part in the investigation you have the right to be accompanied by a Trade Union Representative or other person employed by the Council who is not involved in the area of work to which the concern relates and who also could not be called as a witness.

STAGE 3 – THE OUTCOME

The investigation will be concluded with a written report of enquiries made, the findings on the strength of the evidence and whether the substance of the allegations has been established. If the investigation concludes that the allegations are not substantiated the report will conclude whether the concerns were raised with the reasonable belief that the person disclosed information in the public interest.

The report will be presented to and considered by the Whistleblowing Co-ordinator and the commissioning manager or Director. The commissioning manager or Director will be responsible for implementing agreed recommendations with the support of the Whistleblowing Co-ordinator or HR where appropriate. A clear and reasonable timescale should be set for implementing the recommendations which shouldn’t exceed three months.

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The report will include appropriate recommendations and will be presented, in the first instance, to the commissioning Whistleblowing Co-ordinator. They will be responsible for ensuring it is presented to the appropriate officers, internal and external bodies.

As this procedure is aimed at raising concerns where the interests of others or the organisation may be at risk, the person raising the complaint will not normally receive the report. Where legal and confidentiality constraints allow, you will receive information about the outcome of any investigation. This may include findings and recommendations.

The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will advise you about the procedure and will provide support.

Monitoring

A central record of all whistleblowing complaints, including dates, substantive issues, findings and outcomes is retained by Human Resources. This is provided on a quarterly basis to the Monitoring Officer who provides reports as necessary to the Standards Committee. The Monitoring Officer will be updated on a regular basis where cases are investigated.

Legal changes incorporated which take effect from 25 June 2013. Policy updated October 2013

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Appendix A

ROLES AND RESPONSIBILITIES

Monitoring Officer

The Monitoring Officer has a statutory duty to consider issues, which have or may result in the Council being in contravention of the law or a Code of Practice. For this reason the Monitoring Officer has overall responsibility for the maintenance and operation of this policy.

The Monitoring Officer will receive an updated log of whistleblowing complaints on a quarterly basis including details of complaints received, action taken and analysis of trends. The Monitoring Officer will provide information relating to whistleblowing issues and trends to the Council as appropriate.

Contact Advisors

The Contact Advisors are trained volunteers drawn from across the Council and from each Portfolio. Their contact details are published in the Whistleblowing Policy and on the Intranet.

The Contact Advisors are responsible for

- Receiving the initial contact from the individual raising their concern
- Providing support and guidance on the policy and procedure
- Referring the complaint to the appropriate Whistleblowing Co-ordinator where this is requested by the person raising the complaint
- Completing reporting requirements

The Contact Advisors are trained to handle situations and individuals sensitively, fairly and promptly and to maintain confidentiality wherever possible.

Whistleblowing Co-ordinators

The Whistleblowing Co-ordinators are named officers from the following services

- Human Resources e.g. for employment matters
- Legal e.g. for issues relating to unlawful practice
- Governance e.g. for concerns relating to decision making
- Audit e.g. for concerns relating to financial irregularity, fraud, corruption, theft
- Finance e.g. for matters relating to financial irregularity, financial mismanagement
- Health and Safety e.g. for issue about unsafe or dangerous practices
- Safeguarding e.g. for matters involving service to children and vulnerable adults
- Commercial Services.

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Their role is to

- Receive complaints relating to their specific professional area referred by the Contact Advisors or directly from individual employees
- Make initial enquires and assess whether an investigation is required and, if so, what form it should take
- If appropriate, commission the investigation, receive and consider findings in consultation with the commissioning manager or Director
- Where the concerns or allegations fall within the scope of specific procedures (e.g. disciplinary procedure) refer them to the relevant manager for consideration under those procedures except where this may result in investigation by a person who may potentially be implicated
- Communicate with the individual who initially raised the concern to inform them of the process to be followed, progress and the outcome
- Complete reporting requirements

Human Resources

The Human Resources Team are responsible for:

- Development and maintenance of the policy
- Communicating and publicising the policy
- Maintaining the list of Contact Advisors and Co-ordinators and ensuring that appropriate briefing and training is provided
- Provide advice to managers on the appropriate procedure for concerns raised initially under this procedure
- Supporting investigations

Human Resources Business Support Team

The Human Resources Business Support Team will:

- Maintain a central log of whistleblowing complaints, actions and outcomes
- Provide the updated log to the Monitoring Officer on a monthly basis including details of complaints received, action taken and analysis of trends

Corporate Risk Management Group

The Corporate Risk Management Group will receive quarterly reports on whistleblowing issues including analysis of trends.

Audit Committee

The Audit Committee will receive reports on finance or fraud related issues raised through the whistleblowing procedure.

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The Audit Committee will also consider the operation of the policy in its annual review of governance arrangements in terms of accessibility and robustness.

Standards Committee

The Standards Committee role is to check within ethical governance frameworks (which are reviewed annually) that the policy exists and is implemented and to be informed about implications for conduct and ethics within the Council.

APPENDIX D

October 2012

SHEFFIELD CITY COUNCIL

WHISTLEBLOWING

SEE IT – SAY IT

SECTION 1 – INTRODUCTION AND POLICY

1.1 INTRODUCTION

~~All of us at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice or dangers to staff, the public or the environment, it can be difficult to know what to do.~~

~~You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the Council. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.~~

~~Sheffield City Council has introduced this policy to enable you to raise your concerns about such issues at an early stage and in the right way. We believe that enabling our employees to raise concerns safely is an important part of corporate health and we want to promote this. We would prefer you to raise the matter when it is just a concern rather than wait for proof provided you believe the concern is true and we encourage you to do so through this procedure.~~

~~The Council's Code of Conduct for employees requires that you report genuine concerns of fraud, theft or unethical behaviour etc. This policy provides you with ways of doing that.~~

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~~If something is troubling you which you think we should know about or look into, please use this policy. If, however, you are aggrieved about your personal position, please use the Grievance Procedure which you can view on the Council's Intranet site or get from your manager or the Human Resources Team. If you are complaining that you have suffered harassment, discrimination, victimisation or bullying at work please use the Dignity and Respect Procedure which is on the intranet. If, however, your concern is about the dignity and respect of others then it may be appropriate to use this procedure. This Whistleblowing Policy is primarily for concerns where the interests of others or of the organisation itself are at risk.~~

~~This policy applies to employees of Sheffield City Council including those on permanent, temporary or fixed terms contracts and casual workers. School based employees are not within the scope of this policy but have a separate policy agreed by the Governing Body.~~

~~It does not apply to members of the public who should raise their concerns through the Council's complaints procedure either online at: [Customer Feedback – Online Form](#) by telephone on 2735000 or by email at: complaint@sheffield.gov.uk~~

1.2 THE COUNCIL'S ASSURANCES TO YOU

Your safety

~~The Council is fully committed to this policy. It will be followed by managers at all levels. If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course we do not extend this assurance to someone who maliciously raises a matter they know is untrue.~~

Confidentiality

~~The processes of investigating any complaints or issues raised must comply with natural justice and that will often lead to disclosure of the source of the information. We will not tolerate the harassment, bullying or victimisation of anyone raising a genuine concern, however, we recognise that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity by keeping it confidential, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court) we will discuss with you whether and how we can proceed.~~

~~Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter, protect your position or give you feedback. While we will consider anonymous reports, this policy is not well suited to concerns raised anonymously.~~

Information and support

~~The Council has a number of Contact Advisors who can provide advice and information to help you explore the appropriate routes to raise your concern. The Contact Advisors can also provide support as the investigation progresses.~~

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~~If you are a member of a recognised Trade Union your Trade Union can also support you.~~

~~Your right to support in meetings~~

~~You have the right to be accompanied by your Trade Union Representative or a work colleague who is not involved and would not be called as a witness, in any meetings, which have a connection to your whistleblowing concern.~~

~~The meetings you may be required to attend are:~~

- ~~• Meeting a manager or Whistleblowing Contact or Co-ordinator to raise the concern~~
- ~~• Meeting an investigation officer in connection with the concern~~
- ~~• Taking part as a witness in any action taken as a result of raising the concern.~~

~~1.3 HOW TO RAISE A CONCERN IN THE COUNCIL~~

~~We hope you will feel able to raise your concern with your manager or another manager in your service area, but we know that this will not always be the case and may not be appropriate. For this reason we have provided a number of different ways to raise your whistleblowing concern and these are described in Section 2.~~

~~This section will tell you about~~

- ~~• How to raise a concern~~
- ~~• Who will receive and handle the information on behalf of the Council~~
- ~~• Your right to be represented or supported in any meetings~~

~~1.4 HOW WE WILL HANDLE THE MATTER~~

~~Once you have told us of your concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation e.g. by the Police or by an external regulatory body.~~

~~We will tell you who is handling the matter, how you can contact them and whether further assistance may be needed from you.~~

~~If your concern falls more properly within the Grievance Procedure or the Dignity and Respect Procedure we will tell you.~~

~~When you raise the concern you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, you must tell us at the outset.~~

~~In Sections 2 and 3 we have set out what you can expect from us when we handle and respond to your concern.~~

~~1.5 IF YOU ARE THE SUBJECT OF A COMPLAINT UNDER THIS POLICY~~

~~If you are the subject of a complaint under this policy and procedure you have the right to be accompanied by your Trade Union Representative or a work colleague at any meetings relating to the complaint but this should not be your line manager as they may be required to implement any recommendations that come out of the investigation.~~

~~The Council's Contact Advisors can provide support and guidance about the whistleblowing procedure and investigations to both parties. You can access that support if you have whistleblowing allegations raised against you.~~

~~If you are the subject of a complaint or investigation under this policy your confidentiality will be respected as with any other procedure.~~

~~1.6 INDEPENDENT ADVICE~~

~~If you are unsure whether to use this policy or you want independent advice at any stage, you may contact:~~

- ~~• A Whistleblowing Contact – contact details are provide in Appendix C or on the intranet~~
- ~~• Your union – contact details are provided in Appendix C or are available on the Council's Intranet service~~
- ~~• The independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.~~

~~1.7 EXTERNAL CONTACTS~~

~~We hope this policy gives you the reassurance you need to raise such matters internally, but if you feel unable to raise the concern internally we would prefer you to raise the matter with the appropriate agency than not at all. Provided you are acting in good faith and you have evidence to back up your concern, you can also contact~~

- ~~Your local Council member (if you live in the area of the Council)~~
- ~~External Audit (Audit Commission)~~
- ~~Relevant professional bodies or regulatory organisations~~
- ~~Your Solicitor~~
- ~~The Police~~
- ~~Other bodies prescribed under the Public Interest Disclosure Act, e.g.~~
 - ~~Information Commissioner's Office~~
 - ~~Serious Fraud Office~~
 - ~~Environment Agency~~
 - ~~Health and Safety Executive~~

~~If you do take the matter outside the Council, you need to ensure that you do not disclose confidential information, or that disclosure would be privileged. You should, therefore, first check with Legal Services, who will give you confidential advice; you do not have to give your name if you do not wish to. You will find a contact telephone number in Appendix C.~~

1.8 ~~IF YOU ARE DISSATISFIED~~

~~If you are unhappy with our response, remember you can use the other routes detailed in this Policy at paragraph 1.6.~~

~~While we cannot guarantee that we will respond to all matters in the way that you might wish, we will try to handle the matter fairly and properly. By using this policy, you will help us to achieve this.~~

~~If you are unhappy with the way you are treated when raising your concern or during the investigation, you can raise this under the Grievance Procedure or under the Dignity and Respect procedure as appropriate but you should not use these alternative procedures to raise the same issues that you raised in your original whistleblowing complaint.~~

SECTION 2 ~~RAISING A WHISTLEBLOWING CONCERN~~

2.1 ~~WHAT TYPES OF CONCERNS CAN BE RAISED~~

~~You can use the Whistleblowing Policy to raise concerns about something, involving employees, which is happening at work that you believe to be~~

- ~~Unlawful conduct~~
- ~~Financial malpractice~~
- ~~Causing a danger to staff, the public or the environment~~
- ~~Contradicting the Council's Code of Conduct~~

- ~~Deliberate concealment of any of the above.~~

~~We have provided some examples of the kind of issues the Council would consider as malpractice or wrong-doing that could be raised under this Policy at **Appendix B**, however, this should not be considered to be a full list.~~

~~If you are in doubt – raise it!~~

~~2.2~~ **WHO WILL RECEIVE AND HANDLE THE INFORMATION**

~~The council has trained and prepared members of staff to handle whistleblowing concerns. Some staff will act as **Whistleblowing Contact Officers** and will be a first point of contact for you, as an alternative to speaking to your manager. We have also named **Whistleblowing Co-ordinators**, who will be responsible for considering or investigating the matter and letting you know what is happening.~~

~~We have tried to make roles and responsibilities as clear as possible so that you can be confident that your concerns will be addressed properly. These are set out in **Appendix A** to this policy.~~

~~The Monitoring Officer has overall responsibility for the maintenance and operation of this policy. The Monitoring Officer will report outcomes, as necessary to the Standards Committee, in a form that will maintain your confidentiality as far as possible. The Monitoring Officer may delegate this responsibility to the Deputy Monitoring Officer. Contact details are provided at the end of this document.~~

~~2.3~~ **HOW TO RAISE A CONCERN**

~~There are a number of different ways to raise a whistleblowing concern. You can choose the one that suits you. It doesn’t matter which, you can be assured that a named manager will properly consider it. However you decide to raise the concern, please ensure that you state that you are doing so under the Whistleblowing Policy.~~

~~If at any stage we feel that your concern is a grievance or a complaint about dignity and respect, rather than a whistleblowing matter, we will tell you.~~

~~You or your trade union representative on your behalf can:~~

~~**a) Raise it with your supervisor, manager or a more senior manager in your service.**~~

~~If you have a concern, which you believe is covered by the Whistleblowing Policy, we hope you will feel able to raise it first with your supervisor or manager.~~

~~If you feel unable to raise the matter with your line manager, for whatever reason (for example, they may be involved in the issue that you are concerned about), you could raise it with a more senior manager in your service or you can use one of the alternative options below.~~

~~You can do this verbally or in writing, by letter or email.~~

~~Make sure you ask for your concern to be considered under the Whistleblowing Policy.~~

~~Please say if you want to raise the matter in confidence so that arrangements can be made to speak to you in private.~~

~~b) Raise it with a Whistleblowing Contact Officer~~

~~You can use any of the contact numbers listed to raise your concern in confidence. You will speak to a member of Council staff who is trained and prepared to take your call and who will pass it onto the most appropriate Whistleblowing Co-ordinator for consideration or investigation.~~

~~c) Raise it directly with a Whistleblowing Co-ordinator~~

~~If you feel the matter is so serious that you cannot discuss it with your manager or a Whistleblowing Contact Officer, you can raise your concern directly with a Whistleblowing Co-ordinator or the Council's Monitoring Officer who will allocate it to an appropriate Whistleblowing Co-ordinator.~~

~~d) Raise it with the Council's Monitoring Officer~~

~~If you feel the matter is so serious that you cannot discuss it with any of the officers set out above you can raise it with the Council's Monitoring Officer who will allocate it to an appropriate Whistleblowing Co-ordinator.~~

~~Concerns can be raised verbally, by arranging a meeting with the appropriate officer, or in writing by letter or email.~~

~~e) Using email~~

~~There is no reason why you cannot use email to raise a whistleblowing concern. However, if you choose to use email, please take extra care to make sure that your message is sent to the correct person and consider that, due to the nature of email it may be read by other people. Putting your concerns into an email is the same as writing a letter. To help make sure your concerns are seen and handled quickly, mark the subject box:~~

~~Whistleblowing – confidential – recipient only.~~

~~f) Raising concerns anonymously~~

~~If you choose not to tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. While we will consider anonymous reports, our policy and procedure are not well suited to concerns raised in this way. Please take time to read the policy which sets out our assurances to you if you raise a concern under this procedure.~~

~~Your right to support in meetings~~

~~If you are asked to attend a meeting in connection with the concern you have raised you may be accompanied in the meeting by your Trade Union Representative or a work colleague (who is not involved and would not be called as a witness), in any meetings, which have a connection to your whistleblowing concern.~~

SECTION 3 – THE PROCEDURE

STAGE 1 – VERIFICATION

~~Concerns raised under this procedure may be resolved by the person that you raise them with. This could be your supervisor, manager or a more senior manager in your service. If they are not able to resolve the matter or you have raised your concern with a Whistleblowing Contact it will be referred, on the day that it is received, to the Whistleblowing Co-ordinator most appropriate to the nature of the complaint.~~

~~The Whistleblowing Co-ordinator will make initial enquiries to assess whether an investigation is required and, if so, what form it should take. Although you are not expected to prove the truth of any allegation, you will need to demonstrate that there is a sufficient reason for making initial enquiries. This policy provides protection to employees who raise issues in the genuine belief that there is serious cause for concern. If the complaint is found to be in bad faith disciplinary action may be considered.~~

~~If it is confirmed that the Whistleblowing Procedure is the appropriate route and an investigation is required, the concern will be recorded, an Investigating Officer will be identified and an investigation commissioned by the Whistleblowing Co-ordinator in consultation with the appropriate service manager or Director. Where managers or Directors within the service may be the subject of the allegations then the Whistleblowing Co-ordinator will consult with a more senior manager within the service or, where appropriate, with a manager from another service or Portfolio. The Whistleblowing Co-ordinator will tell you who will investigate and the likely timescale for the investigation.~~

~~If there is insufficient information to make a decision about the most appropriate investigation route the Whistleblowing Co-ordinator will ask you for more information. To ensure that your~~

~~concern is dealt with efficiently and appropriately it is important that the right process is followed. If the Whistleblowing Co-ordinator considers that the concern falls within the scope of another procedure, such as the Grievance Procedure or Dignity and Respect, they will tell you and advise that it is referred to the relevant manager for appropriate action. This does not mean that your concern is not taken seriously but that it can be addressed more effectively using another procedure. You will be informed which procedure will be used to address the concerns you have raised.~~

~~If it is decided not to investigate further you will be told what enquiries have been made and the reasons for the decision.~~

~~The verification of your complaint should take place within 10 working days of you raising it.~~

~~When any meeting is arranged to discuss your concerns, you have the right to be accompanied by a Trade Union Representative or other person employed by the Council who is not involved in the area of work to which the concern relates and who also could not be called as a witness.~~

STAGE 2 – THE INVESTIGATION

~~In consultation with the appropriate service manager or Director, the Whistleblowing Co-ordinator will identify an investigating officer or team. Where managers or Directors within the service may be the subject of the allegations then the Whistleblowing Co-ordinator will consult with a more senior manager within the service or, where appropriate, with a manager from another service or Portfolio, the Monitoring Officer or the Chief Executive.~~

~~The investigating officer or team will be supported by a HR Advisor.~~

~~The Whistleblowing Co-ordinator and the service manager or Director will jointly commission the investigation.~~

~~The Investigating Officer will ask you to put your concerns in writing and provide as much evidence as possible. It may also be necessary to ask you to provide a witness statement. You will have the opportunity to confirm that it is accurate and complete.~~

~~You will be asked to agree that the information you have provided and your name may be disclosed so that we can decide how the Council will respond and investigate the issue.~~

~~If you do not want to disclose your identity the Whistleblowing Co-ordinator will decide how to proceed in consultation with the Monitoring Officer.~~

~~The Investigating Officer may need to contact you or other witnesses during the investigation.~~

~~The investigation will be carried out as quickly as possible but the time taken will depend on the nature of the matters raised and the availability and clarity of the information required however~~

~~we aim to conclude whistleblowing investigations within 12 weeks wherever possible. You will be informed if this is not achievable and you will also be advised when the investigation is concluded.~~

~~If you are required to take part in the investigation you have the right to be accompanied by a Trade Union Representative or other person employed by the Council who is not involved in the area of work to which the concern relates and who also could not be called as a witness.~~

STAGE 3—THE OUTCOME

~~The investigation will be concluded with a written report of enquiries made, the findings on the strength of the evidence and whether the substance of the allegations has been established. If the investigation concludes that the allegations are not substantiated the report will conclude whether the concerns were raised in good faith.~~

~~The report will be presented to and considered by the Whistleblowing Co-ordinator and the commissioning manager or Director. The commissioning manager or Director will be responsible for implementing agreed recommendations with the support of the Whistleblowing Co-ordinator or HR where appropriate. A clear and reasonable timescale should be set for implementing the recommendations which shouldn't exceed three months.~~

~~The report will include appropriate recommendations and will be presented, in the first instance, to the commissioning Whistleblowing Co-ordinator. They will be responsible for ensuring it is presented to the appropriate officers, internal and external bodies.~~

~~As this procedure is aimed at raising concerns where the interests of others or the organisation may be at risk, the person raising the complaint will not normally receive the report. Where legal and confidentiality constraints allow, you will receive information about the outcome of any investigation. This may include findings and recommendations.~~

~~The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will advise you about the procedure and will provide support.~~

Monitoring

~~A central record of all whistleblowing complaints, including dates, substantive issues, findings and outcomes is retained by Human Resources. This is provided on a quarterly basis to the Monitoring Officer who provides reports as necessary to the Standards Committee. The Monitoring Officer will be updated on a regular basis where cases are investigated.~~

Sheffield City Council – Constitution
Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

~~Revised October 2012~~

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Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), February and September 2013)
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Appendix A

ROLES AND RESPONSIBILITIES

Monitoring Officer

~~The Monitoring Officer has a statutory duty to consider issues, which have or may result in the Council being in contravention of the law or a Code of Practice. For this reason the Monitoring Officer has overall responsibility for the maintenance and operation of this policy.~~

~~The Monitoring Officer will receive an updated log of whistleblowing complaints on a quarterly basis including details of complaints received, action taken and analysis of trends. The Monitoring Officer will provide information relating to whistleblowing issues and trends to the Council as appropriate.~~

Contact Advisors

~~The Contact Advisors are trained volunteers drawn from across the Council and from each Portfolio. Their contact details are published in the Whistleblowing Policy and on the Intranet.~~

~~The Contact Advisors are responsible for~~

- ~~● Receiving the initial contact from the individual raising their concern~~
- ~~● Providing support and guidance on the policy and procedure~~
- ~~● Referring the complaint to the appropriate Whistleblowing Co-ordinator~~
- ~~● Completing reporting requirements~~

~~The Contact Advisors are trained to handle situations and individuals sensitively, fairly and promptly and to maintain confidentiality wherever possible.~~

Whistleblowing Co-ordinators

~~The Whistleblowing Co-ordinators are named officers from the following services~~

- ~~● Human Resources e.g. for employment matters~~
- ~~● Legal e.g. for issues relating to unlawful practice~~
- ~~● Governance e.g. for concerns relating to decision making~~
- ~~● Audit e.g. for concerns relating to financial irregularity, fraud, corruption, theft~~
- ~~● Finance e.g. for matters relating to financial irregularity, financial mismanagement~~
- ~~● Health and Safety e.g. for issue about unsafe or dangerous practices~~
- ~~● Safeguarding e.g. for matters involving service to children and vulnerable adults~~
- ~~● Commercial Services.~~

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~~Their role is to~~

- ~~• Receive complaints relating to their specific professional area referred by the Contact Advisors or directly from individual employees~~
- ~~• Make initial enquires and assess whether an investigation is required and, if so, what form it should take~~
- ~~• If appropriate, commission the investigation, receive and consider findings in consultation with the commissioning manager or Director~~
- ~~• Where the concerns or allegations fall within the scope of specific procedures (e.g. disciplinary procedure) refer them to the relevant manager for consideration under those procedures except where this may result in investigation by a person who may potentially be implicated~~
- ~~• Communicate with the individual who initially raised the concern to inform them of the process to be followed, progress and the outcome~~
- ~~• Complete reporting requirements~~

~~Human Resources~~

~~The Human Resources Team are responsible for:~~

- ~~• Development and maintenance of the policy~~
- ~~• Communicating and publicising the policy~~
- ~~• Maintaining the list of Contact Advisors and Co-ordinators and ensuring that appropriate briefing and training is provided~~
- ~~• Provide advice to managers on the appropriate procedure for concerns raised initially under this procedure~~
- ~~• Supporting investigations~~

~~Human Resources Business Support Team~~

~~The Human Resources Business Support Team will:~~

- ~~• Maintain a central log of whistleblowing complaints, actions and outcomes~~
- ~~• Provide the updated log to the Monitoring Officer on a monthly basis including details of complaints received, action taken and analysis of trends~~

~~Corporate Risk Management Group~~

~~The Corporate Risk Management Group will receive quarterly reports on whistleblowing issues including analysis of trends.~~

~~Audit Committee~~

~~The Audit Committee will receive reports on finance or fraud related issues raised through the whistleblowing procedure.~~

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~~The Audit Committee will also consider the operation of the policy in its annual review of governance arrangements in terms of accessibility and robustness.~~

~~Standards Committee~~

~~The Standards Committee role is to check within ethical governance frameworks (which are reviewed annually) that the policy exists and is implemented and to be informed about implications for conduct and ethics within the Council.~~

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Appendix B

EXAMPLES OF CONCERNS WHICH MAY BE RAISED

~~This list shows the kind of issues that may be raised under the Whistleblowing Policy. However, there may be other concerns that can be raised under the policy that are not shown here. A Whistleblowing Contact will be able to advise you if you are not certain whether this is the appropriate process.~~

- ~~• Poor or unprofessional practice by a member of staff or an agency which results in the service user not getting the same quality of service which is available to others~~
- ~~• Improper/unacceptable behaviour towards a service user which could take the form of emotional, sexual or verbal abuse, rough handling, oppressive or discriminatory behaviour or exploitative acts for material or sexual gain~~
- ~~• Any unlawful activities, whether criminal or a breach of civil law~~
- ~~• Fraud, theft or corruption~~
- ~~• Concerns regarding possible breaches of Health and Safety Regulations~~
- ~~• Harassment, discrimination, victimisation or bullying of employees and/or service users~~
- ~~• Leaking confidential information in respect of Council activities or records~~
- ~~• Doing undisclosed private work which may conflict with working for the Council, or which are being carried out during working time~~
- ~~• Inappropriate contact with members of the public within Council facilities, or whilst carrying out Council duties or outside of working time~~
- ~~• Taking gifts or inducements~~
- ~~• Inappropriate use of external funding~~
- ~~• Maladministration as defined by the Local Government Ombudsman~~
- ~~• Breach of any statutory Code of Practice~~
- ~~• Breach of, or failure, to implement, or comply with any Council policy~~

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- ~~• Misuse of Council assets, including computer hardware and software, buildings, stores, vehicles~~

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Appendix C

WHISTLEBLOWING CONTACT OFFICERS

If you are unable to report a genuine concern by any of the means explained in the policy, you may choose to telephone one of your Directors' numbers as listed below. Outside normal office hours, a voicemail or answer machine facility will be in operation. Please remember that you must leave your name and telephone number at which you can be contacted.

James Henderson	Director of Policy, Performance & Communications	2753126
Chris Shaw	Director of Health Improvement	2735015
Lynne Bird	Director of Legal & Governance	2734018
Eugene Walker	Director of Finance	2735872
Julie Toner	Director of Human Resources	2734081
Cheryl Blackett	Head of Human Resources, Specialist & Advisory Services	2734080
Sue Palfreyman	Head of Human Resources, Business Systems, Capability, Development & Change	2735530
Nalin Seneviratne	Director of Capital & Major Projects	2057017
Paul Green	Director of Business Information and Transformation	2736818
Barry Mellor	Director of Commercial Services	2053928
Julie Bullen	Director of Customer Services	2736972
Neil Dawson	Director of Transport & Facilities Management	2037592
Jayne Ludlam	Interim Director of Children, Young People & Families	2735726
Matthew Sampson	Acting Deputy Executive Director CYPF	2734913
John Doyle	Director of Business Strategy	2735663
Maggie Williams	Deputy Executive Director CYPF	2930968
Tony Tweedy	Director of Lifelong Learning, Skills & Communities	2296140
Edward Highfield	Director of Creative Sheffield	2232349
Paul Billington	Director of Culture and Environment	2734700
Les Sturch	Director of Regeneration & Development Services	2735449
Mick Crofts	Director of Business Strategy & Regulation	2735776
Andy Nolan	Lead – Sustainable Cities Programme	2057415
Eddie Sherwood	Director of Care and Support Communities	2734840
Joe Fowler	Director of Commissioning	2734605
Jan Fitzgerald	Interim Director of Community Services	2734486
Bev Coukham	Director of Business Strategy	2053105
Janet Sharpe	Interim Director of Housing	2735074

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WHISTLEBLOWING CO-ORDINATORS

Human Resources

Cheryl Blackett	Head of Human Resources, Policy and Governance	2734080
Sue Palfreyman	Head of Human Resources, Service Delivery	2735530

Legal

Lynne Bird	Director of Legal & Governance	2734018
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Finance

Eugene Walker	Director of Finance	2735872
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Health and Safety

Steve Clark	HR Manager	2734796
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Safeguarding

Cath Erine	Service Manager	2736870
Karen Bennett	Service Manager	2053846
Des Charles	Service Manager	2735819

Audit

Fraud Hotline		2736060
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TRADE UNION REPRESENTATIVES

Jon Mordecai	UNISON	2736307
Mark Keeling	UNITE	2736486
Shelagh Carter	GMB	2768017

CONTACT ADVISERS

Marjorie Fee	07989 359564
Gary Dickson	07803 888493
Satya Thompson	07876 038745
Tracey Jack	07785 294106
Fiona Sinclair	07799 342583
Karen Ramsay	07768 698577
Fayzeh Mohamed	07730 815657
Josie Billings	07785294639

(Contact Officers/Co-ordinators/Trade Union Representatives/Contact Advisers last updated June 2013)

Sheffield City Council – Constitution
 Part 5 – Officers' Code of Conduct (Amendments [April 2014](#), February and September 2013)



APPENDIX E

Policy Document

**Information Security
Policy**

22nd September 2010

Sheffield City Council – Constitution

Part 5 – Officers’ Code of Conduct (Amendments [April 2014](#), Feb, Sept 2013)

Document Control

Organisation	Sheffield City Council
Title	Information Security Policy
Author	David Bownes
Filename	Information Security Policy.doc
Owner	David Bownes – Lead Information Management Officer (Information Governance and Security Team, BIS)
Subject	Information Security
Protective Marking	Unclassified
Review date	1 st January 2011

Revision History

Version	Revision Date	Reviser	Previous Version	Description of Revision
V 0.18 Draft	25/01/10	David Bownes	V0.17	Re-write to reduce volume, highlight key messages and address feedback to date
V 2.00	18/03/10	David Bownes	V0.18	Revised to include portfolio feedback
V 2.01	22/07/10	David Bownes	V2.00	Corrected Protective Marking from “RESTRICTED” to “PROTECT” paragraph 5.2 on page 5 and paragraphs 1 and 3 on page 18; re –dated the policy
V2.02	22/09/10	David Bownes	V2.01	Removed the words “and it will be logged into and out of City Council premises;” from Paragraph 10 of the Removable Device and Media Policy (Page 25); re – dated the policy
V2.03	09/12/11	David Bownes	V2.02	Added new clause 5.4 in “Applicability”

Document Approvals

This document requires the following approvals (Information Governance Board assumed membership)

Name	Role	Date Approved
Paul Green	Senior Information Risk Owner	25/03/10
Errol Simon	Head of Enterprise Architecture	25/03/10
David Bownes	Data Protection/ FOI Advisor	19/03/10
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James Henderson	Director of Policy and Research (DCX)	25/03/10
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Document Distribution

This document will be distributed to the following for review and feedback prior to submission for approval:

Name	Role	Date Issued for Review
BIS SMT	Subject Matter Experts	02/02/10
John Hendley	Place Representative	03/02/10
Andrew Crompton	CYP Representative	03/02/10
Howard Middleton	Communities Representative	03/02/10
David Hewitt	Deputy Chief Executives Representative	03/02/10
David Hill	Sheffield Homes Representative	03/02/10

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Theresa Brunyee	Resources Representative	04/02/10
Julie Toner	HR Representative	03/02/10
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Giles Dawson	Capita Representative	03/02/10
Adele Robinson	Equalities Representative	03/02/10
Kevin Clarkson	Workstyle Representative	03/02/10
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NB Portfolio representatives are responsible for identification of relevant stakeholders within their portfolio and onward distribution

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1 Introduction

- 1.1** Sheffield City Council recognises that information security applied in isolation without due acknowledgement of business need is a barrier to effective information management. Information security must be an enabler with decisions based on business need to support our functions. This is the key principle by which this policy has been developed and will be subsequently implemented and maintained.
- 1.2** In order to ensure the continued delivery of services to our customers, we are making ever increasing use of Information and Communication Technology (ICT) and customer information held by the City Council and other public sector organisations.
- 1.3** The information that we hold, process, maintain and share with other organisations is a vitally important asset that, like other important business assets, needs to be suitably protected and used within a governance framework.
- 1.4** In order to maintain public confidence and ensure that we comply with the general law, we must maintain compliant standards of information security. A number of policies are being developed to help guarantee these standards.

2 Authority for this Policy

- 2.1** This policy is made by the Director of Business Information Solutions (“the Director”) using his delegated powers as set out in Item 1 in the Information Governance Board Minutes dated 7th January, 2009.
- 2.2** This delegation is to establish and approve internal policies dealing with all aspects of the management of all Sheffield City Council information and its security.

3 Precedence and Review

- 3.1** Where there is any conflict between this policy or any directions given under it with any other City Council internal policy, instruction or guideline, this policy will take precedence, except where the Director agrees otherwise after considering the law and the interests of the City Council.
- 3.2** The Information Governance and Security Team is responsible for reviewing this policy at least annually and for making recommendations on changes to the Director.
- 3.3** Where this policy or any decision made under it conflicts with any contract between the City Council and any other party, the contract terms shall take precedence in the absence of an agreement between the parties to the contrary.

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4 Decision Making Under this Policy

4.1 Generally, this policy assigns decision making responsibilities to designated individuals. Where it does not or where the designated individual fails to make a decision, and a decision is required it shall be made by an Information Management Officer or a Lead Information Management Officer employed in the Information Governance and Security Team, Business Information Solutions service within the Resources Directorate.

4.2 The Director may make or review any decision under this policy and if appropriate, substitute his own decision for it.

5 Applicability

5.1 This policy applies to everyone who is authorised by the City Council to use any paper based or electronic system containing information provided for, owned, controlled or administered by the City Council (“Users”). It also applies to everyone who is authorised to use in any way information that isn’t public, provided to or created by the City Council in any circumstances.

5.2 The City Council will treat all information that is not public as “PROTECT” in accordance with the [HM Government Security Policy Framework](#). That information will be controlled so that only those with a “need to know” will be able to access it; be marked appropriately by the originator/owner where possible; where the information is an official record, treat it in accordance with the law relating to such records.

5.3 This policy applies to all information processed by, and on behalf of, the City Council regardless of form and imposes a series of controls.

5.4 The Director may modify or disapply any clause(s) in this policy in respect of any information, information system or user covered by it. Each decision made under this clause must: be comprehensively recorded in writing; and be based on an assessment of the risks of the proposed action; and state the time period during which it has effect.

~~Article V~~ Article IX. **6 Purpose**

6.1 This document details the City Council’s Information Security Policies. An objective of these policies is to ensure that consistent and high standards of information security are applied across the City Council to:

- ensure that everyone (especially citizens and users of the City Council systems) are assured of the confidentiality, integrity and availability of the information we hold;
 - minimise business impact caused by security incidents;
 - meet legal and regulatory requirements;
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- ensure that all users are told of their information security responsibilities;
- ensure that the City Council's systems and data are used securely;
- ensure that City Council information architecture and technical infrastructure is designed and implemented to the highest industry standards;
- ensure that the City Council complies with the Payment Card Industry Data Security Standard, where appropriate.

These policies are based on industry best practice and government mandated standards. They are intended to satisfy the requirements set out by the Government Connect Secure Extranet Code of Connection (GCSx), ISO/EC 27000 Series of Information Security Standards and regulators, for example The Information Commissioner.

~~Article VI~~**Article X.7** **Law**

7.1 The following legislation governs aspects of the City Council's information security arrangements. This list is not exhaustive:

Computer Misuse Act 1990
 Copyright Designs and Patents Act 1988
 Data Protection Act 1998
 Electronic Communications Act 2000
 Environmental Information Regulations 2004
 Freedom of Information Act 2000
 Human Rights Act 1998
 Regulation of Investigatory Powers Act 2000
 Re-use of Public Sector Information Regulations 2005

8 **Risks**

8.1 The City Council recognises that there are risks associated with users accessing and handling information in order to conduct City Council business

8.2 This policy aims to provide mitigations for the following risks:

- citizens concerns over how the City Council uses personal data;
 - failure to report information security incidents;
 - inadequate destruction of data;
 - inadequate control of user access to information;
 - legal action against the City Council or individuals as a result of information loss or misuse;
 - reputational damage following information loss or misuse;
 - non-compliance with externally imposed requirements (for example, those made by Government, external audit and so on)
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- 8.3** The City Council is currently developing a Governance framework in accordance with Cabinet Office mandated requirements. This requires the introduction of Directorate and Service Information Risk Owners and Information Asset Owners. Where policy refers to the Information Risk Owner role these responsibilities must, until Information Risk Owners are in place, be fulfilled by managers in each service. Guidance and support may be available from the [Information Governance and Security Team](#) (01142736891).
- 8.4** Non-compliance with this policy could have a significant effect on the efficient operation of the City Council and may result in loss of trust, financial loss, reputational damage and an inability to provide services to our customers.

EMAIL POLICY

Sheffield City Council will ensure that its email facilities are used: lawfully and responsibly; in accordance with City Council policies and Codes of Conduct; and have appropriate security controls applied.

- 1** In all cases, users must act in accordance with the current Electronic Communications Policy ([here](#)) or any modification of it.
 - 2** All email that is used to conduct or support official Sheffield City Council business must be sent using an approved email address (e.g. suffixed with .sheffield.gov.uk). Other email systems may only be used where this is critical to City Council business and formally approved by the appropriate Senior Information Risk Owner.
 - 3** Where secure routes provided by a third party are used to send or receive email (for example, GCSx) that provider or another acting on its behalf, may monitor email traffic for lawful purposes. For example, the Government may intercept or monitor email sent through the GCSx network.
 - 4** Before any user is given access to the GCSx network, they must have positively confirmed their acceptance that communications sent or received through it may be intercepted or monitored by Government or contractors operating on its behalf, in accordance with the law.
 - 5** Email must only be used to disclose non-public information where this is permitted by the law, the Code of Conduct and City Council policies. Managers can provide guidance on this.
 - 6** Users must take special care not to email malicious software to others.
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- 7 All emails that are used to conduct or support official business must be sent using a “@sheffield.gov.uk” address or other formally approved City Council domains. All emails sent via the Government Connect Secure Extranet (GCSx) must be in the format [name@sheffield.gcsx.gov.uk](#). All emails that represent aspects of City Council business or City Council administrative arrangements are the property of the City Council and not of any individual user.
 - 8 All e-mail leaving the City Council's network through its email infrastructure will carry the following disclaimer: “This Email, and any attachments, may contain non-public information and is intended solely for the individual(s) to whom it is addressed. It may contain sensitive or protectively marked material and should be handled accordingly. If this Email has been misdirected, please notify the author immediately. If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained in it or attached, and all copies must be deleted immediately. Whilst we take reasonable steps to try to identify any software viruses, any attachments to this Email may nevertheless contain viruses which our anti-virus software has failed to identify. You should therefore carry out your own anti-virus checks before opening any documents. Sheffield City Council will not accept any liability for damage caused by computer viruses emanating from any attachment or other document supplied with this e-mail..”
 - 9 All email will be automatically archived to the Email Archiving System after a period of three months of inactivity unless otherwise agreed by the City Council.
 - 10 Where GCSx email is available to connect the sender and receiver of an email message containing non-public information this must be used, using automatic means where available.
 - 11 E-mail must not be automatically forwarded to a lower classification domain. In other words, automatic email forwarding must not be used where the destination address is not capable of handling PROTECTED or a higher classification information - see the Information Asset Protection Policy for more on classification.
 - 12 Users must implement appropriate approved access rights to their email for colleagues to support business continuity.
 - 13 When creating an email, the information contained within it must be classified according to its content - see the Information Asset Protection Policy for more on classification.
 - 14 Users must check destination addresses carefully before sending email; this is critically important where non-public information is being transmitted.

INTERNET ACCEPTABLE USE POLICY

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Sheffield City Council will ensure that its internet facilities are used: lawfully and responsibly; in accordance with City Council policies and Codes of Conduct; and have appropriate security controls applied.

- 1 In all cases, users must act in accordance with the current Electronic Communications Policy ([here](#)) or any modification of it.
- 2 The IT Partner is responsible for the technical management of users Internet access and usage.
- 3 The IT Partner will ensure that all use of the internet facility is recorded.
- 4 The IT Partner will ensure that users will not be able to access categories of website defined by the City Council as inappropriate and will provide the facility for different groups of users to be able to see different categories of website.

SOFTWARE POLICY

Sheffield City Council will ensure the appropriate use of all software and applications by all users. This policy deals with risks associated with software deployment and use; it provides a framework to assist in the mitigation of those risks.

A key purpose of this policy is to ensure that security best practice is embedded into all application development activity – for example, any development environment and supporting processes. Managing security risks and common application vulnerabilities from the start of application development activity reduces the risks to the City Council's information and the costs of correcting insecure applications.

- 1 Software will never be registered in the name of an individual user. Normally, it will be registered in the name of the legal owner and/or licensee of the software.
 - 2 A register of all software will be maintained and will include a library of software licenses. The register must contain: The title and publisher of the software; The date and source of the software acquisition; The location of each installation as well as the serial number of the hardware on which each copy of the software is installed; The existence and location of back-up copies; The software product's serial number; Details and duration of support arrangements for software upgrade.
 - 3 Software (excluding that routinely required for everyday business purposes (such as cookies, email, etc) may not be installed unless approved by the IT Partner or Business Information Solutions using an agreed, formal change process.
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- 4 Users must report City Council software misuse to the BIS Service Desk on 0114 273 4476.
 - 5 All software acquired by Sheffield City Council may only be purchased through the IT Partner unless approved by the Director.
 - 6 All software deployed by or on behalf of the City Council must be used in accordance with license conditions applying to it.
 - 7 The IT Partner must ensure that users cannot introduce potentially harmful software such as screen savers, games, wallpaper etc onto City Council computer equipment.
 - 8 Software must only be installed by the IT Partner once any software registration requirements have been met. Once installed, original media (where such exists) on which the software was supplied must be kept in a safe storage area maintained by the IT Partner.
 - 9 All application development projects must apply a proven and published notation, ideally using an open standard.
 - 10 All application development projects must produce a catalogue of development methodologies to be used.
 - 11 All application development projects must produce a catalogue of proven and mature application development supporting tools
 - 12 All application development projects must produce an application security architecture and apply a quality assurance process
 - 13 All application development projects must apply integrated security testing (unit, integration and system) throughout the application development life-cycle.
 - 14 All application development projects must control and prevent unauthorised access to the printouts or reports, electronic or hard copy, of the application source Code which makes up the programs run on systems.
 - 15 All critical application development projects or those which are likely to pose a significant risk to production environments must be conducted in separate development/test and production environments, with access control in place to enforce separation.
 - 16 Personnel assigned to application development projects development/test environment must not be assigned to the associated production environment as well unless the Director approves any such arrangement subject to appropriate security controls.
 - 17 All application development projects must ensure production data (for example live payment card data or personal data) are not used for testing or development unless the
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Director approves any such arrangement subject to appropriate security controls. . In addition, City Council processes based on BS10012:2009 must be adhered to.

- 18 All application development projects must ensure the removal of test data and accounts before production systems become active.
 - 19 All application development projects must ensure removal of custom application accounts, usernames and passwords before applications become active or are released.
 - 20 All application Code must be written in a high-level language, using simple modular design.
 - 21 All application Code must run with the minimum privilege settings required.
 - 22 All application Code must individually identify individual users of the system, only permitting access to information/functions necessary for their role. If an application provides or enables the provision of public information for which authentication is specifically not required, role specific authentication will not be required.
 - 23 All application Code must contain adequate comments to make it understandable.
 - 24 All application Code must utilise appropriate naming standards for data items and other objects.
 - 25 All application Code must utilise comprehensive parameter checking, especially at all entry points into sub-systems.
 - 26 All application Code must pass all application errors to an error-handling sub-system, which will provide meaningful responses and not allow control to pass through it.
 - 27 All application Code must provide sub-total cross-checks and appropriate audits of sensitive data, particularly when financial or personal information is processed.
 - 28 All application Code must store sensitive information such as Payment Card Data or personal data in as few places as possible and for as short a time as possible. If such information requires long-term storage there must be documented business reasons and this data must be encrypted.
 - 29 All application Code must protect memory areas from unauthorised access or buffer overflow.
 - 30 All application Code must obscure all password entry fields in order to prevent passwords being viewed by others.
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- 31 All custom Code must be reviewed (using manual or automated processes) to eliminate security vulnerabilities prior to release to production.
 - 32 Code changes must be reviewed by appropriately qualified (ie in Code review techniques and secure coding practices) authorised personnel other than the original Code author.
 - 33 Appropriate corrections to application Code must be implemented prior to release.
 - 34 All Code review results must be reviewed and approved by management prior to release.
 - 35 Public facing internet applications must be continually protected against new threats and vulnerabilities by, for example, using manual or automated application vulnerability security assessment tools or methods at least annually and after any changes.
 - 36 Web sites must only be developed and maintained by properly qualified and authorised personnel.
 - 37 No unauthorised changes may be made to system program source libraries.
 - 38 Web applications (internal and external; including web administrative access to application) development projects must address the Open Web Application Security Project Guideline (<http://www.owasp.org>) Top 10, known as the OWASP Top 10.
 - 39 Web browsers must not run in the context of a privileged user.
 - 40 The IT Partner will ensure that major system upgrades are thoroughly tested in parallel with the existing system in a safe test environment that replicates the operational system where possible in line with any relevant City Council Policy.

ACCESS CONTROL POLICY

Sheffield City Council applies access controls to users of its buildings, systems and information, based on business need and associated compliance frameworks. This helps to ensure the continued confidentiality, availability and integrity of that information.

- 1 It is of utmost importance that passwords are protected at all times. Users must: never reveal passwords to anyone else ; never use a 'remember password' function; never write passwords down or record them anywhere else except where this is specially allowed by the City Council; never use their username within the password; comply with security rules which require, for example, frequent password changes; not use the same password for different systems either inside and outside of work.
- 2 It is the user's responsibility to prevent their credentials (especially passwords) being used to gain unauthorised access to City Council systems.
- 3 If users become aware, or suspect, that their password has become known to someone else, they must change it immediately and report their concerns to the BIS Service Desk.
- 4 Users must always use strong passwords for access to the computer network and password protected devices such as a Blackberry.
- 5 The IT Partner will ensure that strong passwords for authorised user access to the computer network are enforced; strong passwords must contain at least 8 characters and comply with at least three of the following four rules: 1 character must be upper case, 1 lower case, 1 digit and 1 symbol. In addition, as far as it is possible to do so, passwords consisting of single dictionary words must be prohibited.
- 6 The IT Partner will ensure that strong passwords for authorised user access to the Blackberry service are enforced; strong passwords must contain at least 7 characters and comply with at least three of the following four rules: 1 character must be upper case, 1 lower case, 1 digit and 1 symbol. In addition, as far as it is possible to do so, passwords consisting of single dictionary words must be prohibited.
- 7 The IT Partner will ensure that all passwords expire every 90 days (or such shorter time as the City Council specifies in the circumstances of a particular case).
- 8 The IT Partner will ensure that passwords provided to users (e.g. on initial introduction to a computer system) are changed as soon as possible - preferably before full access to the system is given
- 9 The IT Partner will ensure that default passwords on IT equipment or systems (for example, manufacturer provided passwords) remain in place for the minimum possible

time and in any event are changed prior to installing the equipment/system onto a network.

- 10 The IT Partner will ensure that authorised users are not able to reuse the same password within 20 password changes.
 - 11 The password administration process for each Sheffield City Council system must be documented.
 - 12 The IT Partner will ensure that password and other credentials identify one user only, except where, in the circumstances of a particular case and subject to appropriate conditions, the City Council authorises different arrangements to be made.
 - 13 The IT Partner will ensure that suitable processes exist to ensure that password and other user credentials remain secure, especially at the point of issue.
 - 14 The IT Partner will ensure that appropriate role based system access control is implemented.
 - 15 The IT Partner will ensure that password and other user credential administration systems are properly controlled, secure and auditable.
 - 16 The IT Partner will ensure that where the entry of passwords is required, those passwords are displayed, where necessary, only as symbols such as dots.
 - 17 The IT Partner will ensure that an account is automatically locked when a user makes 5 consecutive unsuccessful attempts to logon.
 - 18 The IT Partner will ensure that a logon warning message approved by the City Council appears before the logon screen and has to be acknowledged by the user before the logon screen is presented.
 - 19 The IT Partner will ensure that at no point prior to or during the logon process is any indication of the account privileges given.
 - 20 The IT Partner will ensure that system administrators have individual administrator accounts that are logged and audited.
 - 21 The Information Asset Owner of a software application is responsible for authorising all access to any information contained within it. The Information Asset Owner may exercise this responsibility by directing that designated procedures are followed.
 - 22 The IT Partner will ensure that the level of access accorded to any authorised user accords with their role as specified in the procedures directed by the Information Asset Owner.
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- 23 The IT Partner will ensure that the level of access cannot be changed by the user without the formal change and approval process being engaged
 - 24 The IT Partner will ensure, as far as possible, that no unauthorised modems or other networking equipment can be connected to the City Council's network.
 - 25 The IT Partner will ensure that remote access to the network is secured by two factor authentication methods.
 - 26 Formal procedures must control how access to information is granted and how such access is changed.
 - 27 Processes must be implemented to ensure that all changes to access rights of users of City Council information systems are made in a timely manner. On termination or suspension of a user's employment, contract, agreement or other relationship with the City Council, access rights must be terminated or suspended by close of business on the last working day on which access is required.
 - 28 Access control rules and procedures must be used to regulate who can access Sheffield City Council information resources or systems and the associated access privileges.
 - 29 Formal user access control procedures must be documented, implemented and kept up to date for each application and information system. Access control procedures must cover all stages of the lifecycle of user access, from the initial registration of new authorised users to the final de-registration of users who no longer require access.
 - 30 Each user must be allocated access rights and permissions to computer systems and data that are commensurate with the tasks they are expected to perform.
 - 31 User access rights must be reviewed at regular intervals by Information Risk and Information Asset Owner(s) to ensure that the appropriate rights are still allocated.
 - 32 A request for access to the City Council's computer systems must follow a procedure which requires manager, or senior officer, approval of that request.
 - 33 Third parties must not be given access to the City Council's network without security authorisation through formal change processes. Any changes to third party connections must be made only through a formal change processes. The IT Partner must maintain a log of third party activity. The IT partner must ensure that third party connections are disabled when not in use.
 - 34 No administrator account may be used for day to day activities where administrator level privilege is not required.
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- 35** Where there is a business critical requirement for a specific person to have access to a defined information system without meeting all the requirements of this policy, the manager of that person may submit a request for limited access to be specially permitted. That request must be submitted in writing to the appropriate Senior Information Risk Owner. A SIRO may then decide whether or not grant the request and if so, on what terms.
- 36** Managers are responsible for ensuring that creation of new IT user accounts, changes in role, and termination of user accounts are notified through the standard change process in a timely manner.
- 37** An efficient and effective process to ensure the emergency suspension of user access must be put in place.
- 38** Each user of the GCSX network will be allocated a unique user identity.

HUMAN RESOURCES PRACTICE SECURITY POLICY

Sheffield City Council will ensure that users are subject to appropriate checks and information security training prior to authorising access to City Council information. This will help ensure that all recruitment is carried out in line with compliance frameworks and the continued confidentiality, availability and integrity of City Council information.

- 1** The information security responsibilities of users must be defined, documented and incorporated into induction processes and where appropriate, contracts of employment. "Information Security responsibilities" means responsibilities for maintaining the confidentiality, integrity and availability of the information that person will be handling and is likely to include knowledge and understanding of relevant City Council policies.
 - 2** The City Council must satisfy itself as to the identity of potential employees and where appropriate, individuals delivering services on behalf of the City Council. It will, where this is consistent with the legal relationship or prospective legal relationship between the City Council and the individual check: at least two references; and check application forms for completeness and accuracy; and confirm claimed relevant academic and professional qualifications; and check the appearance of the individual against an official document such as a passport.
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- 3 Where individuals have access to non-public information and/or use of the GCSX the following will also be established: proof of name, date of birth, address and signature (for example, using a passport and recent utility bill); and verification of full employment/academic history for the past 3 years; and proof of eligibility to work in the UK; and (where this is lawful) a check of unspent convictions.
- 4 Where access is to systems processing payment card data, credit checks on the employee must be carried out to an appropriate level as required by the Payment Card Industry Data Security Standards (PCI-DSS).
- 5 All contractual relationships with individuals will, as far as possible, state their own and the City Council’s responsibilities for information security.
- 6 Each user must sign a statement confirming that they understand the nature of the information they use, that they will not use the information for unauthorised purposes and that they will return or destroy it as directed by the City Council when their formal work with the City Council terminates.
- 7 The City Council will ensure that all users are aware of information security threats and concerns, their responsibilities and liabilities, and are equipped to comply with security policy. It will also ensure that user changes in role or business environment are carried out in a manner which ensures the continuing security of the information systems to which they have access.
- 8 Information Risk Owner roles will be discharged by managers if no one in the local service has been formally appointed to the Information Risk Owner role.
- 9 Senior Information Risk Owners must make every effort to help users to understand and be aware of information security threats and their responsibilities in applying appropriate City Council policies.
- 10 Managers must ensure that users: are adequately trained and equipped to carry out their role efficiently and securely; receive appropriate information security training; and updates in relevant law, policy and procedures.

INFORMATION ASSET PROTECTION POLICY

All information assets such as non-public paper records, IT equipment used to access information and the computer network must be identified, recorded and have an appointed asset owner and be appropriately protected at all times.

- 1 All information held by the City Council will be classified in accordance with the HMG Security Policy Framework (SPF) (<http://www.cabinetoffice.gov.uk/spf.aspx>) by the owner of that information asset. By default, all non-public information is in the PROTECT
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category; that categorisation can be changed appropriately at any time by the information asset owner. Any system subsequently allowing access to this information must clearly indicate the classification

- 2 Decisions on the appropriate level of access to information or information systems for a user are the responsibility of the Information Asset Owner.
- 3 Users who handle PROTECT information (see 1 above) will be told of the impact of loss of that information and what to do if it is lost or inappropriately disclosed.
- 4 The IT Partner and the City Council will ensure that non-public data which cannot be transmitted using the GCSx infrastructure and is being transferred from the City Council computer network to an external party is sent and received in encrypted form.
- 5 The IT Partner will ensure that proven, standard, government approved encryption algorithms, such as Triple DES and AES are used. AES should be used where possible. SSH (or better) should be used for peer-to-peer encryption.
- 6 The City Council and the IT Partner will ensure that where passwords are required to protect encrypted data, they are strong (as defined in the Access Control Policy) and at least 14 characters in length.
- 7 The IT Partner will ensure that cryptographic keys are protected against both disclosure and misuse by restricting access to as few custodians as necessary and by storing them in as few locations and forms as possible.
- 8 The City Council and the IT Partner will ensure that all computer equipment is appropriately located so as to minimise risk from environmental hazards, theft and unauthorised access to information contained in or accessed through it.
- 9 The IT Partner will ensure that business critical systems are protected by appropriate technology to reduce the risks arising from power failures.
- 10 The IT Partner will ensure that IT equipment is not moved or modified without authorisation.
- 11 The IT Partner will ensure that all IT equipment is recorded on an inventory and that inventory is kept current. The inventory must contain sufficient information about the equipment to ensure that it can easily be located, maintained and disposed of.
- 12 The IT Partner will ensure that all IT equipment is uniquely identifiable and that a unique asset number allocated to it.

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- 13 The IT Partner will ensure that cables that carry data or support key information services are protected from interception or damage. Power cables should be separated from network cables to prevent interference.
 - 14 The IT Partner will ensure that network cables are marked and colour Coded appropriately, protected by conduit, where possible avoid routes through public areas (where possible) and installed in accordance with quality cabling practices.
 - 15 The IT Partner must ensure that all ICT equipment is maintained in accordance with the manufacturer’s instructions and with any documented internal procedures to ensure it remains in working order. Such instructions and procedures must be available to support staff when required.
 - 16 The City Council and the IT Partner will ensure that as far as possible, hard drives in Desktop or laptop PCs do not have City Council information stored on them, except where that is necessary for the functioning of the machine. City Council information will be stored on network devices where possible.
 - 17 Users must not be allowed to access information until the Information Risk Owner is satisfied that they understand and agree their legal and policy responsibilities for the information that they will be handling.
 - 18 All information assets must be identified and recorded; the record must contain: type, location, owner, security classification, format, backup details, license information (where relevant).
 - 19 All business critical information assets must have a nominated Information Asset Owner.
 - 20 Information must be retained and disposed in line with retention and disposal schedules which comply with relevant legislation and Council policy as appropriate.
 - 21 Information assets, the loss of which would cause significant damage to Council service delivery, will be formally owned by a Senior Information Risk owner. That person will normally be the individual who has significant operational control of the asset.
 - 22 The City Council must document, implement and circulate formal Acceptable Use Policies (AUP) for information assets.
 - 23 Databases holding personal information must have documented security and system management procedures which must align with the City Council's notification to the Information Commissioner of its processing of personal data (where relevant).
 - 24 Non-public information must be appropriately protected – for example in secure network locations, identified by a risk assessment.
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- 25 Confidential waste must be securely destroyed or made unreadable.
 - 26 Information security arrangements must be audited regularly to provide an independent appraisal and recommend security improvements where necessary.
 - 27 Independent security assessments, where required, must be undertaken on manual and electronic information security practices on an annual basis.
 - 28 An on-going information security risk assessment program will be conducted on City Council business functions and services.
 - 29 Quarterly vulnerability assessments will be undertaken on GCSx related IT equipment.
 - 30 On-going vulnerability assessments will be undertaken on the wider IT estate.
 - 31 All buildings used for City Council operations must be assessed for physical security.
 - 32 Each building must have appropriate control mechanisms in place for the type of information and equipment that is stored there. Control mechanisms could include: alarms fitted and activated outside working hours; window and door locks; window bars on lower floor levels; access control mechanisms fitted to all accessible doors (where Codes are utilised they should be regularly changed and known only to those people authorised to access the area/building); CCTV cameras; staffed reception area; protection against damage - e.g. fire, flood, vandalism.
 - 33 Access to secure areas such as the data centre and IT equipment rooms must be adequately controlled and physical access to buildings must be restricted to authorised persons. Authorised users working in secure areas must challenge anyone not wearing identification.
 - 34 Identification and access tools/passes (e.g. badges, keys, entry Codes etc.) must identify and be used by individual authorised users only. These credentials/tools/passes must be returned when no longer required or rendered unusable or both.
 - 35 Visitors to secure areas must sign in and out with arrival and departure times noted and be required to wear an identification badge. An employee of the City Council's IT Partner must accompany visitors accessing secure IT areas at all times.
 - 36 Keys to all secure areas housing IT equipment and lockable IT cabinets must be stored securely away from their associated secure areas or lockable cabinets.
 - 37 Where security breaches in secure areas occur, appropriate processes must be in place. For example, if it is necessary to terminate a user's access, this must be achieved
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promptly and effectively - for example by disabling and recovering access cards and changing door Codes.

- 38 All environments must have adequate physical security applied to ensure that information assets are protected against theft, damage or unauthorised access at all times.
- 39 Non-public information must not be disclosed to any other person or organisation using any insecure method.
- 40 The disclosure of non-public information must comply with the law, regulatory requirements and City Council policy. Where regular, business critical disclosures take place, documented disclosure processes must exist.
- 41 Where there are reasonable grounds to suspect that non-public information is being handled inappropriately, the manager of the service responsible for that information must be notified, along with the appropriate Senior Information Risk Owner.
- 42 Computers will automatically lock after 5 minutes of inactivity, unless the City Council determines that a longer automatic lockout time should apply after satisfying itself that the information at risk is properly protected by other means.
- 43 Equipment that is to be reused or disposed of must have all of its data and software erased/destroyed in line with government standards. Data removal must be achieved by using Government approved data removing software tools.
- 44 Subsequent removal of equipment must be via a formal, documented process.

ACCEPTABLE USE OF PHYSICAL AND ELECTRONIC INFORMATION POLICY

All users will be told of and be expected to understand, what is acceptable use of City Council computer and telephony resources and manual information systems. This policy also requires basic security precautions (such as making sure desks are clear of non-public information when not attended).

- 1 In all cases, users must act in accordance with the current Electronic Communications Policy ([here](#)) or any modification of it.
- 2 At the end of each working period, every desk will be cleared of all non-public information.
- 3 Non-public information must when not in use be stored in a secure locked cupboard, drawer or other secure storage.

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- 4 Non-public information must not be left on or in printers, photocopiers or fax machines at the end of the day.
 - 5 Users must ensure that IT equipment is protected against unauthorised access when unattended and that portable equipment is not exposed to theft.

REMOTE AND MOBILE WORKING POLICY

Sheffield City Council will provide users with the facilities and opportunities to work remotely in a secure way as appropriate. This policy deals with risk mitigations related to remote and mobile working.

- 1 The IT Partner will ensure that all data on portable computer devices (including removable media devices) is encrypted to the FIPS 140-2 standard.
 - 2 The IT Partner will ensure that an SSL or IPSec VPN is used by remote authorised users to access City Council systems by public networks, such as the Internet. If connecting to GCSx resources, this must be an IPSec-VPN.
 - 3 The IT Partner will ensure that all remote and mobile working solutions are secured and architected in accordance with Government guidance.
 - 4 Users must be made aware of the physical security dangers and risks associated with working within any remote office or mobile working location.
 - 5 Equipment must not be left where it is vulnerable to theft. In the home it must also be located out of sight of casual visitors. For home working it is recommended that an "office area" of the house should be identified and kept separate from the rest of the house.
 - 6 Users must ensure that access/authentication tokens, personal identification numbers and portable computers are kept in a separate locations.
 - 7 The use of equipment away from a usual work site must be formally approved by the user's manager. Equipment so used is the responsibility of the user and must: be logged in and out, where applicable; and not be left unattended in an insecure area; and (where feasible) concealed whilst being transported; and not be exposed to theft or damage at any point; and where possible, be disguised (e.g. laptops should be carried in less formal bags); and be encrypted if carrying non-public information; and be password protected (where possible); and where appropriate be adequately insured.
 - 8 Any lost or damaged IT equipment must be reported to the BIS Service Desk.
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- 9 Users who work remotely must ensure that portable computers are connected to the City Council network as frequently as possible and at least once every week to enable security software to be updated.
 - 10 Users may access GCSx services, facilities or GCSx non-public information using City Council provided IT equipment only.
 - 11 Users shall ensure that appropriate security measures are taken to stop unauthorised access to non-public information. In particular, when working in public places, users must ensure that screens are not overlooked.
 - 12 Where the City Council permits mobile devices to access GCSX connected networks it will follow the guidance produced by Government Connect.
 - 13 Council owned and/or supplied IT equipment must not be taken out of the United Kingdom without prior, written approval.
 - 14 Where IT equipment and/or facilities which are not owned/supplied by the City Council are legitimately used to access City Council non-public information, the user of that equipment will be responsible for the security of that information. Users will need to ensure the appropriate configuration and use of firewalls and connectivity (especially wireless networking); the secure disposal of IT equipment; ensuring that other users of the equipment have no access to any City Council non-public information.

REMOVABLE DEVICE AND MEDIA POLICY

Sheffield City Council will ensure the controlled use of removable media devices and removable media, where these are used to store City Council information.

- 1 In view of the risks associated with the use of removable media devices, the City Council will only permit their use temporarily and where exceptional circumstances justify their use.
- 2 Only removable media devices supplied by the IT Partner may be used and they will be appropriately encrypted and protected by a strong password..
- 3 Users must – as far as possible - ensure that removable media devices not connected to the City Council network have up-to-date and active malware checking software prior to connecting those devices.
- 4 Whilst in transit or storage the data held on any removable media devices must be secured according to the classification of data held on it.

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- 5 The IT Partner will ensure that it logs the transfer of data files to and from all removable media devices and IT equipment. Users must be made aware that this logging takes place.
 - 6 The use of removable media devices is prohibited except as provided by this policy.
 - 7 Users may ask to be issued with a single removable media device through a process implemented for that purpose.
 - 8 No removable media device will be issued unless an application is made by the intended user and approved by their manager and the appropriate Information Risk Owner (if the two are different).
 - 9 A business case supporting the issue of a removable media device must be made by the intended user of the device. As a minimum, the case must assert that: the device will permit simple, effective and efficient access to information away from the City Council network; and critical business activities will be adversely affected if the requested device isn't issued.
 - 10 A risk assessment supporting the issue of a removable media device must be made by the user. As a minimum this must assert that: the device will be encrypted so unauthorised access will be very difficult or impossible; and it will be further protected by a strong password which will be used in accordance with City Council security policies; and the user agrees to take special care of the device to minimise the risk of theft or loss.
 - 11 Due to the risks associated with removable media devices such as data loss, corruption, destruction or malfunction, devices must not be the only place where data required for City Council purposes is held. Copies of any data stored on removable media must be returned to the live system at the first opportunity, where appropriate.
 - 12 Removable media devices must not be used to store non-work information; or to hold City Council information that is not required for work purposes.
 - 13 Removable media devices that are surplus or damaged must be disposed of securely, in line with government standards – this must be arranged through the Service Desk.
 - 14 Damaged or faulty removable media devices must not be used; the BIS Service Desk should be notified of the damage immediately.
 - 15 Prior to re-issue of a removable media device, all data on it must be erased to government (CESG) standards. – this must be arranged through the IT Partner.
 - 16 Removable media devices must not be used for archiving or storing records as an alternative to other storage facilities such as networked file shares.
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INFORMATION SECURITY INCIDENT POLICY

Sheffield City Council will ensure that it reacts appropriately to security incidents relating to information controlled by the City Council

- 1 All users must immediately report any actual or suspected breaches in information security that affect business data, or any loss of data in relation to this policy to the BIS Service Desk.
- 2 GCSx related security incidents will, where appropriate, be reported by the City Council to GovCertUK.
- 3 The City Council and the IT Partner will agree and implement an Information Security Incident Management Procedure.
- 4 The City Council and the IT Partner will maintain a proactive and reactive stance in relation to security incidents; both will actively prevent security incidents from arising and have adequate processes in place to deal with any that do.
- 5 The City Council will maintain membership of a suitable Warning Advice and Reporting Point (WARP) where such is available and use other support networks where appropriate.

IT COMMUNICATIONS AND OPERATIONS POLICY

Sheffield City Council will ensure the protection of its ICT service against malware, unauthorised changes, data loss and information leakage.

- 1 Connections to the City Council network infrastructure must only be made in a controlled manner. Network management is critical to the provision of City Council services.
- 2 The IT Partner will ensure that out-of-band administrative console access should be provided wherever possible. Where this is not feasible, encryption (SSH) must be used.
- 3 The IT Partner will ensure that workstations in high risk areas such as desktop computers located in public facing reception areas are risk assessed and encryption applied if appropriate.
- 4 The IT Partner will ensure that all wireless networks are encrypted. The WPA2 security standard (or more secure technology) must be applied, but where this is not possible WPA may be used.
- 5 The IT Partner will ensure that wireless networks are tested for security on an annual basis as part of the annual IT Health Check.

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- 6 The IT Partner will ensure that no Service Set Identifier (SSID) uses the system default name.
 - 7 The IT Partner will ensure that the Service Set Identifier (SSID) does not include the City Council's name or location details in it.
 - 8 The IT Partner will ensure that the SSID is: unique; and made up of random letters (upper and lower case), numbers and special characters; and uses at least 12 characters; and is changed at least annually.
 - 9 The IT Partner will ensure that Wireless Access Points/Adapters must: have up-to-date firmware and software; and have logging enabled; and be located in a DMZ; and be located where signal strengths meet business requirements.
 - 10 The IT Partner will ensure that GCSX audit logs which record exceptions and other security related events are kept for a minimum of six months.
 - 11 GCSx audit logs must contain: system identity; and user identification; and records of successful/unsuccessful login; and records of successful/unsuccessful logoff; and unauthorised application access or attempts to gain access; and changes to system configurations; and use of privileged accounts (e.g. account management, policy changes, device configuration).
 - 12 The IT Partner will ensure that access to the logs are protected from damage (for example, intentional/unintentional alteration or deletion).
 - 13 The IT Partner will ensure that the use made of systems (including GCSX) by authorised users is logged and monitored. The City Council and the IT Partner will agree appropriate logging and monitoring arrangements for each system.
 - 14 Sheffield City Council workstation logging (log on\log offs) must be enabled and log files stored centrally.
 - 15 The IT Partner will ensure that development and test environments are separate from the live operational environment.
 - 16 The IT Partner will ensure that the environments are segregated by the most appropriate controls including, but not limited to: running on separate computers, domains, instances and networks; and different usernames and passwords; and duties of those able to access and test operational systems.
 - 17 The IT Partner will ensure that all IT infrastructure components or facilities are covered by capacity planning and replacement strategies.
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- 18 The IT Partner will ensure that failover implementations meet business requirements and are regularly tested to ensure effective resilience.
 - 19 The IT Partner will ensure that IP masquerading is implemented to prevent internal network addresses from being translated and revealed on the Internet, using RFC 1918 address space. Network address translation (NAT) technologies must be used for this process.
 - 20 The IT Partner will ensure that the IP address block used for the internal network must be one defined within RFC 1918.
 - 21 The IT Partner will ensure that internet facing computing devices or services are subject to and pass, external penetration tests: prior to being made operational; following changes; and in any case at least once each year.
 - 22 The IT Partner will ensure that devices or services facing/connecting to the Internet or third party networks are protected by either a managed intrusion detection system or intrusion prevention system.
 - 23 The IT Partner will ensure that Intrusion prevention or detection systems receive and implement regular signature updates.
 - 24 If implemented, network-based intrusion detection services will be connected to a one-way (Data-In Nothing-Out) network port.
 - 25 The IT Partner will ensure that Internet services communicating non-public information are protected by appropriate secure technologies such as TLS/SSL.
 - 26 The IT Partner will ensure that all HTTP and SMTP services pass through a proxy server unless other arrangements offering similar levels of security are specially agreed with the City Council.
 - 27 All proxy servers will authenticate users and enforce access controls for each of them.
 - 28 The IT Partner will ensure that all router configuration files are secured and synchronised (for example running configuration files (used for normal running of the routers) and start up configuration files (used when machines are re-booted) have the same secure configurations.
 - 29 The IT Partner will ensure that all firewalls, routers and switches display a notice stating that it is unlawful to enter or attempt to enter the network without proper authorisation and not identifying the IT Partner or the City Council. This notice must appear when unauthorised access to or through the device is attempted.
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- 30 The IT Partner will ensure that all hosts are security "hardened" to CESG standards. Operating system network services must be reviewed and those services that are not required must be disabled.
 - 31 The IT Partner will ensure that hosts run a file system supporting access controls that limit access to only the required operations and data - FAT32 is inadequate for this.
 - 32 The IT Partner will ensure that Servers use static IP addresses even if DHCP is used.
 - 33 The IT Partner will ensure that elevated privileges such as administration rights are restricted to authorised users based on a business need. Unauthorised accounts with elevated privileges must be removed.
 - 34 The IT Partner will ensure that all new computer builds and device configurations are standard and conform to government security standards where available and controls must limit configuration changes that users can make.
 - 35 The IT Partner will ensure that applications or Operating System components, services and protocols not required by the City Council are removed or disabled.
 - 36 The IT Partner will ensure that regular backups of essential business information must be taken to ensure that the City Council can recover from a disaster, media failure or error. An appropriate backup cycle must be used and fully documented.
 - 37 The IT Partner and the City Council will ensure that any third parties that store City Council information are required to ensure that the information is backed up.
 - 38 The IT Partner will ensure that data sent or received via GCSx is stored separately from other data.
 - 39 All firewalls will be configured according to relevant Government guidance.
 - 40 The IT Partner will ensure that public facing web applications are protected by a firewall.
 - 41 The IT Partner will ensure that firewalls are installed, appropriately configured and maintained on all computers/devices that may be used to connect to any third party networks or security zones within the City Council network. Users must not be able to disable or reconfigure firewalls or security software.
 - 42 The IT Partner will ensure that network connections between the City Council network and GCSx are separated by a suitably configured and functioning firewall.
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- 43 The IT Partner will ensure that Firewall specifications are chosen according to defined business requirements and must at least meet the E3 (EAL-4) standard.
 - 44 The IT Partner will ensure that firewalls are not physically accessible to unauthorised persons.
 - 45 The IT Partner will ensure that firewall environments are as simple as possible. Firewalls must: run the minimum necessary services protocols and software; have the fewest ports open (consistent with business need); have superfluous services and software removed or disabled . Standardised secure firewall builds/configurations must be applied.
 - 46 The IT Partner will ensure that firewalls apply inbound and outbound filtering, to control traffic to and from the Sheffield City Council network.
 - 47 The IT Partner will ensure that firewall configurations are formally documented, securely backed up and operate under strict change control. Requests for changes to firewall configurations must be made via the formal change process and only changes that do not significantly increase security risks may be implemented.
 - 48 The IT Partner will ensure that firewall logging is enabled. The firewall logs must be reviewed at least quarterly and protected from unauthorised access/tampering.
 - 49 The IT Partner will ensure that there is a formal process for secure backing up of firewall logs.
 - 50 The IT Partner will ensure that any firewall system clocks are synchronized with the Sheffield City Council service infrastructure (required services for this must be locked down and not accessible from the Internet).
 - 51 The IT Partner will ensure that administrative interfaces for firewalls are: locked down; and have access restricted to the internal management network; and use secure protocols; and use strong authentication resistant to brute-force attacks; and use strong passwords; and are not exposed to the public network.
 - 52 The IT Partner will ensure that there is no use of generic firewall “administrator” accounts.
 - 53 The IT Partner will ensure that firewall alerts are sent to the support team which is responsible for monitoring the firewall.
 - 54 The IT Partner will ensure that the firewall implementation and rule-set is tested (to ensure effective rule implementation) at least every quarter.
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- 55** The IT Partner will ensure that Insecure Internet Control Message Protocol (ICMP): traffic is restricted to prevent unauthorised mapping of the firewall and its rule-set; and broadcasts are neither routed nor responded to; and both redirects and timestamp requests are ignored.
- 56** The IT Partner will ensure that properly configured and maintained firewalls are in place on mobile computers and computers accessing GCSx systems and data.
- 57** The IT Partner will ensure that source routing is disabled.
- 58** The IT Partner will ensure that “any – any” firewall rules are prohibited.
- 59** The IT Partner will ensure that up to date anti-malware software/hardware is fully operational on all Sheffield City Council computer equipment wherever possible.
- 60** The IT Partner will ensure that anti -malware solutions are configured to actively check for and eliminate, malicious software activity; in particular, removable media devices and their contents must be scanned when they are connected to computer equipment.
- 61** The IT Partner will ensure that where conventional anti-malware solutions are not available, for example on some UNIX based systems, other counter-measures must be applied. These must be agreed in advance and must take into account the relevant CESG standards.
- 62** The IT Partner will ensure that all new computer Code to be used by the City Council is scanned for malware before being moved into production or being transmitted or stored on the Sheffield City Council network.
- 63** The IT Partner will ensure that a regularly reviewed and tested malware incident response procedure is in place.
- 64** The IT Partner will ensure that, as far as possible, all data entering or leaving the City Council's network is scanned for malware; this includes, for example, email and downloaded Internet content.
- 65** Where malware is detected on a system, the user of that system must report this to the BIS Service Desk immediately.
- 66** The IT Partner will ensure that service packs and patches for 3rd party applications are applied as appropriate.
- 67** The IT Partner will ensure that all IT equipment has critical software patches applied as soon as they become available and have passed any necessary testing. All other patches must be applied as appropriate. A patch management scheme, approved by the City Council must be put in place, adhered to and maintained.
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- 68** Software which cannot be patched must not be used.
- 69** An annual health check of all City Council IT infrastructure systems and facilities must be commissioned by the IT Partner . This health check must include as a minimum: a penetration test of Internet facing services and equipment; a network summary that will identify all IP addressable devices; network analysis, including exploitable switches and gateways; vulnerability analysis, including patch levels, poor passwords and services used; exploitation analysis; a summary report with recommendations for improvement.
- 70** Removable computer media (e.g. tapes, disks and cassettes) used for backup purposes must be protected to prevent damage, theft or unauthorised access. Where couriers are required to transport backup media, a list of reliable and trusted couriers must be established. If appropriate, controls such as encryption or special locked containers must also be used.
- 71** Backup media stores must be kept in a secure environment and appropriate arrangements must be put in place to ensure future availability of data that is required beyond the lifetime of the backup media.
- 72** Storage media that is no longer required must be disposed of safely and securely in line with Government standards to avoid data leakage.
- 73** Any previous contents of any reusable storage media that are to be removed from the City Council network must be securely erased to Government standards.
- 74** Documented and appropriately detailed operating procedures must be used in all day to day maintenance of Sheffield City Council IT systems and infrastructure in order to ensure the highest possible service from these assets.
- 75** Changes to the City Council's IT systems must be controlled with a formally documented change control procedure. The change control procedure must consider and include: A description of the change and business reasons for it; and information concerning the testing phase; and impact assessments including information security, operations and risk; and formal approval process; and communication to all relevant people of the changes; and procedures for aborting and rolling back if problems occur; and process for tracking and audit.
- 76** All Directorates and Service areas must inform the BIS Service Desk of any new product requirements or of any upgrades, service packs, patches or fixes required to existing systems. All new products must be purchased through the IT Partner.
- 77** New information systems, product upgrades, patches and fixes must undergo an appropriate level of testing prior to acceptance and release into the live environment.
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The acceptance criteria must be clearly identified, agreed and documented and involve management authorisation.

- 78** Full backup documentation, including a complete record of what has been backed up along with the recovery procedure, must be stored at an off-site location in addition to the copy at the main site and be readily accessible. This must also be accompanied by an appropriate set of media tapes and stored in a secure area. The remote location must be sufficiently remote to avoid being affected by any disaster that takes place at the main site.
- 79** Full documentation of the recovery procedure must be created and stored. Regular restores of information from back up media must be tested to ensure the reliability of the back-up media and restore process and this must comply with the agreed change management process.
- 80** System documentation must be protected from unauthorised access. This includes bespoke documentation that has been created by Business Information Solutions or the IT Partner. This does not include generic manuals that have been supplied with software.
- 81** Effective version control must be applied to all documentation and documentation storage.
- 82** IT Operational staff and IT system administrators must maintain a log of their activities. The logs must include: back-up timings and details of exchange of backup media; and system event start and finish times and who was involved; and system errors (what, date, time) and corrective action taken.
- 83** The IT operational staff and IT administrator logs must be checked regularly to ensure that the correct procedures are being followed.
- 84** All computer clocks must be synchronised to ensure the accuracy of all the systems audit logs as they may be needed for incident investigation .
- 85** Where appropriate, controls must be put in place to protect data passing over the computer network (e.g. encryption).
- 86** A Mail Transport Agent (MTA), capable of sending and receiving mail using SMTP in accordance with RFC822 must be used.
- 87** All e-mail sent to lower protectively marked GSi domains and the Internet must be routed via the central GSi mail relay using the organisation's GSi connection.
- 88** If the City Council wishes to connect to other Public Sector networks that are connected to the GSi the appropriate Government Connect change control process will be used.
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- 89** If the City Council wishes to use VOIP (voice over IP) it will consider the NIST Security Considerations for Voice Over IP Systems guidance
- 90** The network architecture must be documented in the form of a schematic diagram detailing the networks that will utilise the GCSx connection. This diagram MUST document all onward connections, remote access connections and stored with configuration settings of all the hardware and software components that make up the network. All components of the network must be recorded in an asset register.

DEFINITIONS

Term	Meaning
Government Connect Secure Extranet GCSx	An accredited and secure computer network between central government and all local authorities
Information asset	Any definable "set" of information the use of which is critical to support business activity

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Term	Meaning
Information Asset Owner	The officer with significant control over and responsibility for, an information asset. An Information Asset Owner must be an employee whose seniority is appropriate for the value of the asset they own. The Information Asset Owner's responsibility and the requirement for them to maintain the asset must be formally agreed with the relevant Senior Information Risk Owner.
Information Governance and Security Team	Information Management Officers employed in the Business Information Solutions service
Information Risk Owner	The officer who owns and is responsible for mitigating the information risks for a defined work area.
Information security incident	An adverse event that has caused or has the potential to cause damage to an organisation's assets, reputation and/or personnel. Incident management is concerned with intrusion, compromise and misuse of information and information resources, and the continuity of critical information systems and processes. Examples of information security incidents: unauthorised disclosure, theft or loss of information and/or equipment; inappropriate or excessive use of the Internet; unauthorised access to IT service or data including compromised password, password sharing or poor password management; inappropriate content detected on computer, device or network; detection or introduction of malicious Code; inappropriate or excessive use of corporate email.
IT infrastructure components	Examples include: File servers; Domain servers; E-mail servers; Application Servers; Web servers; Printers; Networks; Environmental controls including air conditioning.
IT Partner	Any person or organisation in a contractual relationship with the City Council to provide IT services of whatever description.
Malicious software or malware	Software designed to infiltrate, damage, change or control computer systems without lawful authority or the owner's consent. Common examples include: worms, viruses, Trojans, spyware.
Manager	In the case of staff, their manager; for others, the member of

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	City Council staff responsible for their access to City Council information or systems
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Term	Meaning
Non-public information	Is any information that may not be disclosed by the Council to a particular persons for legal reasons. For example you cannot normally see someone else’s health records.
Public information	Is any information freely available to anyone such as Council leaflets, application forms, advertisements and so on
Removable media	Data storage media such as: CD; DVD; other optical discs; media cards (including Smart Cards and Mobile Phone SIM Cards); removable computer backup devices; audio tapes.
Removable media devices	Any electronic device containing data storage capability which cannot be removed from the device. Examples include: External Hard Drives; USB Memory Sticks (also known as pen drives or flash drives); MP3 Players; Personal Digital Assistants (PDA’s)
The Director	The Director of Business Information Solutions (Chief Information Officer)
User	Anyone formally authorised by the City Council to use Information Assets

Policy Compliance

Failure to comply with these policies is a serious matter and users may be subject to criminal, civil or employment related sanctions (for example the misconduct process).

If aspects of this policy are not fully understood, users should talk to their manager. Guidance and support provided by the [Information Governance and Security Team](#) (01142736891).

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Policy Governance

The following table identifies those accountable, etc for this policy.

Responsible – means: the person(s) responsible for developing and implementing the policy.

Accountable – means: the person who has ultimate accountability and authority for the policy

Consulted – means: the person(s) or groups to be consulted prior to final policy implementation or amendment

Informed – means: the person(s) or groups to be informed after policy implementation or amendment

Responsible	The Information Governance and Security Team
Accountable	The Director
Consulted	Everyone who is authorised by the City Council to use any system containing information provided for, owned, controlled or administered by the City Council
Informed	Everyone who is authorised by the City Council to use any system containing information provided for, owned, controlled or administered by the City Council

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APPENDIX F

Sheffield City Council

Social Networking Policy

Publication Date: July 2013

Author: HR Specialist Services



Social Networking Policy

o Purpose

It is very much in our (the Council’s) interest to allow you (the employee) to participate in this rapidly growing environment of relationships, learning and collaboration.

This policy provides you with a set of principles for using social networking sites responsibly, which is linked to the Officers’ Code of Conduct and associated policies. It gives you clear guidelines, so you can protect yourselves by complying with our conduct rules, with the laws on harassment, discrimination, data protection, copyright and ensuring your own safety.

The policy ensures that we are not exposed to financial, legal and governance risks and that the safeguarding of children, young people and vulnerable adults is not threatened by the use of social networking

As this is a new policy, which is to be used across the organisation and everybody is impacted by it, it is important that this is reviewed regularly, initially by Executive Management Team after 6 months.

2.0 Introduction

Sheffield City Council recognises that the internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social networking sites.

We believe in open exchange using social networking sites to empower you and customers. These individual interactions represent a new model: not mass communication but masses of communicators. Through these interactions, you and local people are empowered to learn, share your expertise and promote what is best in Sheffield.

- You can contribute best practice on our services - sharing your expertise, raising Sheffield’s profile.
- Through individual interactions, you can better involve and engage with a wider range of people, including young people and people setting up new businesses in the city. This allows us to learn from our customers, drawing on their expertise and knowledge to design services that meet their needs.
- By encouraging local people to contact us using social networking sites – e.g. via e-petitions - we can gain information on key issues to help inform policy in the city.
- Use social networking as a technology platform for open innovation and learning, which makes it easier for you to learn, develop, reflect on practice, be creative and collaborate for improved services.

Whilst we have embraced these technological innovations as part of our working and private lives, employers are now grappling with consequences of unacceptable posts, which are rapid communicated and shared. We have recently dealt with social networking issues relating to:-

- Bullying and harassment.
- Freedom of expression of political views
- private/professional boundaries with children
- problems with blurring private/professional boundaries – manager/employee
- work-related offensive photos
- being off sick and using social networking for secondary employment
- Employee petition against service closures.

In many of these cases, the employees were unaware that social networking is not private and that there are potential consequences to their on-line activity.

Managers, Trade Union Representatives and HR Practitioners have therefore asked for helpful, practical advice to protect you and us, when you use social networking sites in a work and private capacity. Representatives from all these groups, plus Members of the Equality Forums have contributed to this policy.

3.0 Scope

This policy applies to all non-schools based Sheffield City Council employees, casual workers, agency staff, contractors, consultants, self-employed people, apprentices, trainees and those on work placements, who work for the Council. Throughout this policy, the term 'employee' and 'you' is used to cover all these types of workers. The Social Media Policy adopted by the relevant Governing Body will apply to teaching and support staff in schools.

This policy deals with the use of all forms of social networking including but not limited to Twitter, MySpace, Facebook, texts, emails, BlackBerry Messenger (BBM), LinkedIn, Blogs, Wikipedia sites and any other sites which involve document, photo or video sharing such as YouTube or new networks, internet sites/channels that may be developed in the future.

This policy applies to the use of social networking for both work and personal purposes, whether during working hours or otherwise and whether at work or elsewhere including in your home. It also applies regardless of whether the social networking site is accessed using our ICT facilities/equipment or that belonging to you.

This policy should be read in conjunction with:

- Officers' Code of Conduct and associated policies
 - Member-Officer Relations Protocol
 - Information Security Policy and e-communications guidance
 - Dignity and Respect at Work Policy

- [Social Networking Guidance](#)
- [Draft Safeguarding Children and Vulnerable Adults Policy](#)
- [Disciplinary Procedure](#)
- [Recruitment and Selection Policy](#)
- [Social Media Position Statement, EMT \(June 2011\)](#)

Responsibilities

The Council

We recognise the benefits of social networking and trust you to act responsibly. We expect you to work in the same way on-line and off-line, following the behaviours set out in the Officer Code of Conduct, as detailed in this policy and in associated guidance.

We permit personal use of social networking sites at work during break times as long as it is not excessive and/or does not involve unprofessional or inappropriate conduct and does not interfere with your responsibilities or performance. You need to bear in mind that you must take short breaks away from screens to protect your health.

We also know that some employees and their managers need to consider safety of their service users and themselves, if they use social networking sites. These sites are public and there is a possibility that employees or service users could be traced, resulting in harm to that person. Where this is an issue, employees and their manager will need to carry out a risk assessment for using social networking for work purposes.

Employees

You are personally responsible for the content you publish on-line and must be mindful that **everything placed on-line is public** and is hard to remove once posted.

You should follow our social networking principles, which are divided into 4 themes, with the core behaviours applying across the themes.

In brief, you should:-

- [Be professional when using social networking for work and personal use](#)
- [Be respectful at all times, never post offensive or intimidating texts or images about a person](#)
- [Familiarise yourself with this social networking policy and associated guidance](#)

You are responsible for the success of this policy and should ensure that you take the time to read and understand it. You should report any misuse of social networking to the appropriate line manager.

Managers

All managers have a specific responsibility for operating within the boundaries of this policy. You must ensure that your employees understand the standards of behaviour expected of them and take action if behaviour falls below the required standard.

Managers should:

- Familiarise themselves with the Social Networking Policy and guidelines
- Ensure their staff are aware of the policy
- Take prompt action to stop any harassment or bullying they become aware of, whether a complaint has been raised or not
- Support the staff involved in any allegations about cyber bullying, harassment, discrimination, using existing procedures
- Ensure all complaints/allegations are dealt with fairly and consistently and in line with other employment policies.

HR and Trade Unions should

Provide support and advice to managers and employees on the operation of the policy and guidelines, where necessary.

Compliance

You must comply with Council policies and the law when using social networking sites. Make sure that you:-

- Know and comply with the Officers’ Code of Conduct and associated policies including the Dignity and Respect Policy, Information Security Policy and E-Communications Guidance.
- Only share public information on-line. Information that is not public, such as service user, employee or manager information given in confidence, may only be shared in accordance with the law. If you use non-public information inappropriately, you may be personally prosecuted under the Data Protection Act.
- Are professional, when posting comments about the Council and our services. Be aware that the Council may take disciplinary action, if there is a reasonable belief that your on-line comments have damaged the Council’s reputation.
- Are respectful at all times to our customers and colleagues. Never post offensive or intimidating texts or images about a person.

You are expected to use the **same professional behaviours on-line**, as you would when communicating with service users and colleagues **off-line**. You must not post any information or messages on-line, that you would be unwilling to say in public face to face. Make sure that you follow the principles and standards set out in this policy, in the Officer Code of Conduct and associated listed policies.

Where your manager identifies that you may have fallen short of the standards in this policy, your manager is to deal with the matter informally where appropriate. The formal procedure will be used however, to guide you towards achieving acceptable standards as set out in this policy. You may have disciplinary action taken against you, if you do not keep to this policy, which includes the possibility of being dismissed without notice being given. Serious breaches of this policy for example incidents of bullying on social networking sites may constitute gross misconduct and dismissal.

Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. You are required to co-operate with investigations into allegations made under this policy.

You must not make false or malicious allegations about another person’s use of social networking and need to be aware that disciplinary action may be considered in such circumstances.

You may be required to remove social networking posts, which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

Social Networking Principles

Personal Use

1. Be professional, know and follow the Officer Code of Conduct. You are personally responsible for what you post. Be thoughtful about how you present yourself in social networks. Understand that social networking is a public forum and your entries are not private and are hard to remove once posted.
2. We can ask you to remove on-line content if we have a reasonable belief that it is damaging the Council’s reputation. If we can prove that your conduct on-line has caused detriment, you may face disciplinary action and if severe enough, you could be dismissed as a result.
3. You have a right to express political and religious views, as long as they are lawful, are made in a private capacity and do not impact on your job. Some employees are in politically restricted posts and need to maintain political impartiality.

4. Do raise any work-related concerns in the right way. You can speak to your manager, give feedback in the employee survey, attend staff forums, speak to a contact advisor, contact your trade union representative, get support from the independent employee assistance programme or for serious allegations, use the whistle-blowing procedure. This allows us to investigate and address the issue in the first instance.
5. As you are an employee of the Council, you must ensure that your on-line content is consistent with your professional image that you present for the Council.
6. Be respectful of other employees, service users or customers as set out in our Dignity and Respect at Work Policy.
7. There is no expectation for you to accept ‘friend’ requests from colleagues or managers
8. You are allowed appropriate and reasonable personal use of social networking at work, using Council or your own equipment. This is to take place in your own time and outside core hours, not adversely affecting performance or provision of service. Personal use of Council equipment is at no additional cost to the Council.

Business Use

9. When acting on behalf of the organisation, you must be professional. Always be responsible for your on-line comments, be credible, accurate and fair. Make sure that you are respectful at all times, especially when replying to disagreements. Avoid unnecessary or unproductive arguments. Do not speculate about an issue or start inflammatory debates. Make sure what you say is factually correct.
10. If you have any doubts about content, do not post without escalating to a manager. If you make an error, be up front about your mistake and correct it quickly, as this can help to restore trust. If your mistake is serious, let your manager know immediately and get advice. Ultimately, you are responsible for what you post or publish on a social networking site.

Maintaining Professional Relationships

11. You have a specific duty of care to take reasonable steps to protect service users, colleagues and yourself from harm. You must discuss any safety issues of using social networking sites for work purposes with your manager and if relevant draw up a risk assessment. This may state that you must only use secure forms of communications for work purposes. If you receive a serious on-line threat to life or buildings, you must contact the police immediately and let your manager know.
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12. If you are in a **position of trust** with **Children or Vulnerable Adults**, for example if you work in social care, you have a professional relationship with your service users. You must draw a line between your professional and private life.

You must not strike up or accept an on-line relationship with your service users, using a personal social networking account. This applies even if your service users are no longer receiving a service.

Similar to your off-line work, where you have a close relationship with a service user, you must let your manager know. You must declare any interest you may have with a person, which may cause a direct or indirect conflict of interest with your employment. This information is provided to protect you and service users against any allegation of favour or disadvantage.

13. If you interact with **Elected Members** on social networking sites, you must follow the existing rules within Officers’ Code of Conduct and Member-Officer Relations Protocol. Officers in politically restricted posts must be particularly carefully to be impartial and maintain professional relationships.

Gathering and Sending Out Information

14. You can provide any Council Public Information to social networking sites. This is information, which is already in the public domain. You must keep non-public information secure and never release this to social networking sites. Non-Public Information includes personal data about service users or employees. If you suspect that any of your social networking accounts have been hacked, resulting in an impact on your work, you must let your manager know immediately.

15. Any monitoring or surveillance of a customer or employee is strictly controlled and you must be authorised to carry out this activity. For example, you must never become a ‘friend’ of any service user or employee for the purpose of obtaining information, unless authorised.

16. We reserve the right to monitor your social networking and internet use at work. Valid reasons for checking your usage include suspicions that you have:

- Been spending an excessive amount of time viewing sites that are not work-related or
- Acted in a way that damages the reputation of the Council and/or breaches disclosure of non-public information

APPENDIX **GF**

(A) OTHER EMPLOYMENT RELATED ACTIVITIES – FEES

Employees may be asked on occasions to give lectures or undertake work using their professional skills and expertise. If the work forms part of the duties of a post and the employee is carrying out an official duty, he/she must forward all fees to the employing directorate. Any expenses incurred will be reimbursed through the normal procedures.

Employees in receipt of ‘fees’ in respect of undertaking work and/or lecturing to an outside organisation/person(s) may retain the ‘fees’ providing:

- A preparation and delivery of the work is undertaken outside working hours (unless covered below);
- B equipment and/or materials are not being provided by the City Council;
- C the employee is not acting as a representative of the City Council.

Where the work or lecture is undertaken during working hours the equivalent working hours must be re-arranged, in agreement with the line manager to accommodate the employee’s request or annual leave, flexi leave or time off in lieu must be used. The employee concerned may also be granted unpaid leave, subject to the agreement of the line manager in consultation with the HR Adviser.

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APPENDIX **HG**

Politically Restricted Posts (PoRPs) (Revised May 2012/Minor Amendment February 2013)

Legal Background

The Local Government and Housing Act 1989 (LGHA) introduced the principle of Politically Restricted Posts (PoRPs) in local authorities. This Act had the effect of restricting the political activities of certain local authority employees. The LGHA was amended in 2009 by the Local Democracy, Economic Development and Construction Act 2009.

Restricted Posts

Posts may be politically restricted because

- they are specified as PoRPs in accordance with the legislation; or
- it has been determined that they fall within the sensitive duties related criteria of the legislation

Specified Posts within Sheffield City Council

These post holders are politically restricted without the right of appeal

Statutory Officers

The Head of the Paid Service (Chief Executive)
 Director of Children’s Services under Children’s Act 2004 (Executive Director CYPF)
 Director of Adult Services under LASSA 1970 (Executive Director Communities)
 Chief Finance Officer under Section 151 of LGA 1972 (Executive Director of Resources)
 The Monitoring Officer (Director of Legal and Governance)

Non Statutory Chief Officers

Officers reporting directly to the Head of the Paid service excluding secretarial/clerical support.

Deputy Chief Officers

An officer reporting directly or is directly accountable to one or more of the statutory or non statutory Chief Officers.

Officers Exercising Delegated Powers

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Officers whose posts are specified by the authority in a list maintained in accordance with section 100G (2) of the Local Government Act 1972.

Assistants for Political Groups

Sensitive Duties Posts within Sheffield City Council

The duties of a post under a local authority fall within this subsection if they consist of or involve one or both of the following sensitive duties i.e.

- giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; or where the authority are operating executive arrangements, to the executive of the authority, to any committee of that executive; or to any member of that executive who is also a member of the authority
- speaking on behalf of the authority on a regular basis to journalists or broadcasters

These post holders can appeal against political restriction on the grounds that the criteria have been wrongly applied.

Teachers and Headteachers are exempt from political restriction, whatever their role.

A list of all Politically Restricted Posts within Sheffield City Council is held by the relevant Proper Officer (Chief Executive). Any modifications to this list must be reported and recorded accordingly.

Restrictions on Post Holders

Employees in PoRPs are debarred from standing for or holding elected office as

- Local councillors
- MPs
- MEPs
- Members of the Welsh Assembly
- Members of the Scottish Parliament

These restrictions are incorporated as a term in the employee’s contract of employment under Section 3 of the Local Government (Politically Restricted Posts) Regulations 1990.

They are also restricted from

- Canvassing on behalf of a political party or a person who is or seeks to be a candidate
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- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party

Appeals against inclusion on the list of politically restricted posts

Post holders who are politically restricted because they hold specified posts have no right of appeal.

- Appeals are made to the Head of Paid Service
- Post holders of sensitive posts that are politically restricted may appeal on the grounds that the authority has wrongly applied the duties-related criteria
- Appeals may be made by the current post holder or by an individual who has been offered employment in a politically restricted post
- There is no timescale during which a post holder must make an appeal
- To appeal, employees should send a letter formally seeking exemption and a job description to the Monitoring Officer (Director of Legal and Governance), Town Hall, Pinstone Street, Sheffield, S1 2HH
- If the appeal is successful, the Monitoring Officer will notify HR Connect at Capita, so that it may be noted on the records for the individual and for the post

Please Note: This document is a summary, if you require further details or are unsure about any of the content please contact the Director of HR, Town Hall, Pinstone Street, Sheffield S1 2HH.

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APPENDIX **I**H

DIGNITY AND RESPECT AT WORK POLICY

1 OUR COMMITMENT

- 1.1 Sheffield City Council is committed to promoting a positive working environment where staff conduct themselves in a way which contributes positively to their team’s work targets and which respects all colleagues and customers.
- 1.2 The Council is committed to promoting dignity and respect, to which employees are entitled. It seeks to provide an environment of mutual trust and respect amongst the entire workforce and to resolve any issues or difficulties at work in a mutually beneficial way.
- 1.3 It is opposed to and will not tolerate any form of harassment, discrimination, victimisation, bullying or intimidation or any unacceptable conduct towards an individual or group, in the workplace, whether a single incident or persistent acts.

2 HARASSMENT, DISCRIMINATION, VICTIMISATION AND BULLYING

- 2.1 The City Council has taken into account the information contained within relevant EU Directives, Employment regulations, Equality legislation and the Equality Act 2010 in determining the definitions of Harassment, Discrimination, Victimisation and Bullying.
- 2.2 The Equality Act covers the same groups that were protected by previous equality legislation and extends some protections to characteristics that were not previously covered, and also strengthens particular aspects of equality law. These are now called ‘**protected characteristics**’ and cover Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation

NB: People may also experience Harassment, Discrimination, Victimisation and Bullying which may not be related to a Protected Characteristic

2.3 Definitions

- **Harassment is** ‘unwanted conduct related to a relevant *protected characteristic*, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’.
- **Discrimination is** ‘where one person is treated less favourably than another person was or would have been treated on the grounds of their *protected characteristic*’
- **Victimisation is** ‘when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act and/or Council policies’ or because they are suspected of doing so.
- **Bullying is** ‘persistent unwelcome offensive and intimidating behaviour or misuse of power which makes the recipient feel upset, threatened, humiliated or vulnerable and undermines their self-confidence’.

2.4 Types of Discrimination and Harassment

Direct discrimination

This is when someone is treated less favourably than another person because of a *protected characteristic* they have or are thought to have, or because they associate with someone who has a protected characteristic.

Associative Discrimination

This is direct discrimination against someone because they associate with another person who possesses a *protected characteristic*.

Perceptive Discrimination

This is direct discrimination against an individual because others think they possess a particular *protected characteristic*. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your organisation that applies to everyone but particularly disadvantages people who share a *protected characteristic*. Indirect discrimination can be justified if you can show that you acted reasonably in managing your business, i.e. that it is ‘a proportionate means of achieving a legitimate aim’. A *legitimate aim* might be any lawful decision you make in running your business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is

likely to be unlawful. Being proportionate really means being fair and reasonable, including showing that you’ve looked at ‘less discriminatory’ alternatives to any decision you make.

- 2.5 Harassment, discrimination, victimisation and bullying can come in many forms. It may happen once or more than once, either way it is unacceptable. Examples could include:

Offensive material, including pornography, racist material, or material which ridicules or abuses religion or belief, men or women, black people, disabled people, transgender people, lesbians or gay men, older or younger people.

Verbal abuse, including racist or sexist language, and language that undermines or ridicules e.g. disabled people, lesbians or gay men, older or younger people.

Bullying, exercising power to intimidate, ridicule or demean an individual or group of people usually through a number of small incidents over a period of time.

Leering, comments on dress or appearance, embarrassing remarks or jokes, demands for sexual favours.

Physical assault, including touching or unwanted physical advances.

Persistent comments, which undermine or undervalue a person’s abilities, particularly on the basis of his/her sex, race, disability, sexuality and/or age. This could also relate to comments on a person’s physical appearance.

Cyber-bullying, is when the internet, phones, or other devices are used to send or post text or images intended to hurt or embarrass another person. It may include threats or sexual remarks or ganging up to make someone a victim of ridicule in social networking forums.

3 HATE CRIME AND HATE INCIDENTS

- 3.1 A Hate Incident is: “Any incident, which may or may not constitute a criminal offence, which is perceived by the victim or any other person, as being motivated by prejudice or hate.”
- 3.2 Hate Crime is defined specifically as: “Any Hate Incident, which constitutes a criminal offence, perceived by the victim or any other person, as being motivated by prejudice or hate.”
- 3.3 As an employee complaints of Hate Crime or Hate Incidents will be dealt with through one of the following procedures:

Dignity and Respect Procedure – this should be used if they feel they have experienced harassment, discrimination, victimisation or bullying at work by another Council employee.

Grievance Procedure – this should be used if an employee wants to raise significant and specific concerns about their employment or treatment at work.

Accident, Violent Incident or Near Miss Report Form this should be used if a Hate Crime or Hate Incident happens to an employee, one of their colleagues or a member of the public.

Whistleblowing Procedure - this should be used for concerns where the interests of others or of the organisation itself are at risk.

4 ROLES AND RESPONSIBILITIES

MANAGERS

- 4.1 Every Sheffield City Council manager and supervisor has a duty to implement and enforce this Policy in a fair and equitable way and to ensure that all employees for whom they are responsible understand and follow it.
- 4.2 Managers are responsible for ensuring that all employees are aware that breach of this Policy could lead to consideration of formal disciplinary action or dismissal under the City Council's Disciplinary procedure depending upon the circumstances.
- 4.3 Managers need to recognise that the lodging and/or investigation of a complaint is extremely difficult and distressing for both the complainant and the subject of the complaint. In both cases, appropriate support needs to be provided before, during and after an investigation.
- 4.4 Managers need to ensure that complaints of harassment, discrimination, victimisation and bullying are taken seriously and that investigations are, so far as is possible, managed speedily, confidentially and communicated effectively.
- 4.5 Managers need to ensure that employees, who have raised concerns or have provided evidence during an investigation, are not victimised as a result of their actions.

EMPLOYEES

- 4.6 Every Sheffield City Council employee has a responsibility to treat all colleagues and service users with dignity and respect.
- 4.7 Employees, including managers, need to be aware of their own conduct and behaviour and how it can impact on others within the workplace.

-
- 4.8 Employees are encouraged to bring to the attention of Managers any examples of unfair treatment they have witnessed or strongly suspect is taking place. This could also include the conduct of managers.
 - 4.9 Employees are required to co-operate with investigations into allegations made under this policy.
 - 4.10 Employees must not make false or malicious allegations and need to be aware that disciplinary action may be considered in such circumstances.

HUMAN RESOURCES

- 4.11 Human Resources staff will be available as a resource to Managers and Employees to provide support and guidance on the operation of this policy.
- 4.12 Human Resources Officers will be involved in advising Managers on the investigation of complaints however they will not take over the management of the process. It is the Managers responsibility to manage.
- 4.13 Employees who are experiencing problems can approach Human Resources in confidence for advice and support.

CONTACT ADVISERS

- 4.14 Contact Advisers are available as a point of contact for those experiencing or witnessing harassment, discrimination, victimisation or bullying at work.
- 4.15 Contact Advisers can provide confidential support and will assist employees in understanding the options for dealing with their particular situations.
- 4.16 Contact Advisers are also available as a point of contact for the subject of a complaint, but not both parties to the same complaint. They will support people from various Portfolios.

TRADE UNIONS AND OTHER SOURCES OF SUPPORT

- 4.17 Employees who are members of a recognised trade union have the right to be represented by their Trade Union representative.
- 4.18 Trade Union representatives can offer advice and support to employees who may be experiencing problems or have had allegations made against them.
- 4.19 Employees can also seek support from Staff workers Forums and colleagues.

5 WHAT WE WILL DO

- 5.1 The City Council will take any allegations made by employees seriously and, so far as possible, complaints will be managed speedily, confidentially and communicated effectively.
- 5.2 Every effort will be made to resolve complaints informally. Where this is not appropriate or possible, an appropriate manager will ensure a formal investigation will take place.
- 5.3 The City Council will communicate with employees to raise awareness about Dignity and Respect. The policy will also be promoted including the implications of certain behaviours.
- 5.4 We will support employees who experience difficulties through the provision of Contact Advisers and Human Resources professionals and ensure that Managers are updated regularly on their responsibilities under this policy and procedure.
- 5.5 We will ensure a system is in place to monitor and review the use of the Policy and Procedure. There will be statistical monitoring to identify potential problems and areas for improvement.

1. MANAGEMENT STRUCTURE

Chief Officers

Chief Executive and Head of Paid Service

- Has overall corporate and management responsibility for the work of the Council, including the number and grade of officers required for the discharge of functions
- May discharge the functions discharged to other officers in cases of urgency or emergency and in consultation with the Leader

Chief Executive

Responsible for:-

Director of Policy, Performance and Communications

- Corporate Policy and Strategy
- Corporate Research and Analysis, including special analysis and GIS
- Performance Management
- Strategic and Business Planning
- Communications, including Campaigns, Marketing, Press and PR, Print and Design and Internal Communications
- Partnerships Development
- Equalities, Social Justice and Community Involvement
- Scrutiny
- Elections, ~~and~~ Referenda and Electoral Registration
- ~~Electoral Registration~~
- Public Health Intelligence
- Corporate Consultation

Director of Public Health

- Public Health overall, including Health Improvement, Health Protection and Health Services' Public Health
- Public Health input to the (NHS) Clinical Commissioning Group
- Lead Director for the Joint Strategic Needs Assessment
- Public Health Transition for the NHS to the City Council
- Liaison with Executive Directors regarding Integration of Public Health Specialist Teams into the Portfolio Management Structures
- Planning for and responding to emergencies that present a risk to public health
- Membership of the Health and Wellbeing Board
- Writing an Annual Report on the Health of the Population

Director of Health Improvement

- Health Improvement
- Health Inequalities
- World Health Organisation Healthy City Project
- Public Health and NHS Transition Work
- Health and Improvement Plan
- Health Impacts of Housing
- Business Planning and Performance for Public Health Office

Director of Sheffield First Partnership

- Sheffield City Strategy
- Sheffield Outcomes Framework
- State of Sheffield Report
- Sheffield Executive Board/Collaborative City Leadership
- Sheffield Partnerships Collaboration
- Sheffield Whole Place (City) Budgets Programme
- Public Service Reform
- Business First Partnership Unit
- Local Area Partnerships
- Fair City Campaign
- Resilience

Executive Director Resources

(Designated as the Chief Finance Officer/Section 151 Officer under the Local Government Act 1972)

Responsible for:-

Director of Finance

- Revenue Budget and Accounting
- Capital Programme Budgeting and Accounting
- Project Finance
- Internal Audit
- External Grant Funding
- Housing and Council Tax Benefits Client Team
- Council Tax Collection
- Collection of Sundry Debt

Director of Commercial Services

- Commercial, Commissioning, Procurement and Contract Management, Processes and Support

-
- E-Business (Trading electronically with the Council’s Suppliers)
 - Business Services Category (Procurement)
 - Construction Category (Procurement)
 - Young People, Health and Care Category (Procurement)
 - Commercial Projects
 - Strategic Contract Management (e.g. Capita, Veolia, Highways Public Finance Initiative, Kier LLP, Kier Property and Facilities Management)
 - Supplier Relationships and Buy Local
 - All External Spend Data and related Freedom of Information Requests
 - Approach/Process for Trade Supplier Payments
 - Managing Community Right to Challenge Submissions

Director of Customer Services

- Customer Services (Contact Centre, First Point, Reception Services)
- Corporate Complaints Team
- Blue Badge Service
- City Wide Alarms Call Handling Service
- 101 Service/Out of Hours Service
- Post Offices
- Customer First Programme
- E-Services (Council Website)
- Armed Forces Community Covenant
- Translation and Interpretation
- Customer Service Strategy and Projects
- Sheffield Register Office
- Council Housing Call Centre

Director of Business Information and Transformation

- Transformation Service – Business Change
- Business Analysis
- Enterprise Architecture
- IT Service Management
- Programme and Project Management
- IT Strategy and Planning
- Information Security
- ICT Governance and Assurance
- ICT Outsourced Partnership Management
- Information Management
- IS Business Partnering
- IT Training

Director of Human Resources

- HR Business Partners
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- HR Policy and Specialist Advice on Employment Matters
 - HR Advice and Support on People Management
 - Workforce Development Unit
 - Schools HR Service – Strategy and Governance
 - Learning and Development Delivery Service
 - HR Support for Major Change Projects
 - Occupational Health
 - Health and Safety
 - HR Connect – Capita HR Transactions
 - HR Connect – Capita Payroll

Director of Legal and Governance

- Legal Services
- Land Charges
- Monitoring Officer
- Standards
- Constitution
- Governance
- Democratic Services
- Member Development
- Mayoral Team
- Political Assistants and Group Support Officer
- Members' Support

Director of Transport and Facilities Management

- Transport Fleet and Contract Management
- Transport Strategy and Governance
- ~~HGV/PVC-PCV~~ Operator Licences
- Facilities Management Contract Management
- Passenger Transport for Vulnerable Adults and Children
- Taxi Driver and Vehicle Testing
- Vehicle Testing, Maintenance and Repairs
- Specialist Transport to Major City Events
- Chauffeur Service
- Community Buildings Team
- Schools Property Services
- ~~Facilities Management, including Statutory Compliance and Maintenance - all Portfolios (except Housing)~~
- Housing Services Health and Safety Team
- Property Records
- Kier Asset Partnership Ltd. Shared Services – Facilities Management

Executive Director Children, Young People and Families

(Designated as the Director of Children’s Services under the Children Act 2004)

Responsible for:-

Director of Children and Families Service

- Children’s Social Work Services
- Fostering Service
- Adoption Service
- Safeguarding Service
- Learning Difficulties and Disabilities Service
- Multi-Agency Support Teams
- Early Intervention and Prevention Services
- Attendance Services
- Parenting Strategy
- Looked After Children Services
- Corporate Parenting
- Commissioning Health Services
- Children’s Centres Support Services
- Children’s Residential Services
- Aldine House Secure Home
- Strategic Contracting and Access to Resource Service
- Aiming High and Short Break Services
- Early Years Planning and Sufficiency
- Strategic Leadership of the Early Years
- Leadership of the Review of Early Years
- Childcare
- Young Children’s Centres
- Children’s Centres Inspections
- Childminders
- 0-5 Strategy
- Youth Justice Service
- Building Successful Families
- Multi Systematic Therapy Services
- Care Leavers Services

Director of Inclusion and Learning Services

- Advocacy for Children & Young People.
- Primary, Secondary and Special Schools – Performance Monitoring, Challenge and Communication
- Targeted Support for Vulnerable Groups including those with English as an Aadditional Language

- Educational Attainment of Looked After Children
- Behaviour Service, including Inclusion Centres
- School Governor Service
- School Sports Strategy, including Swimming
- School Music Service
- Learning Support Service
- Outdoor Education Service
- E-Learning
- School Places Planning and Commissioning
- Commissioning School Transport
- Foundation Stage Learning Outcomes
- Children Missing from Education
- School Admissions and Admission Appeals
- Special Educational Needs (SEN) Services and Commissioning of SEN Places, Provision and Transport
- Strategic Lead for SEN
- Strategic Lead for Services to Schools
- De-escalation Service for Schools, Communities and Parents
- Early Years' Inclusion
- Maintained Nursery Schools

Director of Business Strategy

- Capital Strategy, including Building Schools for the Future
- Children Young People and Families (CYPF) and Schools Resourcing Strategies
- Revenue Budget and Business Planning Strategy, including Traded Services
- Emergency Planning and Business Continuity
- Schools Transport Strategy and Delivery
- School Food Services
- CYPF Information Strategy
- Risk Assessment and Management (including Information Risk)
- Financial Probity and Performance
- Governance and Compliance
- Strategic Resource Planning
- School Financial and Resource Planning Advice and Guidance
- Business Partner Relationship Management:
 - Asset Management
 - Human Resources
 - Finance
 - Information Communication Technology
 - Procurement
 - Efficiency Programme

- Customer First
- Transformation Change Programmes – Capital, Budget, Strategic Outcomes, Academy Conservation Programme, Modern Efficient Council and, Corporate Strategy

Director of Lifelong Learning, Skills and Communities

- 14-19 Partnership, Planning and Provision
- Adult Community and Family Learning
- Integrated Youth Support
- Employment and Skills
- Extended Learning and Support
- Community Cohesion
- Portfolio Policy, Planning and Performance
- Sheffield City Region Skills Lead for the City Deal

Children's Commissioner

- City Wide Learning Body
- Future Shape Children's Health (including Public Health)
- Parent's Assembly (Every Child Matters Survey)
- School and Health Partnerships and Projects

Consultant in Public Health

- Children and Young People 0 -19 + Transitions (up to 25 years)
- Emotional Wellbeing and Mental Health
- Maternity and Early Years
- Infant Mortality
- Sexual Health
- Future Shape Children's Health Programme
- Children's Joint Commissioning

Executive Director Communities

(Designated as the Director of Adult Social Services under the Local Authority Social Services Act 1970)

Responsible for:-

Director of Business Strategy

- Improvement and Development:
 - Performance Management
 - Programme Development and Monitoring
 - Business and Portfolio Strategy, Planning and Monitoring
 - Business Improvement, Efficiency and Value for Money

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- Business Transformation/Change Management Information
 - Monitoring and Management
 - Business Continuity
 - Business Systems Maintenance and Development
 - Quality and Safeguarding (Adult):
 - Safeguarding and Strategic Overview and Governance
 - Serious Incidents and Serious Case Reviews
 - Governance and Quality Improvement/Quality Assurance
 - Staff and Customer Involvement/Workforce Development
 - Risk Management, Information Governance and Business Continuity
 - Equalities, Diversity and Inclusion
 - Information and Advice
 - Business Partner Liaison

Director of Housing Services

- ~~Locality Management~~
 - ~~Cohesion and Migration~~
 - ~~Community Safety~~
 - ~~Housing Services:~~
 - ~~Area Management~~
 - ~~Asset Management~~
 - ~~Heating Mechanical and Electrical~~
 - ~~Leaseholder Services~~
 - ~~Income Management~~
 - ~~Community Engagement & Governance~~
 - ~~Tenancy Management & Enforcement~~
 - ~~Choice Based Lettings~~
 - ~~Access to Housing~~
 - ~~Older Person's Independent Living~~
 - ~~Supported Housing~~
 - ~~Maintenance & Partnership~~
 - ~~Estates & Environmental Services~~
 - ~~Partnership Services~~
 - ~~Health and Safety and Facilities Management~~
 - ~~Decent Homes~~
 - ~~Vacants Management~~
 - Area Housing Management
 - Tenancy Management & Enforcement
 - Income Management and Financial Inclusion
 - Access to Housing (Rehousing)
 - Older Person's Independent Living
 - Supported Housing Team and Furnished Accommodation
 - Gypsies and Traveller Sites
-

- Community Safety & Anti-Social Behaviour
- Community Engagement & Governance
- Housing and Environment Investment Delivery
- Health and Safety and Facilities Management
- Vacants Management
- Asset Management Strategy, Standards & Investment/ Financial Planning
- Heating Mechanical and Electrical Team (Cyclical Maintenance and Planned Replacement)
- Leaseholder Services
- Maintenance Partnership (Responsive Repairs)
- Partnership Services
- Estates and Environmental Services Team
- Locality Management Arrangements (including Local Area Partnerships)
- Cohesion and Migration (including Asylum)
- Voluntary Sector Grant Aid Programme/ Strategy/ Advice Services

~~Interim Head of Community Projects~~

- ~~Libraries, Archives and Information Services~~

Director of Care and Support

- Community, Hospital and Intermediate Care, Social Work Assessment and Care Management Teams, including safeguarding assessments of people in need
- ~~Social Work Assessment and Care Management Teams, including safeguarding assessments of people in need~~
- Self-Directed Support and Personal Budgets for People Needing Social Care and Support
- In-House Provider Services (including Care4You and People with Disabilities and Sensory Impairment)
- Housing Solutions (homelessness prevention, assessments and allocations);
- ~~Asylum Accommodation and Support Service and Equipment and Adaptations~~
- Joint Learning Disability Service
- Local Assistance Scheme

Director of Commissioning

- Housing Commissioning:
 - Future of Council Housing
 - Housing Revenue Account Business Plan

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- Lettings Policy Review
 - Leaseholders, Right to Buy and Financial Services
 - Private Rented Standards
 - Social Landlords Relationships
 - Housing-related Support
 - Adult Social Care Commissioning:
 - Intelligence and Forecasting
 - Older People
 - Mental Health
 - Learning Disabilities
 - Carers
 - Service Development (personalisation, prevention, integrated services)
 - Contracts and Partnerships
 - Drug and Alcohol/Domestic Abuse Co-ordination (interim)
 - ~~Healthy Communities Programme~~

Executive Director Place

Responsible for:-

Director of Capital and Major Projects

- Corporate Property Services
- Estate and Valuation Services
- Sheffield Markets Services
- Property Disposals and Acquisitions
- Rural Estates Management
- Commercial Estate Management
- Kier Asset Partnership Ltd Shared Services – Estate and Valuation Services
- Capital Investment and Capital Delivery Service
- Emergency Planning/Business Continuity, including shared service with Rotherham
- Environmental Responsibility and Resilience

Director of Culture & Environment

- Arts Projects
- Activity Sheffield
- City Centre Management
- City and Community Events
- Trees and Woodlands
- Parks and Countryside
- Public Realm Maintenance

- Bereavement Services
- Non-Highways Graffiti Removal
- Public Toilets
- Sports and Arts Trusts
- Allotments
- Ranger Service

Director of Regeneration and Development Services

- Air Quality
- Building Standards and Public Safety
- Flood Risk Management
- Highways Maintenance (Public Finance Initiative Client)
- Planning – Development Management and Local Plan
- South Yorkshire Archaeology
- South Yorkshire Forest
- Transport, Traffic and Parking Services
- Local Growth Fund
- Thriving District Centres
- Over-arching Housing Strategy, Investment and Regeneration
- Sheffield Housing Company
- City Development
- Scowerdons, Weaklands and Newstead Housing Regeneration Project
- Sustainable City

Director of Business Strategy and Regulation

- Business Partner Relationship Management
- Business Planning
- Governance and Compliance
- Performance Management
- Programme Management
- Resilience Management
 - Risk
 - Business Continuity
 - Emergency Planning
- Strategic Resource Planning
- Operational Services
 - Coroner's Advice
 - Medico-Legal Centre
 - Licensing
- Regulatory Services
 - Health Protection
 - Environmental Protection
 - Trading Standards

-
- Pest Control
 - Waste Management (including abandoned vehicles)

Director of Marketing Sheffield

- Marketing of Sheffield
- City Branding
- City Promotion
- Commissioning of Major Events
- Leisure and Business Tourism
- Stakeholder Engagement with Private Sector
- Change Management Role
- Champion Creative Sheffield
- External Relations with National Organisations (Visit England etc.)
- Interface with the Local Enterprise Partnership

Director of Creative Sheffield

- Business/Inward Development
- Sector Development
- Indigenous Business Aftercare/Support
- SME Business Support
- Enterprise in Schools
- First Point for Business
- Economic Strategy/Policy
- Sheffield City Region and Local Enterprise Partnership

Consultant in Public Health

- Environment
- Physical Activity
- Food
- Tobacco Control

2. STATUTORY/PROPER OFFICERS

2.1 The Local Government Act 1972 and other legislation require local authorities to make specific statutory appointments and designations (Statutory and Proper Officers) which carry specific responsibilities. For the avoidance of doubt, any post mentioned below will also include an interim appointment to that position.

2.2 In the event of the officers named below in 2.3 and 2.4 being unable to act or of any of the posts being vacant, the Chief Executive, or in his/her absence the relevant Executive Director, will appoint an officer to act in their place.

2.3 The following are the Statutory Officers of the Council for the purposes stated:-

<u>Legislation</u>	<u>Section</u>	<u>Description</u>	<u>Allocated To</u>
<u>Local Government Act 1972</u>	<u>S4</u>	<u>Head of Paid Service</u>	<u>Chief Executive</u>
<u>Local Government Act 1972</u>	<u>S151</u>	<u>Chief Finance Officer</u>	<u>Executive Director, Resources</u>
<u>Local Government and Housing Act 1989</u>	<u>S5</u>	<u>Monitoring Officer</u>	<u>Director of Legal and Governance</u>
<u>Local Authority Social Services Act 1970</u>	<u>S6</u>	<u>Director of Adult Social Services</u>	<u>Executive Director, Communities</u>
<u>Children Act 2004</u>	<u>S18</u>	<u>Director of Children's Services</u>	<u>Executive Director, Children, Young People and Families</u>
<u>Health and Social</u>	<u>S30</u>	<u>Director of Public Health</u>	<u>Director of Public</u>

<u>Care Act 2012</u>			<u>Health</u>
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2.14 The following are the Proper officers of the Council for the purposes stated:-

Local Government Act 1972	Description	Proper Officer
Section 83	Officer to witness and receive declarations of acceptance of office.	Joint Head of Democratic Services
Section 84	Officer to whom a person elected to any office under the Council may give written notice or resignation.	Joint Head of Democratic Services
Section 88 (2)	Officer who may convene a meeting of the Council for the election to fill casual vacancy of chairman of the Council.	Joint Head of Democratic Services
Section 89 (1)	Officer who may receive notice in writing of a casual vacancy in the office of Councillor from two local government electors.	Elections Officer
Section 96 (1)	Officer who may receive from councillors general notices of pecuniary interests and to keep a record of such disclosures.	Joint Head of Democratic Services
Section 100B (2)	Officer who may think fit to exclude from reports open to inspection parts relating to items during which the meeting is likely not to be open to the public.	Director of Legal and Governance, in consultation with the relevant Executive Director.
Section 100B (7) (c)	Officer to make available to the press copies of documents	Joint Head of Democratic Services.

	already supplied to Councillors.	
Section 100C (2)	Officer responsible for preparing a written summary of those parts of the committee proceedings which disclose exempt information.	Joint Head of Democratic Services.
Sections 100D	Officer responsible for identifying background papers and compiling list of such documents.	Relevant Executive Director.
Section 100F (2)	Officer making decision as to documents disclosing exempt information which are not required to be open to inspection by Councillors.	Director of Legal and Governance, in consultation with the relevant Executive Director.
Section 115	Officer to whom all officers shall pay monies received by them and due to the Local Authority.	Executive Director, Resources or her nominee.
Section 146(1)	Officer authorised to produce a statutory declaration specifying securities and verifying name change of authority.	Director of Legal and Governance.
<u>Section 151</u>	<u>Officer Designated as Chief Finance Officer</u>	<u>Executive Director, Resources</u>
Section 191	Officer to receive notices from Ordnance Survey Office in relation to ascertaining or locating Local Authority boundaries.	Director of Legal and Governance.
Section 204 (3)	Officer to whom notice of application for a Justices License under schedule 1 of the Licensing Act 1964 should be given.	Principal Licensing Officer.
Sections 210 (6) and (7)	Officer in whom power is vested to exercise any power with	Director of Legal and Governance.

	respect to a charity exercisable by any officer of a former authority.	
Section 225	Officer with whom documents may be deposited pursuant to law, to make notes or endorsements and give acknowledgements or receipts.	Director of Legal and Governance.
Section 228	Officer responsible for keeping accounts open for inspection by any member of the Authority.	Executive Director, Resources.
Sections 229	Officer who shall certify that a document is a photographic copy of a document in the custody of the Council.	Director of Legal and Governance
Section 234 (1)	Officer who may authenticate notices, orders or other documents on behalf of the Council.	Director of Legal and Governance
Section 238	Officer responsible for certifying copies of bye-laws.	Director of Legal and Governance
Schedule 12 Paragraph 4 (2) (b)	Officer who may sign and send to all Councillors a summons to attend Council meetings.	Chief Executive.
Schedule 12 Paragraph 4 (3)	Officer who may receive notice from a Councillor providing an address to which a summons to a meeting is to be sent.	Joint Head of Democratic Services
Schedule 14 Paragraph 25	Officer who may certify resolutions passed under this paragraph.	Director of Legal and Governance
Local Government Act 1974	Description	Proper Officer

Section 30 (5)	Officer responsible for arranging publication in newspapers of notice of Local Commissioner's report on investigation of a complaint.	Director of Legal and Governance
Local Government (Miscellaneous Provisions) Act 1976	Description	Proper Officer
Section 41	Officer responsible for certifying copies of resolutions, minutes and other documents.	Director of Legal and Governance
Highways Act 1980	Description	Proper Officer
Section 59	Officer responsible for certifying that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight or other extraordinary traffic.	Head of Highway Maintenance
Section 205	Officer responsible for undertaking duties as specified in the schedules in relation to private street works.	Head of Highway Maintenance
Section 210	Officer responsible for certifying amendments to estimated costs and provisional apportionment of costs under the private street works code.	Head of Highway Maintenance
Sections 211, 212 & 216	Officer responsible for making final apportionment of costs as detailed in the schedules under the private street works code.	Head of Highway Maintenance
Section 295	Officer responsible for issuing	Head of Transport,

	notices requiring removal of materials from non-maintainable streets in which works are due to take place.	Traffic and Parking Services/ Highway Network Manager & Sheffield Traffic Manager
Section 321	Officer responsible for authenticating notices and other documents.	Head of Transport, Traffic and Parking Services/Head of Highway Maintenance
Schedule 9 Paragraph 4	Officer responsible for signing plans showing proposed prescribed improvement or building lines.	Head of Highway Maintenance
Registration of the People Act 1983	Description	Proper Officer
Section 8	Officer to act as Registration Officer for the registration of Parliamentary and Local Government Electors.	Elections Officer
Section 28	Officer to act as Acting Returning Officer at Parliamentary Elections.	Chief Executive
Section 35	Officer appointed as Returning Officer for local elections.	Chief Executive
Section 67	Officer to whom declarations and public notice of election agents' appointments are made.	Elections Officer
Section 131	Officer responsible for providing accommodation for holding election court.	Elections Officer
Buildings Act 1984	Description	Proper Officer

Section 78 (8)	Officer responsible for taking immediate action in relation to dangerous buildings.	Director of Regeneration and Development Services
Local Government Finance Act 1988	Description	Proper Officer
Section 114	Officer responsible for making financial reports to the authority.	Executive Director, Resources.
Section 116	Officer responsible for notifying auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting.	Executive Director, Resources.
Local Government & Housing Act 1989	Description	Proper Officer
Section 2 (4)	Officer with whom the list of politically restricted posts shall be deposited.	Chief Executive.
Section 4	Officer designated as Head of Paid Service.	Chief Executive.
Section 5	Officer Designated as Monitoring Officer.	Director of Legal and Governance.
Local Government (Committees & Political Groups) Regulations 1990	Description	Proper Officer
Section 8 (1) & (5)	Officer to whom notice is delivered about the constitution of a political group, or the change of name of a political group.	Joint Head of Democratic Services.

Section 9 and 10	Officer to whom notice is delivered about a Councillor's membership of, or cessation of membership of, a political group.	Joint Head of Democratic Services.
Section 13	Officer to whom the wishes of a political group are expressed.	Joint Head of Democratic Services.
Section 14	Officer responsible for notifying a political group about allocations and vacancies of seats.	Joint Head of Democratic Services
Local Government Act 2000	Description	Proper Officer
Section 81	Officer responsible for establishing and maintaining a register of interests.	Joint Head of Democratic Services
The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Description	Proper Officer
Regulation 3 (1)	Officer responsible for producing a written statement of all executive decisions made at a public or private meeting of Cabinet, including the information specified in regulation 3 (2).	Joint Head of Democratic Services
Regulation 4	Officer responsible for producing a written statement of all executive decisions made by	Joint Head of Democratic Services

	individual Councillors.	
Regulation 5 (1)	Officer responsible for ensuring that a copy of the following documents is available for public inspection: <ul style="list-style-type: none"> • the written statement referred to in regulation 3 • part or all of any report considered by the decision maker and relevant to the decision made. 	Joint Head of Democratic Services
Regulation 6	Officer responsible for compiling a list of background papers to the report referred to in regulation 5.	Joint Head of Democratic Services
Regulation 11 (7) (c)	Officer who may supply to a newspaper a copy of any document supplied to Cabinet members, if he or she thinks fit.	Joint Head of Democratic Services
Regulation 12 (1)	Officer responsible for publishing the information relating to key decisions specified in regulation 12 (1).	Joint Head of Democratic Services
Regulation 13	Officer responsible for publishing the Forward Plan.	Joint Head of Democratic Services
Regulation 15 (1)	Officer responsible for informing the relevant Committee Chairman of decision to be made and not in the Forward Plan.	Joint Head of Democratic Services
Regulation 17	Officer responsible for determining whether compliance with regulations 17 (1) or 17 (2) would involve the disclosure of either exempt	Director of Legal and Governance

	information or advice provided by a political advisor or assistant.	
Regulation 21 (4)	Officer who may form an opinion as to whether a document contains or is likely to contain information confidential information, exempt information or the advice of a political advisor or assistant.	Director of Legal and Governance
The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000	Description	Proper Officer
Regulation 4 (2)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area.	Director of Legal and Governance/Elections Officer
The Local Authorities (Standing Orders) (England) Regulations 2000	Description	Proper Officer
Schedule 1 Paragraphs 5 and 6	Officer responsible for receiving notification of proposed appointment of certain officers, notifying executive members of that proposed appointment and for receiving and notifying of objections to the proposed appointment.	Director of Human Resources
Health and Social Care		

Act 2012	Description	Proper Officer
Section 30 to 37	Officer to carry out the role of Director of Public Health.	Director of Public Health
Local Democracy, Economic Development and Construction Act 2009	Description	Proper Officer
Section 31	Officer to carry out the role of Lead Scrutiny Officer.	Head of Governance and Involvement
<u>Local Authority Social Services Act 1970</u>	<u>Description</u>	<u>Proper Officer</u>
<u>Section 6</u>	<u>Officer Designated as Director of Adult Social Services</u>	<u>Executive Director, Communities</u>
<u>Children Act 2004</u>	<u>Description</u>	<u>Proper Officer</u>
<u>Section 18</u>	<u>Officer designated as Director of Children’s Services</u>	<u>Executive Director, Children, Young People and Families</u>

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Article 4 - The Full Council

4.01 Meanings

(a) **Policy Framework.** The Policy Framework means the following plans and strategies:-

- Development plan documents (Section 15, Planning and Compulsory Purchase Act 2004);
- Licensing Authority Policy Statements under the Licensing Act 2003 and the Gambling Act 2005;
- Local Transport Plan;
- Sustainable Community Strategy;

(b) **Budget.** The annual budget which includes the allocation of financial resources to different services and projects, including:

- revenue expenditure;
- proposed contingency funds including reserves and balances;
- setting the Council Tax (and any other local tax which may be within the control of the Council);
- decisions relating to the control of the Council's borrowing requirement;
- capital expenditure;
- [Housing Revenue Account](#)

and the Treasury Management Strategy.

4.02 Functions of the Full Council

Only the Council will exercise the following functions:

- adopting and changing the Constitution;
- approving or adopting the Policy Framework;
- approving or adopting the Budget;
- agreeing the capital strategy and programme;
- Subject to the urgency procedure in the Budget and Policy Framework Procedure Rules, making decisions about any matter where the Executive is minded to discharge an executive

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SHEFFIELD CITY COUNCIL MEMBERS’ ALLOWANCES SCHEME

Sheffield City Council, in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003, hereby makes the following scheme:-

Citation

- 1 This scheme may be cited as the Sheffield City Council Members’ Allowances Scheme and shall have effect ~~from 15 May 2013~~ for the ~~remainder of the year ending 31 March 2014~~ year commencing on 1 April 2014.

Interpretation

- 2 In this scheme:-

“Councillor” means a member of the Sheffield City Council who is a Councillor;

“Year” means the 12 months ending with 31 March.

Basic Allowance

- 3 Subject to paragraph 6, for each year a basic allowance of £11,742.45 shall be paid to each Councillor.

Special Responsibility Allowances

- 4(1) For each year, a special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the Authority that are specified in schedule 1 to this scheme.
- (2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Renunciation

- 5 A Councillor may by notice in writing given to the Director of Legal and Governance elect to forego any part of his/her entitlement to an allowance under this scheme.

Part-year Entitlements

- 6 (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (2) If an amendment to this scheme is made which affects payment of a basic allowance or a special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,
- the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- (3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2) and the term of office of a Councillor does not subsist throughout a period mentioned in sub-paragraph (2), the entitlement of any such Councillor to a basic allowance shall be the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a Councillor subsists in that period bears to the number of days in that period.

-
- (5) Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor’s entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2) and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor’s entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion of the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

Claims and Payments

- 7(1) Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more or less than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be such amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.
- (3) Councillors are required to submit claims for Childcare and Dependent Carers’ Allowances, and travel and subsistence allowances, within a time limit of 2 months from the date of the duty.

Childcare and Dependent Carers’ Allowances

- 8_(1) A Councillor may claim a Childcare and Dependent Carers’ Allowance, in respect of duties outlined in schedule 2 to this scheme, in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003.

- (2) The rate for such an allowance is
- ½ day up to 4 hours up to £24.00
- (3) Paid receipts must be submitted to support claims for Childcare and Dependent Carers’ Allowances.
- (4) Childcare and Dependent Carers’ Allowances may not be claimed in respect of caring duties which have been performed by a member of the Councillor’s immediate family.

Travel and Subsistence Allowances

- 9.(1) A Councillor may claim travelling allowances in respect of duties outlined in schedule 2 to this scheme, at the following rates:-

Travel within the City: *(These allowances are only available to Councillors who are not in possession of a Members’ Travel Pass)*

Car Mileage – 45p per mile up to 10,000 miles per annum and 25p per mile above 10,000 miles, plus 5p per mile for each passenger (up to four) who can claim an allowance;

Motor Cycle/Moped mileage – 24p per mile;

Pushbike – 20p per mile;

Public Transport – actual fare incurred, subject to submission of ticket/receipt.

Car Parking – charges will not be reimbursed as City Centre car parking arrangements are in place for Councillors.

Travel out of City: *(subject to separate approval)*

Rail Fare – cheapest standard fare.

Car Mileage – 45p per mile for the first 60 miles, then 13.8p per mile – plus 5p per mile for each passenger (up to four) who can claim an allowance – but overall amount to be paid is limited to the cost of the cheapest standard rail fare, with no allowance for parking fees or other charges (except in case of disabled Members – in this case, mileage rate without limitation calculating journey there and back individually).

Taxis – reimbursement of the fare where public transport is not reasonably available, and subject to submission of receipts.

Car Parking – reimbursement of car parking charges, subject to submission of ticket/receipt.

(Note: Members who travel to and from work for an approved duty can only claim an allowance up to the equivalent home return journey.)

- (2) Subject to separate approval, a Councillor may claim subsistence allowances in respect of approved duties set out in schedule 2 to this scheme, at the ~~same following~~ rates that are made available to officers of the Council. As from 1 April 2013 these rates are:-

Subsistence within the City – Nil

Subsistence out of City – Breakfast £7.~~3758~~; Lunch £10.~~4645~~; Tea £~~3.994.11~~; Evening Meal £12.~~6097~~.

Subsistence overnight – Actual cost.

Co-Optees' Allowance

- 10 A co-optees' allowance may be paid to individuals appointed to serve as members of committees of the Council, but who are not Members of the Council. The amount of the co-optees' allowance is £707.98 per annum.

Annual Adjustments of Allowances

- 11(1) The annual adjustment of allowances will be ascertained by reference to an index. In relation to Basic, Special Responsibility (including the Pensions Authority), Childcare and Dependent Carers' and Co-optees Allowances, the annual index shall be the average percentage officer pay award in Sheffield. In relation to travelling and subsistence allowances, the annual index shall be the relevant officer rates agreed from time to time. These annual indexes apply for a period of four years commencing from 2013/14.
- (2) However, in relation to Basic, Special Responsibility (including the Pensions Authority), Childcare and Dependent Carers' and Co-optees Allowances in ~~2013/14~~2014/15, no annual increase will be implemented.

Pensions

- 12 All Councillors have the option of accessing the Local Government Pension Scheme with effect from 1st May, 2003. Both Basic and

Special Responsibility Allowance are treated as amounts in respect of which such pensions are payable.

Entitlement to Allowances

- 13(1) No Councillor shall receive more than one Special Responsibility Allowance, except in relation to the Pensions Authority.
- (2) Where a Councillor is also a member of another Authority, he/she may not receive allowances from more than one Authority in respect of the same duties.

SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

Leader	£ 18,167.68 pa
Band A Deputy Leader Cabinet Members	9,083.86 pa
Band B Lead Member for Scrutiny Chairs of Scrutiny and Policy Development Committees Leader of Opposition Groups with more than 20% of the membership of the Council	7,509.32 pa
Band C Chair of Planning and Highways Committee Chair of Licensing Committee Local Area Partnership Chairs ¹ Opposition Group Office Holders – - with more than 40% membership of the Council (3) - with more than 30% membership of the Council (2) - with more than 20% membership of the Council (1)	5,268.63 pa

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(~~Revised Amended March 2014~~ 15 May 2013/Minor amendments 12 June and 4 September 2013)

Band D Cabinet Advisers	4,148.29 pa
Band E Deputy Chair of Licensing Committee	3,027.95 pa
Pensions Authority Member Chair Vice Chair	3,385.22 pa 11,207.97 pa 5,603.99 pa

⁴~~Provisional allocation confirmed by the City Council at its meeting held on 4 September 2013 and backdated to 16 May 2013~~

SCHEDULE 2

Duties in respect of which travel, out of City subsistence and Childcare and Dependent Carers Allowance are available shall be:-

- (a) The attendance at a meeting of the authority or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authorities within the meaning of section 270(1) of the Local Govt Act 1972, or a sub-committee of such a joint committee provided that:-
 - 1. Where the authority is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited, or
 - 2. If the authority is not so divided, it is a meeting to which at least two Members of the authority have been invited;
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the

purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and

- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with the discharge of the functions of the authority or of any of its committees or sub-committees

In terms of paragraph (h) above the following duties are approved by the Council:-

- Meetings by Members in a recognised position of responsibility with a Chief Officer or relevant officer or on any other matter arising from the statutory duties of the Council as deemed necessary;
- Deputations to Ministers and Government Departments;
- Working groups including officers as approved by Council;
- Attendance at Ward or area-based events connected with the locality management function;
- Attendance at meetings of Neighbourhood Action Groups;
- Conferences and seminars;
- Members surgeries on up to 3 days per month and, in exceptional cases, also those surgeries held on behalf of a colleague in case of illness;
- Members induction courses and training sessions to which all relevant Members are invited; and
- Attendance at their Council office to carry out preparatory work in connection with the discharge of the functions of the authority or any of its committees or sub-committees for up to 8 occasions per month.

(Note: Out of City duties require separate approval.)

Duties Excluded

- Attendance at meetings of a political group nature, except the Policy Working Group (Labour), the Policy Working Group (Liberal Democrat) and the Policy Working Group (Green) at which officers provide briefings open to all members of the respective group;
- Attendance at civic functions where the function does not relate to the Member's recognised position of responsibility; and

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(~~Revised Amended March 2014~~ 15 May 2013/Minor amendments 12 June and 4 September 2013)

- For ~~Councillors~~ Members not in a recognised position of responsibility, attendance at informal discussions, meetings or visits between ~~Councillors~~ Members and/or with officers or with other organisations, as these duties are deemed to form part of the ~~Councillor's~~ Member's constituent duties.

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