

Cabinet

Wednesday 14 January 2015 at 2.00 pm

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

The Press and Public are Welcome to Attend

Membership

Councillor Julie Dore	(Leader of the Council)
Councillor Leigh Bramall	(Business, Skills & Development)
Councillor Jackie Drayton	(Children, Young People & Families)
Councillor Jayne Dunn	(Environment, Recycling and Streetscene)
Councillor Isobel Bowler	(Culture, Sport & Leisure)
Councillor Ben Curran	(Finance and Resources)
Councillor Harry Harpham	(Deputy Leader/Homes & Neighbourhoods)
Councillor Mazher Iqbal	(Communities & Public Health)
Councillor Mary Lea	(Health, Care & Independent Living)

PUBLIC ACCESS TO THE MEETING

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

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

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

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

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

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

FACILITIES

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

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

**CABINET AGENDA
14 JANUARY 2015**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 1 - 4)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 5 - 16)
To approve the minutes of the meeting of the Cabinet held on 17 December 2014
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny**
The Director of Legal and Governance will inform the Cabinet of any items called in for scrutiny since the last meeting of the Cabinet
- 8. Retirement of Staff** (Pages 17 - 18)
Report of the Director of Legal and Governance
- 9. Ochre Dike Playing Fields, Waterthorpe Fields in Trust Designation** (Pages 19 - 28)
Report of the Executive Director, Place
- 10. Revenue Budget and Capital Programme Monitoring 2014/15 Month 7 (as at 31/7/14)** (Pages 29 - 68)
Report of the Executive Director, Resources
- 11. Sheffield Community Covenant Annual Report 2014** (Pages 69 - 96)
Report of the Chief Executive
- 12. BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) Neighbourhood Area and Forum Designation** (Pages 97 - 140)
Report of the Executive Director, Place
- 13. Housing Revenue Account (HRA) Business Plan, HRA Budget and Rent Increase 2015/16** (Pages 141 - 194)

Report of the Executive Director, Communities

(Note. This is to be submitted to Council for approval at its meeting to be held on 4 February 2015)

NOTE: The next meeting of Cabinet will be held on Wednesday 11 February 2015 at 2.00 pm

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.

This page is intentionally left blank

Cabinet

Meeting held 17 December 2014

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

.....

1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Jayne Dunn.

2. EXCLUSION OF PUBLIC AND PRESS

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

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting held on 12 November 2014 were approved as a correct record subject to amendments to paragraph 5.7 to replace the word 'king' with 'kind' and the word 'of' with 'in' in the second sentence to read 'The Council would work with Fields in Trust and the British Legion in relation to a commemoration event and there would be a plaque of some kind installed.'

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Petition Requesting the Grant of a Lease on Land Currently Held on License by the Hanover Tenants Association

Andrew Woodhead submitted a petition, containing 7 signatures, on behalf of the Hanover Tenants Association requesting the granting of a lease on land currently held on license by the Hanover Tenants Association.

He commented that, with over £20,000 of external funding, the Association had transformed an area of land at the rear of Upper Hanover Street and Broomhall Street in the ownership of Sheffield City Council, into a community allotment with 25 raised beds, a container for safe storage and a greenhouse.

The site had public access 24 hours a day and had no fences or gates. No window in the greenhouse had been broken since the scheme was started in 2010/11. The Association now wished to develop the project further. To do this they needed to change the license to use, into a lease to prove to potential funders that they would be able to occupy the site throughout any grant funded periods required.

This request to change a license to use, into a formal 10 or 15 year lease held by the Hanover Tenants Association had been turned down by officers of the Council. They were thereby petitioning the Council to grant the Association a lease so that, should they choose to do so, the Association could develop the project further for the benefit and good of the community.

Councillor Ben Curran, Cabinet Member for Finance and Resources, commented that the land had development potential and had been marked in the Council's Development Plan for housing use. The lease had been granted on a temporary basis pending an upswing in the housing market. He knew the area well and could see the social benefits of granting the Associations request. He was hopeful therefore that an agreement of some kind could be reached with the Association. He would arrange a meeting with Mr Woodhead and key officers in the New Year.

Councillor Harry Harpham, Deputy Leader and Cabinet Member for Homes and Neighbourhoods, reported that he had received a briefing on the issue. There did not seem to him to be any reason why the Associations request could not be granted. He had therefore instructed officers to make it happen and a response would be provided in the very near future.

5.1 Public Question in respect of Public Questions

Marcus O'Hagan reported that he had received a letter from the Information Commissioner regarding questions he had asked at a number of Council meetings in January and February 2014. The letter had stated that these questions did not fall under the Freedom of Information Act.

Mr O'Hagan commented that he felt bullied and tricked by the Council and believed that they had deliberately not answered questions to protect their own position particularly in respect of libraries. He commented that the Council claimed it was committed to openness and transparency but all public questions were now excluded from Scrutiny.

John Mothersole, Chief Executive, reported that the Council had not made the Information Commissioner make any decision. It was an independent body who made its own decision.

Councillor Julie Dore, Leader of the Council, reported that the reason the Council had sought a decision from the Information Commissioner was that numerous questions had been asked in the Council Chamber as to whether public questions came under the Freedom of Information Act so there was a need to clarify the position. The Information Commissioner had independently stated that public questions did not come under the Freedom of Information Act and the Council therefore needed to take this on board.

Councillor Dore further stated that she always tried to answer every question put to her and never deliberately avoided any question and the same could be said of other Cabinet Members. She asked Mr O'Hagan to send her all the questions which he believed had not been answered by the end of the week and he would

receive a response.

5.2 Public Question in respect of Changes to Policy and Procedure

Martin Brighton asked what changes had the Council approved, if any, to its policy, procedure and practice, where, if questions were asked by citizens at meetings such as Full Council or Cabinet, then (i) both questions and answers are included in the minutes of the meeting, (ii) if the questions cannot be answered, an officer is assigned to provide the information (which also becomes part of the public record), (iii) the questions, if they are for information within the remit of the Freedom of Information Act, are treated as requests for information, for which the Freedom of Information Act applies. If there had been any approved changes, could details be provided and it be stated at what public meetings of Elected Members these changes were consulted upon, debated and approved? If there had not been any approved changes, why had Mr Brighton's questions put to Full Council not been processed in the usual and accepted manner?

Councillor Julie Dore commented that it was extremely difficult to look back through every change to policy and procedure and identify where they came from. All changes were authorised one way or another and the Leaders Scheme of Delegation identified where all decisions were made and this would show who had the authority to make changes. If Mr Brighton could identify any specific examples a response would be provided. If a policy was being reviewed this would remain as was until the review was completed.

5.3 Public Question in respect of Public Questions at Council Meetings

Martin Brighton commented that recently released documents showing agendas for public meetings now omitted the accepted standard item 'Questions from Members of the Public.' Had Council policy changed such that the item was now to be excluded from the public meetings where the facility for the public to ask questions had been in practice for years? If there had been change could details please be provided? If there had not been any changes would the Council please ensure that the standard agenda item was restored?

Councillor Julie Dore stated that most public meetings of the Council had items for public questions with the exception of some meetings where it wasn't appropriate such as planning or licensing. If Mr Brighton had evidence that this wasn't the case he needed to provide the examples.

5.4 Public Question in respect of Changes to Policies and Procedures

Martin Brighton asked for policy, procedure and practice changes, was it not implicit in the months of management of the Review and Change implementation process that the existing policies, procedures and practices remained in place until such time as their replacements were approved by the appropriate mechanism (i.e. at Full Council). Examples included Terms of Reference for membership of meetings, and Code of Conduct at Council meetings.

Councillor Dore commented that this had been answered under Mr Brighton's first

question.

5.5 Public Question in respect of Public Meetings

Martin Brighton commented that in his local area there had been repeated and ongoing attempts by a Council supported person to have him excluded from public meetings. He therefore asked if Council policy had changed and if so could details be provided? If Council policy had not changed, why was no action taken against any person who constantly called for a member of the public to be removed? Was an imaginary and highly personal excuse for wanting a person to be removed from a sufficient reason to claim 'conflict of interest' against a member of the public for justifying removal, even though the stated reason for wanting the member of the public removed had no association whatsoever with any of the agenda items for the meeting? Could the Council also clarify the policy with respect to exclusion of people from meetings on the grounds of a declared 'conflict of interest'?

Councillor Julie Dore commented that she had always stated that members of the public would only be asked to leave a meeting if they were behaving inappropriately or offensively. The Chair of a meeting had a right to remove someone from a meeting but this would only happen in exceptional circumstances.

Councillor Dore further referred to an additional issue raised by Mr Brighton and requested that he highlight where this was occurring and she would respond accordingly.

5.6 Public Question in respect of Minutes of Meetings

Nigel Slack commented that he would like to draw Members attention to the difference between the idea of a 'true record' and 'complete record'. Minutes were designed to reflect a true record of decisions made in the Council's meeting. It was also clear that they can never be a complete record of the goings on. In the minutes of the full Council meeting of 5th November 2014, Councillor Bramall's answer to Mr Slack's question omitted the word 'transparent'. Would the Council undertake to try and help those preparing minutes ensure the record is in the spirit as well as the truth of the participants' contributions?

Councillor Julie Dore commented that she believed Members did that. They approved the minutes of the meeting and checked them closely and did occasionally request changes to better reflect the spirit of what was said. If Mr Slack noticed any specific examples he should let Members know and there would be the opportunity to amend at the next meeting.

5.7 Public Question in respect of Streets Ahead Contract

Nigel Slack referred to a statement released by Unite on 1st December 2014 concerning the transferring of workers from Council terms and conditions (under TUPE) to place them on Amey's own. What was the Council's view on this move by Amey and the effect on the Streets Ahead contract?

Councillor Ben Curran responded that, if there were any changes to employee's terms and conditions this was a matter for the employer, staff and the Trade Unions. The Council did have dialogue with Amey and other contractors and had challenged contractors on issues in the past and worked on resolutions. The terms and conditions for Council staff were fit for purpose and adequate. In terms of the impact on the Amey contract, the Council would expect Amey to fulfil their contractual requirements. Mr Slack should email Councillor Jayne Dunn, Cabinet Member for Environment, Recycling and Streetscene if he required any further information.

5.8 Public Question in respect of Derelict Buildings

Nigel Slack referred to a website he had seen which illustrated some of the fascinating derelict buildings in the City. Some of those illustrated were listed buildings like the old Town Hall/Court House. Mr Slack was concerned that with the cuts to Council budgets these listed buildings may be starting to suffer as the old Citadel building suffered from serious neglect by their owners. He therefore asked how often were listed buildings inspected and, in the last year, how many owners had been compelled to undertake remedial work on these buildings?

Councillor Leigh Bramall, Cabinet Member for Business, Skills and Development, reported that he would confirm the specific detail in due course. The Council did keep a record of the listed buildings deemed at risk as defined by English Heritage. The Council did undertake checks through its conservation officers. However, the Council had limited powers to enforce the upkeep of buildings. The cuts had made a difference as developers were less likely to develop buildings due to lack of funding so old buildings sat there longer.

5.9 Public Question in respect of Devolution

Nigel Slack asked, now that the 'Heads of Terms' for the City region deal had been agreed, when and how will the citizens of the City get an opportunity to see and be consulted on about the detail of the deal? Will the Council ask the people for consent before a decision is finally made?

Councillor Julie Dore commented that she didn't see the recent agreement with the Government as a deal but a stage in a long term process. The agreement was mainly around economic infrastructure and skills.

The Government set the timetable so it was not possible to consult with the public. However, if the Council believed parts of the deal were not acceptable or contentious they would argue the case. She believed the Deputy Prime Minister had 'jumped the gun' and had lost the opportunity to explain what the deal meant to people. The administration would continue to negotiate with any future Government on devolution.

5.10 Public Question in respect of Supermarkets

Nigel Slack asked how many planning permissions had been granted in the last five years for the 'local' or 'metro' brands of the big four supermarkets (Asda,

Morrisons, Sainsbury's, Tesco)?

Councillor Leigh Bramall responded that the Council did not categorise particular supermarkets there was a general retail classification so it was doubtful that that information could be provided. However, he acknowledged that there were a lot more than there used to be.

6. ITEMS CALLED-IN FOR SCRUTINY

6.1 There were no items called-in for Scrutiny.

7. RETIREMENT OF STAFF

The Chief Executive submitted a report on Council staff retirements.

RESOLVED: That this Cabinet :-

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

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
-------------	-------------	-----------------------

Children, Young People and Families

Jan Cross	PE Teacher and Second in Department, Sheffield Springs Academy	35
Kathleen Maguire	Teaching Assistant Level 3, Seven Hills School	24
Lee Wood	Teacher, Windmill Hill Primary School	21

Communities

Catherine Wilson	Home Ownership and Revenues Officer	41
------------------	-------------------------------------	----

Resources

Ann Flounders	Assistant to Lord Mayor	41
Pauline Memmot	Members' Secretary	24

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

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

8. ASSESSMENT OF CHILD SEXUAL EXPLOITATION SERVICES IN SHEFFIELD

8.1 The Executive Director, Children, Young People and Families submitted a report in relation to an assessment of Child Sexual Exploitation Services in Sheffield. A motion was passed at Full Council on 3 September 2014 requesting that an assessment of child sexual exploitation services be undertaken in response to the publication of Professor Alexis Jay's Independent Inquiry into Child Sexual Exploitation in Rotherham. The report and Executive Summary were presented in response to this request, summarising the activity that had been undertaken in a number of areas.

8.2 Councillor Gill Furniss, Chair of the Children, Young People and Family Support Scrutiny and Policy Development Committee attended the meeting to present the recommendations of the Committee which had considered the report at its meeting held on 15 December 2014.

8.3 Councillor Furniss commented that the Committee had held a very robust session. She considered that it was the most serious and challenging issue that had come to Scrutiny and the Committee did not underestimate its importance. The Committee were very pleased with the report whilst challenging over many of the issues highlighted. She therefore presented to Cabinet the Committee's recommendations arising from their meeting.

8.4 **RESOLVED:** That Cabinet:-

- (a) agrees the scope and findings of the Assessment into Child Sexual Exploitation Services in Sheffield and agrees with it being presented to Full Council on 7 January 2015;
- (b) endorses the outcomes and following recommendations from the meeting of the Children, Young People and Family Support Scrutiny and Policy Development Committee at its meeting held on 15 December 2014 which considered the report:-

“That the Scrutiny Committee:-

- (i) write to the Crown Prosecution Service (copying in Sheffield MP's) in support of the issues highlighted in the assessment that continuing work is required with the judiciary system to explain the complexities of CSE, to increase the level of knowledge and understanding about the complexities of the issue;
- (ii) write to the Health and Wellbeing Board regarding the Committee's concerns about a lack of resources and appropriateness of services for young people's health pathways;
- (iii) requests specific training in terms of interpretation of figures and statistics to enable proper scrutiny to assist members in their scrutiny role. This is in line with one of the identified areas for development

within the assessment;

- (iv) requests that officers from the Children and Families Service continue to engage with parents and carers as part of the process;
 - (v) requests a copy of the case audit toolkit that was used in the assessment;
 - (vi) write to staff in the Children, Young People and Families portfolio who were involved in the production of the assessment to thank them for their dedication and hard work; and
 - (vii) write to the young people involved in producing the assessment to thank them for their involvement"; and
- (c) requests that the Children, Young People and Families Scrutiny and Policy Development Committee:-
- (i) in writing to the Crown Prosecution Service highlight particular issues which needed to be addressed such as the need to speed up the Court process;
 - (ii) in terms of requesting training on statistics, that this be expanded to include understanding what data is available/ different types of data to assist members in their Scrutiny role; and
 - (iii) in the letter to young people outline what had happened as a result of their involvement in addition to thanking them for their involvement.

8.5 **Reasons for Decision**

- 8.5.1 The report was being presented to Cabinet as part of the governance and scrutiny arrangements to ensure that there was full political oversight of the assessment. Cabinet will need to assure themselves that the scope of the assessment satisfies them that:-
- the current delivery of child sexual exploitation services in Sheffield were sufficiently robust
 - the areas for development identified within the report were appropriate and proportionate

8.6 **Alternatives Considered and Rejected**

- 8.6.1 There were no alternative options presented in the report.

9. **COMMISSIONING STRATEGY FOR SERVICES FOR PEOPLE WITH A LEARNING DISABILITY AND THEIR FAMILIES**

- 9.1 The Executive Director, Communities submitted a report in relation to a Commissioning Strategy for services for people with a learning disability and their

families.

9.2 **RESOLVED:** That Cabinet:-

- (a) approves the Learning Disabilities Commissioning Strategy attached as an appendix to the report as a statement of the Council's vision for the development of care and support services to adults with a learning disability and their families;
- (b) delegates authority to the Director of Commissioning to develop the commissioning plans that take forward the intentions and approach set out in the strategy;
- (c) authorises officers to ensure an integrated, whole system approach towards people with a learning disability;
- (d) delegates authority to the Director of Commissioning to take a joint or integrated commissioning approach with the Children, Young People and Families Portfolio (CYPF) and the Clinical Commissioning Group (CCG); and
- (e) notes that implementation of commissioning plans and joint or integrated commissioning approaches will be reported for approval in accordance with the Leader's Scheme of Delegation.

9.3 **Reasons for Decision**

- 9.3.1 To enable the Council to set a clear vision for development of services for people with a learning disability in Sheffield. It will provide:
- The medium to long term context for detailed commissioning plans.
 - A clear statement of direction to key strategic partners to inform joint and integrated approaches.
 - A clear statement of direction to service providers in Sheffield to help inform their own business planning.

9.4 **Alternatives Considered and Rejected**

- 9.4.1 We face a range of opportunities and challenges both in the present and future. To do nothing is not an option. We require a clear Commissioning Strategy to inform our plans, to manage change sensitively and effectively, and to provide a firm foundation for partnership working.

**10. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2014/15
MONTH 6 (AS AT 30/9/14)**

- 10.1 The Executive Director, Resources submitted a report providing the month 6 monitoring statement on the City Council's Revenue and Capital Budget for 2014/15.

10.2 **RESOLVED:** That Cabinet:-

(a) notes the updated information and management actions provided by the report on the 2014/15 Revenue budget position and approves:-

- The proposed use of £300-400k of Public Health forecast reduction, as noted in paragraph 68 of the Public Health section of the report
- The balance of the Public Health underspend be considered in the context of the 2015/16 budget savings on public health
- The carry-forward of any underspend of the Local Assistance Scheme (LAS) be carried forward to assist with sustaining a LAS scheme in 2015/16, subject to balancing the overall budget;

(b) in relation to the Capital Programme:

(i) approves the proposed additions to the Capital Programme listed in Appendix 2 of the report, including the procurement strategies and delegations of authority to the Director of Commercial Services, or nominated officer, as appropriate, to award the necessary contracts following stage approval by Capital Programme Group;

(ii) approves the proposed variations and slippage requests listed in Appendix 2 of the report; and

(c) notes:-

- The latest position on the Capital Programme including the current level of delivery and forecasting performance;
- The four projects listed in Appendix 2 of the report which were due to close and where savings had been achieved and will be returned to the Housing Revenue Account;
- There was no exercise of delegated emergency approval by the Executive; and
- The instances where Cabinet Members, EMT or Directors of service exercise their delegated authority to vary approved amounts.

11.3 **Reasons for Decision**

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

11.4 **Alternatives Considered and Rejected**

11.4.1 A number of alternative courses of action were considered as part of the process

undertaken by Officers before decisions were recommended to Members. The recommendations made to Members represented what Officers believed to be the best options available to the Council, in line with Council priorities given the constraints on funding and the use to which funding is put within the Revenue Budget and the Capital Programme.

This page is intentionally left blank



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Chief Executive

Date: 14th January 2015

Subject: Staff Retirements

Author of Report: Simon Hughes, Democratic Services

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

Recommendations:

Cabinet is recommended to:-

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

Background Papers: None

Category of Report: OPEN

RETIREMENT OF STAFF

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

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
<u>Children, Young People and Families</u>		
Eileen Dunleavy	Cleaner, Windmill Hill Primary School	37
Margaret Gosling	Senior Teaching Assistant Level 3, Bents Green School	28
Marilyn Hodgett	Early Years Childcare Manager	39
Margaret Ward	Domestic Assistant	23
Susan Woodhead	Word Processor/Clerk, High Storrs School	22
<u>Communities</u>		
Sharon Hallsworth	Library and Information Assistant	24
Salome Kent	Support Worker	20
Anne Miller	Social Worker	34
Jane Pringle	Library and Information Assistant	37

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

**Cabinet Report**

Report of: Simon Green: Executive Director PLACE

Report to: Cabinet

Date: 14th January 2015

Subject: **Ochre Dike / Waterthorpe Greenway Playing Fields: Proposed Fields In Trust Designation**

Author of Report: David Cooper - 2734350

Key Decision: YES

Reason Key Decision: City designation

Summary: Sheffield City Council proposes to designate Ochre Dike / Waterthorpe Greenway Playing Fields, Sheffield, as a Fields In Trust protected site. As such it will be managed as a public park and playing fields in perpetuity.

Reasons for Recommendations: Designation as a Fields In Trust site will protect this site for local recreation. The designation is supported by the local community applicants, local ward councillors and officers. It is a more suitable alternative to the undetermined Town and Village Green application in this location.

Recommendations:

It is recommended that approval and authority is given to:

- a) formally submit an application to designate Ochre Dike / Waterthorpe Greenway Playing Fields, Sheffield, as a Fields In Trust protected site to allow it to be further protected and managed as a public park and playing field in perpetuity.
- b) authorise the Director of Capital and Major Projects in consultation with the Director of Culture and Environment, to negotiate the terms of the documentation needed to dedicate the land; and
- c) authorise the Director of Capital and Major Projects to instruct the Director of Legal Services to take all necessary action and complete the documentation needed to dedicate the land.

Subject to recommendations a- c being concluded, the site will be formally dedicated as a Field In Trust in a ceremony to be arranged on completion.

Cabinet are also asked to note that the Town and Village Green application for this site will be superseded on successful completion of the Field In Trust designation, and that this outstanding matter will then referred back to the Licencing Authority for satisfactory conclusion and withdrawal of the original application in due course.

Background Papers:

Category of Report: OPEN

If CLOSED add 'Not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).'

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Paul Schofield
Legal Implications
YES Cleared by: David Hollis
Equality of Opportunity Implications
NO
Tackling Health Inequalities Implications
NO
Human Rights Implications
NO
Environmental and Sustainability implications
YES
Economic Impact
NO
Community Safety Implications
NO
Human Resources Implications
NO
Property Implications
YES: Dave Wood
Area(s) Affected
City
Relevant Cabinet Portfolio Lead
Cllr Isobel Bowler
Relevant Scrutiny Committee
Economic and Environmental Wellbeing Scrutiny and Policy Development
Is the item a matter which is reserved for approval by the City Council?
NO
Press Release
YES

REPORT TO CABINET

Ochre Dike / Waterthorpe Greenway Playing Fields: Fields In Trust Designation

1.0 SUMMARY

- 1.1 Sheffield City Council proposes to designate Ochre Dike / Waterthorpe Greenway Playing Fields, Sheffield as a Fields In Trust protected site.
- 1.2 The Fields in Trust is the operating name of the National Playing Fields Association. The Trust is the leading independent charity campaigning to secure and improve playing fields for more than 85 years with the long standing support of the Royal Family.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 The site will be added to the national register of Fields In Trust protected sites. As such it will be managed as a public park and playing fields in perpetuity.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The Fields In Trust designation will further ensure that the Ochre Dike / Waterthorpe Greenway Playing Fields will remain protected and available for current and future generations to use and enjoy for recreation.

4.0 BACKGROUND AND CONTEXT

- 4.1 The Ochre Dike / Waterthorpe Greenway Playing Fields are in the ownership of Sheffield City Council. The site is adjacent to the Crystal Peaks shopping complex, the Sheffield College and local residential housing (see the location map in Appendix One).
- 4.2 The Western field is designated as Open Space Area in the Unitary Development Plan (UDP) and was included in the 2009 Open Space Audit under the classification of Outdoor Sports Provision. The Eastern field is not designated as Open Space Area in the UDP but is still valued by the local community. Despite this, the location is attractive to developers and speculators. A planning application was received for alternative uses in 2009, but was subsequently rejected by the city council. Local residents value this site for recreation and remain concerned about the threat of further planning applications and the permanent loss of their cherished local green space/ parkland area. To reflect this, both the Western and the Eastern fields were proposed to be designated as Open Space Area in the Pre-Submission Draft Local Plan (2013), although this document has not been adopted.
- 4.3 The local community submitted a Town and Village Green application to the

Council in 2012 as they were fearful that the playing fields and park land still remain at risk to future alternative development. Subsequent and ongoing discussions about this matter have now led to the Fields In Trust designation being pursued as the preferred community and professional option, rather than a Town & Village Green designation.

5.0 LEGAL IMPLICATIONS

5.1 A proposed draft Deed of Dedication has been received from the Fields In Trust for due consideration and nomination. To enable a Fields In Trust application to be formally completed, Cabinet are advised of the following legal implications:

a) Entering into a Deed of Dedication as a 'Field In Trust' amounts to a disposal of an interest by the Council of property interests in accordance with s123 of the Local Government Act 1972 as it places restrictions on the Council's land for the benefit of others and affects the Council's ability to deal with the land freely in the future.

b) By completing the dedication the Council will agree to restrict the use of the land on the terms required by the dedication. The Council will maintain the site, so far as is consistent with its duties as a local authority, and it will have due regard to any advice given from time to time by the Fields In Trust on the management and running of the property.

c) The Council may not dispose of the property or erect any structures on the land without the formal consent of the Fields In Trust.

5.2 Subject to the formal designation as a Fields In Trust designated site, the undetermined Town & Village Green application will ultimately be superseded and withdrawn.

6.0 FINANCIAL IMPLICATIONS

6.1 A Fields In Trust designation at the Ochre Dike Playing Fields does not increase the current financial maintenance commitment of the council or impact upon its capital programme requirements for further development ahead. The site will continue to be managed and maintained as parkland by Sheffield City Council within its normal core revenue budget allocation for management and upkeep. The eastern field will be managed as an urban nature park whilst the western field will continue to be maintained with more regularly cut grassland for sports, games and other informal recreational activities.

6.2 A Fields In Trust designation would be less costly to determine than a Town and Village Green application in this location.

7.0 ALTERNATIVE OPTIONS CONSIDERED

7.1 A Town and Village Green Application was submitted by the local community

in 2012 to protect the site from future alternative development threats. This application has yet to be determined.

- 7.2 Whilst this Village Green application may have some merits and benefit in offering greater protection it is not felt to be the most appropriate protection by officers to meet local community needs. One of the complications and constraints is that Village Green status is essentially for open access and non-organised recreational activities, not team sports. Consequently, such status could limit and prejudice the future of the football pitch and other legitimate recreational uses; also potentially desirable complimentary site improvements (e.g. the provision of changing rooms or other built facilities, if desired). Local residents have clearly indicated to officers that the playing of football and other games in this area is an important local facility along with the less organised but equally important recreational activities of walking and simple enjoyment of the open green space environment.
- 7.3 As an alternative to the Town and Village Green application we have jointly explored a Fields In Trust designation as a more appropriate protection. Officers and the local applicants supported by their local councillors have met with the Fields In Trust on site. The Fields In Trust are very supportive of adding the Ochre Dike / Waterthorpe Greenway Playing Fields to the national portfolio of sites receiving protection and have invited an application from the council, as landowner. This option is now more preferable than a Town and Village Green designation which is now felt to be less desirable by the local community and would also be more costly to determine for the Council.

8.0 REASONS FOR RECOMMENDATIONS

- 8.1 Designation as a Fields In Trust site will protect this site for local recreation and is a more suitable alternative to the pending Town and Village Green application, in this location. This alternative designation is fully supported by the local community applicants, local ward councillors and officers.

7.0 RECOMMENDATIONS

- 7.1 It is recommended that approval is given to:

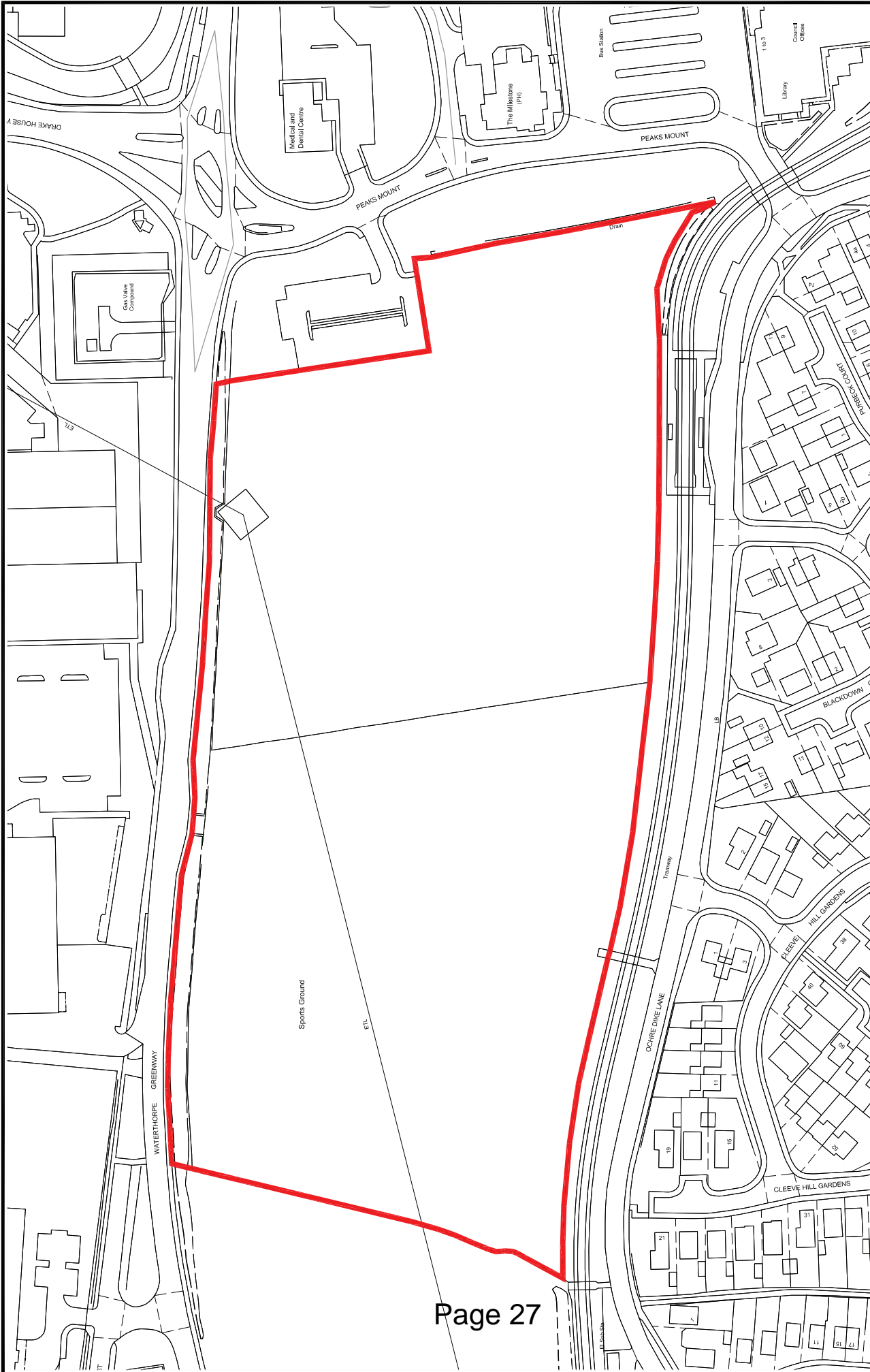
- a) formally submit an application to designate Ochre Dike / Waterthorpe Greenway Playing Fields, Sheffield, as a Fields In Trust protected site to allow it to be further protected and managed as a public park and playing field in perpetuity.
- b) authorise the Director of Capital and Major Projects in consultation with the Director of Culture and Environment, to negotiate the terms of the documentation needed to dedicate the land; and
- c) authorise the Director of Capital and Major Projects to instruct the Director of Legal Services to take all necessary action and complete the documentation needed to dedicate the land.

- 7.2 Cabinet are also asked to note that the Town and Village Green application for this site will be superseded on successful completion of the Field In Trust designation, and that this outstanding matter will then referred back to the Licencing authority for satisfactory conclusion and withdrawal of the original application in due course.
- 7.3 Subject to recommendations a- c being concluded, the site will be formally dedicated as a Field In Trust in a ceremony to be arranged on completion.

Author: David Cooper

Job Title: Head of Policy & Projects (Culture & Environment)

This page is intentionally left blank



DATE: 12/09/14
 SCALE: 1:1250 @ A3
 DRAWN BY: Sarah Barber

TITLE: **Appendix 1 - Ochre Dike Lane Playing Fields**

This page is intentionally left blank

**Cabinet Report**

Report of: Eugene Walker

Report to: Cabinet

Date: 14 January 2015

Subject: Revenue and Capital Budget Monitoring 2014/15 – As at 31st October 2014

Author of Report: Andy Eckford (ext. 35872)

Key Decision: YES

Reason Key Decision: Expenditure/savings over £500,000

Summary:

This report provides the month 7 monitoring statement on the City Council's Revenue and Capital Budget for 2014/15.

Reasons for Recommendations:

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

Recommendations: Please refer to paragraph 67 of the main report for the recommendations.

Background Papers:

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Andrew Eckford
Legal Implications
NO
Equality of Opportunity Implications
NO
Tackling Health Inequalities Implications
NO
Human Rights Implications
NO
Environmental and Sustainability implications
YES/NO
Economic Impact
NO
Community Safety Implications
NO
Human Resources Implications
NO
Property Implications
NO
Area(s) Affected
Relevant Cabinet Portfolio Lead
Relevant Scrutiny Committee
Overview and Scrutiny Management Committee
Is the item a matter which is reserved for approval by the City Council?
NO
Press Release
NO

This page is intentionally left blank

REVENUE BUDGET & CAPITAL PROGRAMME MONITORING AS AT 31st OCTOBER 2014

Purpose of the Report

1. This report provides the Month 7 monitoring statement on the City Council's Revenue Budget and Capital Programme for October. The first section covers Revenue Budget Monitoring and the Capital Programmes are reported from paragraph 50.

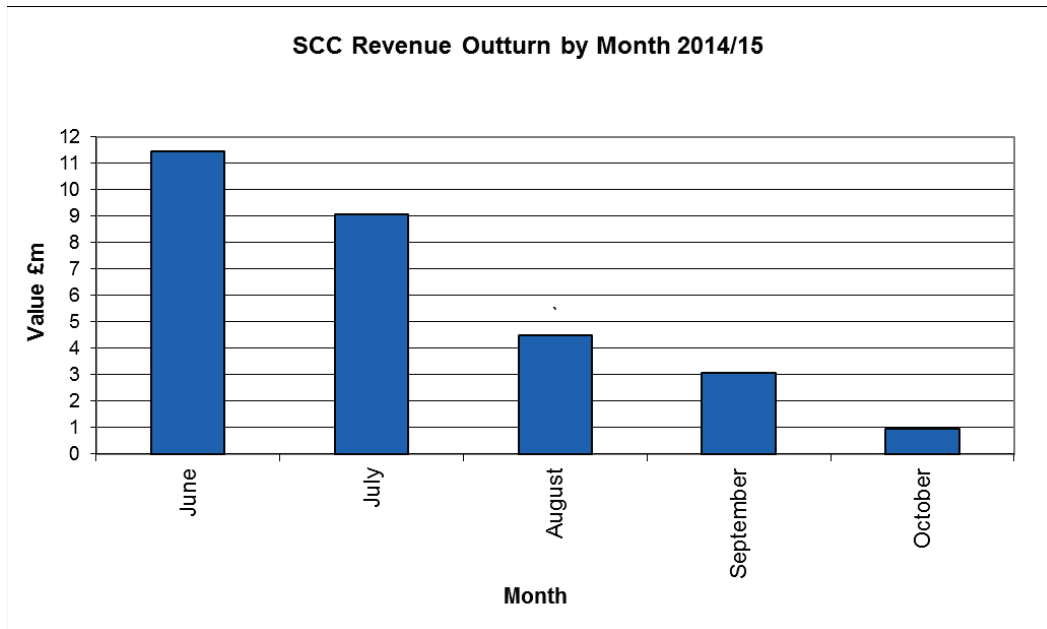
REVENUE BUDGET MONITORING

Summary

2. At month 6 the overall Council position was for a potential overspend of £3.0m. The position at month 7 shows an improvement of £2.1m on the previous month, with a forecast potential overspend of £949k to the year end. This forecast better reflects the ongoing corrective actions being taken by services which, until recently, were not necessarily reflected in forecast. Work is continuing in attempts to balance the 2014/15 financial outturn but the current position is summarised in the table below:

Portfolio	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
CYPF	71,007	71,360	(353)	↓
COMMUNITIES	159,677	156,535	3,142	↓
PLACE	162,900	160,848	2,052	↓
POLICY, PERFORMANCE & COMMUNICATION	2,642	2,601	41	↔
RESOURCES	85,189	84,584	605	↔
CORPORATE	(480,466)	(475,928)	(4,538)	↓
GRAND TOTAL	949	-	949	↓

3. The forecast outturn shows a reducing overspend from the £11.4m reported in month 3 to the £949k in month 7. This improvement reflects Portfolios' attempts to reduce spending but also the receipt of additional grant income within the Corporate budget area to help offset the significant pressures within the Communities and Place portfolios. The position month by month is shown in the following chart:



4. In terms of the month 7 overall forecast position of a £949k overspend, the key reasons are:
- Place are showing a forecast overspend of £2.1m, due to an estimated £1.4m in risk associated with contract negotiations to deliver the full £3.3m waste management savings and £661k forecast overspend due to income and cost pressures within Markets (Capital & Major Projects).
 - Communities are showing a forecast overspend of £3.1m, due predominately to a £3.6m overspend in Care and Support relating to Learning Disability Services and the purchase of Older Peoples' care.
 - Resources are showing a forecast overspend of £605k, due mainly to a £310k forecast overspend in Commercial Services (Savings) due to reduced forecast income from cashable procurement savings, a £151k overspend in Central costs, mainly due to Bank Charges (£79k), a £214k overspend in Housing Benefit, mainly Rent Rebates that are forecasting a lower income from overpayment recovery. These overspends are partially off-set by a £92k reduction in spending in Human Resources due to increased income in the Moorfoot Learning centre.
 - Corporate budgets are reporting a forecast reduction in spending of £4.5m, due mainly to the receipt of additional grant income awarded to the Council as compensation for business rates related measures introduced or extended in the 2013 Autumn Statement and the release of a year end provision, which is no longer required and was taken to cover any possible stamp duty liabilities resulting from the

reacquisition of the Don Valley Stadium under the Major Sporting Facilities refinancing.

5. The main variations since Month 6 are:
 - Children Young People and Families are forecasting an improvement of £352k, which is mainly due a reduction in spend on Placements, reflecting the positive trends in the numbers and cost of Placements in the first half of the year.
 - Communities are forecasting an improvement of £501k, which is mainly due to improvements in forecast spend within Care and Support services of £439k. These forecast reductions in spend have resulted from the acceleration of new Care Purchasing strategies and vacancy management within the Learning Disability service.
 - Place are forecasting an improvement of £254k, which is mainly due to the collection of £120k due on a key strategic property project within the Capital and Major Projects service and £334k from additional income received / now being forecast within the planning and building regulation activities. These improvements have been partly offset by an adverse movement in Culture and Environment of £219k resulting from higher than anticipated cost for hosting the Tour de France.
 - Corporate budgets are reporting an improvement of £1.0m from the month 6 position as a result of the aforementioned release of a year end provision to cover any possible stamp duty liabilities relating to the reacquisition of the Don Valley Stadium.
6. Also shown in paragraph 46 is the position on the Public Health ring-fenced grant, which is a potential £1.2m underspend. However it was approved via the month 6 monitoring report that £300k - £400k of this underspend be made available to fund food bank and fuel poverty projects. This commitment is not currently reflected with the forecast expenditure and will therefore reduce the Public Health underspend to approximately £800k. It was also approved that the balance of this underspend would be considered in the context of the 2015/16 budget savings on public health.

Individual Portfolio Positions

Children Young People and Families (CYPF)

Summary

7. As at month 7 the Portfolio is forecasting a full year outturn of a reduction in spending of £353k on cash limit, an improvement of £353k from the month 6 position (shown in the table below), and DSG is forecast to be underspent by £445k. The key reasons for the forecast outturn position are:

- **Business Strategy:** £120k forecast reduction in spending, additional Education Services Grant (ESG) income to that budgeted of £398k due to the timing of academy conversions and a reduced level of pump priming of £79k for Vulnerable Groups with activity now being picked up by schools. This reduction in spending is partly offset by a forecast £40k overspend on Bus Passes due to demand increase, a pressure on SEN Transport £194k, £64k on the Catering Premises and Equipment Budget as a result of a required revenue contribution to develop schools capacity to deliver UIFSM, redundancy costs against Music Service and under recovery of traded income Advice and Conciliation Service £43k.
- **Children and Families:** £48k forecast overspend. Overspending areas are Management and Business Support £135k due to delay in the Business Support MER, Legal Fees £150k (based on previous year's trends), Fieldwork Service Areas and Permanence and Throughcare £572k net overspend (following some mitigation) mainly due to difficulties in achieving vacancy monitoring targets, Placements £79k due to costs being significantly greater than the external funding available, Adoption £339k due to additional placements particularly via Special Guardianship Orders. These overspends are being partially offset by a reduction in spending of £644k on the combined Early Years and MAST Service as a result of an effective integration and an appropriate commissioning strategy for external contracts, Contact Contracts £356k due to more efficient management using contact centres, Placements £336k reflecting the positive trends in the numbers and costs of placements in the first half of the year. The service is continuing to review activities and funding streams to find mitigating action to offset the remaining overspend.

- Inclusion and Learning Services:** £226k forecast reduction in spend due to £128k as a result of additional traded income in Educational Psychologists. £50k in Advocacy and Challenge and £140k in SEN Placement Team due to vacancies. These are partly offset by an overspend in In City SEN Provision £80k due to additional High Risk Learners identified.
- Lifelong Learning and Skills:** £55k forecast reduction in spend due to £213k reduced spending in Youth Teams which is unallocated budget partly offset by overspends in the Training Units £140k, these are under review and as delivery reflects changes in provision an MER will be undertaken .
- DSG Budgets:** Overall a £445k reduction in spending made up of a £1.1m reduction in spend in Business Strategy due mainly to a corresponding £1.3m reduction in spending on 2 Year Old FEL. A reduced spending of £115k in Children and Families in the combined Early Years and MAST Service as a result of an appropriate commissioning strategy and LDD Staffing Budget. An anticipated overspend of £697k in Inclusion and Learning overall, made up of overspends of £445k in Banded Funding, £211k Independent Placements and £221k in In City SEN Provision due to demand pressures, partially offset by reduction in spends on Sensory Services £34k and £98k Inclusion and Learning Services due to vacancies and £48k in Pupil Admissions. An overspend in Lifelong Learning and Skills of £129k due mainly to increased numbers of Post 16 High Needs learner placements.

Financials (Non-DSG activity)

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
BUSINESS STRATEGY	(2,570)	(2,450)	(120)	↔
CHILDREN & FAMILIES	61,172	61,124	48	↓
INCLUSION & LEARNING SERVICES	2,456	2,682	(226)	↔
LIFELONG LEARN, SKILL & COMMUN	9,949	10,004	(55)	↔
GRAND TOTAL	71,007	71,360	(353)	↓

Commentary

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

Non-DSG Budgets

9. As at month 7 the Portfolio is forecasting a full year outturn of a reduction in spending of £353k on cash limit. This compares with last month's balanced position, a movement of £353k.

Business Strategy

10. As at month 7, Business Strategy is currently forecasting a reduction in spend of £120k (shown in the table above) relating to cash limit. This is an improvement of £62k from the previous month.
11. The improvement this month is due mainly due to a forecast improvement on SEN Transport against cash of £81k due to more robust forecasting on specific activity and £17k against Pension Budgets for overpayments recouped from previous years. These improvements are offset by additional pressure on Music Service for redundancy which cannot be met from reserves £55k. Other movements are all minor.

Children and Families

12. As at month 7, Children and Families is currently forecasting a £48k overspend (shown in the table above) relating to cash limit. This is an improved position of £341k.
13. The improved movement this month is due to the better position on Placements, reflecting the positive trends in the numbers and cost of Placements in the first half of the year and a slight improvement in the overspend against Fieldwork Services due to a vacancy.

Inclusion and Learning

14. As at month 7, Inclusion and Learning Service is currently forecasting £226k reduction in spend (shown in the table above) relating to cash limit. This is a worsened position of £78k.
15. The key reason for the £78k worsened cash limit position is due to an increased overspend on In City SEN Provision.

DSG Budgets

16. The month 7 position is showing a £445k reduction in spend, which is a worsened position of £395k from the position reported at Month 6. This worsened position is predominantly due to the adverse movement against In City SEN Provision for identified High Risk Learners and more robust forecasting against SEN Transport in specific areas of activity; these are offset by minor improvements in LDD Staffing.

Place

Summary

17. As at month 7 the Portfolio is forecasting a full year outturn of an overspend of £2.1m an improvement of £254k on the month 6 position.

The key reasons for the forecast outturn position are:

- **Business Strategy & Regulation:** £1.4m forecast overspend largely due to risks associated with contract negotiations to deliver the full £3.3m waste management savings in the 2013/14 and 2014/15 Budgets.
- **Capital & Major Projects:** £661k forecast overspend largely due to income and cost pressures within markets.

18. All Directors continue to review current spending plans to further reduce the current forecast overspend which will be reported in the Month 8 forecast.

Financial Results

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
BUSINESS STRATEGY & REGULATION	29,838	28,407	1,431	↔
CAPITAL & MAJOR PROJECTS	843	182	661	↓
CREATIVE SHEFFIELD	2,767	2,822	(55)	↔
CULTURE & ENVIRONMENT	44,447	44,295	152	↑
MARKETING SHEFFIELD	963	777	186	↔
PLACE PUBLIC HEALTH	-	0	0	↔
REGENERATION & DEVELOPMENT SER	84,042	84,365	(323)	↓
GRAND TOTAL	162,900	160,848	2,052	↓

Commentary

19. The following commentary concentrates on the key risks and changes from the previous month.

Business Strategy & Regulation

20. The forecast for this activity is an overspend of £1.4m, broadly in line with the previous period. This reflects an assumed £1.2m risk pending agreement with the Contractor on new terms to reflect the revised waste collection arrangements.

21. Other cost pressures have to a large extent been mitigated, through one-off savings / additional income including the finalisation of the prior year sale of heat income due to the Council. However, risks remain around underlying waste volumes and additional costs associated with diversion of waste should further maintenance be required on the Energy Recovery Facility.
22. Work is progressing on developing further the range of options for negotiation with the contractor with a view to implementation towards the end of the financial year.

Capital & Major Projects

23. The forecast for this activity is an overspend of £661k, an improvement of £120k on the previous period, largely due to the collection of monies due on a key strategic property project.
24. The forecast position largely reflects income pressures within the markets service of £700k. There may be further risk here if stall lettings cannot be held at current levels. The business model for the market is currently under review balancing lower rents against the need for more flexibility in location to ensure let space is maximised.

Culture & Environment

25. The forecast for this activity is £152k over budget, an adverse movement of £219k on the previous period.
26. The adverse movement this period arises from the impact of the provisional final costs associated with the Tour de France for £283k advised by the central Tour de France organising team who were leading on the purchase of key supplies and services such as stewards.
27. The Service is currently working with Sheffield International Venues (SIV) to finalise a three year funding commitment which will enable them to deliver a significant package of savings. The three year funding commitment should remove the requirement for the Council to pick up risks associated with reductions in profit at the Motorpoint Arena or trading deficits within the SCT / SIV group, which would be absorbed by the Trust as part of its 3 year plan.

28. The Director continues to work closely with SIV to ensure that these plans are progressed and risks are mitigated.

Regeneration & Development Services

29. The forecast for this activity is £323k under budget, an improvement of £334k this period. The improvement largely arises from additional income received / now being forecast within the planning and building regulation activities.

Communities

Summary

30. As at month 7 the Portfolio is forecasting a full year outturn of £3.1m overspent, an improvement £501k from the month 6 position. The key reasons for the forecast outturn position are as follows:
- **Business Strategy:** Currently reporting a forecast reduction in spending of £490k against the full year budget. Executive and Portfolio-wide Service shows a £321k reduction in spend. This is mainly due to a reduction in spend on the mail and insurance SLA of £122k, reduction in Executive Team pay costs of £99k and a reduction in Business Support team pay costs of £80k. Planning and Performance forecast a reduction in pay spend of £77k, mainly as a result of reduction in pay costs in the Projects and Programmes Team. Quality and Safeguarding Services are reporting a reduction in spend of £91k as a result of the review of expected costs arising from the Deprivation of Liberty Safeguards legislation.
 - **Care & Support:** An overspend of £3.6m is currently forecast due to ongoing pressures and issues in Adult Social Care primarily relating to care purchasing budgets. These budgets are currently the focus of recovery action lead by the Adult Social Care Savings Board, overseeing several initiatives to contain the overall cost of care purchasing. Recovery action has helped improve the position by £1.1m from a forecast overspend of £4.7m earlier in the year.
 - Significant improvements have been made in the Adults Care Provision, which is forecasting a reduction in spend of £799k by the end of March 2015. However this is partially offset by a corresponding reduction in service user income, which is currently forecasting a total shortfall of £381k due to numbers of contributing

service users being less than had been forecast during business planning.

- The significant overspend forecast is now within the Learning Disabilities Service (currently standing at a forecast overspend for the year of £4.5m) relating to care purchasing £3.4m and in-house care provision £1.1m. The work on reducing the LD overspends before the year-end, is being overseen by the Adult Social Care Savings Board and the LD Commissioning Board.
- **Commissioning:** Currently reporting a reduction in forecast expenditure of £145k against the full year budget. The reduction in spend forecast by Commissioned Housing of £407k is as a result of a reduction in expenditure on Housing Related Support Contracts of £297k and surplus income from Water Rates collection services of £74k. The balance of the reduction in spend is mainly attributable to a reduction in pay-related expenditure. Commissioned Mental Health (MH) Services are forecasting an overspend of £142k which is mainly due to the agreed sharing of SHSCT unachieved savings dating back to 2013/14. MH Purchasing is reporting a forecast overspend of £59k which is offset by underspends on partnership contracts. Public Health funded Drug and Alcohol Services report a small overspend linked to management team pay costs. Public Health funded Community Services budgets are balanced. Social Care Commissioning Services are forecasting an overspend of £115k which is as a result of pay costs of staff newly joining the LD Re-Provision Team.
- **Community Services:** Reporting a forecast overspend for the year of £136k. There is a forecast overspend on Library Services of £120k due to increased pay-related expenditure in excess of savings target and the transitional costs of moving to independent / associate library provision. There is a forecast of £16k overspend on pay-related costs in Locality Services.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
BUSINESS STRATEGY	3,490	3,980	(490)	↔
CARE AND SUPPORT	115,323	111,682	3,641	↓
COMMISSIONING	31,902	32,047	(145)	↔
COMMUNITY SERVICES	8,962	8,826	135	↔
GRAND TOTAL	159,677	156,535	3,142	↓

Commentary

31. The forecast outturn position of a £3.1m overspend, is an improvement of £501k from the previous month. The improvement this month is due to:

Care & Support

32. There has been a favourable movement of £439k in the month, primarily from a favourable movement of £285k in Assessment & Care Management, as a result of action being taken to accelerate care purchasing strategies, which has been part of the work overseen by the Adult Social Care Savings Board. An improvement of £94k from the previous month in Contributions to Care, due to revisions in service users' contributions and efficiencies arising within the Social Care Accounts Service. A favourable movement of £207k in learning Disabilities, arising from some improvement in care purchasing and staffing savings partly due to slippage in recruitment.
33. Offset by an adverse movement in Housing Related Services, relating to a review of equipment costs, undertaken in conjunction with CCG and the Provider, which has resulted in an increased forecast of £178k, offset slightly by a reduction in staffing expenditure.

Commissioning

34. The outturn position has improved by £17k in the month, consisting of: a £42k favourable movement in the month, due to a reduction in expenditure on Housing Related Support Contracts. A review of Mental Health partnership contract expenditure has resulted in a £68k reduction in costs. There has been a reduction of £14k in pay costs for the Public Health Drugs and Alcohol Team as a result of staffing changes. Finally, there has been a £108k adverse movement in Social Care Commissioning, because of increased pay-related expenditure for staff newly appointed to the Learning Disability Service Re-Provision Team.

Resources

Summary

35. As at month 7 the Portfolio is forecasting a full year outturn of an overspend of £605k consistent with the month 6 position. The key reasons for the forecast outturn position are:

- £62k overspend in Business Change & Info Solutions due in the main to an under recovery in traded income in both BCIS Core and BCPD;
- £310k overspend in Commercial Services (Savings) due to reduced forecast income from cashable procurement savings;
- £151k overspend in Central costs due to Bank Charges (£79k) and CDC Recharges (£80k);
- £214k overspend in Housing Benefit from overpayment under recovery.

Offset by:

- £92k reduced spending in Human Resources due to increased income in the Moorfoot Learning centre, offset by additional short term costs related to the new occupational health contract.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
BUSINESS CHANGE & INFORMATION SOLUTIONS	559	497	62	↔
COMMERCIAL SERVICES	889	866	23	↔
COMMERCIAL SERVICES (SAVINGS)	(1,141)	(1,451)	310	↔
CUSTOMER SERVICES	3,769	3,732	37	↔
FINANCE	6,709	6,715	(6)	↔
HUMAN RESOURCES	3,439	3,531	(92)	↔
LEGAL SERVICES	3,282	3,322	(40)	↔
RESOURCES MANAGEMENT & PLANNING	186	205	(19)	↔
TRANSPORT AND FACILITIES MGT	42,027	42,062	(35)	↔
TOTAL	59,719	59,479	240	↔
CENTRAL COSTS	24,529	24,378	151	↔
HOUSING BENEFIT	941	727	214	↔
GRAND TOTAL	85,188	84,584	605	↔

Policy, Performance and Communications

Summary

36. As at month 7 the Portfolio is forecasting a full year outturn of an overspend of £41k, an adverse movement of £22k from the month 6 position. The key reasons for the forecast outturn position are:

- £59k overspend in Communications mainly due to insufficient income to cover employee costs;
- £22k overspend in CEX office due to LGYH costs;
- £45k overspend in Electoral registration due to the costs of canvas staff and IT support costs consistent with previous years;

Offset by savings in:

- reduced supplies & services spend;
- vacancy management and salary sacrifice.

Financials

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month 6
ACCOUNTABLE BODY ORGANISATIONS	0	0	0	↔
POLICY, PERFORMANCE & COMMUNICATION	2,777	2,736	41	↔
PUBLIC HEALTH	(135)	(135)	0	↔
GRAND TOTAL	2,642	2,601	41	↔

Corporate items

Summary

37. The table below shows the items which are classified as Corporate and which include:

- **Corporate Budget Items & Corporate Savings:** (i) corporate wide budgets that are not allocated to individual services / portfolios, including capital financing costs and the provision for redundancy / severance costs, and; (ii) the budgeted saving on the review of enhancements and the budgeted saving from improved sundry debt collection.
- **Corporate income:** Revenue Support Grant, locally retained business rates and Council tax income, some specific grant income and contributions to/from reserves.

Financials

	<u>FY Outturn</u>	<u>FY Budget</u>	<u>FY</u> <u>Variance</u>
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
Corporate Budget Items & Savings Proposals	68,954	70,347	(1,393)
Income from Council Tax, RSG, NNDR, other grants and reserves	(549,420)	(546,275)	(3,145)
Total Corporate Budgets	(480,466)	(475,928)	(4,538)

Commentary

38. The position has improved by £1.0m since month 6. This is due to the release of a year end provision, which is no longer required and was taken to cover any possible stamp duty liabilities resulting from the reacquisition of the Don Valley Stadium under the Major Sporting Facilities refinancing.

New Homes Bonus Fund

		£m
Income	Reserves as at 1/04/14	-5.1
	2014/15 NHB Grant Received	-1.9
	14/15 Anticipated NHB Grant	-4.5
	Total Income	<u>-11.5</u>
Expenditure	2014/15 Spend to date at Month 6	2.1
	Forecast to Year End	3.7
	Future Years' Commitments	3.7
	Total Expenditure	<u>9.5</u>
Funds Available for Investment		<u><u>-2.0</u></u>

39. £0.3m spend on revenue and capital in the period distributed across all projects with no significant spending on any one project.
40. The uncommitted NHB funding earned to date now stands at £2.0m. Proposals have been developed to deliver a second round of projects and these are being progressed through the Council's approval process with some being presented to Members very shortly. The total value of these projects is up to £6.9m and would therefore utilise the £2.0m currently available and £4.9m from anticipated future years' payments.

Housing Revenue Account

Summary

41. The HRA Business Plan is based on the principle of ensuring that investment and services required for council housing is met by income raised in the HRA.
42. The 2014/15 budget is based on an assumed in year surplus of £6.9m which is to be used to fund the HRA capital investment programme. In accordance with the HRA's financial strategy any further in-year revenue surplus / savings generated by the account will be used to provide further funding for the future HRA capital investment programme.
43. As at month 7 the full year forecast outturn is a predicted £5.1m overall improvement from budget. As such, the funding contribution to the capital investment programme will be revised from £6.9m to £12m (shown in the table) and this will be factored into the January 2015 update of the HRA Business Plan and capital investment programme.
44. The areas contributing to the improvement are: higher than budgeted net dwelling income of £968k mainly as a result of revised year end assumptions on the profiling of the of bad debt provision; a net forecast of £202k on other income; a saving of £1.6m on repairs and maintenance budgets partly due to a reduced volume of responsive repairs compared to budget; a £2.0m forecasted saving on overall running costs primarily due to staff vacancies, delays in projects and lower than expected recharges; and a forecast reduction of £284k for interest on borrowing due to continued favourable interest rates.

Financial Results

HOUSING REVENUE ACCOUNT (EXC COMMUNITY HEATING)	FY Outturn £000's *	FY Budget £000's *	FY Variance £000's *	Movement from Month 6
1.NET INCOME DWELLINGS	(146,861)	(145,893)	(968)	↑
2.OTHER INCOME	(6,523)	(6,321)	(202)	↑
3 REPAIRS & MAINTENANCE	35,310	36,998	(1,688)	↑
4.DEPRECIATION –CAP PROG FUNDING	37,967	37,967	0	↔
5.TENANT SERVICES	53,037	55,047	(2,010)	↑
6.INTEREST ON DEBT	14,993	15,277	(284)	↔
7.CONT TO CAPITAL PROG	12,077	6,925	5,152	↑

*revised format from previous month

Community Heating

45. The budgeted position for Community Heating is a draw down from Community Heating reserves of £348k. As at month 7 the forecast position is a draw down from reserves of £143k resulting in a decrease in expenditure of £205k. This is a movement of £25k from last month.

COMMUNITY HEATING	FY Outturn £000's *	FY Budget £000's *	FY Variance £000's *	Movement from Month 6
INCOME	(3,299)	(3,440)	141	↔
EXPENDITURE	3,442	3,788	(346)	↑
Total	143	348	(205)	↑

Public Health

46. Public Health remains a ring fenced grant in 2014/15 and any reductions in spend are subject to carry forward requirements as per the grant conditions.

47. At month 7 the overall position was a forecast reduction in spend of £1.2m. The position shows an adverse movement of £368k on the previous month. This is summarised in the table below.

All figures £000s					
Portfolio	Forecast full year expenditure	Full year expenditure budget	Full year variance	Month 6 variance	Movement from prior month
CYPF	11,267	11,281	(14)	(26)	12
COMMUNITIES	13,140	13,204	(64)	(213)	149
PLACE	2,973	3,776	(803)	(886)	83
DIRECTOR OF PUBLIC HEALTH (inc PH Intelligence)	2,251	2,560	(309)	(433)	124
TOTAL EXPENDITURE	29,631	30,821	(1,190)	(1,558)	368

48. Key reasons for the forecast reduction in spending are:

- Contract slippage in Director Public Health Office (DPHO) (£178k);
- Lower than budgeted take up on GP Health checks (£126k);
- Unallocated vacant post budget (£70k);
- £701k reduction in spend on Stop Smoking Service contracts;

- £100k staff savings in Place due to vacancy management.
 - This is offset by:
 - £135k savings target under DPHO to be met from planned reduction in spends across all public health spending.
49. The forecast is an adverse movement of £368k from month 6 and the key reasons for the movement are:
- Reduction in unallocated vacancy budget by £228k;
 - Communities increase in expenditure forecast of £149k. Drug & Alcohol Substance misuse purchasing is now forecast to budget, and increased DACT expenditure on Pharmacies and consumable supplies offset by a reduction in forecast on Private Sector Housing.
- An increase in the predicted number of quits to be delivered for the stop smoking service contract, due to an upturn in the number of people using the service.

CAPITAL PROGRAMME MONITORING 2014/15

Summary

50. At the end of October 2014, the end of year position forecasts a variance of £9.3m (4%) below the approved Capital Programme. Project managers are forecasting to deliver a capital programme of £201.9m. This has been reduced by £1.8m from the previous forecast of £203.7m. The main reductions are in CYPF (£3.2m), Resources (£1.6m) offset by recent approvals in the Place programme (£2.6m).
51. The year to date position shows spending to be £18.6m below the approved programme profile. The Housing programme is 34% (£5.8m) below profile, Place 27% (£5.1m) below profile), CYPF is 21% (£3.3m) below profile and Highways 20% (£2.8m).
52. The programme continues to spend at an underlying rate of £7- 8m per period (consistent with that seen over the last two years). Assuming that major schemes like Don Valley School, Streets Ahead or new Leisure Facilities and programmes such as the Housing Roofing project achieve their forecast, on current trends, the Outturn is likely to be in the range of £175m subject to the NRQ purchases completing in 2014/15.
53. This is some £27m below that currently forecast by project managers. Delivery has fallen a further £1.6m behind profile in Month 7 despite readjustment of budgets following the approval of £4.8m of slippage since the last report. The year to date gap has increased. So, based on the extrapolation above, there is still potentially another £27m of slippage to be declared unless there is a substantial acceleration in spend rates achieved to date.
54. Finance and the Capital Delivery Service are working together to review financial results and relate this to physical progress in order to gain an informed understanding of capital delivery performance and in doing so identify areas for improvement both on delivery and forecasting.
55. Part of this work has involved the engagement of external support from a professional project management consultancy which is helping to introduce best practice, tried and tested in other public and private sector organisations which deliver large scale capital programmes. The contractor has also provided additional project management resource to

meet workload peaks created by additional projects which have been added to the programme. The total spend is now projected to rise above the original authority of £950k for three years and the report seeks authority from Cabinet to increase this to over £1million.

56. Slippage in the programme is still present but this is less due to poor profiling and more due to proactive work to manage costs. For example:
- part of the £3m underspend in the CYPF programme is due to challenging the tender prices from the contractor. This has been made before building work commences thus avoiding costly standing charges, re-works and variations payable once the contractor starts on site; and;
 - reductions in the Housing programme reflect a conscious review of potential projects awaiting development. This helps to inform the HRA of the likely timing and scope of the call on resources.
57. This reflects how there is an improved understanding of the programme which is starting to pay dividends.
58. This improvement, plus the disciplined consideration of projects through the Gateway Approvals process gives further quality assurance that projects to be delivered in the latter half of 2014/15 and from 2015/16 onwards have sound business cases underwritten by an Outcome Board, realistic delivery profiles and are consistent with Council policies.

Financials 2014/15

Portfolio	Spend to date £000	Budget to Date £000	Variance £000	Full Year forecast £000	Full Year Budget £000	Full Year Variance £000	Change on last Month £000
CYPF	12,839	16,189	(3,350)	32,600	36,721	(4,121)	(1,129)
Place	13,824	18,931	(5,108)	49,302	50,385	(1,083)	7,275
Housing	11,293	17,056	(5,763)	47,393	49,410	(2,017)	5,778
Highways	11,135	13,963	(2,828)	29,640	29,642	(2)	(792)
Communities	998	1,615	(617)	1,775	2,123	(349)	(70)
Resources	2,139	3,038	(899)	8,325	10,089	(1,764)	(1,621)
Corporate	13,152	13,152	-	32,883	32,883	-	-
Grand Total	65,379	83,944	(18,565)	201,917	211,253	(9,336)	9,440

Capital Programme

	2014-15 £m	2015-16 £m	Future £m	Total £m
Month 6 Approved Budget	222.5	160.4	319.1	702.0
Additions	0.4	41.5	0.2	42.0
Variations	-0.5	-2.7	6.9	3.7
Slippage & Acceleration	-11.1	11.1		0.0
Month 7 Approved Budget	<u>211.3</u>	<u>210.3</u>	<u>326.2</u>	<u>747.7</u>

59. The five year capital programme has increased by a net £46m following the approval by Cabinet of additional schemes including £38.7m on development and land acquisition costs for the NRQ, £10.8m for enhanced flood defences to the existing Lower Don Valley scheme and £4.7m for the construction of all-weather pitches which are part of a major Football Association initiative being piloted in Sheffield before the scheme is rolled out across the country.
60. The majority of the slippage relates to £4.6m of adjustments in the Housing programme including the Heating programme (£2.6m) and District Heat Metering (£1.2m). Other changes include decommissioning of Castle Market (£2.2m) and the re-profiling of the Lower Don valley Flood defence works to accommodate the increased scope of work (£2.6m).

Approvals

61. A number of schemes have been submitted for approval in line with the Council's agreed capital approval process.
62. Below is a summary of the number and total value of schemes in each approval category:
- 3 additions to the capital programme with a total value of £270k.

- 14 variations to the capital programme creating a net decrease of £251k.
- 10 slippage requests moving £5,033k into future years.
- 1 accelerated spend request moving £25k into the current year from future years.
- 1 emergency approval to the value of £78k.
- No director variations.

Further details of the schemes listed above can be found in **Appendix 1**.

Implications of this Report

Financial implications

63. The primary purpose of this report is to provide Members with information on the City Council's Budget Monitoring position for 2014/15 and, as such it does not make any recommendations which have additional financial implications for the City Council.

Equal opportunities implications

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

Legal implications

65. There are no specific legal implications arising from the recommendations in this report.

Property implications

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

Recommendations

67. Members are asked to:

- (a) Note the updated information and management actions provided by this report on the 2014/15 Revenue budget position.

(b) In relation to the Capital Programme:

- (i) Approve the proposed additions to the capital programme listed in **Appendix 1**, including the procurement strategies and delegations of authority to the Director of Commercial Services or nominated Officer, as appropriate, to award the necessary contracts following stage approval by Capital Programme Group;
- (ii) Approve the proposed variations and slippage requests listed in **Appendix 1**;

and note;

- The latest position on the Capital Programme including the current level of delivery and forecasting performance;
- the emergency approval under delegated authority; and
- the slippage requests authorised by the Cabinet Member for Finance under his delegated authority.

Reasons for Recommendations

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

Alternative options considered

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

Andrew Eckford
Interim Director of Finance

Scheme Description	Approval Type	Value £000	Procurement Route
GREAT PLACE TO LIVE			
Highways			
<p>Public Rights of Way The primary aim of this project is the improvement of the public right of way network in Sheffield which includes footpaths, bridleway and byways.</p> <p>Approval is being sought to increase 2014/15 funding by £50k from the Local Sustainable Transport Fund (conditional approval) and £160k for 2015/16 funded from £120k Local Transport Plan and £40k Revenue Contribution.</p> <p>Sheffield City Council are currently awaiting confirmation of an increased allocation of LSTF funding with a decision due mid-December, therefore any approval is conditional on securing the funding.</p> <p>The additional money will be used to fund a programme of works to improve the quality of surfaces across the network. It is anticipated approximately 10 schemes will be delivered in 15/16 with a significant proportion to be used to improve bridleways.</p>	Variation (conditional approval for £50k)	210	Via 3 quotes in compliance with Standing Orders
OPTIO Orange: City to Halfway This project is now in the final stages of completion with the remaining works being carried out on bus stops.	Variation	33	N/A

<p>The budget increase is the match funding element from South Yorkshire Passenger Transport Executive's (SYLTE) allocation of LTP.</p>				
<p>Green Route Network This project is to develop a network of cycle routes through Sheffield's green and open spaces, focussed on the city centre, creating end-to end routes between residential areas, the city centre and places of employment, education and leisure. Approval is being sought to increase the overall 2014/15 funding by a net £30k. This is funded by a £45k increase from LSTF (conditional approval) and a reduction in LTP by £15k. Sheffield City Council are currently awaiting confirmation of an increased allocation of LSTF funding with a decision due mid-December, therefore any approval is conditional on securing the funding. The additional funding will not deliver additional outputs but it is to be used to meet increased construction costs at Blackburn Valley Deep Lane crossing. The initial design did not provide an adequate crossing so more features are required raising the cost to £45k</p>		<p>EMT Variation</p>	<p>30 (increase £45k LSTF, reduction £15k LTP) Conditional Approval for £45k LSTF</p>	<p>Amey non-core waiver</p>
<p>Homes Improving Access to Meeting Rooms This project is on-going to upgrade the meeting rooms managed by Sheffield Council Housing Services; these are community centres/meeting rooms for tenants associations etc. This is a request to bring forward £25k from 2015./16 and add an additional £15k revenue contribution from the Going Local budget to fund work to Emerson Crescent Community Centre. The meeting room is being brought forward</p>		<p>Accelerated Spend</p>	<p>40</p>	<p>3 Quotes</p>

<p>for completion as the room has been unavailable for use by the community for some time. There is pressure from community groups and local councillors to complete the work this year. This approval reverses the request to slip £29k from 2014/15 to 2015/16 was approved in July as at that time no further work was envisaged on 2014/15.</p>			
<p>Other</p>			
<p>Love Street DDA No.33 Love Street houses a Sheffield Health and Social Care Community Learning Disability Team providing help and advice regarding the health needs of adults with a learning disability, plus a range of specialist assessments and therapies. Following recent Fire Risk Assessments this establishment has been identified as requiring some FRA capital works to provide a second DDA compliant fire escape with disabled access within the ground floor area, as numerous clients have physical or mobility difficulties, with the effect that an evacuation route having any stairs is not suitable. The work is to be funded from the Provision of Disabled Access Block Allocation - itself funded from Corporate Resource Pool - Place.</p>	<p>Addition</p>	<p>45</p>	<p>Competitive tender - YOR Tender – via three quotes</p>
<p>Provision of Disabled Access Block Allocation This block allocation was originally set up to fund projects that requiring enabling works to be completed in order to make buildings DDA (Disability Discrimination Act) compliant. This variation request is to:</p> <ul style="list-style-type: none"> • transfer £45k of funding to the Love Street DDA project; and • slip the balance into 2015/16 pending development of projects. 	<p>Variation (& Slippage)</p>	<p>-45 -225</p>	<p>N/A</p>
<p>Demolitions This Q-Number was initially approved in 2010/11 Capital Programme for £300k for</p>	<p>Variation</p>	<p>-111</p>	<p>N/A</p>

<p>the purpose of recognising the funding required for the Council's demolition programme. The funding source was Corporate Resource Pool.</p> <p>The approved funding has now been allocated to a number of demolition projects and the remaining balance of £111k is no longer required and will be returned to the CRP for use on other projects..</p>			
<p>INFRASTRUCTURE :-</p>			
<p>Non Office Rationalisation This Q-Number was initially approved in November 2011 for £1m for the purpose of funding the Council's non-office rationalisation programme from prudential borrowing.</p> <p>The approved funding has now been allocated to a number of asset rationalisation projects and the remaining balance of £158k is no longer required.</p>	<p>Variation</p>	<p>-158</p>	<p>N/A</p>
<p>Health & Safety Rationalisation: The following three items are proposed to reorganise the Health & Safety block allocations in order to consolidate the funding in one place so that T&FM can more effectively manage the allocation of the resource:</p> <p>(1) Health & Safety Compliance Block Allocation This block allocation was set up to provide a resource from which to successfully manage health and safety compliance issues across various sites within the Council's estate.</p> <p>It was decided to remove the responsibility for Compliance from "Fragile Lessees" - those who it could be perceived did not have the knowledge, resources or skills to complete these duties – and instead manage the responsibility from within T&FM</p>			

<p>(Transport & Facilities Management).</p> <p>By way of rationalising the control of health and safety block allocations, the following changes have been proposed:</p> <p>Variation:</p> <ul style="list-style-type: none"> • £16.7k underspend added back from Hackenthorpe Community Building, • £204.1k transferred from the Communities Buildings Maintenance/Backlog/Health & Safety Block Allocation in order to rationalise the health & safety resource allocation now it is being controlled from a central point within T&FM, 	<p>Variation</p>	<p>220.8</p>	<p>N/A</p>
<p>Slippage:</p> <ul style="list-style-type: none"> • £2.269m balance to slip into 2015/16: Resources are committed to spend the majority of the Health & Safety Compliance block allocation in 15/16 via a framework contract procured through CDS & their delivery partner Turner Townsend. 14/15 Delivery delay caused by the new CSSR (Cost/Schedule Status Report) contract not producing the FRA within the required timeframe. 	<p>Slippage</p>	<p>-2,269.0</p>	<p>N/A</p>
<p>(2) Hackenthorpe Community Building</p> <p>This project was created to provide replacement cooking facilities (including kitchen refurbishment) at Hackenthorpe Community Centre. The kitchen did not meet the current legislative requirements for ventilation. It was not possible to install the ventilation required given the current size of the kitchen. Thus, a kitchen extension was required.</p> <p>The Centre has provided a valuable community facility since 1960, originally as a library and from 1996 as a community building when Hackenthorpe Community Centre Group approached the Council to take over the building.</p>	<p>Saving (& Closure)</p>	<p>-16.7</p>	<p>N/A</p>

<p>It is proposed to transfer the underspend to the Health & Safety Compliance Block Allocation.</p> <p>(3) Community Buildings Maintenance/Backlog/H&S Block Allocation This block allocation was originally set up to provide maintenance of buildings within the community buildings portfolio. This variation request is to transfer £204.1k to the Block Allocation for Health & Safety Compliance in order to consolidate the Health & Safety block allocations in order to manage the position more effectively. This will leave the Community Buildings Maintenance/Backlog/H&S block allocation with a £Nil balance, so it can then be closed.</p>	<p>Variation (& Closure)</p>	<p>-204.1</p>	<p>N/A</p>
<p>Path Resurfacing Programme This project was set up to resurface the paths across the Council's estate by way of a prioritised list of sites is to be agreed with Service Managers within the relevant service areas. The variation seeks to add the £10.2k balance remaining on the City Centre Paving scheme, effectively amalgamating the combined Path / Paving works balances on both schemes as a rationalisation to simplify control of remaining resource allocation. It also incorporates a Procurement Strategy change to accommodate an extra £195k to be procured through YORCivils, in line with the remaining expenditure balance on the project, which will be covered by an exception report in the next Contract Award form.</p>	<p>Variation</p>	<p>10.2</p>	<p>N/A</p>
<p>City Centre Paving This project was set up for a programme of works designed to address safety issues and reduce backlog maintenance on deteriorating boundary walls and paving and city centre trip hazards. This variation seeks to transfer the £10.2k underspend on this project to the Path</p>	<p>Variation (& Closure)</p>	<p>-10.2</p>	<p></p>

<p>Resurfacing Programme as part of a rationalisation of the two Paving/ Path schemes.</p>					
<p>Vehicle and Plant Efficiency Transport operates a rolling replacement programme to ensure Sheffield City Council's fleet operates at its most efficient level. The identified capital spend is based on known service requirements and current lease end agreements. This variation represents a change in funding source only and seeks to introduce £260k funds from a related Revenue Reserve, as a 2014/15 Revenue Contribution to Capital income, to replace some of the prudential borrowing already in place, thereby reducing revenue budget costs in the future.</p>		Variation	0		N/A
<p>SUCCESSFUL CHILDREN & YOUNG PEOPLE :-</p>					
<p>Reignhead Primary – Heating This project will provide a new and more efficient condensing-boiler to replace the existing boiler at the school. The heating plant has been showing signs of deterioration for a couple of years and the school has spent considerable funding keeping the boilers ticking over, but following a recent service they have been condemned due to a faulty flue assembly kit. The existing system was not functioning properly and was beyond economic repair. A temporary boiler was procured and funded from the Minor Works revenue budget. The capital replacement works are to be funded from the CYPF Capital Maintenance DFE Grant Block Allocation.</p>		Addition	225		Competitive tender Through YOR Tender
<p>DFE (Department for Education) Capital Maintenance Grant Block Allocation This block allocation was set up to provide funding for the Primary School Building Maintenance Programme. The allocation of the funding is overseen, controlled and</p>		Variation	-225		N/A

<p>monitored by the CYPF Capital Commissioners, with the Capital Delivery Team acting as the project manager for the related projects. This variation request is to request the allocation of £225k to the Reignhead Primary – Heating boiler replacement project.</p>			
<p>SLIPPAGE / ACCELERATED SPEND:-</p>			
<p>Strategy-Darnall FRA Works This project covers capital works to address compliance issues raised following fire risk assessments at Staniforth Road depot and Darnall Education (Star Works). Works are to include new Fire Alarms, Emergency lighting, Fire doors and compartmentalisation at both sites. The project is currently funded from funds drawn down from the Block Allocation for Health & Safety Compliance, itself funded from Corporate Resource Pool funding. This request is a variation to slip £1.068m into 2014/15 due to Darnall Education (Star Works) building design delays and Staniforth Rd construction works now expected early 2015/16.</p>	<p>Slippage</p>	<p>-1,068.2</p>	<p>N/A</p>
<p>FEL (Free Early Learning) Capital The local authority received £1.03m of DfE (Department for Education) Early years Capital funding towards supporting the childcare market to expand the number of places available to 2 year olds to accommodate the expansion in the entitlement to the 2yr FEL provision. Three capital rounds have been successively targeted at remaining areas of need dependant on the outcome of previous rounds, with the last round having relaxed criteria allowing providers from non-priority areas to apply. To date this has</p>	<p>Slippage</p>	<p>-458.3</p>	<p>N/A</p>

<p>resulted in 25 providers accessing Capital funding and is forecast to produce an additional 516 Full Time Equivalent (FTE) places citywide in areas of need.</p> <p>Approval is being sought to slip £458.3k into 2015-16, comprising two elements:</p> <ul style="list-style-type: none"> • Slippage of £201.6k (19.5%) in respect of delays to the delivery of Round 3 projects mainly attributable to the process of issuing suitable leases to grant applicants occupying Council property, which is a requirement prior to funding being released (Darnall Community Nursery £96.6k, Fir Vale Pre-school £54k & Sheffield Children’s Centre £51k). • Slippage of £256.7k (25%) from the as-yet-unallocated Round 4 expenditure, due to further feasibility studies needing to be undertaken once the market settles in 2015, prior to progressing any identified intervention. 	<p>Slippage</p>	<p>-330</p>	<p>N/A</p>
<p>Bannerdale Asset Enhancement</p> <p>The key project objective is to develop and deliver an Outline Planning Permission (OPP) for residential development to enhance the value of the asset; develop and implement a Greenspace Management Plan for open space and sports areas; and decommission and demolish the Bannerdale Centre and Caretaker’s Cottage. OPP has been granted; the Centre and Cottage have been vacated and decommissioned; and a demolition contractor has now been appointed. The site has been marketed for sale with several good offers received (disposal is not included in the scope of the project).</p> <p>Approval is being sought to slip £330k into 2015/16. Delays in the project have occurred due to delays in securing a bat licence prior to demolition. This has now been granted but demolition cannot take place during the winter bat hibernation period. In addition, planned works to the sports pitches cannot be carried out in the</p>			

<p>football season, having been delayed as, without a bat licence and demolition, a disposal could not be progressed.</p> <p>The project is fully funded via Prudential Borrowing in the short term, to be repaid by proceeds from the Capital Receipt following the disposal of the land.</p>			
<p>Beighton Closed Landfill The project has experienced delays due to the need to refine the planned phases two and three in response to the data collated as part of the monitoring infrastructure works. As a result, approval is being sought to slip £167k of Corporate Resource Pool funding into 2015/16.</p> <p>The slippage request is based on the latest business case, however there is potential for a further change within the next few months if the feasibility work indicates another change in budget is required.</p>	Slippage	-167	N/A
<p>Asbestos Schemes Block Allocation This block allocation was originally set up to provide for Priority 1 removal of asbestos in the corporate building stock, including new management surveys. This variation request is to slip £150k into 15/16 due to other remaining funding from 93976 (Asbestos Removal) being used first in the past, but now expected to be fully exhausted in 2015/16 and allocated to on capital projects and demolitions. The project is funded from the CRP.</p>	Slippage	-150	N/A
<p>Fire Risk Assessment Programme This project ensures that individual sites are prioritised by Capital improvement work being identified following completed Fire Risk assessments. This variation seeks to slip £148.1k into 2015/16 due to delay in surveying programme as a result of resolving issues with new Kier contract.</p>	Slippage	-148.1	N/A

<p>Central Libraries Block Allocation This block allocation was originally set up to provide resource for replacement lifts, modern automatic fire resistant escape routes and refuges, renovation of roofs and removal of non-manageable asbestos at the Central Libraries site(s). This variation seeks to slip £123.8k into 2015/16 due to the outcome of the Library Review being delayed thus affecting the ability to allocate the Block Allocation in 2013/14 or 2014/15. The project is funded from the CRP.</p>	Slippage	-123.8	N/A
<p>Voluntary Registration This project, project managed by T&FM (Transport & Facilities Management), applies capital funding to enable the completion of the Voluntary Land Registration project and hence facilitate the related ownership advantages to SCC that this enables. This variation seeks to slip £93.5k into 15/16 due to an extension in the programme of identifying further potential illegal land acquisition. The project is funded from the CRP.</p>	Slippage	-93.5	N/A
<p>PROCUREMENT STRATEGY</p>			
<p>Porterbrook Remedial Works Cabinet has approved the completion of works to improve the structural integrity of the banks on the River Porterbrook. There are other proposals for works in the area, and should these be approved, it may be advantageous to incorporate these works within the initial tender but the tender will be very clear that the proposed works is an individual item which may not progress. Tender selection will be made by notifying specialist contractors on Constructionline list and tenders will be invited through open advert. A shortlist of six suppliers will be selected. Additional financial checks will then be undertaken on the shortlist.</p>	Amendment	Up to £400k subject to further approval	

<p>EMERGENCY APPROVALS:- (Note only)</p>			
<p>Aldine House – Sundry Works and Extension Feasibility Schemes - Background note: Sheffield City Council submitted a funding application to Department for Education (DfE) for a capital grant and was successful in being awarded a grant. The application was to undertake various works at Aldine House, which is a secure unit for children. The works involved the following:</p> <ul style="list-style-type: none"> • Refurbishment of a classroom at the unit • Procurement of an integrated alarm / security system for Aldine House • A feasibility study for a possible extension to the facility <p>Unfortunately, this process commenced prior to the requisite approvals being in place and work is now ongoing to ensure that the necessary approvals are obtained and prior to progressing the project.</p> <p>Aldine House Sundry Works This project covers two elements of work at Aldine House Secure Children's Home – a Classroom Refurbishment and a new "Coretec" Data Logging System. The works involve refurbishment of a classroom at the unit to create a new IT facility and procurement of an integrated alarm / security system for the building that will monitor and record all the different types of incidents – such as panic alarms, security breaches, etc. The IT Room works will enhance the learning provision at the Home in line with Ofsted recommendations and the Coretec system will provide greater efficiency in monitoring of security at the Home. The works are to be funded as follows:</p> <ul style="list-style-type: none"> • IT Room Refurbishment: £12.7k - fully funded by Department for Education grant; • Coretec data log system: £60.2k; comprising £47.8k funded by a Department for Education grant and £12.4k funded from a revenue 	<p>72.9</p>	<p>Addition</p>	<p><i>IT Room – Minor works (Kier) Coretec System – Waiver</i></p>

<p>contribution to capital from Aldine House.</p> <p>Aldine House Extension – Feasibility Feasibility & initial outline design for a potential extension at Aldine House Children’s Centre. The works involved at stage 1 are in order to provide a clear picture on the viability of increasing capacity and learning space. Should feasibility lead to the works being undertaken this would provide an opportunity for the Home to increase bed spaces and improve educational opportunity to residents. The feasibility work is to be fully funded from a Department for Education grant.</p>	<p>Addition</p>	<p>5.4</p>	<p><i>In House provider - CDS architects</i></p>
<p>DIRECTOR VARIATIONS:- (Note only)</p>			
<p>None to report this period.</p>			

This page is intentionally left blank

**Cabinet Report**

Report of: Eugene Walker

Report to: Cabinet

Date: 14 January 2015

Subject: Sheffield Community Covenant Annual Report 2014

Author of Report: Julie Bullen

Key Decision: NO

Summary:

The purpose of this report is to update Cabinet on the key achievements on the Sheffield Community Covenant during 2014.

Reasons for Recommendation:

To fulfil the commitment to produce an annual report on progress following the establishment of the Sheffield Community Covenant in November 2011.

Recommendation:

Cabinet is asked to note progress made on the Community Covenant in Sheffield during 2014.

Background Papers: Community Covenant Annual Report 2014

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
NO Cleared by: Paul Jeffries
Legal Implications
NO Cleared by: Gillian Duckworth
Equality of Opportunity Implications
NO Cleared by:
Tackling Health Inequalities Implications
NO Cleared by:
Human Rights Implications
NO Cleared by:
Environmental and Sustainability implications
NO Cleared by:
Economic Impact
NO Cleared by:
Community Safety Implications
NO Cleared by:
Human Resources Implications
NO Cleared by:
Property Implications
NO Cleared by:
Area(s) Affected
Relevant Cabinet Portfolio Lead
Cllr Julie Dore
Relevant Scrutiny Committee
Is the item a matter which is reserved for approval by the City Council?
NO
Press Release
NO

REPORT TO CABINET

SHEFFIELD COMMUNITY COVENANT ANNUAL REPORT 2014

1. Introduction

1.1 The purpose of this report is to:

- Fulfil the commitment to produce an annual report on progress following the establishment of the local Community Covenant in November 2011. This report covers the calendar year 2014;
- Update Cabinet on the key achievements during 2014.

2. Background

2.1 At full Council on 2nd March 2011, a motion was passed to create a 'Sheffield Community Covenant' in order to ensure that local services such as housing, education and social care are appropriate to support the needs of local armed forces community. The Community Covenant was approved at Cabinet on 7 November 2011 and formally signed on 9 November 2011.

2.2 Each year a report is produced which fulfils the commitment to produce an annual report on progress and sets out the key actions and priorities for the year ahead. The report covering the calendar year 2014 is attached.

2.3 The Community Covenant is a commitment from the whole city to support the local Armed Forces Community. Sheffield City Council supports this by acting as a key facilitator, supporting organisations to coordinate their support to the local Armed Forces Community.

3. Key Achievements in 2014

3.1 The annual report (attached) provides details of the key actions taken this year to promote the aims of the Community Covenant.

3.2 In summary these include the following:

- South Yorkshire Police joined the Sheffield Community Covenant Partnership
- The Corporate Covenant has been newly established this year, with organisations such as Kier Group and Capita plc signing this new pledge
- Owlerton Stadium Sheffield has joined the Heroes Welcome Scheme offering discounts to armed forces

personnel

- Veterans and Armed Forces Day was a great success this year with stalls, activities and entertainment throughout the city centre
- Over £100,000 of funding has been utilised in Sheffield from the MOD this year. This includes funding for two projects that started in 2013 Parkour Training facility (£20,000) and Sheffield Cathedral Project (£25,098). Take2 a peer led accommodation, employment and personal development project has also received funding this year (£59,015)
- Collection of goods for Sheffield Supports Soldiers Easter box appeal
- Dedicated armed forces web pages, updated each month www.sheffield.gov.uk/armedforces
- “Support for Volunteer Reservists and Adult Instructors of Cadets Policy” updated and shared with other organisations
- Commemoration activities to mark the start of World War 1 have been taking place throughout the city
- Links have been made with the Royal Air Force and Naval Families Federations Community Covenant Coordinators
- Increased the Sheffield Armed Forces and Veterans Support Service from one day to two days each month. The Royal British Legion delivers this service from Howden House on the 1st and 3rd Wednesday of every month
- £80,000 of service pupil premiums received by Sheffield schools this year
- Sheffield City Council took part in Exercise Executive Stretch, a SaBRE training course to give employers an insight into the training undertaken by Reservists
- The first Employee Armed Forces workshop took place in Sheffield City Council this year. This group will be used as a group of experts to help guide and shape our work with the wider Armed Forces Community
- In November this year Cabinet approved a recommendation to nominate Weston Park as a “Centenary Field” to commemorate the centenary of World War 1.

4. Summary

4.1 The Community Covenant ensures that services:

- encourage local communities to support the Service community in their area;
- nurture understanding and awareness amongst the public of issues affecting the Armed Forces community;
- recognise the contribution made by the Armed Forces Community;

- remember the sacrifices faced by the Armed Forces Community;
- encourage activities which help to integrate the Armed Forces Community into local life;
- encourage the Armed Forces Community to help and support the wider community

4.2 The annual report provides information on the progress of these aims.

5. Recommendation

Cabinet is asked to:

1. Note the progress made on the Community Covenant in Sheffield during 2014.

Julie Bullen
Director of Customer Services
26 November 2014

This page is intentionally left blank

Sheffield Community Covenant

Annual Report 2014



www.sheffield.gov.uk/armedforces



Foreword

This is an especially important year for recognising the local Armed Forces Community. This year we commemorate 100 years since the start of World War I and remember all those who sacrificed their freedom for the freedom of others. Across Sheffield we have seen many commemoration activities involving all generations and this will continue up until 2018.

This is the third year of the Community Covenant and we continue to celebrate Veterans and Armed Forces Day, which has become a key event in our local calendar. This year saw one of the busiest events with stalls and activities across the city centre along with the popular Veterans and Cadets parade. This year we were proud to have the Town Guns displayed in the City Centre and are grateful to all those who made this happen.

We recognise that the local Armed Forces Community is made up of many people. This includes those who are currently serving in the Army, Navy and Air Force and those who are Reservist, giving up their spare time to train and serve. There are also Cadets learning essential skills for life and preparing for a potential future role and our Veterans whose previous service we value and appreciate. The group that is sometimes forgotten are the close family and friends of those mentioned above. These are the people who keep things going whilst loved ones are away and provide the normality and stability that is so essential. This report sets out how support is provided to all those who make up the local Armed Forces Community in Sheffield and shows our ongoing commitment to promote the aims of the Community Covenant.

Councillor Julie Dore, Leader Sheffield City Council

1.0 Introduction

1.1 The aims of the Sheffield Community Covenant have remained the same since it was implemented in Sheffield in November 2011. These are to:

1. Encourage local communities to support the Armed Forces Community in their area;
2. Nurture understanding and awareness amongst the public of issues affecting the Armed Forces Community;
3. Recognise the contribution made by the Armed Forces Community;
4. Remember the sacrifices faced by the Armed Forces Community;
5. Encourage activities which help to integrate the Armed Forces Community into local life;
6. Encourage the Armed Forces Community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement.

1.2 This report details the progress made on these aims during 2014.

2.0 National and local context

2.1 At the end of World War II there were 5,000,000 armed forces personnel, today the number is less than 200,000 and this number is decreasing as planned through the Army 2020 programme. Army 2020 is the concept for transforming the British Army for the 2020s and beyond in response to today's strategic challenges. Army 2020 seeks to fully integrate Regulars and Reservists, for the first time, within a whole force structure. The most significant changes, as seen this year, is the withdrawal of troops from Afghanistan, the rebasing of troops from Germany, reduction in the number of Regulars and the increased numbers of Reservists. This has implications for cities such as Sheffield as our local Armed Forces Community is likely to increase and we are likely to have a higher proportion of Reservists living and

working in the city than ever before. This makes ongoing support even more crucial, impacting on the City Council, the health services and local employers. This year the Government has introduced a new Covenant into the Covenant family, the Corporate Covenant. This aims to increase support and awareness amongst businesses and organisations that are employers of, and provide services to members of the local Armed Forces Community.

2.2 We continue to develop our understanding of the makeup of the Armed Forces Community in Sheffield. But we do know some facts, for example:

- There have been around 300 new entrants to the Armed Forces from Sheffield in the last 5 years.
- There are around 1,300 people in Sheffield receiving a pension from the MOD following active service.
- At the beginning of 2014 there were 70 MOD personnel living in Sheffield. 40 Army regular Forces and 30 Civilian Personnel in their own homes.
- 46 Naval families are recorded as living in Sheffield.
- 60 service children claimed service pupil premium this year.

2.3 SaBRE (Supporting Britain's Reservists and Employers) estimate that there are currently 35,000 Reservists in the UK including the Royal Naval Reserve, Royal Marine Reserves, the Army Reserves and the Royal Air Force Reserves. These are ordinary men and women, from all parts of the community, who give up their time to train and serve alongside the Regular Forces. Reservists make up around 14% of the nation's total defence capacity and are called out to supplement the Regular Forces as needed. There are a number of different categories of Reservists including Standard Volunteer Reservists and Full-time Reserves. Full details of all the categories and the role of the Reservist can be found on the SaBRE website www.sabre.mod.uk.

- 2.4 The Cadet Forces offer young people the opportunity for personal development in addition to providing adventure and excitement through a wide range of activities. The Government is opening 100 new cadet units in state-funded secondary schools in England by 2015. This opportunity has been promoted to schools in Sheffield through the communication system “schoolpoint”. Sheffield Cadets include the Army Cadets, Air Cadet and Sea Cadets. The Cadets are an integral part of the local Armed Forces Community and join the parade each year with the Veterans on Armed Forces Day.
- 2.5 Links have been established in Sheffield between the Sheffield Community Covenant Partnership Board and the Reserve Forces and Cadet Association (RFCA) for Yorkshire and Humberside. Sheffield has a seat on the RFCA Board for Yorkshire and Humberside.
- 2.6 Veterans are also part of our Armed Forces Community and a person is considered a Veteran if they have previously served in the Armed Forces, this may be for as little as a single day but is usually for a much longer period. It is estimated that there are around five million Veterans in the UK, and about seven million family dependents. In Sheffield this equates to over 90,000 people. Veterans are supported in Sheffield through well-established ex-Service associations which provide a range of support. Links have been strengthened with these organisations throughout 2014.
- 2.7 The Armed Forces Community includes those in-service including Reservists, Veterans and those who care for, depend on or are close family members of these groups of people.¹

¹ “Family member” means spouse, dependent child, parent or sibling, where they are supporting or supported by the serviceman / woman.

3.0 Sheffield Community Covenant Partnership

3.1 There are now three Covenants in the Covenant family. The **Armed Forces Covenant** was the first of these and sets out the relationship between the nation, the government and the armed forces. It recognises that the whole nation, has a moral obligation to members of the armed forces and their families, and it establishes how they should expect to be treated. The principles of this are enshrined in law through the Armed Forces Act 2011.

3.2 The Armed Forces Covenant has delivered many tangible benefits over the last 3 years. This year the government has shown its commitment to the Armed Forces Community by:

- Committing to permanent funding for the Covenant, including a further £10million per year 2015-16 on top of the current £65million.
- £100million of Libor fines is being made available to support a number of good causes which include work with the Armed Forces Community.
- £150million is being provided for the purchase of 700 properties to use as service accommodation.
- Council tax relief has doubled to almost £600 for personnel on eligible operations.
- There are retained places on the NHS waiting list and guaranteed IVF cycles for injured personnel.
- Access to the Service Pupil premium has been widened and the Families Welfare Grant has been increased.

3.2 The Armed Forces Covenant was shortly followed by the **Armed Forces Community Covenant** in June 2011. The Community Covenant was established in Sheffield November 2011. The aims of the Community Covenant are detailed in section 1. The Sheffield

Community Covenant Partnership is made up of representatives from across a number of key organisations in the city including:

- Amey
- Armed Forces
- Capita
- Charitable organisations
- Ex-Service Associations
- Jobcentre Plus
- Remploy
- Sheffield City Council
- Sheffield Clinical Commissioning Group
- Sheffield Health and Social Care NHS Foundation Trust
- The Royal British Legion
- South Yorkshire Police

3.3 This year South Yorkshire Police (SYP) joined the Sheffield Community Covenant Partnership. SYP have also agreed a referral process to the Sheffield Veterans and Armed Forces Support Service.



3.4 The Sheffield Community Covenant Partnership Board meets twice a year. The Leader of Sheffield City Council, Julie Dore, chairs the meetings. The role of the Board is:

- a. To promote the signing of the covenant by partner organisations and members of the charitable and voluntary sectors and ensure that the commitments made are adhered to.

- b. To establish a joint action plan and identify resources to support projects which strengthen the ties between members of the Armed Forces Community and the wider community in Sheffield.
- c. To monitor the impact of the covenant and ensure that the aims are met.
- d. To provide oversight of all the activity within Sheffield relating to the Community Covenant Grant Scheme
- e. To ensure that key services (health, housing, employment, etc.) within the city are briefed and able to support the Armed Forces Community.
- f. To encourage the Armed Forces Community to be active members of their local communities
- g. To report annually to Full Council on the implementation of the Community Covenant.

3.5 The **Corporate Covenant** was introduced this year. This is the final of the three covenants in the covenant family. The corporate covenant is a written and publicised voluntary pledge from businesses and charitable organisations who wish to demonstrate their concrete support for the armed forces community. Over 100 organisations have signed the corporate covenant to date. In Sheffield this includes key organisations such as the Kier Group and Capita plc

"We are delighted to be in the first group of companies to sign up to the Corporate Covenant. It allows the Commercial Sector to commit to the principles that no member of the Armed Forces community should be disadvantaged in the provision of public or commercial services, and that in some special circumstances special treatment may be appropriate for the injured or bereaved. Kier will demonstrate that it is an Armed Forces friendly organisation by recognising military skills, seeking to employ veterans, working to provide flexibility with employees who are also Reservists and by striving to support service dependants and local cadet organisations". **Duncan Whiting, Director Kier Group**

3.6 Capita plc have carried out a range of activities since signing up to the Sheffield Community Covenant and more recently since signing the Corporate Covenant. Actions include arranging 3 two week work

experience trials for Veterans, establishing links with the Career Transition Partnership, guaranteed interviews for Veteran applicants, special leave for Reservists and recognition of military skills and qualifications.

4.0 Sheffield Community Covenant Progress 2014

4.1 There has been considerable progress made since the Community Covenant was established in Sheffield in November 2011. A report is produced each year showing progress. Below are examples of the progress made in 2014.

4.2 Encourage local communities to support the Armed Forces Community in their area

4.2.1 “Heroes Welcome” was launched at the Federation of Small Businesses event in November 2012. Businesses continue to be encouraged to sign the pledge and show their support to the local Armed Forces Community. This year Owlerton Stadium Sheffield showed their support and joined the scheme offering a discount on production of a military ID card. The scheme was promoted during Veterans and Armed Forces Day this year and

this was acknowledged by the organisers of the Heroes Welcome scheme who circulated this photograph to all their members.



4.2.2 The Community Covenant Grant scheme continues to be promoted by Sheffield City Council. This year two schemes have been carried forward and a new project has been funded bringing over £100,000 of Ministry of Defence funding into Sheffield:

- Parkour Training Facility - awarded £20,000 to create a dedicated Parkour training facility in Endcliffe Park, Sheffield
- Sheffield Cathedral – £25,098 - Project engaging 2,500 school children from 75 schools (25 school per year) across the city in the commemoration of WW1 over the next three years. Outreach visits commence this term with schools which have been targeted for the project and printed information is going out to all primary schools in the area.
- TAKE2 - £59,015 - A Peer Led Accommodation, Employment and Personal Development Project for Sheffield

4.2.3 This year Customer Services, in Sheffield City Council, arranged a collection of goods for Sheffield Supports Soldiers Easter box appeal.

“On behalf of Sheffield Supports Soldiers, We would like to thank you again for the generous donations that you have given us towards our Shoe Box Appeal. Your Commitment towards helping our efforts is sincerely appreciated. We have been truly humbled by the amount of donations we received, we look forward to passing on to you, any feedback or correspondence that we receive from the recipients of the Shoe Boxes. With your very kind help and donations we will ensure that at least 100 servicemen and women will receive a shoe box containing basic essentials like shower gel, toothpaste etc., and also some sweets and treats for them to enjoy over the Easter period. Thanks again for your generous support towards our efforts; it really has restored our faith that people can still give so much, even in these trying times.” **Tony Merrygold, Sheffield Supports Soldiers**

4.2.4 Links have been developed with a number of organisations across the city this year to encourage local communities to support their Armed Forces community. Links have been established with Blind Veterans UK, Remploy and a South Yorkshire Local Authorities group has been formed to share knowledge and resources.

4.2.5 An e-learning module has been developed for Sheffield City Council employees informing them of the Community Covenant and giving more information about the local armed forces community. This is currently being tested by Armed Forces employees (Veterans and Reservists) and will be launched in 2015.

4.3 Nurture understanding and awareness amongst the public of issues affecting the Armed Forces Community

4.3.1 The Armed Forces webpages on the Sheffield City Council website were launched in November 2012 and are updated monthly www.sheffield.gov.uk/armedforces. This allows individuals to show their support to the Armed Forces Community by signing up to the Community Covenant. It also encourages businesses to join the Heroes Welcome scheme and publicises the offers made. We have received very positive feedback about the website and received approximately 3,000 views of the web pages in the last 12 months. We've also helped by providing links to other organisations through our website.

"Just to say that the (Armed Forces) online information is very clear and helpful, one of the best in my trawl round the region". **Andrew Melville, Member of Yorkshire and Humberside Veterans Advisory and Pensions Committee**

4.3.2 The publication of this annual report is an important part of nurturing awareness and understanding. The report is

published for all to see the work that has taken place over the last year. The Royal Air Force Families Federation shared last year's report with their contacts as an example of "*Excellent Practice*".

4.4 Recognise the contribution made by the Armed Forces Community

4.4.1 Sheffield City Council continues in its aim to raise £150,000 to produce a permanent memorial in recognition of the women of Sheffield who served their city and country by working in the steel industry and factories during World War I and World War II. The statue will celebrate a special group of women whose exceptional work ethic, stamina and bravery in the steel factories went virtually unrecognised for years. The project is called Women of Steel and donations can be made here <https://www.justgiving.com/womenofsteel>.

4.4.2 The Support for Volunteer Reservists and Adult Instructors of Cadets Policy was updated and published by Sheffield City Council in January 2014. This recognises the role of these volunteers and provides support for employees who carry out these roles. The Policy has been shared with other organisations as an example of good practise.

4.4.3 Sheffield City Council is regularly updating information to honour those involved in conflicts. This year the War Memorials Officer has arranged the following tributes:

- 3 names engraved on Hollinsend Memorials from WW2
- Plaque erected at Frecheville commemorating the local Servicemen who perished in WW2
- Working with Friends of Grenoside War Memorial to add a name

- Installation of 3 plaques to commemorate 3 Servicemen born in Sheffield who received the VC in WW1

4.4.4 In addition Rolls of Honour have been moved from Bannerdale Centre to original location at Leopold Hotel and from outside Emmanuel Church to Chapelwood Road Church.

4.5 Remember the sacrifices faced by the Armed Forces Community

4.5.1 Servicemen and women from the 1st Regiment Royal Horse Artillery and the King's Troop paraded through Sheffield to mark their homecoming from Afghanistan in January 2014. Soldiers spoke of their pride at parading through their home city to mark the end of a tour in Afghanistan. Troops from the 1st Regiment Royal Horse Artillery were applauded by crowds of people as they marched through the city centre. A band and marching horses pulling two artillery guns from the ceremonial King's Troop also paraded for the first time since 1974 to mark the end of a decade of the regiment's service in Iraq, Afghanistan and Cyprus.

4.5.2 Veterans and Armed Forces Day is an excellent way in which to raise awareness and encourage local communities to support the local Armed Forces Community. On the 21 of June 2014 we celebrated our sixth Veterans and Armed Forces day in Sheffield. Veterans and Armed Forces Day is an occasion to remember the sacrifices made by those who have served the country over the years. It's also an opportunity to thank those who volunteer as Reservist and the families and friends, who provide the day to day support to our Armed Forces Community. This year also commemorated 100 years since the start of World War 1 and the sunny weather brought thousands of people into the city centre for the stalls, activities and parade.

4.5.3 Commemoration activities to mark the start of World War 1 have been taking place across the city this year. The activities are listed on the Sheffield City Council website and on Welcome to Sheffield. As well as the formal activities across the city people have been making their own arrangements to mark this special year, including street art as shown in the photograph below.



4.5.4 Sheffield City Council has worked with the local Armed Forces Community and local Schools to have a shop window display to commemorate the start of World War 1. The display has been on Pinstone Street since June 2014 and continues to be rotated to display different relevant scenes.



4.5.5 In June 2014 Remploy held a Veterans Event, promoting the work they are doing to support Veterans in Sheffield. Speakers included Tony Philips from Combat Stress and MP Paul

Blomfield. The event brought together organisations and employees from across the city.

4.5.6 Sheffield City Council took part in the national “Lights Out” initiative on Monday 4 August 2014. A single light shone from the three main offices (Town Hall, Moorfoot, Howden House) from 10pm-11pm. This marked the 100th anniversary, to the hour, at which the UK joined World War 1.

4.5.7 Dore Primary School produced an excellent display in the Town Hall foyer during summer. The pupils in the school produced information and a display in a space the size of trench to commemorate the start of World War 1.



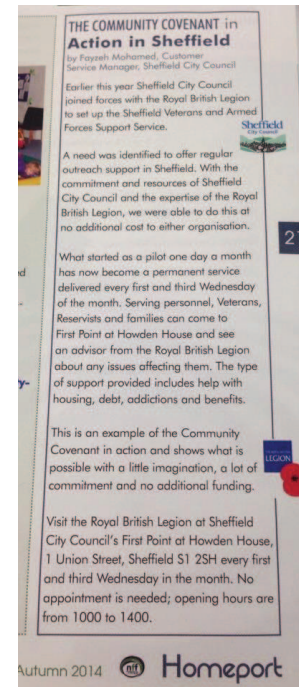
4.5.8 On 18 October 2014 the 64 (City of Sheffield) Signal Regiment was given Freedom of the City following reorganisation of the Army Reserves. The honour of Freedom of the City was transferred from the previous 38th Signal Regiment. A parade and inspection took place in the City Centre.

4.5.9 On 12 November 2014 Sheffield City Council Cabinet approved recommendations to nominate Weston Park as a ‘Centenary Field’ as part of a national initiative being led by the Fields in Trust and the Royal British Legion. The Centenary Fields programme 2014-18 aims to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War 1.

4.6 Encourage activities which help to integrate the Armed Forces Community into local life

4.6.1 Links have been made this year with the Royal Air Force and Naval Families Federations Community Covenant Coordinators. These links have enabled us to share information about the Armed Forces Community in Sheffield.

4.6.2 In November 2013 a new service was launched, the Sheffield Armed Forces and Veterans Support Service. This service was initially delivered one day a month from First Point in Howden House. Experienced Welfare Advisors from The Royal British Legion attend Council premises to deliver the service. The service has been so successful that since July 2014 it is delivered two days a month, on the 1st and 3rd Wednesday of every month. The service was featured in an article in the autumn 2014 edition of Homeport. Homeport is a magazine produced by the Naval Families Federation, the independent voice of Royal Naval and Royal Marines families.



4.6.3 The Veterans Outreach Service continues to be delivered in Sheffield by the Sheffield Health and Social Care NHS Foundation Trust. The service provides specialist mental health support to veterans and their families. The focus over the latter part of this year has shifted to do less of the awareness raising and capacity building to doing more clinical work. There are now more direct referrals and referrals through organisations such as South Yorkshire Police.

4.6.4 The service pupil premium is an opportunity to access support for children of service families. This is used by schools to help integrate children into the local community and provides the funds to arrange specialist support and activities. Service personnel with children in state schools in England are asked to notify their school head teacher of their children's eligibility to the service pupil premium before the annual school census. This was introduced in 2011 as part of the commitment to the delivery of Armed Forces Covenant. There were 60 eligible children registered in Sheffield this year and £80,000 was received in funding. The next school census is in January 2015 and this is where service pupils need to be identified, this will determine funding for the next year. It is worth noting that this year's promotion of the premium resulted in an increase in notifications from 42 the previous year to 60 this year.

4.6.5 The Parkour facility based in Endcliffe Park Sheffield was funded by Sheffield City Council and the Community Covenant Grant and was opened for use on 17th May 2014. The facility is very popular and heavily used by Parkour practitioners and new users. The facility has been promoted by Sheffield Parkour Movement via social media and Radio Sheffield the response received suggests that the facility is attracting between 30-50 users per day. The facility is providing a location for young people to practice Parkour in a safe and welcoming environment. This includes young people involved in cadets and those that have no military connections. The Parkour facility provides an opportunity for the 38 Signal Regiment and relevant others to promote and communicate the work of the Armed Forces.



4.6.6 Through the Government's Work Choice programme Remploy help veterans to prepare for and find employment after the Armed Forces. Remploy have a number of Armed Forces Champions that arrange specialist intervention, tailored development modules and employer engagement to fully support the integration of ex-service personnel into civilian life.

4.7 Encourage the Armed Forces Community to help and support the wider community, whether through participation in events and joint projects. Or other forms of engagement

4.7.1 The Kier Group have developed programmes in partnership with the Careers Transition Partnership to help the Armed Forces Community to integrate into local life. The Kier Group Military Work Placement Programme provides a link with national programmes to aid the rehabilitation of military service users into civilian careers. The provision of civilian work experience to these ex-service personnel has proved invaluable in highlighting transferable skills.

4.7.2 Sheffield City Council took part in Exercise Executive Stretch, a SaBRE training course to give employers an



understanding into the training undertaken by Reservists. The exercise is led by Reservists and gives a unique insight into the work carried out by Reservists and the skills they can bring into the workforce.

4.7.3 Sheffield City Council held an Employees Armed Forces Workshop this year in which it brought together employees from Sheffield City Council who also part of the Armed Forces Community. These are a mix of Veterans and Reservists. The group now meet twice yearly, share information and have agreed to be used as a testing ground for new developments.

5.0 Conclusion

5.1 2014 has been a year of reflection, commemoration and practical action to support the local Armed Forces community in Sheffield. We are proud of the continued commitment that the whole of the city has shown to meeting the aims of the Community Covenant. This commitment has spanned across public, private and community organisations across the city.

5.2 In this special year of commemoration is it worth reminding ourselves of why it is important to acknowledge the contribution of the Armed Forces Community, today, in the past and in the future. This commitment should be honoured and never forgotten.

For The Fallen by Robert Laurence Binyon

With proud thanksgiving,
a mother for her children,
England mourns for her dead across the sea.
Flesh of her flesh they were, spirit of her spirit,
Fallen in the cause of the free.

Solemn the drums thrill;
Death august and royal Sings sorrow up into immortal spheres,
There is music in the midst of desolation
And a glory that shines upon our tears.

They went with songs to the battle, they were young,
Straight of limb, true of eye, steady and aglow.
They were staunch to the end against odds uncounted;
They fell with their faces to the foe.

**They shall grow not old, as we that are left grow old:
Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning
We will remember them.**

They mingle not with their laughing comrades again;
They sit no more at familiar tables of home;
They have no lot in our labour of the day-time;
They sleep beyond England's foam.

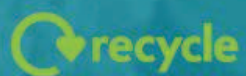
But where our desires are and our hopes profound,
Felt as a well-spring that is hidden from sight,
To the innermost heart of their own land they are known
As the stars are known to the Night;

As the stars that shall be bright when we are dust,
Moving in marches upon the heavenly plain;
As the stars that are starry in the time of our darkness,
To the end, to the end, they remain.



This document can be supplied in alternative formats, please contact 0114 205 3532.

Sheffield City Council
www.sheffield.gov.uk



When you have finished with this document please recycle

80% recycled

This document is printed on 80% recycled paper

This page is intentionally left blank

**SHEFFIELD CITY COUNCIL****Cabinet Report**

Report of:	Simon Green, Executive Director for Place
Report to:	Cabinet
Date:	14 th January 2015
Subject:	BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) Neighbourhood Area and Forum Designation
Author of Report:	Laurie Platt, Planning Officer (20 53075)
Key Decision:	YES
Reason Key Decision:	Affects 2 or more wards
Summary:	BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) has submitted an application for the City Council to designate a neighbourhood area and a neighbourhood forum. This is part of the first stage in the neighbourhood plan process.

Reasons for Recommendations:

1. A local planning authority must designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated.
 2. A local planning authority may designate an organisation as a neighbourhood forum if the authority is satisfied that it meets certain conditions.
-

Recommendations:

1. Designate the BBEST Neighbourhood Area as shown in background paper “e) *Plan Illustrating Recommended BBEST Neighbourhood Area Designation*” in accordance with section 61G of the Town and Country Planning Act 1990.
 2. Designate the Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Forum as the only Neighbourhood Forum for the BBEST Neighbourhood Area for five years in accordance with section 61F of the Town and Country Planning Act 1990.
 3. Publicise the BBEST Neighbourhood Area and Forum designations in accordance with Regulations 7 and 10 respectively of the Neighbourhood Planning (General) Regulations 2012.
 4. Approve the responses to representations on the BBEST Neighbourhood Area and Forum applications.
-

Background Papers:

- a) Application to Designate BBEST Neighbourhood Area and Forum
 - b) Officer Summaries and Draft Responses - BBEST Neighbourhood Area and Forum Representations
 - c) Representations In Full - BBEST Neighbourhood Area and Forum
 - d) Plan Illustrating Recommended BBEST Boundary Amendments
 - e) Plan Illustrating Recommended BBEST Neighbourhood Area Designation
 - f) Equality Impact Assessment - BBEST Designation
-

Category of Report: **OPEN**

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Catherine Rodgers
Legal Implications
YES Cleared by: Paul Bellingham
Equality of Opportunity Implications
YES Cleared by: Ian Oldershaw
Tackling Health Inequalities Implications
NO
Human Rights Implications
NO
Environmental and Sustainability implications
NO
Economic Impact
NO
Community Safety Implications
NO
Human Resources Implications
NO
Property Implications
NO
Area(s) Affected
Broomhill, Broomfield, Endcliffe, Summerfield and Tapton
Relevant Cabinet Portfolio Lead
Cabinet Member for Business, Skills and Development
Relevant Scrutiny Committee
Economic and Environmental Wellbeing
Is the item a matter which is reserved for approval by the City Council?
NO
Press Release
NO

REPORT TO THE CABINET

BBEST (BROOMHILL, BROOMFIELD, ENDCLIFFE, SUMMERFIELD & TAPTON) NEIGHBOURHOOD AREA AND FORUM DESIGNATION

1.0 SUMMARY

- 1.1 BBEST is a community group comprising residents of Broomhill, Broomfield, Endcliffe, Summerfield and Tapton, people who work in those parts of Sheffield and elected members of the Council who represent those parts of Sheffield. They have submitted a valid application for the City Council to designate their group as a Neighbourhood Forum and also to designate the BBEST Neighbourhood Area, which is the first stage in the neighbourhood plan process.
- 1.2 The Council consulted on the proposed BBEST Neighbourhood Area and Forum from the 11th April to the 23rd May 2014.
- 1.3 Evaluation of the application and consultation revealed no legal, financial or other issues that would warrant refusal. Three minor changes to the proposed boundary are recommended as part of the Area designation.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 Designation of a neighbourhood area and forum for BBEST is the first stage in the neighbourhood plan process. Once designated BBEST Neighbourhood Forum can prepare a neighbourhood plan for the BBEST Neighbourhood Area.
- 2.2 Neighbourhood planning contributes directly to delivering the outcomes of Strategic Core Objective:
 - Great Place to Live – this outcome relates to the activities and assets that make local neighbourhoods attractive, safe accessible and vibrant so that Sheffield people feel happy and content about where they live.
- 2.3 A neighbourhood plan for BBEST ultimately allows the local community to promote development within their area while having a greater say in the way that development takes place.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The designations would enable BBEST Neighbourhood Forum to prepare a neighbourhood plan for the BBEST Neighbourhood Area.
- 3.2 The Area and Forum designations are a positive contribution towards enabling sustainable development through a neighbourhood plan for the BBEST Neighbourhood Area.

4.0 EQUALITY IMPLICATIONS

- 4.1 Fundamentally the proposed area designation is equality neutral affecting all local people equally regardless of age, sex, race, faith, disability, sexuality, etc.
- 4.2 To comply with the Town & Country Planning Act 1990 the City Council must be satisfied that the applications meet certain conditions to do with accessibility of membership and representation of the local area (see section 11). In addition to these legislative requirements the Council have a statutory Equality Duty to:
- Eliminate unlawful discrimination, harassment and victimisation;
 - Advance equality of opportunity; and foster good relations.
- This Equality Duty applies to the designation of a Neighbourhood Forum.
- 4.3 Evidence of openness, representativeness and intent are provided with the BBEST application:
- Item 5 of the covering letter with the application;
 - Section 5.1, 5.2, and 5.3c) of the application;
 - Section 5 of the proposed constitution (application appendix 3)
- 4.4 An Equality Impact Assessment is provided as a background paper accompanying this report.

5.0 LEGAL IMPLICATIONS

- 5.1 Section 61G(5) of the Town and Country Planning Act 1990 (“the 1990 Act”) requires a local planning authority to designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated.
- 5.2 The proposed BBEST Neighbourhood Area complies with section 61G of the 1990 Act. The Council have considered whether they should designate the area concerned as a business area pursuant to section 61H. The area is not wholly or predominantly business in nature and therefore it is not considered appropriate to designate it as a business area. BBEST have complied with Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (“the Regulations”) which prescribes what an area application must contain. The Council has complied with Regulation 6 which requires the Council to publicise an area application. If the Neighbourhood Area is designated the Council then need to comply with Regulation 7 when publicising the designation.
- 5.3 Section 61F(5) of the 1990 Act permits a local planning authority to designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the necessary conditions as prescribed in that section. This report sets out how the application meets those necessary conditions. BBEST have complied with Regulation 8 of the Regulations which prescribes what a forum application must contain. The Council has complied with Regulation 9 which requires the Council to

publicise a forum application. If the Neighbourhood Forum is designated the Council then need to comply with Regulation 10 when publicising the designation.

- 5.4 Section 61F(8)(a) of the 1990 Act states that a designation of a neighbourhood forum ceases to have effect five years from the day on which it is made. This doesn't affect the validity of any proposal for a neighbourhood plan made before the end of that period.
- 5.5 Section 61F(9) of the 1990 Act permits the Council to withdraw a neighbourhood forum designation if it is considered that the organisation or body is no longer meeting the conditions by reference to which it was designated, or any other criteria to which the Council were required to have regard in making the designation.
- 5.6 The delegation of Neighbourhood Area and Forum designations was decided by Cabinet on the 18th December 2013¹. Whilst ordinarily such decisions would fall to the Head of Planning, or, in her absence, to the Forward and Area Planning Team Manager, because the proposed Neighbourhood Area affects two wards both designations are considered to be a "Key Decision". The decision to designate must therefore be made by Cabinet.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The Government's current financial support to local planning authorities for neighbourhood planning allows local planning authorities to recoup some of the cost they incur during the neighbourhood planning process.
- 6.2 The designation of a neighbourhood area and forum will allow a claim for £10,000 towards the costs of supporting the BBEST neighbourhood plan process to this point.
- 6.3 Further work is currently being undertaken regarding the wider financial implications of neighbourhood planning. Any additional costs that cannot be recouped from the Government's current financial support would have to be met from the existing service budgets.
- 6.4 Sheffield's Community Infrastructure Levy (CIL) is due to commence 1st April 2015. Once BBEST is designated the Council must engage with BBEST on the infrastructure expenditure of 15% of any CIL acquired from development in the BBEST area. Once BBEST have a neighbourhood plan this rises to 25%.

7.0 APPLICATION

- 7.1 BBEST have applied to be designated as a Neighbourhood Forum and to designate a BBEST Neighbourhood Area, which is the first stage in the neighbourhood plan process. Their application is a "background paper"

¹ <http://sheffielddemocracy.moderngov.co.uk/ieDecisionDetails.aspx?ID=1006>

accompanying this report.

- 7.2 BBEST's application to designate a Neighbourhood Area is valid in terms of the information submitted² and includes:
- (a) A map identifying the proposed Neighbourhood Area. See application appendix 1.
 - (b) A statement explaining why the proposed Neighbourhood Area is considered appropriate. See application appendix 2.
 - (c) A statement that BBEST is capable of being a relevant neighbourhood planning body. See application section 3.
- 7.3 BBEST's application to designate a Neighbourhood Forum is valid in terms of the information submitted³ and includes:
- (a) The name of the proposed Neighbourhood Forum. See item e) 1. of the covering letter with the application and application section 4.1.
 - (b) A copy of the written constitution of the proposed Neighbourhood Forum. See application appendix 3.
 - (c) The name of the Neighbourhood Area to which the application relates and a map which identifies the Area. See item e) 3. of the covering letter with the application and application appendix 1.
 - (d) The contact details of at least one member of the proposed Neighbourhood Forum to be made public under regulations 9 and 10. See item e) 4. of the covering letter with the application.
 - (e) A statement which explains how the proposed Neighbourhood Forum meets the conditions contained in section 61F(5)(a) of the 1990 Act. See item e) 5. of the covering letter with the application and application section 5.
- 7.3 BBEST's initial application in November 2013 was based on best practice from elsewhere in the country. Nevertheless the Council considered it invalid (along with several subsequent applications) because of two main issues with drafts of their constitution:
- 1. Preventing workers who don't live in the proposed neighbourhood area from full membership⁴;
 - 2. The role of the "Steering Group".
- 7.4 The Council worked with BBEST to address these issues to the Council's satisfaction and as a result BBEST submitted an application that was considered valid on the 28th February 2014.

8.0 CONSULTATION

- 8.1 Comments on the BBEST Neighbourhood Area and Forum application were invited for a six week period from the 11th April to the 23rd May 2014.
- 8.2 The following steps were taken to publicise the application:

² Regulation 5, Neighbourhood Planning (General) Regulations 2012

³ Regulation 8, Neighbourhood Planning (General) Regulations 2012

⁴ Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(b)(ii)

- Notices were put up in and around the proposed Neighbourhood Area.
- Wrote to contacts drawn from Local Plan consultee database.
- Notified Councillors for Broomhill and Fulwood wards.
- Notified the Cabinet Member for Business, Skills and Development, the Chair of the Planning Board and Chairs of the South West and Central Local Area Partnerships.
- Notified Councillors for wards bordering the proposed neighbourhood area i.e. Crookes, Walkley, Central and Ecclesall
- The application was available to view from:
 - Broomhill Library
 - First Point, Howden House, Union Street
 - The Council's website (www.sheffield.gov.uk/bbest-plan)
- Highlighted on our main neighbourhood planning webpage www.sheffield.gov.uk/neighbourhood-planning
- Added [Planning News](#) webpage item
- Tweeted from @SCC_Planning_BC
- Issued Council Email Alert

8.3 Only three representations were received. These were from English Heritage, the Garden History Society and the University of Sheffield. The University of Sheffield subsequently withdrew their representation. Officer summaries and draft responses to the remaining representations are available in a background paper accompanying this report. The representations in full are available in another background paper.

9.0 THE UNIVERSITY OF SHEFFIELD

9.1 The University of Sheffield plays a crucial role in the economic, cultural and social life in the city and region as a whole.

9.2 The University of Sheffield and BBEST have met on several occasions since the application. The University are now more engaged with the proposed neighbourhood plan.

9.3 The consultation on the University Campus Masterplan⁵ closed on the 14th October 2014. It is apparent from the Campus Masterplan that the University and BBEST have a lot of common interests and concerns.

10.0 BOUNDARY CHANGES

10.1 A rationale for the proposed boundary is provided by BBEST in appendix two of their application.

10.2 Discussions between BBEST and the University after the application highlighted that the proposed boundary splits St Marie's Primary School and the Ranmoor Student Village. BBEST were aware of this but considered it more important to follow the Conservation Area boundary. Council Officer have recommended a change to the boundary to include

⁵ <https://www.sheffield.ac.uk/campusmasterplan>

all of Ranmoor Student Village and exclude all of St Marie's Primary School and the applicant has confirmed that they would be happy with this.

- 10.3 Another recommended boundary change is to include all of Western Park. This was always the applicant's intention and is arguably more a matter of mapping accuracy rather than an actual boundary change.
- 10.4 The recommended boundary changes are shown in background paper "d) Plan Illustrating Recommended BBEST Boundary Amendments". These changes are now reflected in in background paper "e) Plan Illustrating Recommended BBEST Neighbourhood Area Designation"

11.0 ALTERNATIVE OPTIONS CONSIDERED

- 11.1 English Heritage commented that where the proposed boundary runs very close to, but does not coincide with a Ward boundary, it should be changed to match the Ward boundary. We are not recommending this change, partly because of Ward boundary amendments in 2016, particularly for the Central Ward which has had a large increase in population.
- 11.2 Officer discussions with BBEST included the possibility of a smaller area which excluded the large institutions to the east such as the hospitals and University of Sheffield. However this was discounted on the grounds that the institutions were an integral part of the neighbourhood. An example of this is the student villages on the other side of the proposed Area. There were no representations that advocated this alternative option.

12.0 REASONS FOR THE RECOMMENDATION

- 12.1 A local planning authority must designate a Neighbourhood Area if it receives a valid application and some or all of the area has not yet been designated⁶.
- 12.2 A local planning authority must consider the following questions when designating a Neighbourhood Area⁷:
- a) *Has a relevant body applied for an area specified in the neighbourhood area application to be designated by this authority?*
Answer: Yes. This is set out in section three of the application.
 - b) *Does the proposed area cover any part of the area of a parish council?*
Answer: No.
 - c) *How desirable it is to maintain the existing boundaries of areas already designated as neighbourhood areas (neighbourhood areas must not*

⁶ Town & Country Planning Act 1990, C.8, Part III, Section 61G(5)

⁷ Town & Country Planning Act 1990, C.8, Part III, Section 61G and 61H

overlap)?

Answer: No surrounding areas are designated as neighbourhood areas.

d) *Should the area be designated as a business area?*

Answer: No. There are a number of businesses and large institutions in the area but it is not “wholly or predominantly business in nature”.

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

Answer: Yes. There are three minor deviations recommended because the proposed boundary cuts across a single property or “planning unit”. The recommended amendments are:

- (i) Include all of the Ranmoor Student Village
- (ii) Exclude all of St Marie’s Primary School
- (iii) Include all of Weston Park

BBEST’s rationale for the first two was to follow the Conservation Area boundary. The third is because we have more accurate mapping software available than BBEST had at the time of their application. The deviations are shown in background paper “d) Plan Illustrating Recommended BBEST Boundary Amendments”.

12.3 A local planning authority may designate an organisation as a Neighbourhood Forum if the authority are satisfied that it meets certain conditions⁸:

a) *Does the area consist of or include the whole or any part of the area of a parish council?*⁹

Answer: No.

b) *Is it established for the express purpose of promoting or improving the social, economic and environmental well- being of an area that consists of or includes the neighbourhood area concerned?*¹⁰

Answer: Yes. See the objectives of the proposed constitution in section 3 of appendix 3 in the application.

c) *Is membership open to individuals who live in the neighbourhood area concerned, work there, and are elected members of the City Council?*¹¹

Answer: Yes. See application 5.1, 5.2c), 5.3c) and the first paragraph in section 5 of appendix 3 of the application.

⁸ Town & Country Planning Act 1990, C.8, Part III, Section 61F(5,6 & 7)

⁹ Town & Country Planning Act 1990, C.8, Part III, Section 61F(4)

¹⁰ Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(a)

¹¹ Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(b)

- d) *Does membership include a minimum of 21 individuals each of whom either live in the neighbourhood area concerned, work there, or are an elected member of the City Council?*¹²

Answer: Yes. See application 5.1, 5.2a), 5.2b) and the first paragraph in section 5 of appendix 3 of the application.

- e) *Does it have a written constitution?*¹³

Answer: Yes. See appendix 3 of the application.

- f) *Has it secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual who lives in the area, at least one individual who works in the area or one elected member in the area?*¹⁴

Answer: Yes. See application 5.1.

- g) *Is membership drawn from different places in the neighbourhood area concerned and from different sections of the community in that area?*¹⁵

Answer: Yes. See application 5.2.

- h) *Does the purpose reflect (in general terms) the character of that area?*¹⁶

Answer: Yes. See application 5.3.

- i) *Is there another proposed or designated neighbourhood forum for the proposed neighbourhood area?*¹⁷

Answer: No.

- j) *Has the organisation or body made an application to be designated?*¹⁸

Answer: Yes.

13.0 RECOMMENDATIONS

- 13.1 Designate the BBEST Neighbourhood Area as shown in background paper “e) *Plan Illustrating Recommended BBEST Neighbourhood Area Designation*” in accordance with section 61G of the Town and Country Planning Act 1990.

¹² Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(c)

¹³ Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(d)

¹⁴ Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(i)

¹⁵ Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(ii)

¹⁶ Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(iii)

¹⁷ Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(b)

¹⁸ Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(c)

- 13.2 Designate the Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Forum as the only Neighbourhood Forum for the BBEST Neighbourhood Area for five years in accordance with section 61F of the Town and Country Planning Act 1990.
- 13.3 Publicise the BBEST Neighbourhood Area and Forum designations in accordance with Regulations 7 and 10 respectively of the Neighbourhood Planning (General) Regulations 2012.
- 13.4 Approve the responses to representations on the BBEST Neighbourhood Area and Forum applications.

Laurie Platt
Planning Officer
14 January 2015

BBEST Neighbourhood Planning Forum
Postal address:
c/o Anne Daw
128 Harcourt Road
Sheffield, S10 1DJ

Laurie Platt
Sheffield City Council
Forward Area Planning
Howden House
1 Union Street
Sheffield, S1 2SH

27/02/14

Dear Laurie,

Application for designation of a Neighbourhood Forum (Part 3, regulation 8) and a Neighbourhood Area (regulation 5)

Following discussions regarding the submission of the Neighbourhood Area application in parallel with Neighbourhood Forum designation application, BBEST is pleased to submit for consideration this application for designation both as a Neighbourhood Area and Neighbourhood Forum.

The Neighbourhood Planning (General) Regulations 2012 state that, where an organisation or body submits a neighbourhood forum application to the local planning authority, it must include:

- a) the name of the proposed neighbourhood forum
- b) a copy of the written constitution of the proposed neighbourhood forum
- c) the name of the neighbourhood area to which the application relates and a map which identifies the area
- d) contact details of at least one member of the proposed neighbourhood forum to be made public under 2012 regulations 8 (d).
- e) a statement setting out how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

1. The name of the proposed forum is Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Planning Forum
2. Written Constitution: The original constitution was formally agreed at a meeting on the 22nd October by a group of over 21 residents, including a councillor, and with two businesses within the area also represented. Following comments by Sheffield Council's legal department, revisions were made to this constitution and circulated to all members. These revisions were formally agreed at a general meeting on 25th February, 2014 by unanimous vote in favour of the revisions. The agreed constitution is attached as Appendix 3.
3. The area to which the application relates shall be called the BBEST area and is identified by the map in Appendix 1

4. Contact details:

BBEST
c/o Anne Daw
128 Harcourt Road
Sheffield, S10 1DJ

information@bbest.org.uk

5. BBEST has been created and conducts itself in accordance with section 61F (5) of the 1990 Act. It was started by individual residents and representatives of local community groups within the area for the purpose of preparing a Neighbourhood Plan for the BBEST area. A public meeting was held on 22nd October, 2013 at which a group of more than 21 people gave approval for the setting up and purpose of the Forum.

A steering group of voluntary office holders, representatives of community groups, local students, and interested individuals is responsible for the administration of the neighbourhood planning process. The first AGM was held on 10th December, 2013 and was advertised by leafleting and posters at the local infant school, park and community notice boards. Further publicity was undertaken in the form of an announcement on the BBEST website and a press release to the local papers prior to the meeting.

BBEST currently has 45 members representing a wide range of individuals, both geographically and in age and circumstance. Members include individuals from each of the named areas (Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton). There are also members from the business community working in the area and students and staff from Sheffield University, who live in the area. BBEST has enthusiastic support of local Councillors representing the area with one Councillor as a founder signatory. Consultation and information will be publicised through the website and, where requested, by post to members. The Forum is actively expanding its links with businesses and organisations with an interest in the BBEST area.

In addition to the above requirements, we have been asked to provide evidence that BBEST complies with section 67F(7)(a) in schedule 9. This section states that the decision to designate a Neighbourhood Planning Forum must have regard to the desirability of designating an organisation or body—

- (i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of subparagraphs (i) to (iii) of subsection (5)(b),
- (ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area, and
- (iii) whose purpose reflects (in general terms) the character of that area,

The evidence that BBEST meets these conditions is set out in section 5 of the Application below.

We believe BBEST satisfies the requirements of the regulations and trust the information provided in this application is sufficient to progress the application for

designation of a Neighbourhood Area and Forum. Please let us know if you would like further information.

We understand that the regulations require the local planning authority to publicise this application for not less than 6 weeks before reaching a decision. We would appreciate your confirmation of receipt of this application and, if satisfactory, the date of commencement of the 6 week consultation period.

Yours sincerely,

Anne Daw

Vice-Chair
atd@bbest.org.uk

TOWN AND COUNTRY PLANNING ENGLAND

The Neighbourhood Planning (General Regulations)2012

Application is hereby made to the Sheffield City Council as the Local Planning Authority for the designation of a Neighbourhood Forum in accordance with the above regulations.

1. Designation of Neighbourhood Area (Regulation 5)

A Map which identifies the area to which the application relates is included as Appendix One (Regulation 5a)

2. Statement explaining why this area is considered appropriate to be designated a Neighbourhood Area (Regulation 5b)

2.1 An appendix is attached explain the rationale behind the proposed area (Appendix Two).

2.2 No part of the proposed Neighbourhood area overlaps with any part of any other Neighbourhood Area (Section 61G(7) of the Act)

3 Statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Town and Country Planning Act (Regulation 5c)

3.1 The application is fully supported by community bodies, and the network of residents and businesses in the area have worked together for many years, in bodies such as those mentioned in Appendix Two, and in events like the Broomhill Festival.

3.2 The Forum has successfully operated on both an informal and formal basis for a number of months, and at three meetings has debated and agreed the constitution and area boundary.

3.3 There is a good cross section of people in the neighbourhood in the current composition of the forum, living in different parts of the area, and including long standing, new and student residents, as well as businesses. There is a clear commitment to expand this, with a constitution that emphasises openness and inclusivity.

3.4 There is a strong commitment to consultation built into the constitution and this is a principle that lies at the heart of the work of the forum.

3.6 No part of the area consists of the whole or any part of a Parish Council (Section 61G(3b))

4 Application

4.1 The name of the proposed forum (regulation 8a) is:
Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST)
Neighbourhood Forum

4.2 The proposed constitution (regulation 8b) is attached as Appendix Three.

4.3 The map of the area covered by the Forum (regulation 8c) is attached as Appendix One

4.4 At a meeting on the 22nd October, 2013 the originally proposed constitution and boundary were formally agreed, by a group of over 21 residents, including a councillor, and with two businesses within the area also represented. Amendments were made to this constitution following comments by the Sheffield legal council. These amendments were circulated to all members and agreed at a general meeting by unanimous vote on 25th February, 2014.

5. Desirability of Designating BBEST (regulation 67F(7)(a) in schedule 9)

5.1 BBEST has at least one member from each of the following groups

- a) People who live in the area – steering group officers
- b) People who work in the area – Managers of Oxfam Shop Fulwood Road and Beanies Wholefoods
- c) Elected City Councillor representing the area – Shaffaq Mohammed

5.2 BBEST members are drawn from different locations and sections of the community:

- a) Members live all across the designated area boundary, including members from each of the named areas (Broomhill, Broomfield, Edncliffe, Summerfield, & Tapton). Additional members are being actively sought for those areas that are comparatively underrepresented.
- b) Members represent various sections of the community including owners, renters, students, long term residents, old and young.
- c) Membership is open to all who live or work within the BBEST area

5.3 The BBEST purpose reflects the character of the area

- a) The BBEST purpose is to improve the social, economic, and environmental well being of the area through the production of a Neighbourhood Plan.
- b) This purpose is reflected in the area itself, which covers the retail hub of the area, the residential areas, open spaces and parks. In addition, it covers several potential development sites where development would have a significant impact on the social, economic, and environmental well being of the area.
- c) Membership is open to anyone who lives or works in the area. Membership is currently diverse and represents people from all three areas relating to the purpose of BBEST. Membership from community

groups like the Broomhill Festival group (social), Friends of Crookesmoor Parks (environmental), and business owners (economic) are current evidence that the representation of members reflects the purpose of the group. Further public awareness of the purpose of BBEST through continued publicity will increase the diversity of participation in the development of the Neighbourhood Plan.

d) Consultation on the Neighbourhood Plan will include consultation with major employers in the area as well as with community groups, charities, and schools.

Submitted on behalf of the proposed Forum by the Vice Chair, Chair, and Steering Group member

Anne Daw,
Peter Marsh,
Alan Wellings

14th November 2013, revised on 24th November 2013, revised on 10th December 2013, revised on 20th December 2013, revised on 9th January 2014, and revised on 27th February 2014.

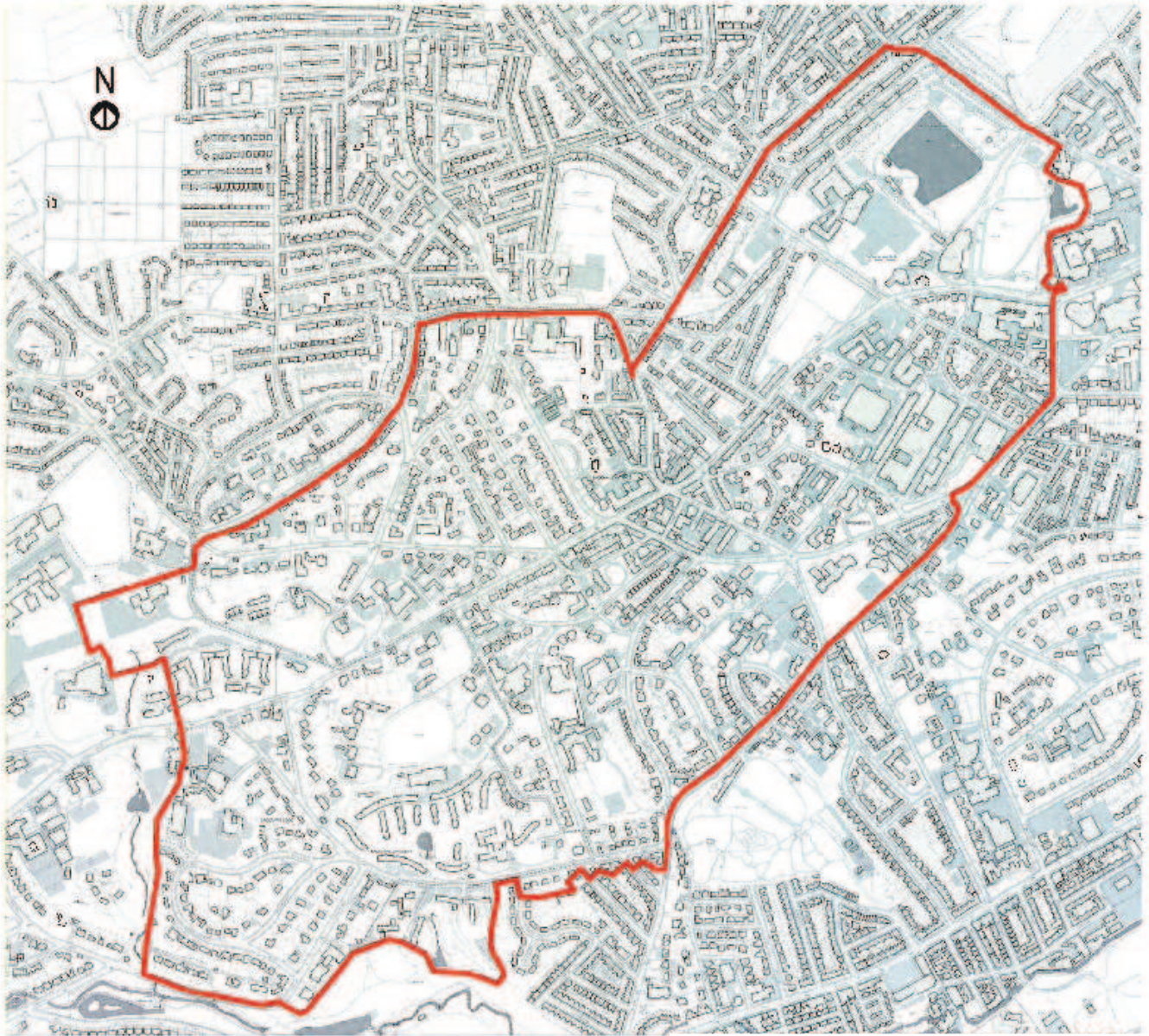
Appendix One
Map of proposed area

Appendix Two
Rationale for proposed area

Appendix Three
Proposed Constituion

APPENDIX ONE

PROPOSED BBEST AREA BOUNDARY MAP



APPENDIX TWO

BBEST BOUNDARY RATIONALE

The boundary has been discussed and debated over the course of several months. The final version was debated and agreed at a meeting of the founding signatories and is believed to be a robust and cohesive area boundary. The development of the boundary has been based upon a perceived sense of neighbourhood, and also on a number of critical factors about the area. These have included the designated conservation areas, the topography and physical constraints of the area (related in some large degree to sense of neighbourhood), the importance of a district centre, and the importance of open space in the area. These issues are covered in some detail below.

Ward boundaries have not been ignored in the development of the proposed area boundary, but in the light of potential future ward boundary revisions, and the importance of other factors, they have not been a significant aspect in determining the boundary. As primarily political boundaries, ward boundaries do not necessarily reflect the perceived neighbourhood boundary or respect significant open spaces and contexts. It was therefore agreed that the factors mentioned in the previous paragraph were more important in deciding what is a coherent boundary. Nonetheless, most of the proposed area is within Broomhill Ward, with a small section within Fulwood Ward.

Most of the boundary runs along roads and much of its length follows more or less closely the boundaries of the Broomhill, Endcliffe and Northumberland Road Conservation areas. At the Northeast end of the proposed forum area the boundary has been extended to run along Crookesmoor Road and Winter Street and to include Weston Park where the boundary is that of the Park/University sites; on the South edge, along Endcliffe Vale Road, the decision was taken to include the Glade and Glen areas as being more part of Endcliffe than the neighbourhood further South; the North West boundary was extended beyond the Endcliffe Conservation Area to include sites of University residences and Tapton Hall West of Shore Lane; and the North boundary goes beyond the North edge of the Broomhill Conservation Area to run along Tapton Crescent Road and Lydgate Lane.

The proposed area has a continuous “spine” road on the longest axis, running West to East and in different parts named Fulwood Road, Whitham Road and Western Bank; and it is crossed Northwest to Southeast by the A57.

There is a unity of development in the area, and in so far as there is use change again this is common throughout the area. The major part of the proposed Neighbourhood comprises buildings originally constructed as family houses. Most of these date from the mid and late Victorian and Edwardian periods and these, many with large gardens and mature trees, are the buildings which characterise much of the area. Several large and numerous smaller institutions and companies are based in the area, including hospitals, portions of the University of Sheffield, and many independent schools as well as state schools;

these institutions have converted a significant number of large houses for their organisations' purposes and many other houses have been acquired by private landlords or property companies to use as HMOs or to convert into apartments.

The sections below outline additional detail used in considering the boundary, all of which have been actively debated locally.

CONSERVATION AREAS

As stated above, the proposed neighbourhood plan area covers the whole of the Broomhill, Endcliffe and Nothumberland Road Conservation Areas, with extensions to the E, S, W and N as detailed above. The extensions reflect our judgements about where neighbourhoods go beyond Conservation Area boundaries; about the appropriateness of particular roads to define boundaries; and our discussions with residents on the edges of our proposed forum area about whether they and their neighbours feel more a part of our proposed area or of adjoining areas. This last has led to some interesting discussions about the likelihood of further neighbourhood planning forums being created on the proposed BBEST boundaries, discussions which have tended to strengthen the support for being part of BBEST from those who we had thought might look elsewhere for their "neighbourhood."

TOPOGRAPHY AND PHYSICAL FEATURES

The topography of the area is difficult to discern on a map, but is a significant factor in determining neighbourhood identity. Where there are steep slopes, they create physical barriers to pedestrians, discouraging regular routes across them and influencing neighbourhood groupings and choice of retail locations.

The proposed area is generally on a slope from northwest to southeast. The slope becomes significantly steeper along the north and northeast boundaries where the hill falls away very steeply to the north of Crookes Valley Road and rises steeply from Crookesmoor Road up to the northwest into what is Crookes. Similarly, the area of housing on the roads running north-south, from Riverside down to Brocco Bank, slopes down to Hunters Bar and is more associated with the retail centre on Ecclesall Road, than to Broomhill centre, which would be an uphill trudge. This is also true of the areas to the South of Brocco Bank. Although the slope is much more gentle here, the pull of the retail establishments on Ecclesall Road are more powerful influences on this area. Consequently, the boundaries of Crookesmoor Road, Crookes Valley Road, Brocco Bank, and the north-south roads between Riverside and Brocco Bank were significant influences in defining the proposed plan area.

THE DISTRICT CENTRE

The proposed area has at its heart the District Shopping Centre of Broomhill. The whole area is within approximately ten minutes walk of these shops. The shops are very important to local residents, and they provide a focus for the entire

proposed area. They also face substantial pressures, and are keen to engage in planning debates to improve the functioning of the local shopping economy.

OPEN SPACE

On the basis of the accepted guidelines the area is seriously short of green space, both public open space, publicly accessible private space and green space which, while not publicly accessible, is of a kind acknowledged as an amenity. Over the past three decades green space has been used for University residential developments and commercial housing and further losses of green space could be imminent. Enhancing and improving green spaces has been a local priority for many years. The boundary therefore includes green space that is of substantial local importance, notably Weston Park.

APPENDIX THREE

Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) NEIGHBOURHOOD PLANNING FORUM

PROPOSED CONSTITUTION

1. NAME

The name shall be the Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) Neighbourhood Forum, referred to in the rest of this Constitution as BBEST.

2. AREA OF BENEFIT

BBEST will pursue its objectives in the areas known as Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton Neighbourhood Area for the benefit of those who live and work in the area, including business operators, institutions, properly constituted community and voluntary groups and individual residents.

To avoid doubt, this area is designated by BBEST for the purpose of the preparation of a Neighbourhood Plan under the Localism Act. A map of the area is attached in Appendix A for reference.

3. OBJECTIVES

The objectives of BBEST shall be to:

- To prepare, implement, and monitor a Neighbourhood Plan for the BBEST Neighbourhood area.
- To promote or improve the social, economic and environmental well-being of the BBEST Neighbourhood Area
- To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of a Neighbourhood Plan;
- To engage as fully as possible with all community groups within the BBEST area.

4. POWERS

In furtherance of the objectives, but not otherwise, BBEST may exercise the power to:

- Take reasonable actions to achieve the objectives of BBEST, including taking out any contracts that it may see fit.

- Employ staff (who shall not be members of the Steering Group), and engage volunteers, as necessary to conduct activities to meet the objectives
- Publicise and promote the work of BBEST and organise meetings, training courses, events, seminars, etc.
- Work with groups of a similar nature and exchange information, advice and ideas with them, and also cooperate with other voluntary bodies, charities, statutory and non-statutory organisations
- Invite and receive contributions, set membership subscriptions, and raise funds as it judges appropriate, to finance the work of BBEST, and to open a bank account to manage such funds.

5. MEMBERSHIP

BBEST shall have a minimum of 21 members who live in the BBEST Neighbourhood Area or who are elected members of the city council who represent wards in the BBEST neighbourhood area.

Applications for membership shall be made to the BBEST secretary.

Members will be encouraged to participate in all activities of BBEST. All meetings will be publicised and open to all members.

BBEST will seek Members from different parts of the area of benefit and different sections of the community in the area of benefit.

Any member of BBEST may resign his/her membership by providing the Secretary with written notice. Membership will be renewable annually and any member who does not renew his/her membership may be deemed to have resigned.

The Forum can liaise with the larger employers in the BBEST area via designated representatives of those employers.

6. MEETINGS

General meetings

Shall take place as needed, all members will be invited, there will be at least one per year (which would then be the Annual General Meeting).

Annual General Meetings

- All the members of BBEST shall be invited to a general meeting at least once per year. This shall be its annual general meeting (AGM) where the Steering Group will be elected and a report of activities in relation to each of BBEST's objectives by the Chairperson and a statement of income and expenditure will be presented by the Treasurer.
- For AGM business to be conducted, a quorum of at least 10 people must be present at the meeting.

- All members on the membership register are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- All members shall be given at least twenty eight (28) days' notice of when an AGM is due to take place by either email or text and all meetings will be publicised via notices posted on the BBEST website and in prominent publicly accessible locations, such as the Broomhill Community Notice board, and other similar locations.
- Dissolution of BBEST can only be made at an Annual General Meeting.
- Any member wishing to amend clause 1 'Name' or clause 3 'Objectives', must give written notice to the Chair, with the signatures of the proposer and seconder, and members must receive the wording of the proposal at least 14 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 75% of those members present.
- Any member wishing to amend any part of this Constitution, other than Clause 1 'Name' and Clause 3 'Objectives', must submit their proposal to the Chair in writing, with the signatures of the proposer and seconder, at least 7 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 2/3 of those members present.
- Any potential conflict of interest by a voting member (e.g. where a policy would affect the business interests of a forum member) must be declared and minuted, and the individual must abstain from any discussion or vote on the matter involved in the conflict of interest.

Steering Group Meetings

- The Steering Group shall meet regularly to administer the group, monitor progress to date, consider future developments and timetabling, and to report to members.
- All Steering Group meetings shall be open for any member who wishes to attend and to participate, whether or not they are elected members of the Steering Group.
- The Steering Group may also invite non-members who support the aims of BBEST to attend.
- All BBEST Members shall be given at least seven (7) days' notice of a Steering Group meeting by e mail or telephone, or as otherwise agreed at a meeting of the Steering Group. Regular meeting dates shall also be posted on the BBEST website.
- Neighbourhood groups will be invited to nominate an observer to attend the Steering Group for liaison, and members of the Steering Group will attend relevant neighbourhood meetings as requested.
- At least 50% of steering group members must be present in order for a meeting to take place.

7. ADMINISTRATION

- BBEST shall be administered by a Steering Group of no less than four (4) people and no more than twelve (12), who must be at least 18 years of age.

- Members of the Steering Group will be elected for a period of up to one year, but must stand for re-election at BBEST's AGM.
- There may be up to three ex-officio members of the group drawn from relevant organisations in the area.

8. OFFICERS OF THE STEERING GROUP

BBEST Steering Group shall be elected at the inaugural meeting of BBEST and will be re-elected at subsequent Annual General Meetings of BBEST. All members of the Steering Group shall take an active role in administering the work of BBEST. Other members of BBEST are also welcome to be active in this work. The Steering Group will elect officers from among its elected members as follows:

The Chair- It shall be the responsibility of the Chairperson to chair all meetings, or a designated deputy in his/her absence, and to ensure that meetings are held in accordance with the provisions of BBEST constitution. In the event of a tied vote at meetings the Chair shall have a casting vote.

The Deputy Chair- It shall be the responsibility of the Deputy Chairperson to deputise for the Chair as needed.

The Treasurer – It shall be the responsibility of the Treasurer to ensure that the finance provisions of the constitution (see clause 9 below) are carried out.

The Secretary - It shall be the responsibility of the Secretary to keep a register of members, ensure that minutes are taken of all meetings and that the minutes are published and emailed to all members (or posted where necessary) and uploaded to the BBEST website.

9. THE FINANCES OF BBEST

- Any money acquired by BBEST, including donations, contributions and bequests, shall be paid into an account operated by the Steering Group in the name of BBEST.
- All funds must be applied to the objectives of BBEST and for no other purpose.
- Bank accounts shall be opened in the name of BBEST. Any deeds, cheques etc drawing from BBEST's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Vice Chair; Treasurer; Secretary.
- Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that BBEST stays within budget.
- Official accounts shall be maintained, and be available for examination on request.
- An annual financial report shall be presented at the AGM.

10. NEIGHBOURHOOD PLANNING

- Any decision to undertake, consult on or submit to the local planning authority for approval any neighbourhood Plan shall be subject to a vote at a meeting of all members of BBEST.

- All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of BBEST or not.
- BBEST will use a variety of means to publicise the neighbourhood planning process, record it and seek views of the public.
- BBEST members will develop the neighbourhood plan working with the local planning authority and any independent experts or advisors as they see fit.
- At the discretion of BBEST a task group can be delegated for a specific element of the Neighbourhood Plan. The task group may co-opt members as it sees fit.

11. DURATION & DISSOLUTION

The duration of the BBEST Neighbourhood Forum is 5 years from its formal designation by Sheffield City Council, and at its AGM at the end of year 4, the AGM will give consideration to a continuing or successor organisation to maintain and monitor the BBEST Neighbourhood Plan. Any such resolution should be supported by at least three quarters of members present at the meeting.

The dissolution of the group and dispersment of any remaining funds will be considered at the following Annual General Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups as approved at the AGM.

Officer Summaries and Draft Responses to BBEST Neighbourhood Area and Forum Representations

1. Introduction

BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) has submitted an application to designate a neighbourhood area and an application to be designated as a neighbourhood forum. Comments on both applications were invited by Sheffield City Council (SCC) for a six week period between the 11th April and the 23rd May 2014.

The purpose of this document is to summarise the comments received and provide draft responses. The comments in full are in another document.

2. English Heritage

In addition to comments in response to the area and forum application English Heritage response includes information on their neighbourhood planning role. They have also provided a summary and details of heritage related aspects of the proposed area, which will assist BBEST if or when they proceed with developing the content of their plan.

Issue: Matching with Ward Boundaries

Comment Summary (EH1)

Where the proposed boundary runs very close to, but does not coincide with a Ward boundary, it should be changed to match the Ward boundary.

Draft SCC Response:

- A boundary following Ward boundaries may have advantages in terms of less complicated communications with Ward Councillors and the referendum at the end of the process.
- It is unlikely that any urban area of Sheffield would consider its neighbourhood to coincide with a Ward boundary.
- The boundary rationale provided in appendix two of the BBEST application highlights that “as primarily political boundaries, Ward boundaries do not necessarily reflect the perceived neighbourhood boundary”.
- BBEST’s boundary rationale also mentions Ward boundary revisions. The Central Ward has had the largest population change therefore its boundary is likely to change the most, with implications for neighbouring areas such as BBEST.

3. Garden History Society

The Garden History Society comments did not relate specifically to the proposed neighbourhood area. They more generally advocated that any plan take account of matters related to garden history.



Representations In Full

BBEST Neighbourhood Area and Forum Representations

Contents

1. English Heritage
2. Garden History Society



ENGLISH HERITAGE
YORKSHIRE

Forward & Area Plans,
Planning Service,
Sheffield City Council,
Howden House,
1 Union Street,
SHEFFIELD,
S1 2SH

Our ref: Y/HP/NP/SY/SHF/BBEST/CTB
Your ref: -

Telephone 01904 601 879
Email Craig.Broadwith@english-
heritage.org.uk

20 May 2014

Dear Sir or Madam,
**Neighbourhood Planning Area Consultation
Broomhill, Broomfield, Endcliffe, Summerfield & Tapton (BBEST)
Neighbourhood Planning Forum**

Thank you for giving notice that the BBEST Neighbourhood Planning Forum has applied to Sheffield City Council for designation of a Neighbourhood Plan Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012. English Heritage has no general objection to this proposal however, we do note that the boundary of the area runs very close to, but does not coincide with Ward boundaries in certain parts of the area. We would advise that it would be preferable if Ward and Neighbourhood Plan boundaries were the same, in such situations. We accept that where there are strong geographical or townscape features which suggest a boundary line, that a boundary following such a line would be reasonable.

We would like to take the opportunity of your consultation to raise the following issues setting out the support English Heritage is able to offer in relation to Neighbourhood Plans.

The area identified by for the BBEST Neighbourhood Planning Forum Neighbourhood Plan includes the Broomhill and Endcliffe Conservation Areas, and borders the Broomhall, Hanover and Ranmoor Conservation Areas and includes a number of important designated heritage assets, including the Mappin Art Gallery, Endcliffe Hall, King Edward VII School, The Mount (listed grade II*) and 54 grade II listed buildings, which are marked on the attached map and itemised on the attached Schedule. Sheffield City Council and the South Yorkshire Archaeology Service's Historic Environment Record should be able to provide details of all these designations, or alternatively, information can be found at the Heritage List for England website: <http://list.english-heritage.org.uk/> .



There are currently no designated heritage assets which appear on English Heritage's <http://www.english-heritage.org.uk/publications/har-2013-registers/yorks-HAR-register-2013.pdf> Heritage At Risk Register 2013 (<http://www.english-heritage.org.uk/publications/har-2013-registers/yorks-HAR-register-2013.pdf>). We would however advise that the City Council's local Listed Buildings At Risk Register should be consulted, and when published the Heritage At Risk Register 2014 should also be consulted, to inform the development of policies within the Neighbourhood Plan.

Research has clearly demonstrated that local people value their heritage¹ and Neighbourhood Plans are a positive way to help them manage it. English Heritage wants to support you in helping communities protect what they care about.

English Heritage is expecting that as Neighbourhood Planning Forums such as the BBEST Neighbourhood Planning Forum come to you to seek advice on preparing Neighbourhood Plans they will value advice on how best to understand what heritage they have and assistance on preparing appropriate policies.

Information held by the Council and used in the preparation of your Local Plan is often the starting point for Neighbourhood Plans. Other useful information may be available from the Historic Environment Record Centres or local environmental and amenity groups. English Heritage also publishes a wide range of relevant guidance. Links to these can be found in the appendix to this letter.

Plan preparation also offers the opportunity to harness a community's interest in the historic environment by getting them to help add to the evidence base, perhaps by creating and or reviewing a local heritage list, inputting to the preparation of conservation area appraisals and undertaking historic characterisation surveys.

English Heritage has a statutory role in the development plan process and there is a duty on either you as the Local Planning Authority or the Neighbourhood Planning Forums to consult English Heritage on any Neighbourhood Plan where our interests are considered to be affected as well as a duty to consult us on all Neighbourhood Development Orders and Community Right to Build Orders.

Should a Strategic Environmental Assessment/Sustainability Appraisal be required we again have a formal role in that process.

English Heritage will target its limited resources efficiently. We will directly advise on proposals with the potential for major change to significant, nationally important heritage assets and their settings. Our local office may also advise communities where they wish to engage directly with us, subject to local priorities and capacity.

Of course the nature of the locally-led neighbourhood plan process is that the community itself should determine its own agenda based on the issues it is concerned about. At the same time, as a national organisation able increasingly to draw upon our experiences of neighbourhood planning exercises across the country, our input, agreed on a case by case basis, can help those communities

¹ English Heritage, *Heritage Counts*, 2008



reflect upon the special (heritage) qualities which define their area to best ensure that optimum and sustainable outcomes are achieved.

To this end information on our website might be of initial assistance
<http://www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood/>

Should you wish to discuss any points within this letter, or if there are issues about this particular Neighbourhood Plan Area where the historic environment is paramount, please do not hesitate to contact me.

Should the City Council, or the BBEST Neighbourhood Planning Forum require further advice from English Heritage on the development of the Neighbourhood Plan, please do not hesitate to contact us to discuss this.

Could I respectfully suggest that you copy this response to the BBEST Neighbourhood Planning Forum for their information.

Thank you.

Yours faithfully,

Craig Broadwith

Historic Places Adviser

E-mail: craig.broadwith@english-heritage.org.uk



Appendix

The National Heritage List for England: a full list with descriptions of England's listed buildings: <http://list.english-heritage.org.uk>

Heritage Gateway: includes local records of historic buildings and features www.heritagegateway.org.uk

English Heritage's Advice by topic: you can search for advice on a range of issues relating to the historic environment in the Advice section of our website

Heritage Counts: facts and figures on the historic environment <http://hc.english-heritage.org.uk>

HELM (Historic Environment Local Management) provides accessible information, training and guidance to decision makers whose actions affect the historic environment. www.helm.org.uk or www.helm.org.uk/communityplanning

Heritage at Risk programme provides a picture of the health of England's built heritage alongside advice on how best to save those sites most at risk of being lost forever. <http://www.english-heritage.org.uk/caring/heritage-at-risk>

Placecheck provides a method of taking the first steps in deciding how to improve an area. <http://www.placecheck.info/>

The Building in Context Toolkit grew out of the publication 'Building in Context' published by EH and CABE in 2001. The purpose of the publication is to stimulate a high standard of design when development takes place in historically sensitive contexts. The founding principle is that all successful design solutions depend on allowing time for a thorough site analysis and character appraisal of context. <http://building-in-context.org/toolkit.html>

Knowing Your Place deals with the incorporation of local heritage within plans that rural communities are producing, <http://www.english-heritage.org.uk/publications/knowning-your-place/>

Planning for the Environment at the Neighbourhood Level produced jointly by English Heritage, Natural England, the Environment Agency and the Forestry Commission gives ideas on how to improve the local environment and sources of information. <http://publications.environment-agency.gov.uk/PDF/GEHO0212BWAZ-E-E.pdf>

Good Practice Guide for Local Heritage Listing produced by English Heritage uses good practice to support the creation and management of local heritage lists. <http://www.english-heritage.org.uk/caring/listing/local/local-designations/local-list/>

Understanding Place series describes current approaches to and applications of historic characterisation in planning together with a series of case studies <http://www.helm.org.uk/server/show/nav.19604>



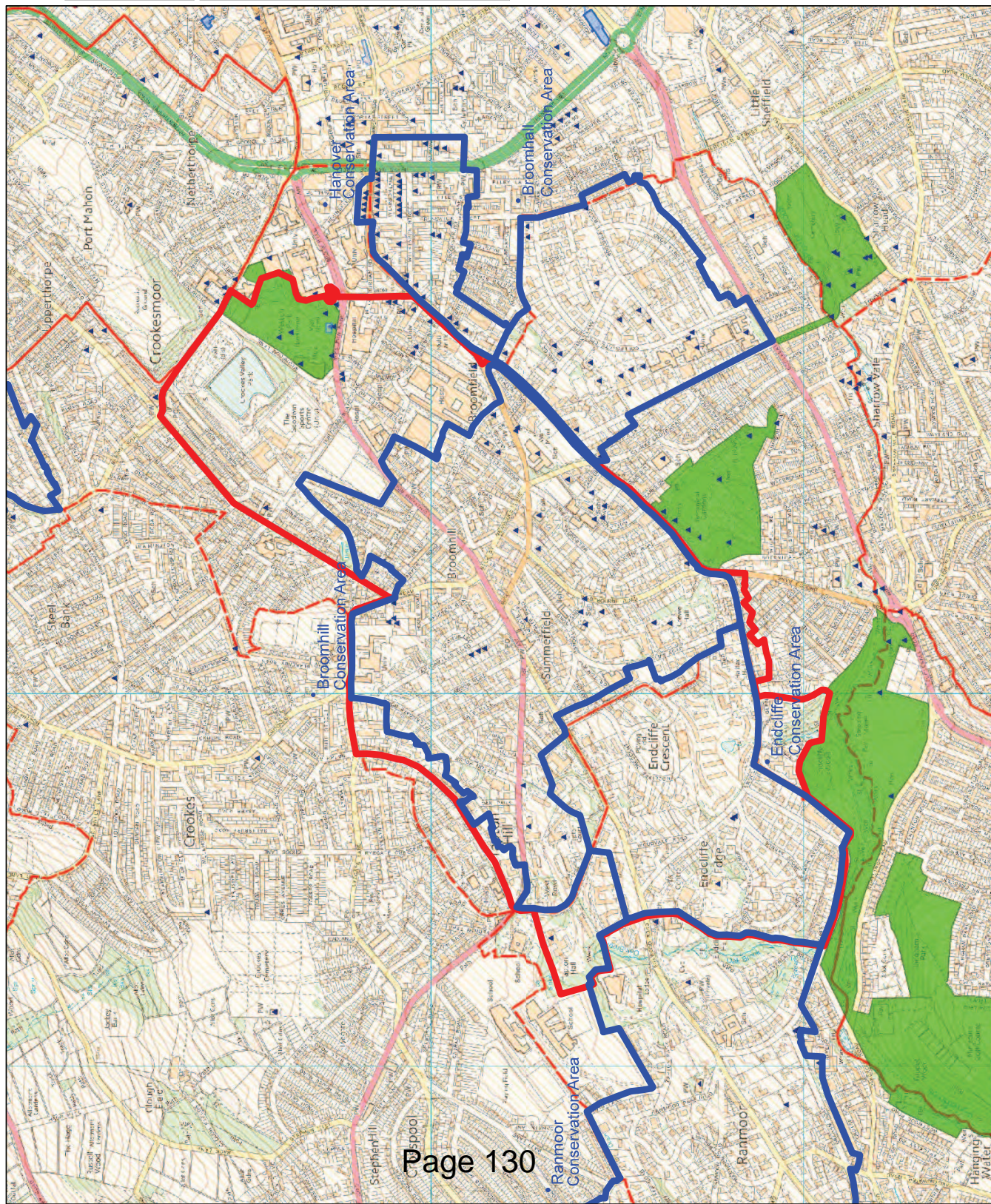
BBEST Neighbourhood Plan Boundary, Sheffield

ENGLISH HERITAGE
 1 Waterhouse Square, 138-140 Leazes, EC1M 2ST
 Tel: 020 7973 3000 Fax: 020 7973 3001
 www.english-heritage.org.uk

This map is intended for reference only. It does not necessarily represent the actual measurements taken from the map or matching measurements taken from corresponding locations on the ground. It is not to be used for any legal or other purposes without the written consent of the Controller of Her Majesty's Stationery Office, © Crown Copyright, Her Majesty's Stationery Office, 2014. All rights reserved. English Heritage is a registered charity (No. 274516) and a company limited by guarantee (No. 274516) (All rights reserved) (London numbers 003094 and 178024. Seazone Hydrological data. © British Crown and Seazone Solutions Limited. All rights reserved. Product Licence no. 100060006.

Map Scale: 1:10,000
Print Date: 14 May 2014
Author: EHC1/Broadwith
Notes:

15:17:30



Broomhill, Broomfield, Endcliffe, Summerfield & Tapton Neighbourhood Plan
Schedule of Designated Heritage Assets

Listed Buildings

Grade II* (4)

MAPPIN ART GALLERY	Listing	II*	28/06/1973
ENDCLIFFE HALL WITH SCREEN WALL TO NORTH WEST AND TERRACE WALL AND STEPS TO SOUTH AND WEST	Listing	II*	28/06/1973
KING EDWARD VII UPPER SCHOOL	Listing	II*	28/06/1973
THE MOUNT	Listing	II*	28/06/1973

Grade II (54)

ASHDELL AND ADJOINING STABLE AND WALLS	Listing	II	28/06/1973
BOUNDARY WALL AND GATE PIERS AT ASHDELL	Listing	II	12/12/1995
SEWER GAS LAMP AT JUNCTION OF ASHDELL AND WESTBOURNE ROAD	Listing	II	12/12/1995
KERSAL MOUNT AND ADJOINING SERVICE WING	Listing	II	12/12/1995
GATEWAY AND BOUNDARY WALLS TO NUMBER 115 KERSAL MOUNT	Listing	II	12/12/1995
SEWER GAS LAMP AT NORTH WEST END	Listing	II	12/12/1995
17, PISGAH HOUSE ROAD	Listing	II	28/06/1973
SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
ORNAMENTAL CHIMNEY 40 METRES NORTH WEST OF NUMBER 2 (NUMBER 2 NOT INCLUDED)	Listing	II	12/12/1995
BOUNDARY WALL AND GATE TO NUMBER 8	Listing	II	12/12/1995
CHURCH OF ST MARK	Listing	II	28/06/1973
UNIVERSITY OF SHEFFIELD HEALTH CENTRE	Listing	II	12/12/1995
8, CLAREMONT PLACE	Listing	II	12/12/1995
NUMBERS 4-20 AND 20A AND STEPS WALLS AND RAILINGS	Listing	II	12/12/1995
WARDENS HOUSE AT CREWE HALL (UNIVERSITY OF SHEFFIELD)	Listing	II	28/06/1973
SHEFFIELD CENTRE SPIRITUALIST CHURCH	Listing	II	12/12/1995
FORMER LODGE GATE PIERS AND BOUNDARY WALL TO ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
STEPS TERRACE WALL AND GAS LAMP AT NUMBER 91 ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
TAPTON HALL AND ATTACHED TERRACE WALL	Listing	II	28/06/1973
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 9 AND 11	Listing	II	28/06/1973
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 17 AND 19	Listing	II	28/06/1973
ASHGROVE, RADIO SHEFFIELD	Listing	II	28/06/1973
GATEWAY AT SOUTH EAST CORNER OF PARK	Listing	II	28/06/1973
SAINT CECILIA HOUSE	Listing	II	12/12/1995

**Listed Buildings
Grade II (Continued)**

303, WESTERN BANK	Listing	II	12/12/1995
GATEWAY AT SOUTH WEST ENTRANCE	Listing	II	12/12/1995
MEMORIAL TO GODFREY SYKES 80 METRES NORTH EAST OF MAPPIN ART GALLERY	Listing	II	28/06/1973
YORK AND LANCASTER REGIMENT BOER WAR MEMORIAL	Listing	II	28/06/1973
FORMER LODGE TO ENDCLIFE HALL	Listing	II	12/12/1995
GATE PIERS TO NUMBER 61 FORMER LODGE TO ENDCLIFFE HALL	Listing	II	12/12/1995
FORMER CARETAKERS HOUSE 45 METRES NORTH EAST OF KING EDWARD VII SCHOOL	Listing	II	12/12/1995
WEST MOUNT AND ATTACHED WALL	Listing	II	28/06/1973
440, GLOSSOP ROAD	Listing	II	28/06/1973
GATE PIERS 20 METRES NORTH WEST OF NUMBER 457	Listing	II	12/12/1995
MEMORIAL TO ROBERT ERNEST 20 METRES SOUTH EAST OF ROYAL HALLAMSHIRE HOSPITAL	Listing	II	12/12/1995
UNIVERSITY OF SHEFFIELD DRAMA STUDIO AND ATTACHED WALLS AND RAILINGS	Listing	II	28/06/1973
BANDSTAND 60 METRES NORTH EAST OF MAPPIN ART GALLERY	Listing	II	12/12/1995
STATUE OF EBENEZER ELLIOTT	Listing	II	28/06/1973
YORKSHIRE AND LANCASHIRE REGIMENT WAR MEMORIAL 1914 TO 1918 (ALSO 1939 TO 1945)	Listing	II	28/06/1973
301, WESTERN BANK	Listing	II	12/12/1995
UNITARIAN CHURCH AND ADJOINING BOUNDARY WALL AND BRIDGE	Listing	II	04/09/1989
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 13 AND 15	Listing	II	28/06/1973
TAPTON COURT AND ADJOINING TERRACE WALL AND CONSERVATORY	Listing	II	12/12/1995
ST MARKS VICARAGE	Listing	II	12/12/1995
STABLE BLOCK 25 METRES NORTH OF WARDENS HOUSE AT CREWE HALL	Listing	II	12/12/1995
BEULAH KOP	Listing	II	12/12/1995
10, CLAREMONT PLACE	Listing	II	12/12/1995
GYMNASIUM AND MUSIC ROOM AT NUMBER 10 SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
BOUNDARY WALL AND GATES AT NUMBER 10 SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
1, NORTHUMBERLAND ROAD	Listing	II	12/12/1995
SHEFFIELD RELIGIOUS EDUCATION CENTRE	Listing	II	12/12/1995
6-20, ASHGATE ROAD	Listing	II	09/11/1977

**Registered Park and Gardens
Grade II (4)**

SHEFFIELD BOTANICAL GARDENS (On boundary)	Park and Garden	II	01/06/1984
WESTON PARK	Park and Garden	II	12/12/1995
PORTER VALLEY PARKS (On boundary)	Park and Garden	II	30/03/2001

Conservation Areas

BROOMHILL	Conservation Area	02/03/1977
ENDCLIFFE	Conservation Area	12/07/1976
BROOMALL (On boundary)	Conservation Area	02/09/1970
HANOVER (On boundary)	Conservation Area	01/04/1978
RANMOOR (On boundary)	Conservation Area	01/11/1973

Dear Sir / Madam

I thank you for your recent consultation referred to us by the Garden History Society

Yorkshire Gardens Trust is a charity with limited volunteers and financial resources; it receives planning consultations from at least 20 Local Authorities, 2 National Parks and 2 AONB's.

Our main attention therefore has to concentrate on the demands of planning application consultations, rather than detailed complex LDF issues.

We really appreciate being consulted on the present Neighbourhood Plans, LDF stages in your authority, but in most cases we must apologise that we do not have the resources to cover the complex policies/proposals in depth and inspect associated locations.

In short we welcome appropriate policies related to ***the protection and enhancement of the natural and built heritage*** of your area and more specific ***the conservation and enhancement of designed landscape and historic parks and gardens*** of the location whether registered or not.

We would highlight the significant contribution that designed landscape, parks and gardens, singly or comprehensively, registered or not make an important contribution to our countryside, villages, towns and cities

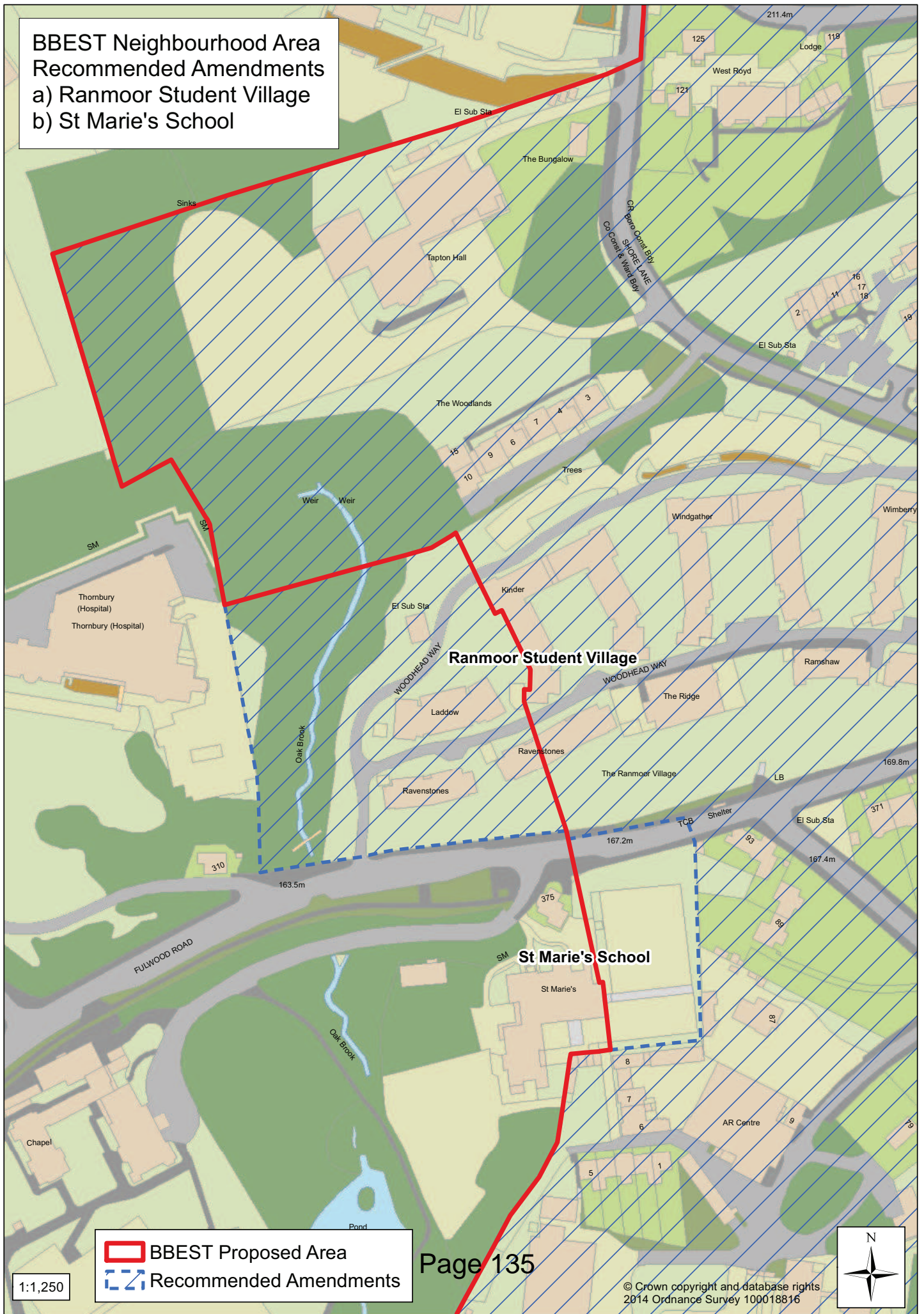
We advocate that appropriate research into the natural and built heritage, is carried out by skilled experts and that proposals for the conservation and enhancement of designed landscapes and historic parks and gardens, should be drawn up by professionals skilled in the importance and significance of the location.

YGT hope this brief support is helpful to your Neighbourhood Plans and policies during this consultation.

Yours sincerely

David Rhodes
YGT Conservation Committee

**BBEST Neighbourhood Area
Recommended Amendments**
 a) Ranmoor Student Village
 b) St Marie's School



BBEST Proposed Area
 Recommended Amendments



1:1,250



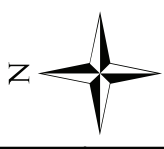
**BBEST Neighbourhood Area
Recommended Amendments
c) Weston Park**



1:1,000

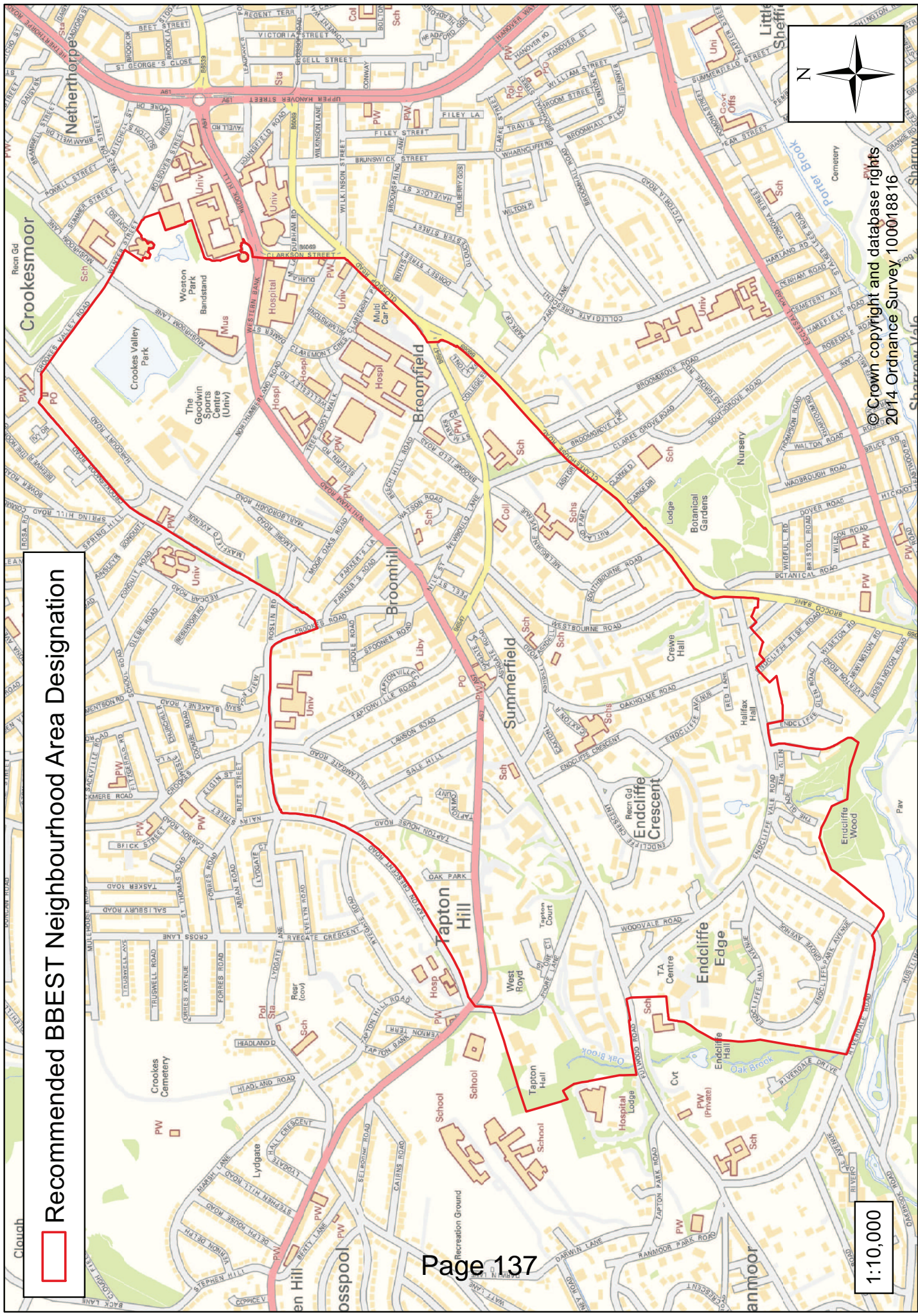
 BBEST Proposed Area
 Recommended Amendments





© Crown copyright and database rights
2014 Ordnance Survey 100018816

Recommended BBEST Neighbourhood Area Designation



1:10,000

Sheffield City Council Equality Impact Assessment



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

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

Name of policy/project/decision: Cabinet decision on the BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) Neighbourhood Area and Forum Designation

Status of policy/project/decision: New

Name of person(s) writing EIA: Laurie Platt

Date: 14/10/14

Service: Planning

Portfolio: Place

What are the brief aims of the policy/project/decision? Neighbourhood area and forum designation is the first stage in the neighbourhood plan process. A neighbourhood plan will require local consultation on neighbourhood planning policies and local support through a majority "yes" vote at referendum. We publicised the application to designate the area and forum and invited comments for a six week period.

Whilst BBEST already have some broad objectives which indicate that the neighbourhood plan will be equality positive, the designation decision should not pre-judge the content of the neighbourhood plan.

In addition to Planning legislation requiring membership of the forum to be open, we have a statutory Equality Duty to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and foster good relations.

This ensures that the forum is open to everybody who lives or works in the area and fundamentally the proposed designations are equality neutral affecting all local people equally regardless of age, sex, race, faith, disability, sexuality, etc.

Are there any potential Council staffing implications, include workforce diversity? Our "duty to support" neighbourhood planning will divert staff from work on the Local Plan Review or other Planning Service activities, but will not affect workforce diversity.

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

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	The forum is open to everybody who lives or works in the area.
Disability	Neutral	Low	The forum is open to everybody who lives or works in the area.
Pregnancy/maternity	Neutral	Low	The forum is open to everybody who lives or works in the area.
Race	Neutral	Low	The forum is open to everybody who lives or works in

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			the area.
Religion/belief	Neutral	Low	The forum is open to everybody who lives or works in the area.
Sex	Neutral	Low	The forum is open to everybody who lives or works in the area.
Sexual orientation	Neutral	Low	The forum is open to everybody who lives or works in the area.
Transgender	Neutral	Low	The forum is open to everybody who lives or works in the area.
Financial inclusion, poverty, social justice cohesion or carers	Neutral	Low	The forum is open to everybody who lives or works in the area.
Voluntary, community and faith sector	Neutral	Low	The forum is open to everybody who lives or works in the area.
Other/additional:	Neutral	Low	Consultation, examination and referendum on the neighbourhood plan will test that there are no unintended consequences of disadvantaging individuals.
Other/additional:	-Select-	-Select-	

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

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

Review date:

Q Tier Ref

Reference number:

Entered on Qtier: No

Action plan needed: No

Approved (Lead Manager):

Date:

Approved (EIA Lead person for Portfolio):

Date:

Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: -Select-

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Approved (Lead Manager): Simon Vincent Date: 21/10/14

Approved (EIA Lead Officer for Portfolio): Ian Oldershaw Date: 20/10/14

FORM 2



SHEFFIELD CITY COUNCIL

Cabinet Report

Report of: Executive Director, Communities
Executive Director, Place
Executive Director, Resources

Report to: Cabinet

Date: 14th January 2015

Subject: Housing Revenue Account (HRA) Business Plan,
HRA Budget and Rent Increase 2015/16

Author of Report: Liam Duggan

Key Decision: YES

Reason Key Decision: Expenditure/savings over £500,000
Affects 2 or more wards

Summary:

This report provides the 2015/16 update to the Housing Revenue Account (HRA) Business Plan. It includes new proposals to:-

- build or buy 1,000 council homes by 2019/20 helping more Sheffield people access good quality affordable housing – and bringing into Sheffield £2m of national funding;
- increase the support we give to tenants by putting in place a new local approach to housing and neighbourhood management;
- pursue the option of installing up to 6,000 photovoltaic (PV) panels on council housing roofs as part of the new roofing contract - bringing in over £30m of subsidies from energy companies to offset costs, more than doubling the PV capacity of the city, creating or maintaining 250 jobs, and reducing tenants' energy bills;
- invest in 3,400 Council-owned garages and garage sites to improve standards for tenants, make garages more economically viable, and prepare some sites for new council housing development;
- increase the size of the core 5 year investment programme to £330m– protecting or maintaining 350 jobs

This report also presents the 2015/16 revenue budget for the HRA.

A separate report on the Capital Programme, which includes the Council Housing Investment programme 2015/16, will be discussed by Cabinet on 11th February 2015. This will include details of the Council's funded capital investment plan for council housing which complement the service and financial plans for the HRA in this report.

The rent increase for 2015/16 continues to be set in line with Government guidance.

Reasons for Recommendations:

To optimise the number of good quality affordable council homes in the City.

To make neighbourhoods safer, more attractive places to live through continued investment in Sheffield's council housing and estates.

To enable tenants to live independently and well in their own home by providing the support they need when they need it.

To help tenants deal with a challenging economic climate and remain warm in their homes by ensuring energy bills are as low as possible.

To maximise the financial resources to deliver key outcomes for tenants and the City in the context of a self-financing funding regime.

To assure the long term sustainability of council housing in Sheffield.

Recommendations:

It is recommended that Cabinet recommends to the meeting of the City Council on 4th February 2015 that:

1. The HRA Business Plan report for 2015/16 as set out in Appendix A to this report is approved
2. The HRA Revenue Budget for 2015/16 as set out in Appendix B to this report is approved
3. Rents for Council dwellings are increased by 2.2% from April 2015
4. Rents for garages and garage sites are frozen at 2014/15 levels and not increased from April 2015
5. Community Heating charges are not increased from April 2015
6. The burglar alarm charge which is due to be amended during 2014/15 following a procurement is not increased from April 2015
7. The Sheltered Housing service charge which is due to be amended during 2014/15 is not increased from April 2015
8. Charges for temporary accommodation and furnished accommodation are not increased
9. The Director of Commissioning, Communities and the Director of Finance, in consultation with the Cabinet Member for Homes and Neighbourhoods, be

granted delegated authority to authorise prudential borrowing as allowed under current government guidelines

10. That the specific projects proposed in this report will be brought forward for member approval in accordance with the Council's Capital Approval process as business cases are developed

Background Papers:

Report to Cabinet, *Housing Revenue Account (HRA) Business Plan Update, HRA Budget and Rent Increase 2014/15*, 15th January 2014

<http://sheffielddemocracy.moderngov.co.uk/ielIssueDetails.aspx?IId=12818&PlanId=0&Opt=3#AI7171>

Report to Cabinet, *Housing Revenue Account (HRA) Business Plan Update, HRA Budget and Rent Increase 2013/14*, 16th January 2013

<http://sheffielddemocracy.moderngov.co.uk/ieDecisionDetails.aspx?ID=791>

Report to Cabinet, *Housing Revenue Account Business Plan 2012-17*, 25th January 2012

<http://sheffielddemocracy.moderngov.co.uk/CeListDocuments.aspx?MID=3748&RD=Agenda&DF=25%2f01%2f2012&A=1&R=0>

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
Yes Cleared by: Karen Jones
Legal Implications
Yes Cleared by: Andrea Simpson
Equality of Opportunity Implications
Yes Cleared by: Phil Reid
Tackling Health Inequalities Implications
NO
Human Rights Implications
YES
Environmental and Sustainability implications
YES
Economic Impact
NO
Community Safety Implications
NO
Human Resources Implications
YES
Property Implications
NO
Area(s) Affected
All areas
Relevant Cabinet Portfolio Lead
Cabinet Member for Homes and Neighbourhoods Cabinet Member for Finance and Resources
Relevant Scrutiny Committee
Safer and Stronger Communities Scrutiny and Policy Development Committee
Is the item a matter which is reserved for approval by the City Council?
YES
Press Release
YES

REPORT TO CABINET

HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN, REVENUE BUDGET AND RENT INCREASE 2015/16

1.0 SUMMARY

- 1.1 This report provides the 2015/16 update to the Housing Revenue Account (HRA) Business Plan. It includes proposals to
- build or buy 1,000 council homes by 2019/20 helping more Sheffield people access good quality affordable housing – and bringing into Sheffield £2m of national funding;
 - increase the support we give to tenants by putting in place a new local approach to housing and neighbourhood management;
 - pursue the option of installing up to 6,000 photovoltaic (PV) panels on council housing roofs as part of the new roofing contract - bringing in over £30m of subsidies from energy companies to offset costs, more than doubling the PV capacity of the city, creating or maintaining 250 jobs, and reducing tenants' energy bills;
 - invest in 3,400 Council-owned garages and garage sites to improve standards for tenants, make garages more economically viable, and prepare some sites for new council housing development;
 - increase the size of the core 5 year investment programme to £330m– protecting or maintaining 350 jobs
- 1.2 This report also presents a 2015/16 revenue budget for the HRA.
- 1.3 A separate report on the Capital Programme, which includes the Council Housing Investment programme 2015/16, will be discussed by Cabinet on 11th February 2015. This will include details of the Council's funded capital investment plan for council housing which complement the service and financial plans for the HRA in this report.
- 1.4 The rent increase for 2015/16 continues to be set in line with Government guidance.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 The Housing Revenue Account (HRA) is the statutory financial account of the Local Authority as landlord. The Council owns approximately 40,700 homes that are home to around 47,400 people as tenants. In addition, 2,256 leaseholders also receive housing services from the Council. It is the Council's current and future tenants and leaseholders who are impacted by the decisions made in the HRA Business Plan.
- 2.2 The rent increase of 2.2% will affect many council tenants although those households eligible for housing benefit will see their benefit increase accordingly. A rent increase in line with Government guidance delivers Government- recommended levels of funding for Council Housing whilst taking into account the Government's 2012 debt settlement for Sheffield.

- 2.3 Garage rents will be held at current levels for the Council's 5,400 garages and garage sites pending a programme of refurbishment and demolition. This will assure the provision of council garages/ sites for council tenants and leaseholders in the future and safeguard rental income from garages for the HRA.
- 2.4 The expansion of the stock increase programme will provide 400 additional council homes over the next 5 years on top of existing commitments and provide new and existing tenants with greater choice and availability of high demand, high quality and affordable social housing. New Build council housing attracts government funding to the City of over £10k per property.
- 2.5 Housing Plus will transform the delivery of council housing and neighbourhood services and see every tenant in the City having a named patch officer as their point of contact and better access to the council services they require.
- 2.6 The installation of photovoltaic (PV) panels on the roofs of 6,000 council dwellings would reduce household bills for those homes by an average of around £200 per year and bring into the City over £30m of energy company subsidies.
- 2.7 A core investment programme of around £330m (excluding stock increase) is likely to secure or create around 350 Sheffield jobs with procurement strategies designed to optimise engagement with local contractors. And where the duration and value of the contract justifies the inclusion of employment and skills outcomes the council looks to include work experience, apprenticeships new jobs and upskilling of the workforce.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The proposals in this report are aimed at maximising financial resources to deliver outcomes to council tenants in the context of a self-financing funding regime, developments in national policy (Social Rent guidance, Right to Buy and Welfare Reform), the current economic climate and reductions in Government funding.
- 3.2 The HRA is the 'landlord account' that covers the day to day housing management, investment and repairs services for council tenants. It includes the rental income and other income from tenants and all related expenditure.
- 3.3 The financial challenges which characterised the HRA Business Plan in its early years were:
- The need to delay essential investment to homes from the early to the later years of the plan in order to make it affordable;
 - A number of items which could not be funded so were not built into the plan e.g. refurbishment of communal areas;
 - An inability to make provision for the repayment of debt in full over 30 years.
- 3.4 The Council must ensure that as a self-financing entity, council housing in

Sheffield has a sustainable future. The purpose of the HRA Business Plan report for 2015/16 is to ensure the cost of council housing including investment in homes, services to tenants, the servicing of debt and overheads can continue to be met by the income raised in the HRA.

- 3.5 The foundation of the HRA Business Plan is to ensure that council homes are occupied because letting homes generates the rental income which funds all aspects of council housing. The Housing Plus proposals strengthen the business plan by improving the capability of the council to support tenancies to succeed and tenants to remain in their home.
- 3.6 The proposals to further increase the delivery of new/ replacement council homes mean that many of the Right to Buy losses in the coming years will be offset by the stock increase programme additions. The programme is largely self-financing and so does not impact on the HRA's ability to deliver existing commitments and it allows Council Housing in Sheffield to retain any additional receipts generated in Sheffield as a result of the Government's 'reinvigoration' of the Right to Buy policy.
- 3.7 The installation of PV panels results in lower energy bills for the households affected and reduced carbon emissions for the City at no net cost to the HRA over the long term.
- 3.8 The purpose of the garage strategy is to provide a sustainable and high demand asset for the benefit of garage owners and the wider HRA.
- 3.9 The revised long term affordability profile of the HRA indicates the financial health of the business plan is now improved. The outlook for the HRA has improved in 2015/16 primarily as a result of significant Housing Plus efficiencies being factored into the plan over the long term, changed long term assumptions in relation to the national Right to Buy policy, the apportionment of receipt income and the timing of capital investment.

4.0 THE HRA BUSINESS PLAN

- 4.1 The HRA Business Plan sets out how all aspects of council housing will be funded from income (predominantly rents) the Local Authority is able to generate in its capacity as landlord. It sets budgets for the coming year and provides a 5 year plan in the context of a 30 year affordability profile.
- 4.2 The first HRA business plan was approved in 2012 to coincide with the introduction of the national reform of council housing finance. The objectives of this business plan at that time were to prioritise investment that would reduce costs over the long term, including mitigating two of the biggest risks to the business plan (the investment backlog and welfare reform), and in so doing to free up resources such that the HRA could begin funding activity that was then deemed unaffordable.
- 4.3 These principles have been retained. Since 2012 the completion of the Decent Homes programme has been prioritised and new elemental investment programmes have been established to reduce the backlog further. Significant investment has been made in services to provide support

to tenants affected by welfare reform, savings are being realised from estate services initiatives, and projects focused on making best use of council homes have been at the heart of the business plan.

- 4.4 Since the original business plan resources have also been identified to bring forward investment in activity which was previously deemed unaffordable. In 2013/14 the Council was able to identify funding for the delivery of new build council homes for the first time and in the 2014/15 update all resources required for the refurbishment of communal areas to low rise flats was identified over 5 years.
- 4.5 At the 2014/15 review the HRA Business Plan key priorities were as follows:
- Make full use of the HRA to increase the delivery of new and additional council homes;
 - Activity to mitigate the impact of Welfare Reform;
 - Making best use of the homes by improving the rehousing process and supporting tenants to sustain their tenancy;
 - Invest to save projects on estate services;
 - Tackling the investment backlog early;
 - Refurbishment of communal areas to low rise flats
- 4.6 In 2014/15 the tackling of the investment backlog remained a key priority for the business plan with new plans set out for properties which received no works through Decent Homes. However with a more pessimistic financial outlook at the time, the bringing forward of unfunded activity (additional communal area refurbishment) was only made possible by delaying works to some lower priority elements of the investment programme.

5.0 REVIEWING THE BUSINESS PLAN FOR 2015/16

- 5.1 This year's review of the HRA Business Plan has been undertaken during the third year of 'self-financing' The overall structure of the business plan and key themes within it have been retained from previous years.
- 5.2 During 2014/15, tenants and leaseholders were consulted on the business plan through the following meetings:-

Forum	Date
Housing and Neighbourhoods Advisory Panel (HANAP)	22 nd July 2014
North Local Area Housing Forum	1 st October 2014
North West Local Area Housing Forum	2 nd October 2014
Sheltered Local Area Housing Forum	8 th October 2014
South West Local Area Housing Forum	14 th October 2014
Central Local Area Housing Forum	14 th October 2014
Housing and Neighbourhoods Advisory Panel (HANAP)	28 th October 2014
South East Area Estate Services and Investment Forum	3 rd November 2014
Leaseholder Forum	11 th November 2014
East Area Estate Services and Investment Forum	14 th November 2014

- 5.3 Tenants and representatives at the Local Area Housing Forums and Estate Services and Investment Forums were updated on the key business plan

developments in 2014/15 and were asked to provide their comments and feedback on some of the probable considerations for 2015/16 such as :-

- Stock Increase
- Garages
- Photovoltaics on Roofs
- Going Local

5.4 Feedback from the forums indicated that the need for an increase in council homes continues to be a high priority for tenants. Investment into garages and garage sites were accepted as being important. Interest was expressed by tenants in photovoltaics, with particular interest in the benefits this would have for council tenants.

5.5 Following the Local Area Housing Forums written answers from all questions raised through the process were circulated to the next round of meetings. This information was also reported to the Housing and Neighbourhoods Advisory Panel (HANAP) meeting on 16th December 2014.

5.6 Throughout the year, tenants also have the opportunity to contribute to initiatives impacting on the business plan via a number of Housing and Neighbourhoods Service meetings and events such as Citywide Forum, the Annual Tenant Conference and Challenge for Change.

5.7 The Safer and Stronger Communities Scrutiny and Policy Committee meeting held on 31st July provided feedback on Council House Building and on 27th November provided feedback on the business plan update and considerations for 2015/16. This feedback included a requirement to undertake more work with tenant representatives to ensure that all tenant questions have been answered and to ensure that proposals are developed in line with the views of tenant representatives. The committee welcomed the idea of photovoltaic panels being installed on Council roofs but asked for assurance about the financial impact on the business plan. The committee also requested further consideration about the impact of the Sheltered Housing Service Charge proposals on tenants previously benefiting from Transitional Protection.

5.8 During 2014/15 all existing planning assumptions and targets in the plan have been reviewed and where necessary updated for 2015/16.

5.9 This report to Cabinet will be discussed with tenant representatives at the Citywide Forum on 8th January 2015. Comments and views expressed will be reported verbally to Cabinet.

6.0 SUMMARY OF KEY CHANGES FOR 2015/16

6.1 There have been a number of key developments in 2014 that will impact upon the business plan in 2015/16. These developments and their impacts are summarised below:

6.2 Factors **positively** impacting the financial outlook of the plan

- Significant efficiencies now factored into the plan over the long term as

- a result of a reshaping of the Housing and Neighbourhoods Service
- Changed long term assumptions in relation to Right to Buy Policy and the apportionment of receipt income
- A reducing investment backlog and improving capacity requiring less work to be delayed into the later years of the plan

6.3 Factors **negatively** impacting the financial outlook of the plan

- A lower than forecast rent increase and changed longer term rental assumptions for the period following the expiry of the Government's current rent guidance
- Updated garage rent assumptions which better reflect deterioration in stock if no investment made

6.4 The net impact of this year's revised planning assumptions and financial modelling is that the business plan now forecasts equivalent resources over 30 years to repay borrowing in full. The plan can be considered viable. In addition the HRA has capacity which can be employed by either bringing forward additional 'unaffordable' activity or by cash flowing schemes which generate a return to the HRA (and so are financially neutral overall) and which would otherwise have been limited by the Government's debt cap.

6.5 The strategic choices for the HRA Business Plan 2015/16 are:-

- Delivery of new/ replacement council homes to be accelerated with 1,000 homes to be delivered by 2019/20 in order to give more Sheffield people access to high quality affordable housing
- Increasing the support available to tenants by putting in place a new local approach to housing management (Housing Plus)
- Pursuing the option to install photovoltaic (solar) panels to up to 6,000 council homes in the coming years, at no net cost to the HRA over the long term and to reduce household bills for those homes by around £200 per year
- Implementation of the garage strategy to arrest the forecast reduction in garage rent loss, improve the condition and look of Council owned garages and potentially release sites for new council housing development
- New arrangements for Going Local to maintain local investment levels whilst speeding up the purchasing process and ensuring value for money

7.0 INCOME AND RESOURCES

7.1 It is proposed that dwelling rents for 2015/16 increase by 2.2%. This is in line with Government guidance and is equivalent to an average increase of £1.64 per week. Rent increases in line with guidance deliver government recommended levels of funding for Council Housing whilst taking into account the Government's 2012 debt settlement for Sheffield. Appendix D sets out the average rents per house size in Sheffield.

7.2 In May 2014, Government issued Guidance for Rents in Social Housing which set out the Government's policy on rents for social housing. The guidance confirmed that the 'target' social rent for each property would continue to be set using the existing formula but that from 2015-16, rents

should increase by up to CPI (Consumer Price Index) + 1 percentage point annually for ten years. This ended the rent restructuring process ('convergence') one year earlier than expected and left actual rents in Sheffield *an average of £1.09/ week* below the target ('formula') level. In order to close this gap and make rents in Sheffield equitable by other means it was decided last year to re-let properties at the target level after they fall vacant. This process, which by November 2014 had reduced the gap between actual rents and target rents to £1.04/ week, will continue.

- 7.3 In Sheffield, council properties have historically been revalued following Decent Homes work and if the property value was judged to have increased significantly as a result of the work, the rent was increased accordingly. As the Decent Homes programme has now ended it is proposed that this practice also ends and all properties are valued consistently as at the Sheffield Standard. A review will be undertaken to ensure that once the revaluation process has ended comparable properties do have the same valuation.
- 7.4 Rents to council properties declared for demolition continue to be exempt from the annual rent increase in recognition that these properties are no longer subject to the same investment standards as other properties. Such properties excluded from the 2015/16 rent increase are the remaining tenanted properties in the following schemes:-
- Parkhill
 - Sweeney House
 - Arbourthorne Fields 2b

Should Arbourthorne Fields phase 3a be declared for demolition by the Director of Development and Regeneration Services before 6th April 2015 this will also be held with no increase in 2015/16.

- 7.5 It is recommended that rents for garages and garage sites be frozen at the 2014/15 rates in line with the recommendations of the garage strategy.
- 7.6 The Sheltered Housing Service Charge is due to be amended in February 2015 following withdrawal of the supported housing subsidy in 2014. The proposed charge will seek to mitigate the financial impact of the withdrawal of subsidy on tenants but will require all tenants to pay for costs not eligible for Housing Benefit. All 36 tenants impacted by the ending of Transitional Protection have been contacted by the Housing and Neighbourhoods Service and are being offered support to optimise household income along with access to the Hardship Fund as appropriate. The revised charging arrangements will not increase in 2015/16.
- 7.7 The Community Heating service charge will not be increased for 2015/16. Whilst there remains a trading deficit on this account, an improved forecast trading position on the account in 2014-15 along with the security of having funds held in reserve to mitigate risk, makes it possible to hold prices for 2015/16. A breakdown of all Community Heating service charges are set out in Appendix D to this report.
- 7.8 A new burglar alarm contract is due to be awarded in 2014/15 and as a

result, the charge will be reviewed and amended. The charge will not be increased for 2015/16 although it will again be reviewed in the event of any new procurement.

- 7.9 Charges for Temporary Accommodation and Furnished Accommodation will not be increased in 2015/16.
- 7.10 Capital resources have been assumed as match funding for the stock increase programme. Use of some of these resources are subject to the wider Council's capital programme approvals and so will be subject to ongoing review.
- 7.11 Detail in the HRA Business Plan 2015/18 report section 3, summarises the key changes for Income and Resources.

8.0 HOMES

- 8.1 The aim of the investment programme has been to create an affordable plan to match expected resources and to try and address as much of the higher risk backlog elements as possible in order to minimise costs overall and to start bringing forward activity previously deemed unaffordable such as the delivery of new homes and the refurbishment of communal areas.
- 8.2 The key priorities for the investment programme in 2014/15 have been to continue to address the existing and emerging heating backlog; award new pitched and flat roofing contracts, undertake a procurement for replacement kitchens, bathrooms, windows and doors, survey work for the communal areas of all low rise flats and maisonettes and a procurement for phase 1 of the Council Housing new build programme.
- 8.3 No changes have been made to the existing investment priorities for the 5 year programme although budgets have been adjusted to reflect updated cost estimates, investment need and the planned delivery timetable.
- 8.4 In addition to the existing programme, new priorities for 2015/16 have been identified. The stock increase programme will now deliver 1,000 new replacement homes by 2019/20, increasing the choice and availability of high quality affordable homes in the City.
- 8.5 Investment work will begin on garages and garage sites from 2015/16. New investment of £3.3m is proposed over a 4 year period in 3,400 garages. 1,291 garages and garage sites are not sustainable and it is proposed that these garages are demolished. This will secure the viability of garages for the long term and may offer sites for new council house development.
- 8.6 The option to install photovoltaic (PV) panels on around 6,000 council dwellings as part of the roofing contract from 2015/16 will be pursued. This should reduce energy bills for these homes by around £200/ year. The installation and maintenance of the panels would be offset through subsidy and so is forecast to be cost neutral to the HRA over the long term. Should conditions change adversely such that the scheme ceases to be a viable concern the installation process will be reviewed and halted.

8.7 In order to maintain a 5 year planning horizon, planning figures for 2019/20 have been added to the programme consistent with the priorities set out in previous years. This includes a provision for the start of works to communal areas of maisonettes.

8.8 Detail in the HRA Business Plan update report (Appendix A) section 4, summarises the key changes for Homes.

9.0 TENANT SERVICES

9.1 In 2014/15, the Income Management Unit (IMU) budget was increased by over £600k in order to increase the level of support available to tenants affected by Welfare Reform. Most of the increase in budget was for a Hardship Fund for tenants affected by welfare reform but also for additional capacity to help prepare tenants for the introduction of Universal Credit. It is now estimated that only £150k /annum hardship fund will be required in 2014/15 and 2015/16 such that the remaining budget can be rolled forward to future years to coincide with the introduction of Universal Credit and when the availability of Discretionary Housing Payments (DHP) is likely to be less.

9.2 Work towards the implementation of the new Allocations Policy, which will see council housing being allocated in the most efficient way to meet local housing needs, began in April 2014 and is now due to complete in October 2015. A budget of £115k is proposed for 2015/16 and expected efficiencies of £50k per annum relating to vacant rent loss are applied to the budget.

9.3 The new Choice Based Lettings (CBL) ICT system has now been implemented and has been in operation since October 2013. This system, which has streamlined the rehousing and bidding process, is projected to deliver annual savings of £200k, which are a combination of savings from vacant management costs, rent loss and rehousing costs.

9.4 The Successful Tenancies project was established to develop a closer understanding of the cause of tenancy failure. This project ended in June 2014, with an exit strategy agreed to ensure that tenants supported as part of the pilots continue to receive the support they need for as long as they need it. The costs and savings anticipated by this project are now subsumed within Housing Plus.

9.5 Housing Plus proposals were approved by Cabinet in March 2014 which will improve the customer experience and support to tenants who want to remain in their home. The anticipated implementation costs for Housing Plus of around £2.5m for 2015-17 include project, implementation, ICT, training and equipment costs. Around £500k/ annum net savings are anticipated within 4 years of Housing Plus implementation from savings associated with reduced property turnover (vacant repairs, responsive repairs, other non-staff costs and staff costs), reduced face to face enquiries, reduced rent arrears and accommodation savings. The citywide roll out of Housing Plus is planned from June 2015 and will involve a wholesale restructure of the Housing and Neighbourhoods Service. The transition to a new organisational structure is likely to result in a temporary

increase in staffing costs up to 2016/17 but these will not be known until the restructure is complete.

9.6 In October 2014, Cabinet agreed the integration of housing grounds maintenance by estate officers in the Council Housing Service into the Parks and Public Realm service and the review of grounds maintenance delivery in order to improve the quality of service whilst maintaining standards and providing financial savings. The integration will offer the opportunity to deliver around £37k HRA savings plus £5k General Fund savings for Council Housing (compared with the £80k target in the business plan) from better efficiency from vehicles, green waste and tipping, plus increased management capacity for the housing service pending the introduction of Housing Plus. Savings of £150k are profiled into the business plan in future years in anticipation of further efficiencies emerging through the consolidation of the new service.

9.7 Savings have been made on tipping costs in 2013/14 but increases to the landfill charge have made further savings in 2014/15 difficult to achieve. A landfill charge increase has been recognised in the 2015/16 budget and it is proposed to delay the 2015/16 and 2016/17 savings by 12 months in order that education and enforcement activity is given time to impact. Staff savings are yet to be realised as a result of fly-tipping. These savings will be considered as part of a future Estate Service restructure.

9.8 A commitment was made in the 2014/15 business plan to review Going Local. The purpose of the review was to retain local discretion to fund activity which is important locally and does not need a major procurement, to improve value for money by channelling works through major contracts and to improve the speed of purchasing by having more clearly defined budgets. The Going Local proposal is as follows:-

1. The £200k Going Local budget already reserved for communal areas is transferred to the investment programme
2. A new 'Enhanced Maintenance' allowance of £70k is devolved from repairs local area teams to allocate works which are important locally
3. A Community Fund of £170k is allocated to local area teams to replace the consultative budget and Going Local and to quickly and simply fund local priorities which do not require a procurement

The proposal ensures that overall the amount of money available to each housing area is maintained.

9.9 In 2014/15 the allocated budget of £51k (including £6k underspend rolled forward from 2013/14) for digital inclusion included £11k towards the Digital Boost project and £40k for Council Housing Service interventions. The interventions will be in place by 2015/16 following on from the Digital Boost project which will be coming to an end.

- 9.10 The City Stewardship programme ended when the Construction and Building Services Contract ended in April 2014. Since April 2014 interim arrangements have been established to cover the work elements that were previously provided by the City Stewardship and work has been undertaken to develop new training and employment opportunities within the Housing and neighbourhoods Service including Training and Apprenticeships, Traineeship work placements and work experience. These schemes will bring new talent into the housing service and support young people to achieve the qualifications they need to begin a successful career in housing.
- 9.11 Detail in the HRA Business Plan update report, section 5, summarises the key changes for Tenant Services.

10.0 DEBT AND TREASURY MANAGEMENT

- 10.1 Since the transition to self-financing in 2012 the overall debt strategy for the HRA has been to externalise its internal borrowing by taking on fixed rate loans to mitigate some of the interest rate risk inherent in the HRA loan portfolio.
- 10.2 In 2014/15 this internal borrowing is now limited to the borrowing by the HRA from the HRA's own cash reserves (revenue and capital reserve). The result of this is a reduction in the proportion of the loan portfolio at risk from interest rates to 38%.
- 10.3 The aim of the business plan is now to make a transition to a more robust approach for mitigating interest rate risk over the coming years. The ability to set aside sufficient resources for the repayment of debt in line with the actual maturity profile of the loan portfolio may not be affordable immediately given current commitments, but in time will offer the HRA greater capacity for the delivery of stock increase schemes and lower financing costs over the long term.
- 10.4 The HRA Treasury Management Strategy for the coming months is to defer taking on debt while the level of reserves are sufficient to cover the level of internal borrowing but maintain flexibility to externalise debt should the interest rate climate change significantly.
- 10.5 The use of the 'Allowable Debt' element of the Right to Buy receipt to pay down HRA borrowing to compensate it for lost rental income, or to offset future borrowing for viable stock increase schemes, will ensure that Right to Buy losses can be sustained by the business plan in future.
- 10.6 Detail in the HRA Business Plan update report, section 6, summarises the key changes for Debt and Treasury Management.

11.0 VALUE FOR MONEY

- 11.1 The 2012 HRA Business Plan set a target to achieve efficiency savings in 2012/13 and beyond on the 'support costs' of Sheffield Homes and the Council. These have now been realised.

- 11.2 In 2013/14, £1.2m efficiency savings were built into the business plan to take account of the Future of Council Housing integration. To date around £650k/annum savings have been made from senior management costs as a result of the integration of the ALMO with the council and around £450k/annum of back office savings are secured.
- 11.3 In April 2014 the new three year repairs contract with Kier Services commenced. The budgets for years 2 (2015/16) and 3 (2016/17) of this contract have been set such that the minimum savings required from the new contract are realised. Savings required as a result of Housing Plus implementation then reduces this envelope further. Further savings will be sought from repairs in future years as a consequence of the ongoing investment in boilers and roofs, and from the kitchen and bathroom investment which is now being made to vacant properties not meeting the Sheffield standard. The Council is now reviewing options for the repairs service in the long term with a Cabinet steer expected in the summer 2015.
- 11.4 In line with last year's assessment, an additional £0.5m budget will be set aside in 2015/16 to fund the Council Housing Service's exposure to insurance liabilities. This budget is then expected to reduce in 2016/17. A £0.8m budget provision is made in 2015/16 in relation to the overall office accommodation consolidation strategy.
- 11.5 Detail in the HRA Business Plan update report, section 7, summarises the key changes for Value for Money.

12.0 BUSINESS PLAN GOVERNANCE

- 12.1 The governance of the HRA Business Plan includes tenant governance and scrutiny, political governance and officer structure.
- 12.2 The Housing and Neighbourhood Advisory Panel (HANAP) replaced the Interim Sheffield Council Housing Board (ISCHB) in June 2014. The membership of HANAP consists of an elected tenant representative from each housing area, a Leaseholder Forum representative plus the Cabinet Member and Adviser with officer support where required. The HRA Business Plan annual review 2015/16 has been the subject of discussion by this group three times in 2014/15.
- 12.3 Council tenants and residents continue to have the opportunity to be involved in the development of the HRA business plan and/ or the projects within it through a number of other established fora across the city including Citywide Forum, Local Area Housing Forums, Leaseholder Forum and the Partnership Groups.
- 12.4 During the course of 2014/15 the Safer and Stronger Communities Scrutiny & Policy Development Committee has provided feedback on both the HRA Stock Increase programme and the annual review of the HRA Business Plan for 2015/16.
- 12.5 In 2014 the Council has purchased new financial modelling software for the HRA Business Plan. This has improved the quality of the financial

forecasting.

- 12.6 Detail in the HRA Business Plan update report, section 2, summarises the key updates concerning Governance.

13.0 RISK MANAGEMENT

- 13.1 The risk management plan is the basis of the Council's risk management strategy for the HRA Business Plan.
- 13.2 The main viability test for the business plan is its capacity to repay debt over the life of the business plan. Having this capacity provides cover for interest rate rises and mitigates the need to refinance borrowing in times of high interest rates. It should be noted that the HRA currently has some loans that mature beyond 30 years.
- 13.3 Following an assessment of the risks to the HRA in the coming 5 years it is proposed that the risk based reserve is reduced to £8.8m

14.0 FORECAST OUTTURN 2014/15

- 14.1 Regular revenue budget monitoring reports have been brought during the year to Cabinet. These have shown a more favourable outturn compared with the original budget.
- 14.2 The position for the HRA as at the end of October 2014 was a projected in-year surplus of £12m compared with a budgeted surplus of £6.9. This is an improvement of £5.1m. In accordance with the HRA's financial strategy this revenue surplus / saving generated by the account has been used to provide further funding for the future HRA capital investment programme and has been factored into this update of the Business Plan.
- 14.3 Further monitoring reports updating the 2014/15 position will be presented in accordance with the Council's budget monitoring timetables.

15.0 HRA BUDGET PROPOSALS FOR 2015/16

- 15.1 The HRA Business Plan report 2015/16 (at Appendix A) sets out the proposals for 2015/16 and includes the key changes described in the Income, Homes, Tenant Services and Value for Money sections above.

16.0 RECOMMENDED HRA BUDGET 2015/16

- 16.1 The 2015/16 HRA revenue budget is set out in Appendix B. The HRA opening reserve for 2015/16 will be £10m.
- 16.2 The 2015/16 budget is based on an assumed in year surplus of £11.1m which will be used to fund the capital programme.

16.3	Summary Recommended Budget 2015/16	HRA revenue (£m)
	Opening revenue reserve April 2015	10
	Net Surplus/(Deficit) for year	11.1
	Transfer to the Capital Programme	12.3
	Closing Revenue Reserve (excluding community heating)	8.8
	Closing Community Heating balance	1.7

16.4 It is proposed to retain a community heating reserve of £1.7m to smooth out the impact of expected future energy price increases and possible changes in demand resulting from the roll out of heat metering.

17.0 FINANCIAL IMPLICATIONS

17.1 The 2015/16 budget is the fourth annual budget set under the self-financing system. It follows the principles set out in the original business plan and allows for a continuation of services to tenants, revenue repairs to properties and also financial support for the Council Housing investment programme by means of a contribution from revenue.

17.2 In addition, any annual revenue surpluses on the account are planned to provide further funding for capital investment.

17.3 The Council Housing capital programme will require the HRA to undertake further borrowing as allowed under the current government guidelines. In these early years of self-financing the debt strategy for the HRA will continue to be reviewed and developed in accordance with the Council's delegated treasury management policy.

17.4 Further details on the Council Housing Capital programme will be set out in the report to Cabinet on 11 February 2015.

17.5 Appendix B details the initial five-year projections for the HRA income and expenditure account. These are based on current assumptions and will be reviewed during 2015/16 in the light of any known changes.

18.0 LEGAL IMPLICATIONS

18.1 The duty to keep a Housing Revenue Account and prevent a debit balance on it and restrictions as to what may be credited or debited to the account ("the ring-fence") are governed by Part VI of the Local Government and Housing Act 1989. This formerly included provision for annual HRA subsidy paid central Government to local housing authorities, as determined by the Secretary of State.

18.2 The housing finance provisions of the Localism Act 2011 amended Part VI of the 1989 Act by abolishing HRA subsidy but providing for the Secretary of State to make a determination providing for the calculation of a settlement

payment to or from each local housing authority. This settlement and its implications for the self-financing HRA continue to inform the HRA Business Plan.

19.0 HUMAN RESOURCES IMPLICATIONS

- 19.1 Some of the financial efficiency targets in the Tenant Services section of this report may have implications for some teams.
- 19.2 Where any proposal does impact on teams the Council's Achieving Change and Managing Employee Reductions (MER) procedures will be followed.

20.0 ENVIRONMENTAL & SUSTAINABILITY IMPLICATIONS

- 20.1 Any environmental and sustainability issues arising from the Council Housing Investment programme within this report will be dealt with the Capital Programme report to Cabinet in February 2015.

21.0 EQUALITY OF OPPORTUNITY IMPLICATIONS

- 21.1 Consideration has been given to equalities relating to HRA budgets and business plan options and a full Equalities Impact Assessment (EIA) has been completed. Issues raised will be addressed through regular monitoring against actions in the EIA.
- 21.2 The Capital Programme report to Cabinet on 21 February 2015 will deal with any equalities considerations relating to the Council Housing Investment programme.
- 21.3 Any in-year proposed change in policy or service provision will require an individual Equality Impact Assessment.

22.0 PROPERTY IMPLICATIONS

- 22.1 There are no additional property implications for the Council arising from the recommendations in this report.

23.0 ALTERNATIVE OPTIONS CONSIDERED

- 23.1 To increase rents for Council dwellings by less than the Government guidance- The Government's self-financing debt settlement of 2012 was made in view of its expectation that each Local Authority would set rents in line with Government Guidance. To raise rents by less than the guidance amount would detrimentally impact on the ability of the HRA to carry this debt whilst providing Government recommended funding to services and investment.
- 23.2 Not to prioritise the funding of Photovoltaic Panels- the option of delivering photovoltaic panels, which bring high levels of investment into the city and financial benefit to thousands of tenants, is cost neutral to the HRA because of the lower costs associated with it being installed alongside the re-roofing works. Because of this the subsidy payments for PV are expected to cover

the cost of the installation and maintenance and management over the long term. If other investment were prioritised ahead of PV at this time there would be no opportunity to bring PV investment forward in future, unlike the alternative options.

24.0 REASONS FOR RECOMMENDATIONS

- 24.1 To optimise the number of good quality affordable council homes in the City.
- 24.2 To make neighbourhoods safer, more attractive places to live through continued investment in Sheffield's council housing and estates.
- 24.3 To enable tenants to live independently and well in their own home by providing the support they need when they need it.
- 24.4 To help tenants deal with a challenging economic climate and remain warm in their homes by ensuring energy bills are as low as possible.
- 24.5 To maximise the financial resources to deliver key outcomes for tenants and the City in the context of a self-financing funding regime.
- 24.6 To assure the long term sustainability of council housing in Sheffield.

25.0 RECOMMENDATIONS

- 25.1 It is recommended that Cabinet recommends to the meeting of the City Council on 4th February 2015 that:
 - 1. The HRA Business Plan report for 2015/16 as set out in Appendix A to this report is approved
 - 2. The HRA Revenue Budget for 2015/16 as set out in Appendix B to this report is approved
 - 3. Rents for Council dwellings are increased by 2.2% from April 2015
 - 4. Rents for garages and garage sites are frozen at 2014/15 levels and not increased from April 2015
 - 5. Community Heating charges are not increased from April 2015
 - 6. The burglar alarm charge which is due to be amended during 2014/15 following a procurement is not increased from April 2015
 - 7. The Sheltered Housing service charge which is due to be amended during 2014/15 is not increased from April 2015
 - 8. Charges for temporary accommodation and furnished accommodation are not increased
 - 9. The Director of Commissioning, Communities and the Director of Finance, in consultation with the Cabinet Member for Homes and Neighbourhoods, be granted delegated authority to authorise prudential borrowing as allowed under current government guidelines
 - 10. That the specific projects proposed in this report will be brought forward for member approval in accordance with the Council's Capital Approval process as business cases are developed.

Liam Duggan - HRA Business Plan Team Manager

Sheffield City Council Housing Revenue Account (HRA) Business Plan 2015/16

1. INTRODUCTION

a) Purpose of this Report

This is the Housing Revenue Account (HRA) Business Plan report for 2015/16. This report:-

- Proposes HRA rents and charges for 2015/16
- Proposes budgets for 2015/16
- Reports on progress and sets out new policy choices
- Refreshes the 5 year planning budgets and where appropriate updates long term planning assumptions
- Provides a 30 year affordability profile based on updated financial assumptions in the report

b) Report Structure

The HRA Business Plan 2015/16 report follows the same structure as previous years' reports:-

1. Introduction
2. Governance
3. Income and Resources
4. Homes
5. Tenant Services
6. Debt and Treasury Management
7. Value for Money

c) Background

The Housing Revenue Account (HRA) is the financial account of the Council as *landlord*. It is ring-fenced in law for spend on activity relating to council housing. This means the HRA can't be used to fund any other Council activity which does not relate to the role of the Council as landlord.

In England the HRA operates using a self-financing funding model which means that each Local Housing Authority has to fund its council housing from the income it is able to generate from rents and other charges. There is therefore a limit to what can be afforded by the business plan in order that forecasted spend does not exceed income.

The HRA Business Plan 2015/16 report is the third annual update since the approval of the original plan in 2012 which marked the start of the self-financing arrangements. Existing priorities for the HRA Business Plan are as follows:

- Make full use of the HRA to increase the delivery of new and additional council homes

- Activity to mitigate the impact of Welfare Reform
- Making best use of the homes we have by improving the rehousing process and supporting tenants to sustain their tenancy
- Invest to save projects on estate services
- Tackling the investment backlog early including investment in heating systems and new roofing
- A programme of refurbishment to communal areas with an emphasis on door security, new flooring and windows

d) Summary of Key Changes to Planning Assumptions 2015/16

A number of key developments in 2014 have impacted on the business plan for 2015/16 and beyond. These are summarised below:

Factors **positively** impacting the financial outlook of the plan

- Significant Housing Plus efficiencies now factored into the plan over the long term
- Changed long term assumptions in relation to the national Right to Buy policy and the apportionment of receipt income
- A reducing investment backlog and improving capacity requiring less work to be delayed into the later years of the plan

Factors **negatively** impacting the financial outlook of the plan

- A lower than forecast rent increase and changed longer term rental assumptions for the period following the expiry of the Government's current rent guidance
- Updated garage rent assumptions which better reflect deterioration in stock if no investment made

e) Financial health the HRA Business Plan

The net impact of our revised planning assumptions is that the business plan now forecasts equivalent resources over 30 years to repay borrowing in full.

This capacity can be put to use in the following ways:

- a. Bring forward core investment into the next 5 years which was previously deemed unaffordable.
- b. Cashflow schemes which generate a return for the HRA (and so are financially neutral overall) and which would otherwise have been limited by the Government's debt cap.

f) Strategic Choices

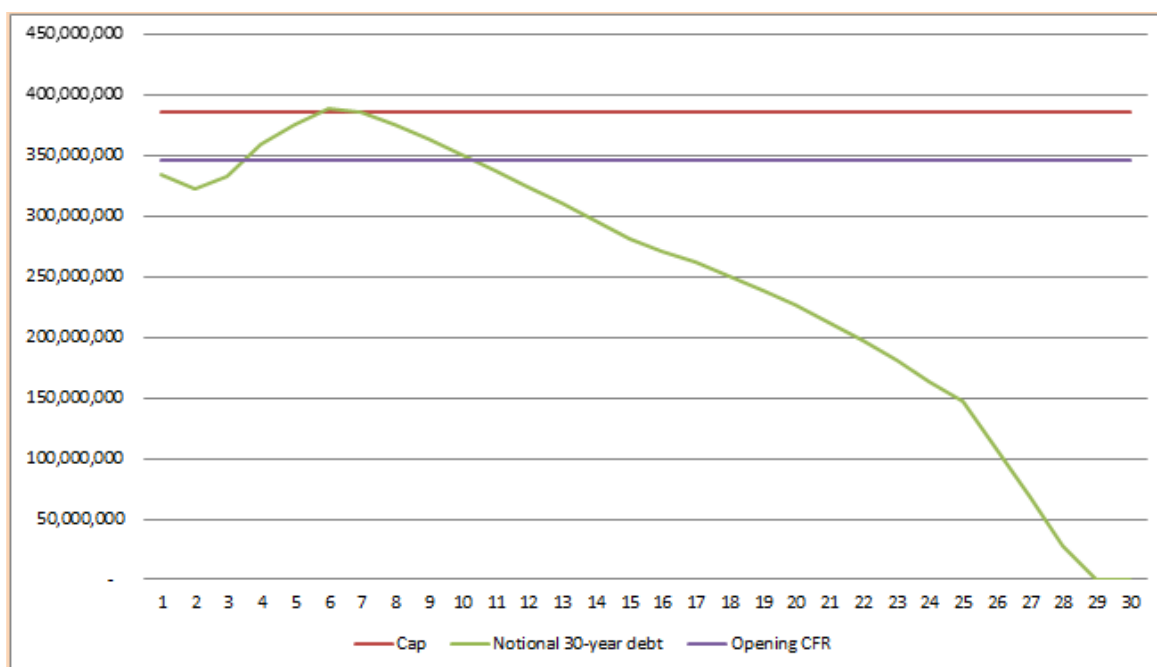
The strategic choices for the HRA Business Plan 2015/16 are:-

- build or buy 1,000 council homes by 2019/20 helping more Sheffield people access good quality affordable housing – and bringing into Sheffield £2m of national funding;
- increase the support we give to tenants by putting in place a new local approach to housing and neighbourhood management;

- pursue the option of installing up to 6,000 photovoltaic (PV) panels on council housing roofs as part of the new roofing contract - bringing in over £30m of subsidies from energy companies to offset costs, more than doubling the PV capacity of the city, creating or maintaining 250 jobs, and reducing tenants' energy bills;
- invest in 3,400 Council-owned garages and garage sites to improve standards for tenants, make garages more economically viable, and prepare some sites for new council housing development;
- new arrangements for Going Local intended to maintain local investment levels whilst speeding up the purchasing process and ensuring value for money

f) Revised 30 Year Affordability Profile

The new long term viability assessment of the HRA Business Plan for 2015/16 is shown below. Equivalent resources are currently forecast over 30 years for the full repayment of debt and accordingly the business plan can be considered viable.



All long term forecasts are a series of assumptions based on information available at a point in time. This is only an indicative guide which must be subject to regular review.

2. GOVERNANCE

a) Overview

HRA governance includes three key structures; tenant governance and scrutiny; political governance and officer structure. This section of the business plan sets out the current governance arrangements and how these will be further developed in partnership with tenants and stakeholders.

b) Tenant and Resident Involvement

Tenant involvement in the development, review and delivery of the HRA business plan takes place in a number of different ways.

Housing and Neighbourhoods Advisory Panel

The Housing and Neighbourhood Advisory Panel (HANAP) replaced the Interim Sheffield Council Housing Board (ISCHB) in June 2014. The membership of HANAP consists of an elected tenant representative from each housing area, a Leaseholder Forum representative plus the Cabinet Member and Adviser with officer support where required. Its purpose is to:

- Provide scrutiny and challenge around services delivered to City Council tenants and leaseholders.
- Act as a sounding board and source of advice for the Cabinet Member for Homes and Neighbourhoods on issues of concern to tenants and leaseholders.
- Play an active role in developing policies and strategies to enhance and improve the sustainability of neighbourhoods and communities across the city.

In 2014/15, HANAP has taken the lead on a range of TARA and Community Engagement reviews and in formulating recommendations on the way forward for the Cabinet Member's consideration.

Other consultation fora

Council tenants and residents continue to have the opportunity to be involved in the development of the HRA business plan and/ or the projects within it through a number of other established forums across the city including:-

- Citywide Forum
- Local Area Housing Forums
- Estate Services and Investment Forums
- Leaseholder Forum
- Partnership Groups

The Council is looking to strengthen the Local Area Housing Forums and intends to review its arrangements for engagement with tenants and leaseholders in 2015.

Tenant and Resident Associations

Tenant and Resident Associations (TARAs) exist to represent their members particularly on housing matters such as the HRA business plan.

In order for TARAs to be recognised by the City Council and receive funding via the Tenant Levy, TARAs must comply with the TARA Recognition Policy. In order for a more consistent approach to TARA management, a review of the TARA Recognition Policy took place in 2014 and a new policy was agreed in August 2014. A launch event was held in September for TARA representatives to attend and six area events took place during September and October. The new policy will be fully implemented over the next 12 months.

In 2013/14 work took place to begin to establish an independent federation of tenants and residents for Sheffield in order to strengthen the voice of tenants and represent their interests. A commitment was made in the 2014/15 business plan report to support the development of an independent Tenant Federation. Funding was offered subject to the group's establishment, the production of a robust business plan and progress being made. No funding has yet been released in 2014/15 as the group have not yet satisfied these criteria.

c) TARA funding

Recognised TARAs are funded by tenants via the Tenant Levy and are also supported by the Housing Revenue Account for the contribution they make.

Council Tenant Levy

Many council tenants pay a levy that goes towards the running and support costs of the local TARA. The levy is 10p / week collected by the Council and paid quarterly to TARAs that are compliant with the Council's TARA Recognition Policy. Each TARA that receives the levy payment can decide what this is spent on within their local area/estate. The tenant levy currently generates around £200k per annum.

Council Housing Concessionary Lettings

A concessionary letting is an ordinary council housing property which has been let or leased to a TARA to enable them to hold meetings and run an office. The property provides a base for the TARA to work and hold committee meetings.

There are currently 29 concessionary lettings (28 properties plus 1 garage) granted to TARAs citywide (North 8, North West 5, East 5, Central 2, South East 6 and South West 3). Rent loss to the HRA as a result of these concessionary lets will be around £100k in 2014/15.

The HRA also provides 'council tax relief' for concessionary lets. TARAs are currently entitled to 80% mandatory tax relief on National Non Domestic rates. The remaining 20% is paid by the HRA totalling around £8k per annum. Other support includes payment of water rates, a repairs service and the provision of annual gas safety and other health and safety checks.

The current Concessionary Lettings Policy was adopted in 2000 with a decision in 2010 that a review of the policy would be undertaken for those properties managed via the HRA and that new concessionary lets to Voluntary Community and Faith Sector organisations would be suspended in the interim.

Council Housing Community Buildings

TARAs and lunch clubs are not charged for the use of the HRA's forty community buildings because of the contribution they make to the involvement of tenants, the sustainability of estates and the HRA business plan.

The charging of other groups for the use of HRA community facilities is at the discretion of the area housing teams. Informal guidance on hire rates for such groups was developed in 2009 but not adopted consistently across the city. Income to the HRA from community buildings is around £25k /annum compared with a potential income of up to £110k were this guidance to have been applied (with no subsequent impact on usage).

The financial benefit to TARAs of not being charged in line with the 2009 guidance equates to around £50k/ annum. Charging arrangements for Council community buildings are currently under review.

c) Council Member Governance

Elected members' role in relation to the business plan will continue via decision making by the Cabinet Member, the Cabinet and Full Council. Cabinet and Full Council have a role in approving the annual HRA budget and business plan. Cabinet receives a formal finance report each month which includes revenue and capital aspects of the plan.

In 2014/15 the Safer and Stronger Communities Scrutiny & Policy Development Committee have provided feedback on the HRA Stock Increase programme and the annual review of the HRA Business Plan for 2015/16.

The Cabinet Member and Cabinet Advisor also chair and attend respectively the Housing and Neighbourhood Advisory Panel (HANAP) which has replaced the Interim Sheffield Council Housing Board.

d) Council Officer Governance

The HRA Business Plan Board is responsible for monitoring performance against the business plan and coordinating the annual review and update of the plan.

In 2014 the Council has purchased new financial modelling software for the HRA Business Plan. This has improved the quality of the financial forecasting.

3. INCOME AND RESOURCES

a) Overview

This section of the HRA Business Plan is concerned with income into the HRA. It includes rent setting and charges payable by tenants to the Council as landlord.

b) Risks

i. Welfare Reform

The impact of Welfare Reform remains a significant risk to the business plan. The forecasted impact of Welfare Reform has been updated and uplifted slightly compared to 2014/15's forecast. The key changes from last year's forecast are as follows:

- The arrears forecast has been re-profiled due to Universal Credit migration being compressed into 2 years
- Arrears caused by under-occupancy were mostly offset by Discretionary Housing Payments (DHPs) in 2013/14
- A cautious estimate of DHP budget received from Government post 2016/17
- Delays to the Pension Credit implementation pushes impacts back to 2018-2020
- Cost of legal actions caused by under-occupancy and Universal Credit revised because of increase in court fees

The longer term impact of arrears anticipated as a result of Universal Credit is expected to peak in 2019/20 with a steady reduction of between 5-10% per annum as current arrears is tackled. The implementation date of Universal Credit, and how it's implemented, will dictate how much and by when arrears will peak. The Government's timetable is for Universal Credit to be widely available across Great Britain during 2016 and during 2016 and 2017 for the majority of all legacy cases to be moved over to the new scheme. However, detailed plans are not currently available.

ii. Right to Buy

Forecasts of Right to Buy sales have been updated with a peak of sales forecast in 2015/16 as a result of changes to Right to Buy policy by Government and an improving housing market.

Reducing rental income as a result of Right to Buy sales forecasts has been addressed this year through application of the 'Allowable Debt' element of the Right to buy receipt to the HRA. This sees the notional debt associated with each sold property paid for from receipt income generated by the sale. The result is an improvement in the business plans overall viability.

iii. Rent Loss from Vacant Properties

Rent loss from vacant properties increased during 2013/14 to 1.56% from 1.22% in 2012/13. Factors that contributed to this include:

- Reduced demand for some properties in some areas, partly due to Welfare Reform
- Implementation of the new Choice Based Lettings (CBL) ICT system which temporarily impacted on performance for part of the year before delivering efficiency
- A reduction in the number of referrals for temporary accommodation and an increase in turnover which led to a higher vacancy rate of around 30%. As a result units were transferred back into general use.

In 2014/15 rent loss performance is improving but is being kept under review.

c) Key Developments

i. Dwelling rent

In May 2014, Government issued Guidance for Rents in Social Housing which sets out the Government's policy on rents for social housing for April 2015 onwards.

The guidance confirms that social rents will continue to be set using the existing formula which takes into account property value, bedroom number and regional earnings. In Sheffield, council properties have historically been revalued following Decent Homes work and if the property value was judged to have increased significantly as a result of the work, the rent was increased accordingly. As the Decent Homes programme has now ended it is proposed that this practice also ends and all properties are valued consistently as at the Sheffield Standard. A review will be undertaken to ensure that once the revaluation process has ended comparable properties do have the same valuation.

The guidance states that from 2015-16, rents in the social sector should increase by up to CPI (Consumer Price Index) + 1 percentage point annually for the next ten years. This confirms the end of rent restructuring and of individual rent increases for different properties. In line with guidance, rents for 2015/16 will increase by an average 2.2%, equivalent to an average increase of £1.64 per week. As in previous years, council property which is declared for demolition will have rents frozen with no increase in recognition that these properties are no longer subject to the same investment standards as other properties.

The Guidance for Rents in Social Housing includes guidance on Affordable Rents which were introduced by the Government at the 2010 spending review. Affordable Rent allows local authorities to set rents at levels that are typically higher than social rents (up to 80% market rent) to enable them to generate additional capacity for investment in new affordable housing. The guidance states that the Government expectation is that the majority of existing rented properties in the social sector will continue to be let at social rent; and the majority of new properties will continue to be let at Affordable Rent. In Sheffield *all* existing rented council housing will continue to be let at social rent. An Affordable Rent will only be applied to new homes located outside of traditional council estates; either to fund schemes which would not be viable at social rent e.g. New Build and larger 4+ bedroom homes, or for schemes part funded by the

Homes and Communities Agency (HCA) where grant conditions specify an Affordable Rent is set.

Finally the guidance set out that Government does not expect local authorities to adhere to its social rent policy expectations in relation to social tenants with high incomes (an annual income of £60,000) and instead encourages landlords to charge such tenants the full market rent. However Sheffield City Council does not support the charging of higher income tenants a different rent to those on lower incomes and so will not be exercising this freedom.

It is assumed, for the purposes of the thirty year financial model, that after the new ten year rent guidance has expired (from 2024/25) a new Government rent policy will advocate rent increases of lower than CPI+1.

ii. Other charges

Garage rents have traditionally risen in line with dwelling rents. However in line with the newly developed garage strategy recommendations and in order to address customer concerns about high rent levels and poor garage maintenance it is proposed that garage rents are frozen at 2014/15 levels with no increase until investment is completed and rents are rationalised.

The Community Heating service charge will also be held at the current rates for 2015/16 with no increase. Although our long term pricing strategy to utilise reserves along with relatively small annual price increases to reduce the annual trading deficit remains at the heart of planning, an improved forecast trading position on the account in 2014-15 along with the security of having funds held in reserve to mitigate risk, makes it possible to hold prices for 2015/16.

The withdrawal of Housing Related Support subsidy from Sheltered Housing has been phased during 2014/15 with full withdrawal to occur from 2015/16. A new charging structure for the service is due for implementation in early 2015 which is intended to be cash neutral to the HRA and so allow current service levels to continue. It will see a reduced weekly charge although tenants in receipt of housing benefit will have to make a larger contribution than before because the warden and city wide care alarm services, which are integral to Sheltered Housing, are not covered by Housing Benefit.

Tenants occupying a council property fitted with a burglar alarm pay a charge to cover the installation, maintenance and repair of the alarm. A new contract for the installation of burglar alarms is due to be awarded in 2014/15 and when this happens the burglar alarm charge will be amended in line with the new costs. This charge will be reviewed again in the event of any new procurement.

Charges for furnished accommodation and temporary accommodation will remain unchanged in 2015/16.

d) Other Developments

i. Right to Buy Receipt Income

A revised working assumption is proposed this year in relation to the apportionment of Right to Buy receipt income over the long term. The assumption has previously been that the 3 year agreement with Government to retain receipts from additional sales ('1-1 receipts') would be extended for 3 years and would then end. It is now proposed that the assumption should be that this policy continues indefinitely, along with the new system of apportioning receipts between the Local Authority and Government.

As set out in section b)ii, the 'Allowable Debt' element of the Right to buy receipt will be applied to the HRA to offset borrowing for stock increase purposes. This improves the plan's overall viability whilst also generating more 'borrowing' capacity under the debt cap.

1-1 receipts will be used as required, under the terms of the agreement with Government, as match funding for the delivery of new/ replacement council homes. This income provides the biggest source of match funding for the stock increase programme.

The Local Authority share of Right to Buy receipt will cease funding the Arbourthorne Fields Redevelopment scheme in 2015/16 from which point these resources will be available. Half of this income is allocated to part fund the HRA stock increase programme with the remainder required for other housing purposes. Forecasts of this income will be refreshed in 2015 in line with the new capital finance regulations which are expected to reduce the proportion of this receipt income to the Local Authority.

ii. Other capital resources

Homes and Communities Agency (HCA) grant to part fund the acquisition by the HRA of long term empty properties to let as council homes has been secured for 2015/16.

Affordable Housing Section 106 income is also assumed to part fund the stock increase programme. This is an estimate of the commuted sums which may (or may not) come through the planning system over the next 5 years, for the purposes of this programme.

Whilst capital resources have been assumed as match funding for the stock increase programme use of some of these resources are subject to the wider Council's capital programme approvals and so will be subject to ongoing future review.

The installation of photovoltaic panels onto the roofs of up 6000 homes is expected to bring around £30m Feed in Tariff and Export Tariff income into the HRA over a 20 year period to offset the initial installation, maintenance and management costs associated with these units.

4. HOMES

a) Overview

This section of the HRA Business Plan is interested in the physical condition and environment of council homes. This section includes the capital investment into homes such as new kitchens, bathrooms and boilers as well as revenue repairs (both planned such as gas servicing and responsive where tenants report a repair).

b) Risks

i. Investment Backlog

The investment backlog is investment to homes which is now due. It is a combination of:

- All elemental work that was not included in the Decent Homes Programme
- All the properties which were omitted and/or refused Decent Homes works
- Elemental work which emerged as the Decent Homes Programme was stretched from 2010 to 2014

Work element	Investment backlog (as at end 2014/15)
Bathrooms, Kitchens, Windows, Doors	£26,000,000
Full & Partial Decent Homes Omissions	£27,913,365
Heating	£15,516,900
Roofs	£96,792,478
Electrics	£16,679,925
Total	£182,902,668

The investment backlog is a key risk because any delay to the work increases the final cost if the delay results in a responsive repair which is more expensive than the same work undertaken through a planned programme. The later the backlog is tackled, the higher the overall cost of the business plan and the greater the risk.

ii. Unfunded Items

The number of items not funded in the 30 year investment programme has reduced since 2012 with acquisition/new build and refurbishment of communal areas to low rise flats both now built into the business plan.

The following table sets out those areas which remain partially or fully unfunded at this time and how these might be addressed in future:

Investment area	Proposed approach
Communal areas of maisonettes	£5m factored into the 2019/20 budget. Additional resources to be added to subsequent years budgets subject to availability of resources and outcome of surveying work.
Work to complement Streets Ahead-communal drives,	Work ongoing mapping assets in a number of neighbourhoods which are not included in the Private Finance Initiative (PFI) programme to assess current condition and measure standards.

street lighting etc.	Once this is complete it will be possible to estimate the cost of bringing neighbourhoods up to a standard which is seamless with the Streets Ahead project. A small provision is made in 2019/20 for this work.
Additional environmental works- drying areas, steps, paths, handrails, walls etc.	Some provision has been made in the 5 year programme for basic maintenance but no funding for improvements, remodelling and making better use of space. This is of high importance from a sustainability perspective and to compliment the internal communal area programme. This work has been scoped in 2014/15 with a view to surveys being undertaken alongside/as part of the above Streets Ahead project.
External wall insulation	Current assessments are of a £12m need. £3m has been added in to 2019/20 which takes total budgeted funding to £5m. Balance to be built into subsequent years budgets.
Plastering and Internal Doors	More information is required about plastering need but no major reported issues. Internal doors represent a large investment need (currently unfunded) but a low relative priority.
Non-dwelling assets e.g. community centres	Investment need not is not yet known and links to the charging policy.

c) Key Developments

i. 5 Year Core Investment Programme

The aim of the investment programme has been to create an affordable plan to match expected resources and to try and address as much of the higher risk backlog elements as possible in order to minimise costs overall. This has now been supplemented by investment in communal areas, which was not previously fully funded in order to improve the sustainability of the Council's low rise flats.

Key Commitments	Update
Addressing 90% existing and emerging heating backlog by March 2017	In 2012/13 and 2013/14 7,019 of the 13,282 obsolete heating systems were replaced. By the end of 2015/16 only around 2,017 obsolete systems will remain, mainly because of problems gaining access to those properties and refusals from tenants. As many of these will be tackled as possible in 2016/17 as well as a further 1,784 ageing, but not obsolete systems which are a part of the backlog.
All higher priority roofs to be addressed by March 2019	The roofing programmes are currently being procured with the contract awarded for flat roofing in September 2014 and pitched roofing in January 2015. The need to spend on roofing has increased as a result of the detailed work undertaken to develop the roofing programmes and has shown additional work is required over the 5 year programme.
Replacement kitchens bathrooms windows and doors for 7,000 of 12,800 homes still needing some work by March 2019	Procurement of the kitchen, bathroom, windows & doors programmes is a key priority for delivery in 2015/16. Decent Homes delivery caused major spikes in expenditure which start to re-occur from around 2025-2034.
Refurbishment of communal areas to all 12,000 low rise flats by March 2019	Programme surveys have been completed to all low rise block types and consultation has been carried out with tenants. The works programme will commence in 2015/16.

Electrical backlog	An electrical strategy is being developed which will inform future investment requirements with anticipation of a works programme beginning in 2015.
---------------------------	--

ii. New Investment Activity 2015/16

- New/ replacement Council Housing

The 2014/15 business plan made a commitment to make full use of the capacity of the HRA to deliver the maximum number of new/ additional council homes possible whilst ensuring that all schemes would be self-financing and so not compromise existing investment priorities or the wider business plan.

The forecast in 2014/15 was for 600 units to be delivered over 6 years. In 2015/16 this target is uplifted to 1,000 new / replacement council homes to have been delivered by 2019/20. This increase is achieved by optimising the availability of match funding for the programme, minimising the amount of match funding per unit and by making a small contribution from capital.

As before, the stock increase programme will continue to include new build development and sites have so far been identified for 83 new Council-built homes which are due to be completed in 2015/16 and 2016/17 and new schemes will be brought forward as sites are identified.

However the focus of the programme will be on acquisition (existing units and new units off plan). This is because acquisition is the most cost effective way of delivering high numbers of new council homes quickly. An acquisition strategy has been developed in 2014/15 which takes account of the findings from the Strategic Housing Market Assessment of 2013 and sets out how properties will be prioritised for purchase together with a target geographical distribution.

One of the key principles underpinning the stock increase programme is that most acquisitions will be where the council has existing homes because these are generally better value for the HRA. All homes purchased on traditional council estates will be let at Social Rent.

Affordable Rent will be used within the programme to fund delivery of homes which are a priority for the Council (e.g. new build, 4 bed + properties) but which cannot be delivered viably at social rent. Affordable Rent will also be used where the Homes and Communities Agency specifies this as part of their grant funding agreement.

The impact of these principles on the geographical targets set out in the acquisition strategy will be kept under review.

One of the key limitations to the stock increase programme is the availability of match funding to offset the need to borrow. Whilst capital resources have been assumed as match funding for the stock increase programme use of some of these resources are subject to the wider Council's capital programme approvals and so will be subject to ongoing future review.

- Garage Investment

The garage stock has suffered from a lack of investment over the years with dwellings being a higher priority for investment than garages. The majority of garages and sites have not benefitted from a programme of major works and responsive repairs have been significantly curtailed. Many garages are in a state of disrepair, they are aesthetically poor due to a lack of decoration and a significant proportion have asbestos roof sheets which if damaged means garages cannot be let .

The impact of this lack of investment has led to a lack of demand and in turn to the garages becoming run down and a magnet for anti-social behaviour. Vacant garage numbers have increased considerably over the last few years and this has impacted on the amount of rent collected and the HRA business plan.

The proposed strategy is to invest only in those garages where income exceeds expenditure over a 15 year period. New investment of £3.3m is proposed over a 4 year period and this would be made in 3,402 garages. 1,291 garages and garages sites are not sustainable and it is proposed that these garages are demolished.

Implementation of the strategy, including capital investment costs and frozen rents, is forecast to be financially beneficial to the HRA compared with the 'do nothing' option after only 7 years. After this the strategy delivers increasing financial benefits.

- Photovoltaics (PVs) / Solar Panels on Roofs

Photovoltaics (PV) or Solar Panels are a method of generating electricity via sunlight. It is intended that up to 6,000 photovoltaic panels will be fitted to the roofs of council dwellings in the coming years to benefit householders by providing some free energy for their homes and to benefit the local economy by bringing investment into the City.

The benefit of installing PV panels would be an average increase of around £200/ year or £4/ week in the spending power of each affected household, for the 20 years that the panels attract subsidy payments. This amounts to over £1m additional disposable income per year which is then likely to be spent within the local economy.

The scheme would create or safeguard around 250 jobs, would result in more than a doubling in the domestic use of PV in the City and would see the financial benefits of PV, which are subsidised by all energy payers, accessed by Council tenants too. The proposal is expected to result in a 32% reduction in carbon emissions per household and a reduction in the City's CO2 production of around 9,000 tonnes per year.

The installation of PV would be undertaken as part of the Council Housing roofing contract which is due to commence in 2015. The anticipated cost of installation plus all subsequent management and maintenance is expected to be offset in full by more than £30m energy subsidy income into the City via the HRA. This subsidy, in the form of Feed in and Export Tariff, is made available to

incentivise the uptake of renewable energy initiatives. In order to assure the viability of the scheme it would be necessary to safeguard this funding to the HRA even in the event of homes with PV being bought under Right to Buy.

Upon final approval of the PV business case a property list would be drawn up in consultation with the District (energy) Network Operator (DNO) identifying suitable properties ordered in accordance with the scheduling of the roofing programme and where possible prioritising properties with the lowest energy performance. Subject to agreement by the tenant and a final assessment by the installer, works would then be scheduled to take place as part of the roofing programme. The number of panels possible and the homes with these panels would depend on how quickly the programme is able to get underway.

The performance of this scheme will need to be continually monitored to ensure that it continues to be a viable concern for the HRA with provision in place to end the installation process early should conditions change adversely.

d) Other Developments

i. Regeneration

Phase 3a of the Arbourthorne Fields redevelopment scheme was declared in August 2014 with phases 3b and 3c anticipated to be declared in April 2015 and January 2016 respectively.

As part of the Scowerdons, Weakland and Newstead (SWaN) scheme, 315 new build homes were completed in August 2014 with all existing households at SWaN rehoused, satisfying the commitment made in the SWaN Residents' Charter.

On 17th September 2014, Cabinet agreed for the Development Agreement between Sheffield City Council and Home Group to be terminated at No Fault. The decision was made as the agreement was no longer fit for purpose, and any future development under the Agreement would not be financially beneficial for either party. The termination allows the Council to find alternative options for the redevelopment of the remaining land.

ii. Responsive Repairs

The responsive repairs budget underspent in 2013/14 largely due to a mild winter and the impacts of the extensive boiler replacement programme. Void property repairs overspent against profile due to higher volumes and expected repairs costs. The 2014-17 repairs budget now has the 2% procurement efficiencies built in. Future budgets will be subject to continual review in the coming years as the reduction in the investment backlog serves to reduce repair volumes overall.

iii. Community Heat Metering

The community heat metering rollout commenced in 2014/15 with meters being fitted and installed from June 2014.

e) Financial Summary

The table below sets out the proposed indicative capital programme over the 5 years of the business plan. It adds a new Year 5 resource allocation and provides a total 5 year costs against each aspect of the programme. The 2014/15 column shows the anticipated outturn.

<i>HRA Programme</i>	<i>2014/15 Outturn</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Total 2015- 2016</i>
Essential investment work (health & safety, etc)	2.607	3.591	2.477	1.531	0.737	0.637	8.973
Adaptations & Access	2.141	1.863	2.047	2.116	2.212	2.200	10.438
Regeneration	2.778	2.689	0.952	0.000	0.000	0.000	3.641
Garages	0.000	1.144	1.172	1.202	0.000	0.000	3.518
Photovoltaics (PV)	0.000	3.684	4.218	3.870	4.432	4.066	20.270
Waste	0.000	1.094	1.068	1.082	0.000	0.000	3.244
Community Heating	0.639	1.571	0.920	1.042	0.000	1.200	4.733
Area Investment Environmentals	2.365	1.632	0.000	0.000	0.000	0.000	1.632
Heating & Insulation	7.726	9.302	11.027	6.086	6.255	8.000	40.670
Roofs & externals	7.944	23.212	30.480	29.188	26.674	18.200	127.754
Communal areas investment	0.025	4.615	4.508	4.600	3.220	5.000	21.943
Additional Communal areas investment	0.000	0.200	0.200	0.200	0.200	0.200	1.000
Electrics	0.000	0.922	4.600	5.520	6.440	9.000	26.482
Kitchens, Windows, Bathrooms & Doors	0.025	6.347	9.223	8.480	7.332	6.560	37.942
Other planned elementals	0.000	0.000	0.368	0.000	0.000	4.250	4.618
Programme Management	0.261	3.373	3.373	3.373	3.373	2.990	16.482
Sub-Total Core Investment Programme	26.511	65.238	76.633	68.290	60.876	62.303	333.341
New Build and Acquisitions	6.159	20.889	21.961	17.918	17.114	17.114	94.997
Overall Total HRA Programme	32.671	86.128	98.594	86.208	77.991	79.417	428.338

The following table shows the budget profile for the responsive repairs service. Year 2014/15 is the anticipated outturn, 2014/15 is the anticipated outturn and 2017/18 onwards anticipated budgets.

<i>Revenue repairs</i>	<i>2014/15 Outturn</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Total 2015- 2016</i>
Revenue repairs	35.3	31.5	31.6	35.2	36.1	36.8	171.3

5. TENANT SERVICES

a) Overview

This section of the business plan is concerned with services provided to tenants. It includes services such as tenancy management, income management and re-housing services together with tenancy enforcement (ASB), supported housing, estate services and governance and involvement.

b) Risks

The impact of Welfare Reform on tenant services continues to be a key risk; therefore the response of tenant services to this risk continues to be a high priority for the business plan in 2015/16.

From 2015/16 the significant organisational restructure which will be required to implement Housing Plus and accommodate the Housing Related Support reductions will also represent a risk to the service. This is in addition to an expected review of the Estate Services structure in 2015/16.

c) Key Developments

i. Ensure All Income Owed is Collected

A key priority for the business plan has been to provide support to tenants affected by welfare reform and mitigate the impact of welfare reform on the business plan.

In 2013/14 the Income Management Unit (IMU) budget was increased by £266k in order to increase the capacity of the team to support tenants affected by Welfare Reform and help to mitigate the impacts of Welfare Reform on the business plan.

In 2014/15 the budget was increased again by over £600k, most of which was due to an increase in the size of the Hardship Fund by £450k and the staffing budget by £110k. However, it is now proposed that only £150k/annum Hardship Fund will be required in 2014/15 and 2015/16 such that the remaining budget can be rolled forward to future years to coincide with the introduction of Universal Credit and when the availability of Discretionary Housing Payments (DHPs) is likely to reduce.

Some of the additional activity being funded through this budget increase has included:

- Additional staff facilitating 8,745 visits in 2013/14 to tenants affected by Welfare Reform and offering advice and support on a variety of issues including rehousing. In 2014/15, the number of visits facilitated by staff have reduced as the emphasis has shifted to the increase in the use of drop in surgeries for tenants to attend if they wish to receive help and support.
- Supporting of applications for 4,872 DHPs amounting to £871k income into the HRA in 2013/14. The number of DHPs awarded in 2014/15 as at the end of October is 1,935 which has amounted to £508k income into the HRA.

- Working with volunteers from Heeley Development Trust to contact 1,211 tenants and offer them training/advice on using computers so they are able to access benefits online.
- A debt advice worker benefiting around 122 tenants each year and in doing so almost pays for itself in reduced arrears.
- Physical support via a 'man and van' service to help tenants moving house due to under-occupying
- A £50k Hardship Fund which was allocated in full in 2013/14 to support 136 tenants to sustain their tenancies. This resulted in an estimated saving to the HRA of at least £121k.
- Funding to enable two extra direct debt payment dates and promotional campaigns to improve take-up.
- In June 2014, 27 tenants were set up with budgeting accounts and this number is expected to increase as government funding for DHPs reduces.

The re-profiling of the Hardship Fund into future years when it is likely to be needed more, as well as a slower than anticipated recruitment to additional staffing posts is likely to contribute to an underspend on this budget in 2014/15.

ii. Make Best Use of Homes

The original business plan in 2012 made a commitment to make the re-housing process more effective and efficient by reviewing the Lettings Policy and introducing a new ICT system for the bidding process.

The Lettings Policy review concluded in 2012/13 with the new policy given Cabinet approval in March 2013. Implementation of the Lettings Policy began in April 2014 and is due to complete by October 2015. A project budget of £115k is proposed for 2015/16 and expected efficiencies (£50k/annum) relating to vacant rent loss as a result of the Lettings Policy implementation have been applied to the 2015/16 budget.

The Choice Based Lettings (CBL) system has now been implemented and has been in operation since October 2013. The projected annual savings resulting from the CBL system are as follows:

Vacant Management costs	£ 50k
Rent Loss	£ 50k
Rehousing costs	£100k

Annual savings from vacant management have been built into budgets and realised through reductions in advertising costs. Rent loss however increased in 2013/14, in spite of CBL, primarily because of weakened demand for some property types linked to Welfare Reform.

Benefits to the rehousing service are beginning to be realised in terms of increased self-service, reduced calls to request bids and reduction in refusals. Rehousing cost savings will be realised as part of the wider housing service restructure in 2015/16.

iii. Housing Plus

The original 2012 business plan included an ambition to improve the sustainability of tenancies over the long term by linking up support services to more effectively prevent tenancies failing with an annual net saving of £250k targeted as a result. Since then this project has been used to trial three 'Joined-Up Services' pilots which in turn have informed the development of a 'Housing Plus' model of housing management.

This 'Successful Tenancies' project ended in June 2014, with an exit strategy agreed to ensure that tenants supported as part of the pilots continue to receive the support they need for as long as they need it. The costs and savings anticipated by this project are now subsumed within Housing Plus.

Housing Plus proposals were approved by Cabinet in March 2014. The anticipated costs and benefits of Housing Plus are as follows:

H+	2014/15	2015/16	2016/17	2017/18	2018/19 onwards
Costs (£k)	£ 407,192	£ 1,522,176	£ 965,276	£ 421,600	£ 421,600
Savings (£k)	£ -	£ 283,714	£ 435,167	£ 842,319	£ 929,577
Net (£k)	£ 407,192	£ 1,238,462	£ 530,109	-£ 420,719	-£ 507,977

The baseline position that these costs and benefits compare with are the staffing costs associated with the Council Housing Service as they were budgeted to be.

Costs in 2014/15 and 2015/16 include project, implementation, ICT, training, recruitment and equipment costs. The residual long term revenue cost of Housing Plus (estimated to be around £422k/annum) is the anticipated cost of technology to facilitate mobile working.

The anticipated £930k/annum savings break down as follows:

Vacant repairs	£309k	Reduced turnover of vacant properties
Responsive repairs	£ 66k	Reduced turnover of vacant properties
Non-staff costs	£ 43k	Reduced turnover of vacant properties
Staffing costs	£237k	Reduced turnover & face to face enquiries
Rent arrears	£172k	Proactive rent collection work with tenants
Accommodation	£102k	Office consolidation

A citywide roll out of the new way of working, planned from June 2015, will involve a wholesale restructure of the Housing and Neighbourhoods Service to ensure the whole service is designed to support delivery of Housing Plus. The transition to a new organisational structure is likely to result in a temporary increase in staffing costs up to 2016/17 but these will not be known until the restructure is complete.

The High Support service is an intensive family intervention project which supports whole families who are at risk of losing their home for causing antisocial behaviour. Income reduced in 2014/15 and will continue to do so in 2015/16 for the High Support Service as a result of the Housing Related Support reductions.

This will continue to be accommodated in the short term by efficiency savings and a contribution from the HRA. A review began in 2014/15 to agree a funding model from 2016/17.

iv. Attractive Neighbourhoods

- Green Open Space Management

Savings of £220k on the cost of the service level agreement with Parks to provide open space maintenance and of £80k on the cost of Housing Estate Officers undertaking green space maintenance have been targeted since the original business plan in 2012.

In October 2013, the Clean Attractive Neighbourhoods service design group delivered its vision statement for a value for money service with improved monitoring and a joined up, collaborative approach to green space maintenance.

In October 2014, Cabinet approved the integration of the grounds maintenance provision by Estate Officers in Council Housing Services into the Parks and Public Realm service, and a review of the delivery of grounds maintenance in order to improve the quality of service delivery, maintain standards and provide financial savings.

This integration will offer the opportunity to deliver around £37k HRA plus £5k General Fund savings for Council Housing (compared with the £80k targeted in the business plan) from better efficiency from vehicles, green waste and tipping, plus increased management capacity for the housing service pending the introduction of Housing Plus. Savings of £150k are profiled into the business plan in future years in anticipation of further efficiencies emerging through the consolidation of the new service.

- Estate Services Review

This business plan initiative began as an incentive to tackle the high cost of fly tipping through investment in education and enforcement measures funded by savings released from the cost of bulky refuse collection.

It has since broadened into a wider review of how estates can be more efficiently kept tidy involving a number of initiatives including:-

- Delivering savings from bulky waste to fund education and enforcement initiatives
- Reducing the number of incidences and high cost of fly tipping via education and enforcement
- Investment into waste facilities to reduce the number of incidences and high cost of chute clearances
- Improving the safety of dry stores and delivering efficiencies by linking with the bulky waste initiative and new waste recycling facilities

As a result of the initiatives set out above savings were targeted from tipping costs and staff time. Savings were made on tipping in 2013/14 but landfill charge increases made further savings difficult to achieve in 2014/15. A landfill charge

increase has been factored into the 2015/16 budget and it is proposed to delay the planned 2015/16 and 2016/17 savings by 12 months in order that the education and enforcement activity has time to impact.

No staffing savings have yet to be realised as a result of fly tipping. These savings (target £225k by 2016/17) will be considered as part of a future Estate Service restructure. Savings may partially be offset by an investment in block cleaners by £150k as per original business plan proposals.

v. Going Local

Currently the overall Going Local budget which is allocated across the different housing areas is £400k. This is made up of £200k set aside for investment for communal areas and £200k for local discretion. This budget is in addition to a £42k area consultative budget which is also allocated across the different housing areas.

The 2014/15 business plan made a commitment to review Going Local. The purpose of the Going Local review is to:

1. Retain local discretion to fund activity which is important locally
2. Improve value for money by channelling works through major contracts
3. Improve speed of purchasing by having more clearly defined budgets

The proposal is:

4. The £200k Going Local budget already reserved for communal areas is transferred to the investment programme
5. A new Enhanced Maintenance Allowance of £70k is devolved from the repairs budget to local area teams to allocate works which are important locally
6. A Community Fund of £170k is allocated to local area teams to replace the consultative budget and Going Local and to quickly and simply fund local priorities which do not require a procurement

The proposal ensures that overall; the amount of money available to each housing area is maintained.

d) Other Updates

i. Digital Inclusion

In 2013/14 the Digital Boost project was established which is a collaborative project between the Council's Income Management Unit, Adult Social Care, GP Services and Heeley Development Trust and includes a mobile Digital Outreach Service which works intensively with whole households identified as digitally and financially excluded. The project to date has identified over 1,200 tenants across the city who are digitally excluded and require support.

In 2014/15 the allocated budget of £51k for digital inclusion (£45k budget + £6k carry forward from 2013/14) includes £11k towards the Digital Boost project and £40k for Council Housing Service (CHS) interventions. The interventions will be

based on the Council Housing Service Digital Inclusion action plan which identifies key work streams.

ii. Training and Employability Scheme

The City Stewardship programme ended when the Construction and Building Services Contract ended in April 2014. Since April interim arrangements have been established to cover the work elements that were previously provided by the City Stewardship (e.g. painting, fencing, green work and other associated works) and work has been undertaken to develop new training and employment opportunities within housing including training and apprenticeships, traineeship work and work experience. These schemes will bring new talent into the housing service and support young people to achieve the qualifications they need to begin a successful career in housing.

e) Financial Summary

The tables below set out the profiled investment and savings for tenant services during the next 5 years of the business plan along with the 2013/14 outturn and the anticipated outturn for 2014/15.

Income Management 49362	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Additional Staff (2012)							
Total Rent Arrears Mitigation & Savings	+140,000	-	-	-	-	-	-
Additional Staff (2014)							
Total Investment & Savings	+155,000	+110,000	-46,000	-	-	-	-
Debt Advice Worker .8460							
Total Investment & Savings	-	-	+5,000	+5,000	+5,000	+5,000	+5,000
Visiting Affected Tenants							
Total Investment & Savings	-90,000	-	-	-	-	-	-
Training on Welfare Benefits							
Total Investment & Savings	+5,000	-4,000	-	-	-	-	-
Jam Jar Accounts .9120							
Total Investment & Savings	-	+21,000	-11,000	+10,000	+10,000	+5,000	+4,000
Direct Debit							
Total Investment & Savings	-	+25,000	-25,000	+25,000	-	-	-
Hardship fund - 8560.PROJECT							
Total Investment & Savings	+50,000	+100,000	-	+100,000	+200,000	-400,000	-
Texting .9120							
Total Investment & Savings		+20,000	-10,000	-	-	-	-
Total Income Management							
Total Investment & Savings	+260,000	+272,000	-87,000	+140,000	+215,000	-390,000	+9,000
Outturn (actual spend until this year)	3,238,918	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	3,216,219	-	-	-	-	-

Supporting Housing	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49364							
Total (Support for Underoccupiers)	+13,000	-22,000	+5,000	+2,000	-	-	-
Outturn (actual spend until this year)	2,214,016	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	2,259,097	-	-	-	-	-

Lettings Policy Review	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49504							
Total Increases to budget & Reductions to budget	-185,000	-	-	-	-	-	-
Outturn (actual spend until this year)	4,451	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	-	-	-	-	-	-

Lettings Policy Implementation	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49398							
Total Increases to budget & Reductions to budget	+140,000	+80,000	-105,000	-115,000	-	-	-
Outturn (actual spend until this year)	zero	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	200,000	-	-	-	-	-

CBL Implementation Project	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49392							
Total Increases to budget & Reductions to budget	-25,000	-75,000	-	-	-	-	-
Outturn (actual spend until this year)	621,286	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	-	-	-	-	-	-

Successful Tenancies Project	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49392.TENSUST in 13/14, BU 49503 in 14/15							
Total Investment & Saving	+140,000	+160,000	-16,000	-	-	-	-
Outturn (actual spend until this year)	48,573	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	30,000	-	-	-	-	-

Housing+	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49503							
Total Investment	-	+334,000	+1,474,344	-843,068	-543,676	-	-
Outturn (actual spend until this year)	-	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	407,192	-	-	-	-	-

Vacants Management	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49379							
Savings: H+ non-staff savings (Admin costs)	-	-	-1,636	-327	-2,945	-	-
Savings: H+ non-staff savings (B&Q vouchers)	-	-	-3,938	-788	-7,089	-	-
CBL Vacant Management Efficiencies	-18,000	-32,000	-	-	-	-	-
Outturn (actual spend until this year)	1,711,130	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	1,666,875	-	-	-	-	-

Rehousing	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Housing+ non-staffing saving BU 49360							
Total Non-staff cost savings (turnover): Admin	-	-	-4,372	-874	-7,870	-	-
Outturn (actual spend until this year)	998,962	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	1,112,653	-	-	-	-	-

Vacant Rent Loss (excl. Temp Accom)	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
BU 49202.6300.DWELL							
Housing Plus Implementation	-	-	+220,000	-220,000	-	-	-
Lettings Policy Efficiencies	-	-	-21,000	-29,000	-	-	-
CBL Rent Loss Efficiencies (25% total CBL Eff)	-17,000	-33,000	-	-	-	-	-
Initiatives - total impact	-17,000	-33,000	+199,000	-249,000	-	-	-
Outturn (actual spend until this year)	2,211,967	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	2,100,001	-	-	-	-	-

Staff savings from new service (against baseline)	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Staff Savings from Restructure							
CBL Rehousing Efficiencies	-	-	-100,000	-	-	-	-
Housing+ Staff (Turnover)	-	-	-24,203	-4,841	-43,565	-	-
Housing+ Face-to-face Enquiries	-	-	-	-123,795	-41,265	-	-
Total	-	-	-124,203	-128,636	-84,830	-	-
Cumulative savings to roll forward	-	-	124,203	252,838	337,668	337,668	337,668

Tenant Services - Green Open Space	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Open Space SLA - BU 49356.6360.INTERNAL							
Total Savings	-	-	-	-50,000	-50,000	-50,000	-
Outturn (actual spend until this year)	1,948,784	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	1,840,216	-	-	-	-	-
Estate and Environmental Service Costs							
Total Savings from new integrated service	-	-	-42,000	-	-	-	-
Cleared Sites							
Total Savings	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000
Outturn (actual spend until this year)	304,954	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	250,000	-	-	-	-	-

Estate and Environmental Services (49356)	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Bulky Waste - 49356.6090.BULKY							
Total Savings	-	-45,000	-55,000	-	-	-	-
Outturn (actual spend until this year)	97,500	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	139,300	-	-	-	-	-
Dry Stores - 49356.6090.DRY							
Total Savings	-	-54,000	-50,000	-	-	-	-
Outturn (actual spend until this year)	178,013	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	165,610	-	-	-	-	-
Education and Enforcement - 49356.6370							
Total Investment & Savings	+5,000	-50,000	-	-	-	-	-
Outturn (actual spend until this year)	70,940	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	48,602	-	-	-	-	-
Tipping Charges - 49356.6090.TIPPING							
Total Pressure (Landfill charge) & Savings	-39,000	-38,000	+27,000	-36,000	-36,000	-	-
Outturn (actual spend until this year)	334,425	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	333,023	-	-	-	-	-
Estate and Environmental Services Team Savings Requirements							
Total Block Cleaning Investment & Flytipping Savings	-52,000	-50,000	+1,000	-23,000	+25,000	+50,000	-

Going Local (Community Fund from 15/16)	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Main .8560.GOLOCAL							
Total adjustments to creat Community Fund	-	-	-228,000	-	-	-	-
Outturn (actual spend until this year)	-	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	-	-	-	-	-	-
Consultative Budget .8560.CONSLT							
Transfer to Community Fund	-	-	-42,000	-	-	-	-
Outturn (actual spend until this year)	-	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	-	-	-	-	-	-

Tenant Services - Other	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Digital Inclusion - BU 49392							
Total Investment	-	+15,000	-	-	-	-	-
Outturn (actual spend until this year)	24,021	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	20,331	-	-	-	-	-
Training and Employment - BU 49212							
Total Investment	-	-	-	-	-	-	-
Outturn (actual spend until this year)	-	-	-	-	-	-	-
Forecast outturn (for this year and future years)	-	696,572	-	-	-	-	-

6. DEBT AND TREASURY MANAGEMENT

a) Overview

This section of the HRA Business Plan is interested in how the risks and opportunities associated with borrowing are opportunities associated with borrowing are optimised for the benefit of the HRA.

b) Risk

The HRA currently supports a Capital Financing Requirement of £346m of which around 38% is exposed to interest rate variations. The role of treasury management is to manage the HRA's exposure to interest rate fluctuation which is a key risk to the HRA Business Plan. However, it is also important to retain a degree of flexibility to take advantage of borrowing at low interest levels should the opportunities arise. The Council ensures the loan portfolio is regularly reviewed to achieve optimum value for money, in balance with business priorities that exist at the time.

The main viability test for the business plan is its capacity to repay debt over the life of the business plan. Having this capacity provides cover for interest rate rises and mitigates the need to refinance borrowing in times of high interest rates. It should be noted that the HRA currently has some loans that mature beyond 30 years.

c) Key Developments

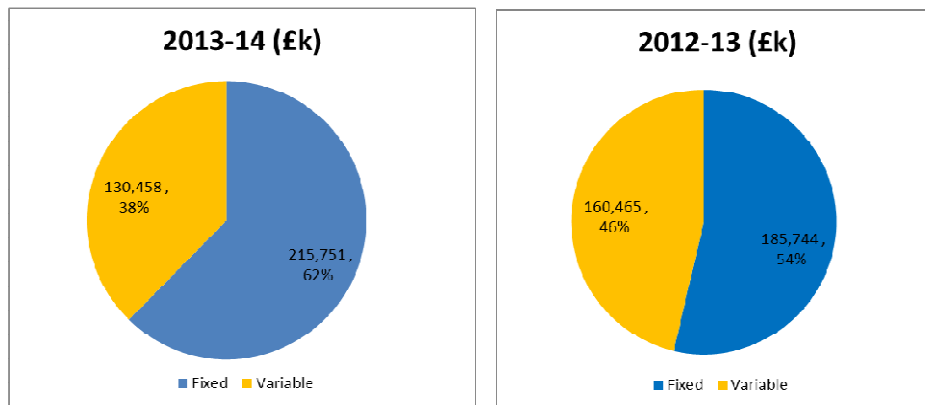
i. Loan Portfolio

At the start of 'self-financing' the HRA had a significant amount of internal borrowing (£122m) which is the Council's use of cash reserves to finance capital expenditure instead of borrowing.

During 2012/13 around £49m of this internal borrowing was externalised in order to mitigate interest rate risk and bring more cost certainty to the loan portfolio.

In 2013/14 the externalisation of debt was slowed down in order that the HRA could continue to take advantage of historically low borrowing costs at a time when the Authority as a whole had relatively high cash balances. During the course of the year around £37m of low cost fixed-rate loans were taken out to allow the HRA to repay the General Fund for cash it had borrowed internally.

In 2014/15 the internal borrowing position is now limited to the borrowing by the HRA from the HRA's own cash reserves (capital reserve, risk based reserve).



The above charts show that as a result of the externalisation of debt, the amount of the HRA's loan portfolio at risk from interest rate increases has continued to reduce; from 46% in 2012-13 to 38% (and from 59% in 2011-12).

At the end of 2013/14 the HRA's own cash reserves had increased by around £20m on the prior year and will continue to grow further during 2014/15 before they are required to fund the capital programme in 2015/16 and 2016/17.

Because the HRA has more of its own cash it has a smaller requirement for loans. This saves the HRA costs it would otherwise incur on interest payments, but only represents a temporary position. In future years, when the HRA will need its reserves it will need to replenish the cash through additional loans, either externally or from the General Fund if the overall position of the authority makes this possible.

ii. Borrowing Capacity

As the Business Plan's commitment to the delivery of new/ replacement council homes in the coming years becomes more established the capacity of the HRA to borrow over the medium term is becoming increasingly important.

At present the HRA Business Plan is restricted in its borrowing by a debt cap imposed by Government which leaves around £40m borrowing headroom. However, even if the debt cap is lifted by Government, the HRA like any organisation would still be limited by the sheer amount of borrowing (gearing) the business can sustain. That level of borrowing will be determined by the value of the business and its commitments.

The recent reinvigoration of the Right to Buy policy has seen an increase in the actual and forecast number of property sales and a corresponding reduction in the forecasted value of the 'business'. The use of the 'Allowable Debt' element of the Right to Buy receipt to pay down HRA borrowing to compensate the HRA for this lost income, or to offset future borrowing for viable stock increase schemes, will ensure Right to Buy losses can be sustained in the future. This improves the long term viability of the plan and generates additional borrowing headroom under the debt cap for stock increase purposes.

Another approach which will result in increased borrowing capacity for stock increase over the long term is to review our assumptions regarding newly maturing debt. The HRA Business Plan set out in 2013/14 how work was being

undertaken to develop the Council's approach for mitigating interest rate risk in the business plan. The approach taken to date has been to build the financial capacity into the plan to repay debt over the 30 years of the plan; the premise being that if the plan has the capacity to repay debt over 30 years then any refinancing decisions over the 30 years will be the Council's to make. However, this approach sees the financial capacity to repay debt built into the plan only in the later years as financial resources in the early years are prioritised on the maintenance backlog.

A more robust approach to mitigating interest rate risk is to set aside an amount of money each year for the repayment of debt in line with the business plan's actual debt maturity profile (the dates when debt matures and becomes repayable). Although an immediate transition to this approach would put financial pressure on the investment programme in the short term and bring with it practical challenges such as the treatment of loans which are not currently forecast to mature within the 30 year life of the plan, it is recognised that this approach would offer significant benefits including

- Reduced exposure to interest rate risk in the short term, because *not* refinancing would always be an affordable option
- Additional borrowing capacity for stock increase in the medium term, because newly maturing debt can be refinanced to fund stock increase.
- Lower financing costs to the HRA, over the long term because new loans need only be taken on for self-financing schemes

In 2013/14 it was agreed that any new borrowing undertaken by the HRA would be undertaken in line with this more robust approach and would therefore have a repayment plan. It is now proposed that with *existing loans* a transition to this approach is undertaken over the medium term where this has no impact on the plan's ability to deliver existing commitments.

iii. Treasury Management Strategy

In order to accommodate the revised business plan targets, including the commitment to increase stock numbers investment programme, the HRA will need to borrow but it will be a question of when this borrowing is taken and at what rate. These decisions are shaped by three key considerations:

1. The interest rate environment - Some of the fundamentals that led to the historically low borrowing costs have not gone away and, whilst the markets remain volatile and borrowing rates look to be on the rise generally, opportunities could still avail themselves to allow the HRA to take advantage of relatively cheap borrowing.
2. The HRA's cash requirements - The HRA currently has sufficient reserves to cover the 2014/15 capital programme so should look to take on fixed-rate loans to resource the new capital investment plans, replace internal borrowing and, where necessary, refinance maturing loans for the much larger capital programme starting in 2015/16.
3. Affordability - As HRA reserves are used to fund the capital programme, internal borrowing will need to be replaced by external debt which will have

the effect of increasing financing costs overall. The business plan currently provides sufficient budget capacity should the need to borrow arise.

The HRA Treasury Management strategy for the coming months is therefore to defer taking on debt while the level of reserves are sufficient to cover the level of internal borrowing but maintain flexibility to externalise debt should the interest position change significantly.

Debt will be taken on with slightly longer maturities in the short term whilst rates remain relatively low and switch to shorter maturities when rates rise further. Shorter maturities are generally cheaper than longer ones and should maintain the overall financing costs within affordable levels.

7. VALUE FOR MONEY

a) Overview

This section of the HRA Business Plan is interested in how the business plan can best achieve value for money. This includes reviews of overheads and support costs such as management, accommodation and Service Level Agreement (SLA) costs.

b) Risks

The risks associated with this section of the business plan are that the efficiency targets built into the plan are not realised or are offset by the emergence of unplanned cost pressures.

c) Key Developments

i. Business Plan Efficiencies

The 2012 HRA Business Plan set a target to achieve efficiency savings in 2012/13 and beyond on the 'support costs' of Sheffield Homes and the Council. The target was for annual savings of £784k from Sheffield Homes and of £619k from the City Council by 2015/16.

By 2013/14 at least £800k/annum has been saved from the Council Housing Service support functions compared with a target of £784k. For non-Council Housing Service support costs, spend in 2013/14 was £917k less than the 2012/13 budget which is comfortably more than the £619k savings target. These savings have therefore now been achieved.

ii. Future of Council Housing Savings

In 2013/14 £1.2m efficiency savings were built into the business plan as a result of the Future of Council Housing integration.

To date around £650k/annum savings have been made from senior management costs as a result of the integration of the ALMO with the Council and around £450k/annum of back office savings are secured. The remaining savings will be pursued in 2015/16.

iii. Repairs and Maintenance Contract

An original business plan priority is for a value for money repairs and maintenance service ready for 2014: "*The HRA Business Plan assumes an efficiency saving of 2% (£665k) on the repairs and maintenance service post 2014 but this is dependent on the procurement*". The business plan at that time was forecasting a repairs budget of £101.9m from the 3 years 2014/15 – 2016/17 taking account of inflation.

In April 2014 the new 3 year repairs contract with Kier Services got underway. The budget for the first year of that contract was set at £37.0m in the 2014/15 business plan update. Budgets for years 2-3 were still to be finalised at that time.

In order that the required savings of £665k/ annum are realised over the 3 years of the contract, the total revenue repairs budgets for 2015/16 and 2016/17 is capped at a total of £ £63m. The £150k/annum savings required from the vacant and responsive repairs budgets in these two years as a result of Housing Plus implementation then reduces this envelope further.

Further savings will be sought from the repairs budget in future years as a consequence of the ongoing investment in boilers and roofs, and from the kitchen and bathroom investment which is now being made to vacant properties not meeting the Sheffield standard.

The Council is now reviewing options for the repairs service in the long term with a Cabinet steer expected in the summer 2015.

iv. Capital delivery

The Housing Investment Programme must retain sufficient flexibility to accommodate potential delays to works resulting from the need to engage tenants and leaseholders and to agree scheme requirements and implementation plans. Where the timetable for a scheme does slip it is important that the programme is still able to apply available resources on investment priorities for the benefit of tenants. To achieve this the Council requires flexible contractor arrangements which are able to respond quickly to changes in demand by diverting resources to where they are needed. This is intended to improve the speed with which HRA resources are applied for the benefit of tenants and will be managed where necessary by delaying less urgent works between years.

v. Cost Pressures

In line with last year's assessment, an additional £0.5m will be set aside in 2015/16 to fund the Council Housing Service's exposure to insurance liabilities. This budget is then expected to reduce in 2016/17.

A £0.8m budget provision is made in 2015/16 for the refurbishment of office space to support to the overall office accommodation consolidation strategy.

Appendix B

Revenue Account	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2015-20
	<i>Outturn £m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>Total £m</i>
INCOME (in £millions)							
Net income dwellings	(146.9)	(149.4)	(152.2)	(155.0)	(162.1)	(167.4)	(768.1)
Other income	(6.5)	(6.8)	(6.8)	(7.2)	(7.8)	(8.3)	(36.9)
Total	(153.4)	(156.2)	(159.0)	(162.2)	(169.9)	(175.7)	(823.0)
EXPENDITURE (in £millions)							
Repairs and maintenance	35.3	31.5	31.6	35.2	36.1	36.8	171.2
Depreciation- Capital Programme funding	38.0	39.0	39.8	40.7	41.6	42.7	203.8
Tenant Services	53.0	59.5	56.4	57.2	57.3	58.2	288.6
Interest and repayment on borrowing	15.0	15.1	17.0	17.3	18.0	17.8	85.2
Total	141.3	145.1	144.8	150.4	153.0	155.5	748.8
Surplus(-) /Deficit in year	(12.1)	(11.1)	(14.2)	(11.8)	(16.9)	(20.2)	(74.2)
Opening Revenue Reserve	(10.8)	(10.0)	(8.8)	(8.3)	(7.9)	(7.7)	
Surplus(-) /Deficit in year	(12.1)	(11.1)	(14.2)	(11.8)	(16.9)	(20.2)	(74.2)
Transfer to Capital Reserves	12.9	12.3	14.7	12.2	17.1	20.2	76.5
Closing Revenue Reserve	(10.0)	(8.8)	(8.3)	(7.9)	(7.7)	(7.7)	

All totals are subject to roundings

Appendix C

Capital Account	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2015-20
	<i>Outturn £m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>Total £m</i>
EXPENDITURE (In £millions)							
Total	32.7	86.1	98.6	86.2	78.0	79.4	428.3
FUNDED BY (In £millions)							
Capital / Major Repairs Reserve	(27.3)	(74.1)	(87.4)	(68.2)	(58.9)	(63.7)	(352.3)
RTB Capital Receipts	(4.8)	(9.7)	(9.7)	(5.3)	(3.3)	(2.1)	(30.1)
Other Capital Contributions	(0.5)	(2.3)	(1.5)	(1.0)	(0.2)	(0.4)	(5.4)
Additional Borrowing	0.0	0.0	0.0	(11.7)	(15.6)	(13.2)	(40.5)
Total Funding	(32.7)	(86.1)	(98.6)	(86.2)	(78.0)	(79.4)	(428.3)

All totals are subject to roundings

City Wide average weekly rent by bedsize

Bedsize	Average weekly rent		Increase	
	2014/15	2015/16		
Bedsit	£57.89	£59.16	£1.27	2.2%
1 bed	£65.75	£67.20	£1.45	2.2%
2 bed	£74.84	£76.49	£1.65	2.2%
3 bed	£83.83	£85.67	£1.84	2.2%
4 bed	£90.82	£92.82	£2.00	2.2%
Total (all bedrooms average)	£74.33	£75.97	£1.64	2.2%

Note: The above rents are for illustrative purposes only as they are based on city wide averages. Actual individual property rents will vary from these figures. Both years' averages are calculated using current stock numbers to enable comparison.

Proposed Community Heating Charges from April 2015

1. Unmetered Heat

Bedsize	Full heating		Partial heating	
	Current Prices £/week	Prices April 2015 £/week	Current Prices £/week	Prices April 2015 £/week
Heating & hot water				
Bedsit	11.38	11.38	10.52	10.52
1 Bedroom	11.82	11.82	10.82	10.82
2 Bedroom	14.66	14.66	13.62	13.62
3/4 Bedroom	15.78	15.78	14.66	14.66
Heating only				
Bedsit	8.38	8.38	7.76	7.76
1 Bedroom	8.58	8.58	n/a	n/a
2 Bedroom	10.82	10.82	10.03	10.03

Note: For sheltered schemes the above prices are split into dwelling heating and communal heating. The communal element of charges will be a fixed £3.03 per dwelling per week in 2015/16.

2. Metered Heat

	Charge		Prices from April 15	
	Unit charge	Standing charge		
Existing schemes				
Leverton/ Hanover/ Netherthorpe	Unit charge	pence per kwh	4.38	(i.e 100 kwh heat ticket is £4.38)
	Standing charge	£ per week	3.68	
Hillside	Unit charge	pence per kwh	3.04	(i.e 100 kwh heat ticket is £3.04)
	Standing charge	£ per week	3.14	
Balfour House	Unit charge	pence per kwh	3.40	(i.e 100 kwh heat ticket is £3.40)
	Standing charge	£ per week	4.63	
New schemes				
Standard price	Unit charge	pence per kwh	3.38	
	Standing charge	£ per week	4.00	

Note ; 1) It is planned that all properties on community heating will have new meters installed (as part of the roll out of the Heat Metering Programme) by January 2017 and the standard prices for new metered schemes, as detailed above, will apply city wide. 2) Prices are reviewed annually and any necessary changes are made to reflect the trading position on the account.

HRA Financial Assumptions

The detailed financial model behind the HRA Business Plan includes a number of assumptions we have used to understand what resources will be available for council housing over the next five years in the context of the next thirty years. These baseline assumptions are listed below.

Revenue assumptions	Assumption
Homes – opening number of homes in 15/16	40,763
Homes - dwellings by 2043/44	36,402
Number of RTBs 2015/16	320
Total number of RTBs by 2043/44	4730
Rents	CPI+1% for years 1-10
Consumer Prices Index (CPI) of inflation	2%
Bad Debts	Average of 1%
Void rate	1.5%
Repairs	Increased by contractual inflation
HRA reserves are maintained in accordance with risk based reserves strategy	£8.8m

Debt assumptions	Assumption
Opening HRA Borrowing requirement on 1 st April 2015	£346m
HRA borrowing limit	£386m
Interest rates on HRA debt	4.5%