

# Cabinet

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**Wednesday 14 October 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**

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Councillor Julie Dore	(Leader of the Council)
Councillor Leigh Bramall	(Deputy Leader/Cabinet Member for Business, Skills & Development)
Councillor Isobel Bowler	(Cabinet Member for Neighbourhoods)
Councillor Ben Curran	(Cabinet Member for Finance and Resources)
Councillor Jackie Drayton	(Cabinet Member for Children, Young People & Families)
Councillor Jayne Dunn	(Cabinet Member for Housing)
Councillor Terry Fox	(Cabinet Member for Environment and Transport)
Councillor Mazher Iqbal	(Cabinet Member for Public Health and Equality)
Councillor Mary Lea	(Cabinet Member for Health, Care & Independent Living)

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## **PUBLIC ACCESS TO THE MEETING**

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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](http://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](mailto:simon.hughes@sheffield.gov.uk).

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## **FACILITIES**

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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.

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**CABINET AGENDA  
14 OCTOBER 2015**

**Order of Business**

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- 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 - 18)  
To approve the minutes of the meeting of the Cabinet held on 16 September 2015
- 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 19 - 20)  
Report of the Interim Executive Director, Resources
- 9. Step up to Social Work** (Pages 21 - 128)  
Report of the Executive Director, Children, Young People and Families
- 10. Revenue Budget and Capital Programme Monitoring Month 5 (as at 31/8/15)** (Pages 129 - 178)  
Report of the Interim Executive Director, Resources
- 11. Medium Term Financial Strategy 2016-21**  
Interim Executive Director, Resources to report

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

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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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, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Cabinet

Meeting held 16 September 2015

**PRESENT:** Councillors Julie Dore (Chair), Isobel Bowler, Jackie Drayton, Jayne Dunn, Terry Fox, Mazher Iqbal and Mary Lea

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**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Leigh Bramall and Ben Curran.

**2. EXCLUSION OF PUBLIC AND PRESS**

2.1 The Chair reported that appendices to agenda items 12 'Key Bus Route – Chesterfield Road Land Acquisition and Compulsory Bus Order', 13 'Future Options for SCC Property and Facilities Management Service' and 14 'The J.G Graves Charitable Trust: Proposed Letting of Agricultural Land at Clough Lane and Mark Lane' were not available to the public and press because they contained exempt information described in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) and if Members wished to discuss these appendices the public and press would need to be excluded from the meeting.

**3. DECLARATIONS OF INTEREST**

3.1 Councillor Jackie Drayton declared a personal interest in agenda item 13 'The J.G Graves Charitable Trust: Proposed Letting of Agricultural Land at Clough Lane and Mark Lane' as a trustee of the J.G Graves Charitable Trust in a personal capacity.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The minutes of the meeting of the Cabinet held on 22 July 2015 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 Public Question in respect of Walkley Library

Nigel Slack commented that at the last Cabinet meeting a question was put by a member of the public asking whether a report of the negotiations and the decision to sell the Walkley Library building to Forum Café Group was available as the matter was before Scrutiny Committee the same week.

Mr Slack stated that Councillor Bowler had replied to that question by stating 'A Freedom of Information request could be made by the questioner but would not produce results by tomorrow's Scrutiny Committee meeting.' Mr Slack commented that the Scrutiny Committee had met and decided the issue in one meeting, even

though they clearly could not have been in receipt of the evidence the questioner had asked for.

This was, in Mr Slack's opinion, unfair and certainly did not live up to item 6 of the Sheffield Fairness Framework 'To be seen to act in a fair way as well as acting fairly'. Mr Slack therefore asked wouldn't the fair approach have been to defer the decision to the next meeting so that the information could have been made available and a decision be made on the full facts?

In response, Councillor Isobel Bowler, Cabinet Member for Neighbourhoods, commented that Mr Slack had only quoted part of her response to the question at the last Cabinet meeting, held on 22 July 2015. The full response Councillor Bowler had given was that 'She had not been involved in these negotiations, had not seen any report on them and doubted such a report existed. A Freedom of Information request could be made by the questioner but would not produce results by tomorrow's Scrutiny Committee meeting. Dave Wood, Interim Property Surveying Manager, would be presenting the report at the Scrutiny Committee meeting and she would make him aware of Ms. Simmonds question.'

As stated, Councillor Bowler had made Dave Wood aware of the question prior to the Scrutiny Committee meeting. As she had suspected, no such report of the negotiations had been produced, so any Freedom of Information request would not have given access to a report. At the Scrutiny Committee meeting Councillor Bowler and officers had answered all questions in detail and referred to the request for access to a report on the negotiations and that no such report existed. Therefore, she did not believe the process had not been fair as Mr Slack had suggested and she always tried to be as open and transparent as possible.

## 5.2 Public Question in respect of Sheffield Moorlands report

Nigel Slack referred to the report in respect of Sheffield Moorlands, on the agenda for the meeting. He stated that the report made comment concerning the importance of accountability and the following statement about representation: 'The proposed lessees will be required to make proposals for a Key Partner's Forum, a Stakeholder Forum and for an Annual Meeting open to all interested parties, for the approval of the Council. The proposals are to cover: frequency of meetings; terms of reference; representation and protocols.' Mr Slack commented that this was all very positive but he believed inevitably with any private management of public assets there will be a loss of transparency unless the lease agreement also requires the private (albeit charitable) management to submit to the Freedom of Information Act. Will the Council add this provision to the lease?

Councillor Bowler replied that the report referred to transparency of the new management arrangement for the Moors. In terms of Mr Slack's request, Freedom of Information regulations cannot be imposed on an organisation although it applied to any City Council business. She hoped that there would not be a need to use Freedom of Information legislation as there were a range of measures in the new agreement to ensure transparency, such as a Stakeholder Forum, an Annual General Meeting, the opportunity to ask public questions, the South Yorkshire Management Plan which the Cabinet Member would sign off and an Annual

Review of performance against the Management Plan which would be published.

### 5.3 Public Question in respect of Devolution

Nigel Slack commented that at the Sheffield City Region Combined Authority (SCRCA) meeting held on Monday, an update was given about the proposals the SCRCA have put to Government on the so called 'devolution' deal. Mr Slack believed the update was a bit shy on detail but from business sources he had learned that the asks from the Region implied control over an extra £750m or more of public and private funding.

If the SCRCA achieved all they were asking for, Mr Slack considered that it will almost certainly result in the imposition of a City Region Elected Mayor. It was also clear that the cost of the Mayor will be borne by the local Council Tax payers, through a precept. Had any work been done to assess the cost of a City Region Mayoral office and staff and the impact this will have on increased Council Taxes or further cuts to local services?

The Leader of the Council, Councillor Julie Dore, responded that, in relation to the figure stated of £750m, this was not something that she had heard. The Government had made it clear that until a settlement had been agreed the negotiations had to remain confidential amongst the Combined Authority.

The demands from the Combined Authority were very ambitious and asked for major changes to the current system. Councillor Dore acknowledged that not every demand may be met but everything was currently on the table to be negotiated. The Combined Authority Members were clear that they would resist as far as possible the imposition of an Elected Mayor as this would create difficulties geographically across the region and this had been made clear to the Government.

Councillor Dore believed the current governance model of the Combined Authority was working well as evidenced by the recent City Deal, growth deal etc. The demands on the table from the Combined Authority at the present time related to economic drivers. She believed the Combined Authority could agree a deal without the imposition of an Elected Mayor but that remained to be seen.

Councillor Dore confirmed that any costs would have to be subsumed within the devolution deal and the administrative structure that was agreed. A deal would not be agreed unless it vastly improved services and funding and would not detrimentally impact on Council Tax or services.

### 5.4 Public Question in respect of New Retail Quarter

Nigel Slack stated that proposals for the New Retail Quarter were grinding ahead and, presumably, under the current proposals the land now owned by the Council in the City Centre will be returned to private ownership. This brought concerns for Mr Slack over the private ownership of perceived public land such as roads, pavements and 'public' squares etc. Private ownership of these types of spaces could lead to the public having their traditional rights curtailed, such as the right to

protest, assemble and so forth. Will the Council, therefore, be taking steps to retain true public ownership of these spaces in order to protect such rights?

Councillor Dore replied that the Council always tried to retain as much public ownership as possible when it came to public realm and there were very few occasions where they didn't. In relation to the New Retail Quarter, the Council would try to do that but it may be a decision for the main developer. However, she expected that it would be in the developer's interest to keep the public realm up to a good standard to be more attractive to visitors. The aim would be to find the best solution for the City.

5.5 Public Question in respect of the Council's Development Partner

Nigel Slack asked will the candidates for the Council's development partner be assessed on the same standards as potential contractors i.e. Tax Propriety etc?

Councillor Dore confirmed they would be assessed by the same standards. The Council was currently revising its procurement policies and was constantly striving to ensure standards were met.

5.6 Public Question in respect of Transparency and Webcasting

Nigel Slack commented that he congratulated the Council on their plans to return more public services to Council control, under item 13 on the agenda for the meeting, but for him it was about transparency and accountability rather than cost. Could we look forward to other services being returned in due course? And whilst on transparency, what was the status of the plans to webcast meetings of the Council?

Councillor Dore emphasised that the wish of the Council was to insource as much as possible if it met the needs of the particular service. Every individual case was looked at on its merits. In the example referred to by Mr Slack on the agenda for the meeting, insourcing some services was felt to be the best option but the Council were not necessarily in a position to insource everything.

The issue of webcasting was still being investigated and she would speak to Councillor Ben Curran, Cabinet Member for Finance and Resources, to establish what the current position was.

5.7 Public Question in respect of Councillor Status

Nigel Slack commented that, with the self-suspension of Councillor Clarkson, what did this mean for the representation of the public of his Ward? Will he be able to fulfil the role ascribed in Article 2 of the Constitution (Effectively represent the interests of their Ward and of individual constituents) and, if not, what are the consequences?

Councillor Dore responded that once Councillors were elected they were effectively self-employed. One of their main duties was to attend the Full Council meeting. Thereafter it was the individuals responsibility to manage the needs and

resources to suit that position.

As stated, the main requirement of a Councillor was to attend Full Council meetings. If a Councillor did not attend a meeting for six months action could be taken, but this would be dependent on the individual circumstances of the Councillor concerned.

The Council could not take any action against the Councillor concerned at the present time. No complaints had been received. If any complaints were received, they would be considered at that time. The Council had retained its Standards Committee and any complaint would be managed through the Standards Committee process.

#### 5.8 Public Question in respect of Mount Pleasant Development

Jonny Douglas commented that his question related to the Mount Pleasant development on Sharrow Lane. For 12 months he and his colleagues had been trying to register interest for their community development project for the site and gain the relevant information to put a proper proposal together. They felt they had been unfairly treated, disadvantaged and actively obstructed, both directly by Kier themselves and indirectly through the misleading and misinforming of Councillors and Council departments at every step of the way, to the extent that they had to use Freedom of Information requests, which revealed, among other things that the 'Exclusivity Contract' period which was repeatedly cited had in fact finished months early, and the pre-planning proposal from the currently engaged, seemingly preferred, commercial developer had been deemed inappropriate and unworkable. He therefore asked the following questions:-

1) In light of the report being considered later in the meeting, which recommended that Kier's contract to handle property disposal (and other services) be terminated, are Cabinet willing to call a halt to these proceedings in order to ensure all interested parties are given a fair hearing and the chance to have their proposals for this important Community Asset property considered?

2) On Monday 7 September Nigel Slack (who has been helping us with our project) was told by Councillor Jayne Dunn that the signing of a contract with the developer was imminent and could happen as soon as Friday 11<sup>th</sup>, yet yesterday we were informed by Dave Wood that this was "never the intention of either party". With the constant movement of goalposts and apparent continually changing status of talks with the current developer, can Cabinet say here today: (a) what stage the current negotiations are at, and (b) the timeline for any further stages?

3) I would like to request a meeting with the appropriate Cabinet Members and the Leader to discuss this matter further please.

Councillor Dore commented that she had seen the email in relation to the development from Mr Douglas the morning of this meeting and was not aware of all the details. She would refer the matter to Councillor Ben Curran and ask him to respond to Mr Douglas' comments. She would attend any meeting if necessary.

She confirmed that no final decision on the matter had been made and if Mr Douglas wished to provide any additional information she would be happy to receive it.

Dave Wood, Interim Property Surveying Manager, commented that approval had been given to sell the building. However, contracts had not been exchanged and no one had said that contracts would be exchanged that week. The disposal would be put on hold prior to a meeting with Councillor Curran next week.

## **6. ITEMS CALLED-IN FOR SCRUTINY**

- 6.1 It was reported that a call-in of the Leader's decision on the Proposed Disposal of Walkley Library, taken on 30 June 2015, was considered at a meeting of the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee held on 29 July 2015. The Committee had resolved that no action be taken on the called-in decision. The Cabinet noted the information reported.

## **7. RETIREMENT OF STAFF**

The Interim Executive Director, Resources, submitted a report on Council staff retirements.

**RESOLVED:** That this Cabinet :-

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

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

Anthony Bailey	Buildings Officer, Wharncliffe Side Primary School	41
Alexandra Crawshaw	Primary Consultant	40
Julie Crookes	Teacher, Bents Green School	31
Alan McIntosh	Exam Officer/Data Manager, Stocksbridge High School	37
Christine Peat	Senior Teaching Assistant Level 3, Lower Meadow Primary School	20

### **Communities**

Jean Bennett	Care Manager Level 3	30
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### **Resources**

Daryl Johnson	Finance Officer	38
Kim Kelly	Driver/Attendant	31
Lynda Skill	Assistant Finance Officer	37
Peter Shemeld	Operational Delivery Officer	30
Russell Webster	Multi Functional Driver	40

(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. BURBAGE, HOUNDKIRK AND HATHERSAGE MOORS - PROPOSED LEASE TO THE NATIONAL TRUST FOR PLACES OF HISTORIC INTEREST OR NATURAL BEAUTY AND THE ROYAL SOCIETY FOR THE PROTECTION OF BIRDS (RSPB)**

8.1 The Executive Director, Place submitted a report in relation to the proposed lease to the National Trust for Places of Historic Interest or Natural Beauty and the Royal Society for the Protection of Birds (RSPB) of Burbage, Houndkirk and Hathersage Moors.

8.2 A map showing the locations was circulated to Members at the meeting.

8.3 **RESOLVED:** That Cabinet:-

- (a) welcomes the support expressed in response to the advertised disposal of Burbage, Houndkirk and Hathersage Moors;
- (b) notes the concerns expressed by two respondents with the measures proposed to mitigate such concerns;
- (c) approves the granting of a lease of Burbage, Houndkirk and Hathersage Moors to the National Trust for Places of Historic Interest or National Beauty and the Royal Society for the Protection of Birds in accordance with the terms of the report; and
- (d) delegates authority to the Director of Legal and Governance to complete the lease in accordance with the terms of the report and such further detailed provisions as may be approved by the Director of Capital and Major Projects.

**8.4 Reasons for Decision**

8.4.1 Through the terms of the proposed lease, the RSPB and National Trust will bring

substantial additional expertise and resources to support the long term sustainable management of this valuable and cherished landscape, within a robust framework of consultation, stakeholder engagement and accountability to the City Council.

## 8.5 **Alternatives Considered and Rejected**

8.5.1 Retain direct management of the site with complete control and flexibility over future use and management. Not considered a viable alternative as existing resources are inadequate to ensure sustainable management, a situation which is unlikely to improve in the foreseeable future. This alternative is unlikely to:

- optimise the benefit of environmental grant aid available
- generate comparable levels of investment from third party organisations
- result in the same degree of public engagement in the management of the site

8.5.2 Undertake a procurement exercise to find an alternative partner organisation to assist the Council in the long term future management of the moors. This option has been considered but discounted due to:

- the track record of the National Trust/RSPB in delivering demonstrable public benefits through exemplary stakeholder engagement and land management on the adjoining Eastern Moors leased from the Peak District National Park Authority
- the beneficial effect of the close proximity of the National Trust's operations at Longshaw and the RSPB/National Trust's base at Barbrook in delivering effective day to day management of the Council's moors
- lessons learned from management of the Eastern Moors, within the context of the established network of stakeholder engagement, can be applied to the benefit of the Council's moors
- the National Trust and RSPB are existing partners in the Sheffield Moors Partnership and are fully committed to delivery of the wider vision for the Sheffield Moors, through delivery of the masterplan

## 9. **LONDON ROAD SHOP FRONT IMPROVEMENT SCHEME**

9.1 The Executive Directors, Place and Communities, submitted a joint report seeking Cabinet approval for a proposed London Road Shop Front Improvement Scheme to be delivered under the Successful Centres Programme.

9.2 Appendix 1, which had been omitted from the agenda in error, was circulated to Members.

9.3 **RESOLVED:** That the proposed London Road Shop Front Improvement Scheme detailed in the report and set out in Appendix 1 of the report be approved.

9.4 **Reasons for Decision**



9.4.1 The Thriving District Local Centre strategy approved by the Central Community Assembly in 2012 identified the importance of improving the appearance and public realm within the Sharrow/London Road district centre.

9.4.2 The proposed scheme will support independent traders, boost the confidence and image of the centre and help increase footfall to improve the local economy.

#### 9.5 **Alternatives Considered and Rejected**

9.5.1 Do nothing – This would mean leaving any improvement to the market. However, the current economic climate is not conducive to this, as there is already widespread market failure and there is a strong risk of London Road District Centre falling into further decline and unable to make the most from the other proposed investment opportunities.

9.5.2 To deliver the Scheme by providing loans to owners to carry out the shop front improvements. In order for the scheme to be successful, the majority of independent traders need to participate so that a sufficient impact can be made on the street scene. In the current economic climate, owners will find it difficult to make substantial payments to fund the whole costs of shop front improvements and the scheme is likely to fail.

9.5.3 As proposed. The Scheme aims to deliver a project that will deliver the agreed objectives for London Road/Sharrow District Centre outlined in the Successful Centres Strategy to improve the viability, use and appearance of the centre, and complement and consolidate the other proposed public and private sector investments.

### 10. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING MONTH 3 (AS AT 30/6/15)**

10.1 The Interim Executive Director, Resources submitted a report providing the month 3 monitoring statement on the City Council's Revenue and Capital Budget for 2015/16.

10.2 **RESOLVED:** That Cabinet:-

(a) notes the updated information and management actions provided by the report on the 2015/16 Revenue Budget position; and

(b) notes the latest position on the Capital Programme.

#### 10.3 **Reasons for Decision**

10.3.1 To record formally 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.

#### 10.4 **Alternatives Considered and Rejected**

- 10.4.1 A number of alternate 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.

**11. KEY BUS ROUTE - CHESTERFIELD ROAD LAND ACQUISITION AND COMPULSORY PURCHASE ORDER**

- 11.1 The Executive Director, Place submitted a report in relation to the Chesterfield Road Key Bus Route Improvement Scheme Land Acquisition and Compulsory Purchase Order.

**11.2 RESOLVED:** That:-

- (a) authority be given for the Council to make a Compulsory Purchase Order (CPO) under the powers conferred by the Highways Act 1980 to acquire the land coloured pink and occupy temporarily during the period of the works the land coloured blue on the map displayed at the meeting of the Cabinet on 16 September 2015 and marked 'Map referred to in the City of Sheffield (Chesterfield Road) (Chesterfield Road Key Bus Route (Classified Road, A61) Compulsory Purchase Order 2015';
- (b) delegated authority be given to the Director of Legal and Governance to authorise the CPO, to take all necessary procedural steps prior to and after the making of the CPO, to enable the CPO to be submitted to the Secretary of State for confirmation, including:
  - (a) finalising the attached draft Statement of Reasons;
  - (b) finalising the Schedule of Interests;
  - (c) serving notices of the making of the CPO on all persons entitled to such notice and placing necessary press notices; and
  - (d) taking all necessary steps to confirm the Order if authorised by the Secretary of State;
- (c) delegated authority be given to the Director of Finance and the Director of Capital and Major Projects, in conjunction with the Director of Legal and Governance, to acquire and/or secure affected land and rights by agreement in parallel with the CPO, so that the scheme can be implemented;
- (d) the Director of Legal and Governance be authorised to sign and serve any Notices and, documents and together with the Executive Director, Place, be authorised to take all the necessary action to give effect to these recommendations;
- (e) as soon as the Order is confirmed by the Secretary of State, the Director of

Legal and Governance be authorised to advertise the confirmation of the CPO and serve all necessary notices of confirmation and once the CPO becomes operative, to serve Notices to Treat under Section 5 of the Compulsory Purchase Act 1965, and where necessary, to serve Notices of Entry under Section 11 of the same Act in respect of the land included in the Order, or to execute general vesting declarations under the Compulsory Purchase (Vesting Declarations) Act 1981; and

- (f) it be noted that a Capital Approval submission will be brought forward for the acquisition of the land.

### **11.3 Reasons for Decision**

11.3.1 The use of the CPO to acquire the Order Land required for the Scheme is possible under the Highways Act 1980, and would be justified in the light of a compelling case in the public interest for the acquisition of the Order Land to enable the delivery of the Chesterfield Road Key Bus Route Improvement Scheme.

11.3.2 Where the Council propose to make a CPO under these statutory provisions, the Council must be satisfied that the development is likely to contribute to the achievement of one or more of the following objectives, namely the promotion or improvement of the economic, social or environmental wellbeing of their area.

11.3.3 It is considered that there is a compelling case in the public interest to justify the Council using its CPO powers to acquire the Order Land because the implementation of this Scheme will reduce congestion and delays around this busy section of the network, improving service reliability for buses, conditions for economic inward investment and contributing to reduced vehicle emissions.

### **11.4 Alternatives Considered and Rejected**

11.4.1 Where it is known that the City Council requires land for the delivery of a scheme, an owner or occupier may be prepared to sell their interest, and consequently the Council can, in some cases, pursue an acquisition by agreement, without the requirement for a CPO.

11.4.2 An attempt to acquire, by agreement, the land and rights affected by the proposed scheme, prior to making a CPO, has been considered as an alternative option. Negotiations continue and are encouraging but given that the Government's current spending review period dictates that all funds for the scheme need to be spent by December 2017, it is imperative for the Council to ensure that if negotiations to acquire the affected land by agreement fail, then it and any rights necessary to deliver the scheme can be acquired before the funding ends. Running these negotiations in parallel with the CPO process is therefore considered the most appropriate option.

## **12. FUTURE OPTIONS FOR SCC PROPERTY AND FACILITIES MANAGEMENT SERVICES**

12.1 The Executive Directors, Place and Resources submitted a joint report outlining future options for SCC Property and Facilities Management Services.

12.2 **RESOLVED:** That Cabinet:-

- (a) notes the contents of the report including the principles and assumptions described and have regards to the risks and mitigations as set out in the report and Appendix A to the report;
- (b) approves the budget required to cover the one-off implementation and set-up costs, as described in Appendix A of the report;
- (c) approves the identified insourcing of Property Management, FM Service Delivery and Security and Events;
- (d) notes the potential contracting-out of a small proportion of specialist property and catering services;
- (e) approves the identified service retendering of Cleaning and Catering services;
- (f) delegates authority to the Executive Director, Resources, in consultation with the Cabinet Member for Finance and Resources:-
  - to carry out the appropriate contractual mechanisms to give notice to Kier Ltd to notify that the contract will not be extended and to carry out all necessary steps to identify and carry out the exit obligations;
  - to undertake formal consultation with Trade Unions regarding the transfer of staff engaged on the Kier Ltd contract into the Council and other transfer and transition arrangements (in consultation with the Director of Human Resources as necessary);
  - in consultation with the Director of Human Resources to develop the future structures of in sourced services within his portfolio;
  - in consultation with the Director of Commercial Services, the Director of Finance and the Director of Legal and Governance to approve a business case for the creation of joint venture arrangements for the Cleaning and Catering services
  - in consultation with the Director of Commercial Services, the Director of Finance and the Director of Legal and Governance, to approve the procurement strategy and subsequent contract awards for the outsourced Cleaning and Catering services, including, where a business case has been approved, a joint-venture arrangement;
  - to make arrangements to monitor the performance and delivery of the new service arrangements;

- any other actions he sees appropriate for the effective preparation for, and implementation of, the insourcing and future delivery of the identified service elements within his portfolio; and
- (g) delegates authority to the Executive Director, Place, in consultation with the Cabinet Member for Finance and Resources:-
- in consultation with the Director of Human Resources, to develop the future structures of insourced services within his portfolio;
  - approving the final procurement strategy, contract awards, joint-venture arrangements and agreeing contract terms and entering into the contracts for all necessary associated goods and services (in consultation with the Director of Commercial Services and the Director of Legal and Governance as necessary);
  - any other actions he sees appropriate for the effective preparation for and implementation of the insourcing and future delivery of the identified service elements within his portfolio;
  - ensuring compliance with all relevant legislation to minimise the risk of disruption to the Organisation or the public; and
  - to make arrangements to monitor the performance and delivery of the new service arrangements.

### 12.3 **Reasons for Decision**

- 12.3.1 Each element of the proposed package has been considered on its merits. The proposals are being recommended as providing an appropriate balance between:-
- Providing quality services, which meet the expectations of customers (both internal customers and the public)
  - Making a considerable, and ongoing contribution to the Council's savings target, over and above what was envisaged as part of the 2008 contract
  - Maintaining risk (financial, legal, reputational and delivery) within acceptable limits
  - Being affordable and representing best value to the Organisation within the short and long term
  - Supporting the Organisation to transform its services and deliver differently

### 12.4 **Alternatives Considered and Rejected**

- 12.4.1 To extend the full contract with Kier Ltd based on the service improvements and

savings offered within the contract renewal dialogue.

- 12.4.2 To offer to extend elements of the contract with Kier Ltd based on the service improvements and savings offered within the contract renewal dialogue.
- 12.4.3 To extend elements of the contract of sufficient duration to enable a specification for retender to be produced and evaluated.

### **13. THE J.G.GRAVES CHARITABLE TRUST: PROPOSED LETTING OF AGRICULTURAL LAND AT CLOUGH LANE AND MARK LANE**

13.1 The Executive Director, Place submitted a report in relation to the proposed letting of agricultural land at Clough Lane and Mark Lane.

13.2 **RESOLVED:** That Cabinet, acting as Charity Trustees in accordance with the powers given to the Council as Trustee in the Conveyance of the land to the Council, resolve to:-

- (a) approve the granting of a ten year Farm Business Tenancy of land at Clough Lane and Mark Lane in accordance with the terms detailed in the report and the attached appendix; and
- (b) delegates authority to the Director of Capital and Major Projects to instruct the Director of Legal and Governance to complete the tenancy agreement in accordance with the approved terms and such other detailed provisions as he may consider appropriate to the letting.

#### **13.3 Reasons for Decision**

13.3.1 The proposed new letting will benefit the Charity by securing an enhanced rent, increasing the net income available for distribution to the beneficiaries of the Trust.

#### **13.4 Alternatives Considered and Rejected**

13.4.1 Freehold disposal of the land has been considered. Whilst it is understood that the specific consent of the Charity Commission would not be required for the sale of the land and for the proceeds to be invested and the income applied to achieve the objects of the Charity, it is considered that sale would be contrary to the express intentions of the gift by Alderman Graves.



## SHEFFIELD CITY COUNCIL Cabinet Report

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**Report of:** Interim Executive Director, Resources

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**Date:** 14<sup>th</sup> October 2015

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**Subject:** Staff Retirements

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**Author of Report:** Simon Hughes, Democratic Services

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

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### 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 20 years' service.
- 

**Background Papers:** None

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**Category of Report:** OPEN

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**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>
<b><u>Children, Young People and Families</u></b>		
Barbara Cox	Analyst	41
<b><u>Communities</u></b>		
Christine Elrick	Support Worker	28
Eric Jackson	Estate Officer, Council Housing Service	26
<b><u>Place</u></b>		
Lloyd Marshall	Business Support Assistant	23

2. To recommend that Cabinet:-
- (a) place on record its appreciation of the valuable services rendered to the City Council by the above-mentioned members of staff in the Portfolios stated;
  - (b) extend to them its best wishes for the future and a long and happy retirement; and
  - (c) direct that an appropriate extract of the resolution now made under the Common Seal of the Council be forwarded to those staff above with over 20 years' service.





## Cabinet Report

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**Report of:** Jayne Ludlam

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**Report to:** Cabinet

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**Date:** September 2015

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**Subject:** Step Up to Social Work Programme

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**Author of Report:** Dorothy Smith 0114 2736976

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**Key Decision:** YES

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**Reason Key Decision:** The external funding to be received from the DfE exceeds the £1.5million limit and is therefore required to be approved by Cabinet.

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**Summary:** The Step Up to Social Work programme is a Department for Education wholly funded initiative to promote people to change or start their careers in children and families social work by funding a 14 month degree in social work. Sheffield City Council is the lead authority for the Yorkshire and Humberside Regional Partnership (the Partnership) which consists of 10 local authorities. This programme started in 2010 and this report updates Cabinet on the progress of the programme whereby Sheffield City Council acts as a lead authority for the Partnership and administrates the external funding on its behalf. The report seeks approval for a number of agreements to facilitate the continuation of the programme.

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### **Reasons for Recommendations:**

The Step Up to Social Work programme is a national initiative which is wholly funded by the Department for Education by way of a grant. This funding includes a bursary payment for each successful student on the degree programme, funding of the University course, funding for training and supervision of each student whilst they are placed in their host authority across the region and administration of funding by the lead authority.

The programme has been running since 2010 and has flagship status both regionally and nationally. The Yorkshire and Humberside Regional Partnership is the largest of the 18 national partnerships participating in the Step up to Social Work programme. This initiative has produced 108 high calibre graduates since its initiation and 98% of these graduates have been successful in gaining employment as social workers in authorities across this region. This initiative has proven to be highly successful in resolving recruitment difficulties in social work in children and families.

This year the DfE have approved funding for the Yorkshire and Humberside region to host 50 students which means that external funding awarded will be £1.7m for the 14 month programme which will start in January 2016. Admissions recruitment took place in June/July 2015. Sheffield is the lead authority and acts as the broker for the grant funding with the responsibility of distribution of funding to each authority as directed by the Department of Education and oversees the success of the programme.

The other nine local authorities in the Partnership include: City of Bradford MBC, Doncaster Children's Services Trust, Kirklees Council, Leeds City Council, Calderdale County Council, North Lincolnshire Council, North East Lincolnshire Council, North Yorkshire County Council and Wakefield Council. Letters of Commitment from all these authorities were received at the point of submitting the bid and Inter Authority Contracts have been prepared in accordance with the DfE template. The Grant Offer Letter from the Department for Education was received on 26 June 2015. Salford University has been procured to deliver the 14 month post graduate degree programme and the relevant contract terms have now been agreed (Appendix 1). The grant will be paid on a monthly basis and any underspend on funding as at March 2017 will be repaid to the DfE.

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### **Recommendations:**

#### **Cabinet is recommended to:**

- a) Note the contents of this report**
- b) Note that the Council has entered into the Grant Funding Agreement for the Step Up To Social Work Programme as the lead authority for the Yorkshire and Humberside Regional Partnership.**
- c) Approve that Inter Authority Contracts between the authorities of the Partnership, which have been agreed in principle, are now executed.**
- d) Approve that the Council enters into a contract with Salford University for Cohort 4 and approve an extension to that contract for**

- a further cohort if the Council should be successful in receiving another grant for any future cohort.
- e) Delegate authority to administer the DfE funding awarded to the Partnership to Sheffield City Council Assistant Director of Children and Families Fieldwork Services
- 

**Background Papers: attached**  
**Grant Agreement**  
**Salford University contract (Appendix 1)**  
**Inter Authority contract (example)**

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**Category of Report: OPEN (Appendix 1 is CLOSED i.e. not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)).**

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: M Wassell
<b>Legal Implications</b>
YES Cleared by: Ewelina Nidecka/Sarah Bennett/Nadine Wynter
<b>Equality of Opportunity Implications</b>
NO Cleared by: Bashir Khan
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human Rights Implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic Impact</b>
NO
<b>Community Safety Implications</b>
NO
<b>Human Resources Implications</b>
NO Cleared by: Kath Selman
<b>Property Implications</b>
NO
<b>Area(s) Affected</b>
Children and Families statutory fieldwork services
<b>Relevant Cabinet Portfolio Lead</b>
Jayne Ludlam
<b>Relevant Scrutiny Committee</b>
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press Release</b>
NO

## **REPORT TO CABINET**

### **STEP UP TO SOCIAL WORK PROGRAMME**

#### **1.0 SUMMARY**

- 1.1 The Step Up to Social Work programme is a DfE initiative which is grant funded to encourage the general public to either start or change their career into social work
- 1.2 The national initiative is aimed at resolving recruitment and retention of social workers and as a means of training existing graduates to become high calibre social workers.
- 1.3 Sheffield City Council has been the lead authority for the Yorkshire and Humberside Step up to Social Work Regional Partnership since 2010. The number of places hosted by the authorities within the Partnership has increased to 50 and therefore the amount of funding to be received exceeds £1.5m.
- 1.4 The region has been successful in its bid for funding to support the current cohort of 50 students within 10 local authorities to graduate as Children and Families social workers

#### **2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE**

- 2.1 Graduates are not guaranteed employment however statistical evidence proves that 98% of graduates have been successful in obtaining a job as a social worker. Sheffield CYPF will host 10 students as part of this fourth cohort.
- 2.2 Upon graduation, the region will have 50 high calibre newly qualified social workers to fill vacant social worker posts who have been supported through an employer led degree programme.
- 2.3 The assessment centre admissions process includes interviews held by foster carers and young people from Sheffield whose comments and scores are fed into the regional panels.
- 2.4 Foster carers use this process for their development portfolios and young people use their experiences for their CV's and to develop confidence. Many young people have been assisted in gaining employment and/or travel opportunities as a result of this experience.

#### **3.0 OUTCOME AND SUSTAINABILITY**

- 3.1 Upon graduation in March 2017, there will be 50 additional high calibre social workers who will have been part of an employer led university post graduate degree course who are ready and trained for employment in social work with children and families across the region.

- 3.2 The programme is fully funded by the Department for Education and therefore is at no cost to Sheffield City Council or any of the other 9 authorities in the Partnership.
- 3.3 The Government has agreed to fund 500 places and 18 partnerships across the country due to the success of this programme.
- 3.4 The 10 local authorities within the Yorkshire and Humberside Regional Partnership work creatively and collaboratively. This programme has been highly successful and as our partnership is the largest in the country the DfE ask Sheffield to give advice, support and expertise to other new partnerships.
- 3.5 Local authorities within South Yorkshire are currently forming a teaching partnership which will be funded by the Department for Education and the Department of Health based on the Step up to Social Work model. Sheffield will be the lead authority for the new South Yorkshire Teaching Partnership as well based on their experience and success of the Step Up programme.

#### **4.0 MAIN BODY OF THE REPORT**

- 4.1 As the lead authority of the Partnership, Sheffield City Council administrates the external DfE grant and makes payments to the authorities within the Partnership on behalf of the DfE for bursary payments and training and support payments for the number of students hosted by each local authority. Sheffield City Council is responsible for payment to Salford University for course fees for all 50 students. A trainee contract is drawn up by the host local authority for each student to sign prior to commencement of the Post graduate degree in Social Work programme.

As the lead authority, Sheffield City Council receives funding to administrate the Step Up to Social Work process and to procure an HEI to deliver the programme. Procurement for an HEI to deliver the Cohort 4 programme took place between July 2014 and January 2015.

Regional Partnership meetings take place on a bi-monthly basis with the HEI and are chaired by Sheffield City Council as the lead authority. Reports on students' progress will be submitted to the DfE.

Sheffield submitted a bid to the DfE in February 2015 which was successful and the Council has now signed a Grant Funding Agreement with the DfE for the next 14 month Post Graduate in Social Work degree programme which commences in January 2016.. The Grant Funding Agreement is effective from 26 June 2015. Both Salford University and local authorities in the Partnership were required to attend the admissions assessment centre where the recruitment of 50 students into this programme was undertaken.

- 4.2 The terms of Inter Authority Contracts have now been agreed between Sheffield and each authority within the Partnership in accordance with the template provided by the DfE. These follow Letters of Commitment received from each partner authority during the bidding process. These contracts are ready to be executed in order to formalise the inter authority agreements.

#### **Financial Implications**

- 4.3 There are no financial implications to Sheffield City Council to engage in this programme. However, all funding must be spent and accounted for by the end of the financial year in 2017; any underspend must be repaid to the DfE.

The value of the DfE grant is £1.7 million. It will be paid in equal instalments and must be spent by the end of March 2017. Any unspent grant will be repaid back to the DfE. Failure to comply with the terms and conditions of the grant will mean that all or part of the grant will have to be repaid. The latest grant agreement terms and conditions for the grant have not yet been finalised, but there are not expected to be any material changes from previous years funding allocations.

#### **Legal implications**

Sheffield, on behalf of the Partnership has procured Salford University to deliver the post graduate programme. DfE funding includes payment for the procurement of an HEI.

Procurement has been carried out in accordance with Sheffield City Council Contract Standing Orders and the Contract Award approval was signed off at the end of 2014 to allow for the bidding process with the DfE. The contract itself has been awarded to Salford University.

The purpose of the Inter Authority Contracts is to safeguard the relationships between the local authorities within the Partnership and to support the role of Sheffield City Council as the lead authority, with the responsibility for entering into a number of contracts on behalf of the Partnership. These contracts are not legally binding between the parties until they are signed and sealed.

### **5.0 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Sheffield City Council has been the lead authority for the Step up to Social Work programme since its inception at a pilot stage in 2010. The Regional Partnership is the largest in the country and is highly praised by the DfE for its success. The DfE has advised prospective new partnerships to contact Sheffield for expert guidance and the lead Step Up co-ordinator from Sheffield visited Somerset and Dorset in March. This led to the South West forming a new partnership and they continue to seek guidance from Sheffield.

Sheffield City Council is currently participating in a DfE longitudinal national study of graduates from past Step Up Cohorts and was recently invited to be interviewed by Consultant Economists who have been commissioned by the DfE to audit the value of different social work degree programmes.

Sheffield City Council wishes to continue to act as the lead authority for Step up to Social Work within the Yorkshire and Humberside region as it raises the profile of the authority not only for the workforce across the region but nationally.

Sheffield City Council has recently been successful in the bid for the Early Adopter phase of Teaching Partnerships for the South Yorkshire region. 22 Partnerships bid nationally; these were shortlisted to 8 with a requirement for a further application which resulted in Sheffield City Council being one of the final 4 successful bidders. This new partnership will allow Sheffield City Council to contribute to the future of social work education and it is believed that the bid was successful due to the expertise gained from the Step Up to Social Work programme.

## **6.0 REASONS FOR RECOMMENDATIONS**

- 6.1** The Step Up to Social Work programme is a national initiative which is wholly funded by the Department for Education by way of a grant. This funding includes a bursary payment for each successful student on the degree programme, funding of the University course, funding for training and supervision of each student whilst they are placed in their host authority across the region and administration of funding by the lead authority.
- 6.2** The programme has been running since 2010 and has flagship status both regionally and nationally. The Yorkshire and Humberside Regional Partnership is the largest of the 18 national partnerships participating in the Step up to Social Work programme. This initiative has produced 108 high calibre graduates since its initiation and 98% of these graduates have been successful in gaining employment as social workers in authorities across this region. This initiative has proven to be highly successful in resolving recruitment difficulties in social work in children and families.
- 6.3** This year the DfE have approved funding for the Yorkshire and Humberside region to host 50 students which means that external funding awarded will be £1.7m for the 14 month programme which will start in January 2016. Admissions recruitment took place in June/July 2015. Sheffield is the lead authority and acts as the broker for the grant funding with the responsibility of distribution of funding to each authority as directed by the Department of Education and oversees the success of the programme.



**6.4** The other nine local authorities in the Partnership include: City of Bradford MBC, Doncaster Children's Services Trust, Kirklees Council, Leeds City Council, Calderdale County Council, North Lincolnshire Council, North East Lincolnshire Council, North Yorkshire County Council and Wakefield Council. Letters of Commitment from all these authorities were received at the point of submitting the bid and Inter Authority Contracts have been prepared in accordance with the DfE template. The Grant Offer Letter from the Department for Education was received on 26 June 2015. . Salford University has been procured to deliver the 14 month post graduate degree programme and the relevant contract terms have now been agreed (Appendix 1). The grant will be paid on a monthly basis and any underspend on funding as at March 2017 will be repaid to the DfE.

## **7.0 REASONS FOR EXEMPTION**

**7.1** Appendix 1 attached to this report is presented as an exempt item because it contains exempt information under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) i.e. it contains information relating to the financial or business affairs of the Council. In considering this exemption the author of the report has decided that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, because it might weaken the City Council's position in a competitive environment in relation to any future bidding process for DfE grants in the future.

## **8.0 RECOMMENDATIONS**

Cabinet is recommended to:

- a) Note the contents of this report
- b) Note that the Council has entered into the Grant Funding Agreement for the Step Up To Social Work Programme as the lead authority for the Yorkshire and Humberside Regional Partnership.
- c) Approve that Inter Authority Contracts between the authorities of the Partnership, which have been agreed in principle, are now executed.
- d) Approve that the Council enters into a contract with Salford University for Cohort 4 and approve an extension to that contract for a further cohort if the Council should be successful in receiving another grant for any future cohort.

- e) Delegate authority to administer the DfE funding awarded to the Partnership to Sheffield City Council Assistant Director of Children's Fieldwork Services

Author Dorothy Smith  
Job Title Senior HR consultant  
Date 14/8/15



Department  
for Education

2 St Paul's Place  
125 Norfolk Street  
Sheffield  
S1 2FJ

26 June 2015

Dorothy Smith  
Sheffield City Council  
Service Improvement team Children and Families  
Moorfoot, Floor 7, North Wing  
Sheffield  
S1 4PL

**Via Email**

Dear Dorothy

**Grant Offer Letter - Step Up to Social Work Programme 2015-16  
Ref: CSDSD2/2015/YH - Sheffield City Council- Yorkshire and  
Humberside Regional Partnership**

This Grant Offer is made between:

- (1) **The Secretary of State for Education** and
- (2) **Sheffield City Council, acting on behalf of the Yorkshire and  
Humberside Regional Partnership**

This letter confirms that a grant will be awarded for your regional partnership's participation in cohort 4 of the Step Up to Social Work Programme to the values detailed in Annex H and such grant is subject to the Department for Education's Grant Terms and Conditions<sup>1</sup>.

For the purposes of this grant only, the Grant Offer Letter and the payment mechanism [the Portal], fulfil the functions in the following clauses of the Terms and Conditions.

- Section 4 - Amount of grant re subsequent year: this is set out at annex H

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<sup>1</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

- Section 5.1 - 5.3: payment arrangements: payment will be made via the Portal
- Section 7.1 - progress reporting: this will be made via the Portal
- Section 12 - forecast of expenditure: the Portal shows the number of trainees requiring funding
- Section 21 - Accounts: the Portal provides a statement of account
- Section 23 - exit plan: the Portal tracks the number of trainees on the programme

Any grant paid by the Secretary of State will be paid pursuant to section 14, subsection 2, of the Education Act 2002 and section 67, subsection 4b, of the Care Standards Act 2000, and will accordingly be paid only in respect of approved expenditure incurred by Sheffield City Council for the purpose of the funded activities. This letter must be read in conjunction with the relevant annexes:

- Annex A** - Acceptance of Grant Offer and effective date
- Annex B** - Bank account details
- Annex E** - Details of Grant Allocation for Cohort 4 of Step Up to Social Work
- Annex F** - List of Objectives for which the grant is being paid for Cohort 4 of Step Up to Social Work
- Annex G** - Annual Certification of Expenditure (external auditor / accountant's report arrangements)
- Annex H** - Grant Payment schedule for Cohort 4 of Step Up to Social Work (2015-16).

Please note that any funding available through this grant can only be accessed by nominated officers and in accordance with the parameters detailed in the project specific annexes below. The Department reserves the right to review payment methodology over the grant period.

To accept this offer of 2015-16 funding, please sign this Grant Offer Letter (Annex A) and return both an electronic and hard copy, **no later than Friday 17 July 2015** to the Department for Education (DfE), by email to: [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk) and hard copy posted to: Sarah Allen, Department for Education, 5th Floor, 2 St Paul's Place, 125 Norfolk Street, Sheffield S1 2FJ.

Please ensure that you retain a copy of the signed document for your records.


Yours sincerely




Almudena Lara  
Deputy Director, Children's Social Care Reform and Innovation

**Acceptance of Grant Offer and effective date - Step Up to Social Work Programme 2015-16 - CSDSD2/2015/YH - Sheffield City Council - Yorkshire and Humberside Regional Partnership**

This Grant Funding Agreement is effective from the date of signing.

<b>Signed by person authorised to sign on behalf of the Secretary of State</b>	
Date	26 June 2015
Signature	
Name (please print)	<b>Almudena Lara</b>
Position in DfE	<b>Deputy Director, Children's Social Care Reform and Innovation</b>

As representative of Sheffield City Council acting on behalf of the Yorkshire and Humberside Regional Partnership, I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as contained in the attached guidance. I agree to comply with the notified conditions of the grant on which the offer is made.

<b>Signed by a person authorised to sign on behalf of Sheffield City Council/Yorkshire and Humberside Regional Partnership</b>	
Date	26/6/15
Signature	
Name (please print)	DEBORAH MERCER
Position in organisation	ASSISTANT DIRECTOR

<b>Principal contacts</b>	<b>Department for Education</b>	<b>Sheffield City Council/Yorkshire and Humberside Regional Partnership</b>
Contact name	John Hall	
Position	HEO (Contract Manager)	
Email address	John5.hall@education.gsi.gov.uk	

**Bank account details**

**Information required by the Department to make payment of grant for the activities stated in the offer letter.**

**Contact details for Sheffield City Council to whom payment should be sent**

Organisation name:

Address:

Post Code:

Telephone no:

Remittance  
E-mail address:

**Bank account details**

Account name:

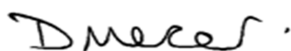
Bank address:

Account no:

Sort code:

Bank name:

**Signed by a person authorised to sign on behalf of Sheffield City Council/Yorkshire and Humberside Regional Partnership**



Signature

Name (please print): DEBORAH MERCER

Position in organisation: ASSISTANT DIRECTOR CHILDREN AND FAMILIES

Date: 26/6/15

**Details of Grant Allocations - Step Up to Social Work Programme 2015-16 - Ref: CSDSD2/2015/YH- Sheffield City Council - Yorkshire and Humberside Regional Partnership**

**Cohort four**

On 10 June 2014, The Department for Education confirmed its intention to run a fourth cohort of the Step Up to Social Work programme. The recruitment process commenced on Monday 16 March 2015 and will run through to mid-November 2015 concluding with the offer by regional partnerships and acceptance from successful candidates of places on the course. Candidate training on the programme commences January 2016.

The programme provides an accelerated entry route into social work for high-achieving graduates and career changers. SUSW is delivered through the development of a bespoke work-based 14 month postgraduate diploma programme, led by groups of local authorities working in regional partnerships and contracting with HEIs. Award of the diploma enables candidates to apply to the Health and Care Professions Council to register as a qualified social worker. The scheme will continue to target high calibre individuals who already have experience of working with children and young people, and who want to train as social workers. Evaluation of previous cohorts shows an average 80% conversion rate to social worker posts on completion of the programme and very positive views about the quality of the training.

DfE provides funding through the lead authority for the partnership to organise and help fund all aspects of training and provide each trainee with a bursary of at least £19,833.00 over the 14 months of their training.

**Cohort 4: list of objectives for which the grant is being paid for the Step Up to Social Work Programme.**

Objective/Activity	Date to be completed by/between
Successful applications available to be accessed/requested by RPs for pre-assessment centre stage (electronic/ paper format)	23 March – June 2015
Assessment centres	22 June - 17 July 2015
Successful applicants invited to confirm place on course	July 2015
RPs perform necessary checks on successful applicants	From late July 2015
To supply an outline programme for Step Up to Social Work which outlines how and where the Knowledge and Skills have been embedded into the academic and practice curricula and how the regional partnership intends to monitor that this is working successfully.	31 October 2015
Contractor manages the reserve pool of candidates to fill as many places as possible	July-November 2015
Partnerships confirm HCPC approval for programme	By November 2015 latest
To provide a description of the placements offered to Step Up to Social Work Programme trainees and the host organisations and a confirmation of at least one and preferably two fulfil the requirements of a statutory placement*	By end of November 2015
<i>Step Up to Social Work</i> programme starts	January 2016

*\*We define statutory placements as those that:*

- *take place in a local authority setting;and*
- *involve work on S17 and S47 cases (under the Children Act 1989);and*
- *require case records to be updated by the student, under appropriate supervision.*



## Annex G - Statement of Grant Usage

*\* This section is an alternative to Annex G (i) and is to be used where the grant recipient is a Local Authority or maintained school.*

## Notes for completion:

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period **[Insert start and end dates]**.
2. This comprises three parts:
  - a) Certificate of Grant Usage.
  - b) Statement of Expenditure; and
  - c) Report confirming Delivery.
3. The Grant Recipient shall submit the forms to the Department no later than **28, twenty eight days from the end of the Grant Period.**

## a) Certificate of Grant Usage

Name of organisation

**Insert Name of Grant Recipient**

Approved Project title

**Insert Project name**

- The total Grant amount of £**insert figure** was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated **insert date of our letter**.
- A report on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue. The report will be provided within 28 days after the completion of the funding of the **insert project name**.
- A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation's financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

Signature

Name

Date

Position

Organisation  
address

Postcode

Initialed by Organisation's Chief Financial Officer/  
Auditor

**Grant Payment Schedule: Step Up to Social Work Programme. Ref: CSDSD2/2015/YH - Sheffield City Council - Yorkshire and Humberside Regional Partnership**

**Financial year 2015-16**

**Cohort four**

*Step Up to Social Work* will run as part of the Programme Grant Agreement between DfE and local authorities. DfE funding will be allocated through the lead local authority of each regional partnership.

- Funding to each regional partnership for establishing and administering the regional partnership of local authorities and their selected HEI provide :
  - £35,000 (2015 – 16 only)
- Funding made to each regional partnership for making delivery arrangements with an HEI provider.
  - £10,000 (2015 – 16 only)
- This will be paid in a single instalment upon return of the following:
  - A signed copy of the 2015-16 grant agreement
  - A copy of the signed agreement between local authorities in your partnership for cohort 4 (E.g. inter-LA contract or memorandum of understanding)
  - A copy of the signed contract between the regional partnership and the HEI(s) for cohort 4
- Funding of £33,250.00 per candidate, which consists of:
  - £19,833 for trainee bursary
  - £1,750 for support and development of supervisors
  - £11,667 for HEI training delivery costs.

The funding below will be made in monthly instalments upon commencement of the January 2016 cohort, to the amounts set out in the table below .

**Please note that this grant agreement only covers funding available in 2015-16. Subject to the availability of funding, a formal grant variation will be issued in due course to cover financial year 2016-17:**

<b>Per candidate costs</b>	<b>For full 14 month course</b>	<b>15 Monthly payments per candidate for January 16 - March 2017 inclusive</b>
Funding to deliver a bursary of £17k pa	£19,833.00	£1322.20
Funding of £11,667 per trainee to allow the local authorities to procure the course from their chosen HEI	£11,667.00	£777.80
Funding of £1,750 per trainee to cover the supervision and support that hosting authorities provide during the programme	£1,750.00	£116.67
<b>SUBTOTALS</b>	<b>£33,250.00</b>	<b>£2,216.67</b>

The first payment will be distributed following the registration of candidates on the portal (or as notified if reviewed), in January 2016. The remaining instalments will be released when lead authorities certify candidates that are still on their courses at the monthly payment points. The final instalment will be paid in March 2017. If a candidate withdraws from the course their funding ends.

Lead local authorities engaged with the project will be prompted to confirm the participation of their candidates at monthly intervals from January 2016, via the portal (or as notified if reviewed), to activate their funding payments.

Cohort 4 of Step Up to Social Work will start in January 2016 and run to March 2017.

Funding will also be reliant on Regional Partnerships providing quarterly reports in an agreed template, including the following points:

- Names of candidates withdrawn from the programme and the reason why
- Details regarding placement positions for all candidates
- Modules completed by candidates
- Any issues of concern

At the end of the cohort 4 programme, regional partnerships are required to provide the Department for Education (when prompted) details of graduates who have completed the programme and if known, the number of Step Up graduates who are employed within Child and Family Social Work.

Regional Partnerships are required to inform the Department for Education of any changes to the leadership structure within partnerships.

Organisations claiming the grant for Step Up to Social Work do so on the

understanding that they may be contacted from time to time by DfE or its agents to assist with any evaluative work being undertaken on the programme.

Payments are made into the bank account details submitted as part of **Annex B** to the Department for Education by the lead local authorities of each Regional Partnership.

Please sign this grant agreement for 2015-16 and return it to [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk) **no later than Friday 17 July 2015**.

For further information regarding the project please visit <https://www.gov.uk/step-up-to-social-work-information-for-applicants>

or if this does not answer your question contact a member of the team at [socialworkreform.sg@education.gsi.gov.uk](mailto:socialworkreform.sg@education.gsi.gov.uk)

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

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~~26<sup>TH</sup> JUNE 2015~~ 9<sup>TH</sup> JULY 2015 *JS* *AL*

CONTRACT

Between

Sheffield City Council

AND

**NORTH YORKSHIRE COUNTY COUNCIL**

RELATING TO

**THE STEP UP TO SOCIAL WORK PROJECT**

Sheffield City Council

Moorfoot Building, Floor 7 North Wing

Moorfoot

Sheffield

S1 4PL

North Yorkshire County Council

**THIS DEED** is dated the twenty sixth day of June 2015

**Parties**

- (1) Sheffield City Council of Moorfoot Building, Moorfoot, Sheffield,S1 4PL and<sup>1</sup>
- (2) Calderdale Council of Town Hall, Crossley Street, Halifax, West Yorkshire, HX1 1UJ;
- (3) Kirklees Council of Civic Centre 3, Market Street, Huddersfield, HD1 1WG;
- (4) Leeds City Council of Civic Hall, Calverley Street, Leeds, West Yorkshire, LS1 1UR;
- (5) North Lincolnshire Council of Pittwood House, Ashby Road, Scunthorpe, North Lincolnshire, DN13 1AB;
- (6) North Yorkshire County Council of Racecourse Lane, Romanby, North Yorkshire, DL7 8;
- (7) North East Lincolnshire Council of Municipal offices, Town Hall Square, Grimsby, DN31 3HU
- (8) Doncaster Children's Services Trust of Mary Woollett Centre,Danum Road,Doncaster,DN4 5HF
- (9) City of Bradford Metropolitan District Council of Room 202, City Hall, Centenary Square, Bradford, BD1 1HY
- (10) Wakefield City Council of Room 33 Marygates Adult Education Centre,Sandal,Wakefield,WF2 7DQ

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<sup>1</sup> add each Authority and give each a name

## **Purpose**

- (A) The Department of Education has funded eighteen regional partnerships of local authorities to work with a University (HEI) to develop and deliver a tailored employer-led Post Graduate Diploma in Social Work incorporating both assessed practice and academic learning requirements
- (B) The Authorities have formed a Regional Partnership in order to participate in the Step up to Social Work Programme.
- (C) The Regional Partnership is receiving funding from the DfE through the Lead Authority
- (D) The Lead Authority has agreed to enter into a number of contracts on behalf of the Regional Partnerships in consideration for the Authorities agreeing to accept reciprocal contract terms and to work with each other pursuant to the terms and conditions of this Contract.
- (E) This Contract is intended to be contractually binding between the parties. It continues the working relationship between the parties as set out in the Terms of Reference and clarifies and confirms the aims, objectives and commitments of the Parties to the Step up to Social Work Project.

This Contract governs the parties' collaboration in relation to the Step up to Social Work Programme.

## **Definitions**

### **1 Interpretation**

- 1.1 The definitions and rules of interpretation in this clause apply in this Contract.

'**Authorities**' means Sheffield City Council, Calderdale Council, Kirklees Council, Leeds City Council, North Lincolnshire Council, North Yorkshire County Council, North East Lincolnshire Council, Doncaster Childrens Services Trust, City of Bradford Metropolitan District Council, Wakefield City Council

'**Background Intellectual Property**' means any Intellectual Property Rights owned or controlled by one of the Authorities or a party to this Contract prior to the commencement of the Programme.

**‘Contract’** means this agreement and the attached Schedules

**‘Course’** means the employment based Post Graduate Diploma in Social Work that is designed and delivered as part of the Step up to Social Work Project

**‘Course Materials’** mean all Documents, products and materials developed by the University, the Authorities, the Lead Authority or their agents, subcontractors, consultants and employees in relation to the Course in any form, including without limitation computer programs, data, reports and specifications (including drafts).

**‘Document’** includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

**‘Foreground Intellectual Property’** means individually and collectively all Intellectual Property Rights which are conceived and/or made by one or more members or other agents of the parties acting either on their own or jointly with one or more employees of the other party in the performance of the Project.

**‘HCPC’** means the Health Care and Professional Council

**‘Intellectual Property Rights’** means all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

**‘In-put Material’** means all Documents, information and materials provided by the DfE relating to the Programme, including computer programs, data, reports and specifications.

**‘Lead HEI’** means Salford University

**‘Main Agreements’** means the contracts that the Lead Authority has entered into on behalf of the Regional Partnership in respect of the Step up to Social Work Programme, attached as Schedules 1 and 2 and 3 hereto

**‘Material Breach’** means any failure to perform that permits the other party to the contract to either compel performance, or collect damages because of the breach. In determining whether a failure to render or to offer performance is material, the following circumstances are significant: (a) the extent to which the affected party will

be deprived of the benefit which they reasonably expected; (b) the extent to which the affected party can be adequately compensated for the part of that benefit of which they will be deprived; (c) the extent to which the party failing to perform or to offer to perform will suffer forfeiture; (d) the likelihood that the party failing to perform or to offer to perform will cure his failure, taking account of all the circumstances including any reasonable assurances; (e) the extent to which the behaviour of the party failing to perform or to offer to perform comports with standards of good faith and fair dealing.

**'Project'** means the project as described in Schedule 1.

**'a regional partnership'** means a partnership of Local Authorities that has been funded by the DfE under the Step up to Social Work Programme to develop a work based Social Work Post graduate Diploma in conjunction with one of the Lead HEI's;

**'Regional Partnership'** means the Lead Authority and the Authorities;

**'Step Up to Social Work Programme'** means the programme, funded by the DfE, to develop and deliver a tailored employer-led training programme for social workers, incorporating both assessed practice and academic learning requirements. The DfE has appointed the Lead HEI's to work with 18 regional partnerships to design a post graduate diploma in social work that is unique to their partnership. Each of the Local Authorities within a regional partnership will take on an agreed number of Trainees. Each regional partnership will work with one of the Lead HEI's to ensure that all delivery of the academic modules is by a training provider that meets the quality assurance criteria of the University and the HCPC. Upon successful completion, Trainees will be awarded a Post Graduate Diploma in Social Work.

**'Terms of Reference'** means the Terms of Reference agreed between the parties and attached as Schedule 4 hereto

**'Trainees'** means the trainees appointed by any of the Authorities or the Lead Authority under the Step up to Social Work Programme

**'the University'** means University of Salford

- 1.2 Clause, schedule and paragraph headings shall not affect the interpretation of this Contract.
  - 1.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assigns.
  - 1.4 The schedules, annexes and background form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the schedules, annexes and background.
  - 1.5 Words in the singular shall include the plural and vice versa.
  - 1.6 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
  - 1.7 A reference to writing or written includes faxes but not e-mail.
  - 1.8 Where the words include(s), including or in particular are used in this Contract, they are deemed to have the words without limitation following them. Where the context permits, the words other and otherwise are illustrative and shall not limit the sense of the words preceding them.
  - 1.9 Any obligation in this Contract on a person not to do something includes an obligation not to agree, allow, permit or acquiesce to that thing being done.
  - 1.10 References to clauses and schedules are to the clauses and schedules of this Contract.
- 2 Commencement and Duration**
- 2.1 This Contract shall commence on 11<sup>th</sup> January 2016 and shall continue until all the Trainees have either have completed the Course or withdrawn from the Step up to Social Work Programme
- 3 Working in Partnership**
- 3.1 The parties will work together in partnership to achieve the outcomes set out in the Main Agreements and shall:
    - 3.1.1 work in good faith with the other parties towards the mutual advantage of the Regional Partnership

- 3.1.2 meet and fulfil the Key Tasks of the Regional Partnership in accordance with the Terms of Reference
- 3.1.3 discuss and identify any risks and issues and agree mitigation actions;
- 3.1.4 provide relevant information to each other in timely manner. Relevant information shall include, without restriction or limitation:
  - 3.1.4.1 early warning of any Trainee dissatisfaction or any Trainee who indicates that they might want to defer
  - 3.1.4.2 actual failure by a party or its contractor in meeting their obligations under this Contract;
  - 3.1.4.3 any other information that could reasonably be expected to impact upon this Contract/the parties to this Contract;
- 3.1.5 take all reasonable steps to mitigate any losses arising from a party's failure under this Contract.

#### **4 Terms of the Main Agreements**

- 4.1 The Authorities accept the obligations and liabilities set out in the Agreement between the Lead Authority and the DfE and shall use their reasonable endeavours to work with the Lead Authority to meet the obligations. In particular the Authorities agree to take on the Trainees specified in Schedule 1 hereto
- 4.2 The Authorities accept the obligations and liabilities set out in the Agreement between the Lead Authority and the University and shall use their reasonable endeavours to work with the Lead Authority to meet the obligations.
- 4.3 The Lead Authority shall notify the Authorities designated officer, in writing, of any breach or anticipated breach of contract, whether Material Breach or otherwise, within 7 working days of first becoming aware of such breach.
- 4.4 Any party to the Contract may require the Lead Authority to take reasonable action to enforce the rights of the Lead Authority under the Main Agreements

#### **5 Joint and Several Liability**

- 5.1 Save for any contact of training obligations to the Trainees, the Authorities shall be jointly and severally liable for any breach of the obligations or warranties set out in the Main Agreement.

## **6 Contract Funding**

- 6.1 The Lead Authority shall receive monies set out in Schedule 3 hereto on behalf of the Regional Partnership and shall
- 6.1.1 hold all monies received from DfE or otherwise received on behalf of the Regional Partnership under the Step up to Social Work Programme from its other accounts, in a bank account that has been set up to hold monies on behalf of the Regional Partnership
- 6.1.2 account for any interest accruing from the monies under 6.1.1 and apportion such interest equally amongst the parties to this Contract
- 6.1.3 make payments to the Authorities in accordance with the payment schedule set out in Schedule 3 hereto
- 6.1.4 chase any late payments from the DfE
- 6.1.5 establish and maintain records of payment instalments of any monies received from the DfE or otherwise received on behalf of the Regional Partnership under the Step up to Social Work Programme and records of how such monies have been utilised on an Authority by Authority basis;
- 6.1.6 maintain a system of internal financial control in relation to monies received on behalf of the Regional Partnership under the Step up to Social Work Programme (including but not limited to the prompt payment of creditors of the Lead Authority), details of which shall be made available to the Authorities where necessary and on request.

## **7 Termination**

- 7.1 Any party may terminate this Contract without liability to the other parties and without prejudice to any other rights or remedies which the parties may have, on giving the other parties not less than 3 months' written notice or immediately on giving notice to the other parties if:
- 7.1.1 the Lead Authority, having received funds on behalf of the Regional Partnership fails to pay any amount due under this Contract on the due date for payment and remains in default at least 30 working days after being notified in writing to make such payment; or
- 7.1.2 any party commits a Material Breach of any of the terms of this Contract and (if such a breach is



remediable) fails to remedy that breach within 30 working days of that party being notified in writing of the breach; or

- 7.1.3 any party repeatedly breaches any of the terms of this Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Contract; or
- 7.1.4 an application is made to court, or an order is made, for the appointment of an administrator, a notice of intention to appoint an administrator is given, or an administrator is appointed over the other party; or
- 7.1.5 a floating charge holder over the assets of that other party has become entitled to appoint, or has appointed, an administrative receiver; or
- 7.1.6 a creditor or encumbrance of the other party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 working days; or
- 7.1.7 there is a change of control of the other party (as defined in section 574 of the Capital Allowances Act 2001).

7.2 On termination of this Contract for any reason, each Authority shall immediately deliver to the Lead Authority:

- 7.2.1 all In-put Material and all copies of information and data provided by the DfE to the Lead Authority for the purposes of the Main Agreements. The Authorities shall certify to the Lead Authority that they have not retained any copies of In-put Material or other information or data, except for one copy which the Authorities may use for audit purposes only and subject to the confidentiality obligations in the Main Agreements; and
- 7.2.2 all specifications, programs (including source codes) and other documentation comprised in the Course Materials and existing at the date of such termination, whether or not then complete. All Intellectual Property Rights in such materials shall automatically pass to the DfE (to the extent that they have not already done so by virtue of the Main Agreements), and the Lead Authority shall be entitled to make arrangements to enter the premises of the Authorities to take possession of them. Until they have been returned or reprocessed, the Authorities shall be solely responsible for their safe keeping.

7.3 If this Contract is terminated in accordance with clause 7.1 above, the Lead Authority shall only be obliged to make payments of the amounts referred to at clause 6 only in so far as they have fallen due up to and including the termination date of this Contract.

**8 Freedom of Information**

Nothing in this Contract shall be interpreted so as to contravene any of the provisions of the Freedom of Information Act 2000.

**9 Force majeure**

9.1 No party shall be liable for any delay in performance, or in the case of the Lead Authority, any delay in making payments, if it is prevented from, or delayed in, carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including terror, strikes, lockouts or other industrial disputes (whether involving the its workforce or the workforce of any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of by either party or its subcontractors. None of the parties will be in breach of this Contract to the extent that any failure to fulfil obligations under this Contract is caused by such circumstances outside its reasonable control.

**10 Variation**

No variation of this Contract or of any of the documents referred to in it shall be valid unless it is in writing and signed by, or on behalf of, each of the parties.

**11 Waiver**

Failure to exercise, or any delay in exercising, any right or remedy provided under this Contract or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

11.1 No single or partial exercise of any right or remedy provided under this Contract or by law shall preclude or restrict the further exercise of that right or remedy.

11.2 A waiver (which may be given subject to conditions) of any right or remedy provided under this Contract or by law shall only be effective if it is in writing. It shall apply only to the party to whom it is addressed and for the specific circumstances for which it is given. It shall not prevent the party who has given the waiver from subsequently

relying on the right or remedy in other circumstances.

11.3 Unless specifically provided otherwise, rights arising under this Contract are cumulative and do not exclude rights provided by law.

## **12 Severance**

12.1 If any provision of this Contract (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Contract, and the validity and enforceability of the other provisions of the Contract shall not be affected.

12.2 If a provision of this Contract (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

## **13 Entire Contract**

13.1 This Contract constitutes the whole Contract between the parties and supersedes any previous arrangement, understanding or Contract between them relating to the subject matter of this Contract.

13.2 Each party acknowledges that, in entering into this Contract, it does not rely on any statement, representation, assurance or warranty ("**Representation**") of any person (whether a party to this Contract or not) other than as expressly set out in this Contract or those documents.

13.3 Nothing in this clause shall limit or exclude any liability for fraud.

## **14 Assignment**

14.1 The Authorities shall not, without the prior written consent of the Lead Authority, assign, transfer, charge, mortgage, subcontract, declare a trust of or deal in any other manner with all or any of its rights or obligations under this Contract.

## **15 Rights of third parties**

A person who is not a party to this Contract shall not have any rights under or in connection with it.

**16 Notices**

- 16.1 Any notice, consent or the like (in this clause referred to generally as 'notice') required or permitted to be given under this Contract shall not be binding unless in writing.
- 16.2 Notice may be given personally or sent to the party to be notified by pre-paid first class post or facsimile transmission, sent to its address or number as set out above or otherwise notified for purposes of this clause 16.
- 16.3 Notice given personally shall be deemed given at the time of delivery.
- 16.4 Notice sent by post in accordance with this clause shall be deemed given at the commencement of business on the second business day next following its posting.
- 16.5 Notice sent facsimile transmission/email in accordance with this clause 24 shall be deemed to be given at the expiry of 24 hours from the time of transmission to the correct facsimile number of the addressee. A notice required to be given under or in connection with this Contract shall not be validly served if sent by email.
- 16.6 Responses to notifications shall be issued by receiving party to issuing party within 14 days following the date of receipt of notification

## **17 Dispute resolution**

17.1 In the event that the Lead Authority is notified of any dispute under the Main Agreements, it shall notify the Authorities in writing, within 28 days of becoming aware of such dispute any dispute or difference shall be first referred to a meeting of each of the Parties involved in the dispute and the Lead Authority. Such meeting shall be convened by the Lead Authority within 7 working days of being made aware of a dispute or difference. The Parties agree to discuss and, in good faith, attempt to resolve any such dispute or difference in accordance with the spirit of partnering described in clause 3. In the event that the relevant Parties are unable to resolve the dispute then the matter shall be referred to the chief executives of each of the Parties involved in the dispute and the Lead Authority who shall try to resolve the dispute by agreement. If the dispute is not resolved at that meeting, the parties will attempt to settle it by mediation in accordance with the Centre for Dispute resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator shall be nominated by CEDR. To initiate the mediation, a party must give notice in writing ('**ADR notice**') to the other party requesting mediation. A copy of the request shall be sent to CEDR Solve. The mediation shall start not later than 30 working days after the date of the ADR notice.

17.2 No party may commence any court proceedings in relation to any dispute arising out of this Contract until it has attempted to settle the dispute by negotiation as set out in 17.1 and if that is not successful by mediation as set out in 17.2 and either the mediation has terminated or the other party has failed to participate in the mediation, provided that the right to issue proceedings is not prejudiced by a delay.

## **18 Governing law and jurisdiction**

18.1 This Contract, and any dispute or claim arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the law of England and Wales.

18.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Contract or its subject matter.

**Executed as a deed by**

The common seal of Sheffield City Council

was hereunto affixed in the presence of:

*D Mercer*

.....

Deborah Mercer, Asst Director of Childrens Services

Sheffield City Council

**26<sup>th</sup> June 2015**



The common seal of North Yorkshire County Council

was hereunto affixed in the presence of:

Director of xxxxxx

Date .....

*[Signature]*  
**AUTHORISED  
SIGNATORY**



## Schedule 1

### The Programme

The Step Up to Social Work Programme will develop and deliver a tailored employer-led training programme for social workers, incorporating both assessed practice and academic learning requirements. Upon successful completion, trainees will be expected to be awarded a Post Graduate Diploma in Social Work. The programme aims to be one component of the strategy to increase the supply of social workers, raise standards and strengthen the workforce.

The programme objectives are:

- to design and deliver a selection process that provides up to 200 trainees capable of completing a Social Work Post Graduate Diploma.
- to design and deliver an approved Social Work Post Graduate Diploma programme that allows trainees to complete within 14 months.
- to identify Regional Partnerships across England that can provide practice placements and learning support for Post Graduate Diploma trainees throughout the length of the course.
- to identify and provide robust support arrangements for each of the trainees throughout their degree programme.
- to deliver trainees qualified with a Post Graduate Diploma in Social Work that is capable of filling social work vacancies within local authorities.
- to deliver evaluation and learning from the programme that helps to inform and develop future Social Work training, recruitment and selection practices.

Authority	Number of Trainees
City of Bradford Metropolitan District Council	4
Calderdale County Council	4
Doncaster Children's Services Trust	4
Kirklees Council	4
Leeds City Council	12
North East Lincolnshire Council	2
North Lincolnshire Council	4
North Yorkshire County Council	4
Sheffield City Council	10
Wakefield City Council	2

**TOTAL 50 places**



## **Schedule 2**

### **The Main Agreements**

Enclosed is the contract for services relating to Step Up to Social Work, a Practice led Programme for Professionals between the Department of Education and Yorkshire and Humber side Partnership (Refer to reference 1).

The contract and academic memorandum agreed between University of Salford and the Yorkshire and Humberside Partnership will be distributed for your reference once finalised.

### **Details of Grant Allocations - Step Up to Social Work Programme 2015-16 - Ref: CSDSD2/2015/YH- Sheffield City Council - Yorkshire and Humberside Regional Partnership**

#### **Cohort four**

On 10 June 2014, The Department for Education confirmed its intention to run a fourth cohort of the Step Up to Social Work programme. The recruitment process commenced on Monday 16 March 2015 and will run through to mid-November 2015 concluding with the offer by regional partnerships and acceptance from successful candidates of places on the course. Candidate training on the programme commences January 2016.

The programme provides an accelerated entry route into social work for high-achieving graduates and career changers. SUSW is delivered through the development of a bespoke work-based 14 month postgraduate diploma programme, led by groups of local authorities working in regional partnerships and contracting with HEIs. Award of the diploma enables candidates to apply to the Health and Care Professions Council to register as a qualified social worker. The scheme will continue to target high calibre individuals who already have experience of working with children and young people, and who want to train as social workers. Evaluation of previous cohorts shows an average 80% conversion rate to social worker posts on completion of the programme and very positive views about the quality of the training.

DfE provides funding through the lead authority for the partnership to organise and help fund all aspects of training and provide each trainee with a bursary of at least £19,833.00 over the 14 months of their training. 15 bursary payments will

be made between January 2016 and March 2017.

**Cohort 4: list of objectives for which the grant is being paid for the Step Up to Social Work Programme.**

<b>Objective/Activity</b>	<b>Date to be completed by/between</b>
Successful applications available to be accessed/requested by RPs for pre-assessment centre stage (electronic/ paper format)	23 March – June 2015
Assessment centres	22 June - 17 July 2015
Successful applicants invited to confirm place on course	July 2015
RPs perform necessary checks on successful applicants	From late July 2015
To supply an outline programme for Step Up to Social Work which outlines how and where the Knowledge and Skills have been embedded into the academic and practice curricula and how the regional partnership intends to monitor that this is working successfully.	31 October 2015
Contractor manages the reserve pool of candidates to fill as many places as possible	July-November 2015
Partnerships confirm HCPC	By November 2015 latest

approval for programme	By end of November 2015
To provide a description of the placements offered to Step Up to Social Work Programme trainees and the host organisations and a confirmation of at least one and preferably to fulfill the requirements of a statutory placement*	
Step Up to Social Work programme starts	January 2016

\*We define statutory placements as those that:

- take place in a local authority setting; and
- involve work on S17 and S47 cases (under the Children Act 1989); and
- require case records to be updated by the student, under appropriate supervision.

**Grant Payment Schedule: Step Up to Social Work Programme. Ref: CSDSD2/2015/YH - Sheffield City Council - Yorkshire and Humberside Regional Partnership**

**Financial year 2015-16**

**Cohort four**

Step Up to Social Work will run as part of the Programme Grant Agreement between DfE and local authorities. DfE funding will be allocated through the lead local authority of each regional partnership.

- Funding to each regional partnership for establishing and administering the regional partnership of local authorities and their selected HEI provide :

- £35,000 (2015 – 16 only)
- Funding made to each regional partnership for making delivery arrangements with an HEI provider.
  - £10,000 (2015 – 16 only)
- This will be paid in a single instalment upon return of the following:
  - A signed copy of the 2015-16 grant agreement
  - A copy of the signed agreement between local authorities in your partnership for cohort 4 (E.g. inter-LA contract or memorandum of understanding)
  - A copy of the signed contract between the regional partnership and the HEI(s) for cohort 4
- Funding of £33,250.00 per candidate, which consists of:
  - £19,833 for trainee bursary
  - £1,750 for support and development of supervisors
  - £11,667 for HEI training delivery costs.

The funding below will be made in monthly instalments upon commencement of the January 2016 cohort, to the amounts set out in the table below . **Please note that this grant agreement only covers funding available in 2015-16. Subject to the availability of funding, a formal grant variation will be issued in due course to cover financial year 2016-17:**

<b>Per candidate costs</b>	For full 14 month course	15 Monthly payments per candidate for January 16 - March 2017 inclusive
Funding to deliver a bursary of £17k pa	£19,833.00	£1322.20

Funding of £11,667 per trainee to allow the local authorities to procure the course from their chosen HEI	£11,667.00	£777.80
Funding of £1,750 per trainee to cover the supervision and support that hosting authorities provide during the programme	£1,750.00	£116.67
<b>SUBTOTALS</b>	<b>£33,250.00</b>	<b>£2,216.67</b>

The first payment will be distributed following the registration of candidates on the portal (or as notified if reviewed), in January 2016. The remaining instalments will be released when lead authorities certify candidates that are still on their courses at the monthly payment points. The final instalment will be paid in March 2017. If a candidate withdraws from the course their funding ends.

Lead local authorities engaged with the project will be prompted to confirm the participation of their candidates at monthly intervals from January 2016, via the portal (or as notified if reviewed), to activate their funding payments.

Cohort 4 of Step Up to Social Work will start in January 2016 and run to March 2017.

Funding will also be reliant on Regional Partnerships providing quarterly reports in an agreed template, including the following points:

- Names of candidates withdrawn from the programme and the reason why
- Details regarding placement positions for all candidates
- Modules completed by candidates
- Any issues of concern

At the end of the cohort 4 programme, regional partnerships are required to provide the Department for Education (when

prompted) details of graduates who have completed the programme and if known, the number of Step Up graduates who are employed within Child and Family Social Work.

Regional Partnerships are required to inform the Department for Education of any changes to the leadership structure within partnerships.

Organisations claiming the grant for Step Up to Social Work do so on the understanding that they may be contacted from time to time by DfE or its agents to assist with any evaluative work being undertaken on the programme.

### **Schedule 3**

The first payment will be distributed to the lead authority following the registration of candidates on the portal by the lead authority (or as notified if reviewed), in January 2016. The remaining installments will be released when the lead authority certifies candidates that are still on their courses at the monthly payment points. The final installment will be paid in March 2017. **If a candidate withdraws from the course their funding ends.** If they have been overpaid by the host authority then it is the responsibility of the host authority to recover the overpayment.

Lead local authorities engaged with the project will be prompted to confirm the participation of their candidates at monthly intervals from January 2016, via the portal (or as notified if reviewed), to activate their funding payments.

Local Authorities within the partnership must notify the lead authority of participation of their candidates at monthly intervals from January 2016.

**Payments to Local Authorities within the Regional Partnership by the Lead Authority  
 Payment to North Yorkshire County Council - 4 places - 15 payments made monthly to each host authority from  
 January 2016-March 2017**

Invoice Date	January monthly March 2017	2016 until	Total
Trainee Bursary of £17k per annum (£19833 for 15 months) £1322.20 per trainee	£5288.80		£19833 x 4 places = £79332
Supervision and support costs for hosting placements per trainee £116.67 x 15 months	£466.64		£1750 x 4 places = £7000
<b>TOTAL</b>	<b>£5755.45</b>		<b>£86332</b>

## Schedule 4

### Terms of Reference

#### STEP UP TO SOCIAL WORK YORKSHIRE AND HUMBER PARTNERSHIP TERMS OF REFERENCE

#### 1. CONSTITUTION

- 1.1 This Group shall be known as the Yorkshire and Humber Partnership.

#### 2. ROLE OF GROUP

- 2.1 The role of the Yorkshire and Humber Partnership is to actively manage the strategic development and operational implementation of the Step up to Social Work Pilot. It will ensure that the programme is delivered locally to the highest standards and to timescales outlined in the project plan.
- 2.2 The Group will work closely with partner organisations and stakeholders including the DfE (DfE) and Salford University (lead Accredited HEI)

#### 3. MEMBERSHIP

##### 3.1 Composition of Membership

The membership of this group will consist of:

- Calderdale Council
- Bradford Council
- Doncaster Children's Services Trust
- Kirklees Council
- Leeds City Council
- North Lincolnshire Council
- North East Lincolnshire Council
- North Yorkshire Council
- Sheffield City Council
- Wakefield MBC

##### 3.2 Representatives of member local authorities

Each member authority is required to identify two representatives, a social work trained service representative and a workforce development representative.

##### 3.3 Chair

North Yorkshire County Council



## **Step-Up to Social Work**

The Chair of the Group will be Sheffield City Council as lead authority in the Yorkshire and Humber Partnership.

### **3.4 Attendance at meetings and Nominated Deputies**

Members will be expected to routinely attend meetings and workshops and to contribute to delivering the tasks, discussions and thinking in driving forward the Programme. If any members cannot attend a meeting, a nominated Deputy should be sent.

### **3.5 Attendance by other parties**

It will be necessary to invite colleagues from Salford University to the meetings. They will attend the meetings in line with their specific responsibilities and areas of expertise to advise the group. They will not be involved in decision making processes where decisions need to be taken.

## **4. QUORUM**

### **4.1 Attendance at meetings**

It is expected that each member authority sends at least 1 representative to each partnership meeting or workshop. In the event of individual LA's being unable to attend a particular meeting, they will be required to provide information to the Chair on agenda items where decisions need to be taken to enable their views to be incorporated into the decision making process.

There is no minimum Quorum of Members required to be present at each meeting. Provided that each member authority has received information in advance of the meeting and had opportunity to provide information to the Chair then decisions taken at meetings will be approved to apply across the partnership.

### **4.2 Responses to e-mails**

Documents and e-mails with proposals for the partnership to consider may be circulated by the Chair to individual member authorities. Documents or proposals requiring a response from individual authorities will be clearly marked, with a deadline provided for response. Non response will be seen to indicate approval from an individual authority for the document or proposal.

## **5. FREQUENCY OF MEETINGS**

5.1 The partnership will meet on a bi-monthly basis. The meetings will be convened by the Chair of the group or nominated deputy in discussion members of the partnership.

5.2 The Chair will provide an agenda and papers for each meeting and undertake to ensure that the meetings are appropriately recorded and that minutes are circulated to members of the partnership within 5 working days.

## **Step-Up to Social Work**

- 5.3 Additional workshops will be convened to address specific issues related to the Step up to Social Work programme. Workshops will be convened between the bi-monthly partnership meetings if required.

### **6. LOCATION OF MEETINGS**

- 6.1 The bi-monthly partnership meeting will be held in Leeds as a central venue. Workshops will be held as and when required. Other meetings or events, which members of the partnership may need to attend, may be at alternative locations around the country.

### **7. KEY TASKS**

#### **7.1 Key tasks of the Yorkshire and Humber Partnership**

1. To manage the strategic development of the programme in the Yorkshire and Humber partnership
2. To oversee the operational implementation of the programme
3. To work closely with stakeholders and provide information on progress in relation to the Programme and relevant milestones
4. To develop a work plan for the programme and ensure its implementation to timescales
5. To identify risks or barriers to implementation and ensure controls are in place to mitigate against them
6. To work in partnership with Salford University to develop and design course proposals and delivery mechanisms to be completed by the end of March 2015.
7. To work with Penna, in the recruitment process of SW trainees and employ an agreed number of candidates within the region.
8. To develop consistent contracting arrangements for employment across the partnership where possible
9. Sheffield City Council, as lead authority in the partnership will oversee the financial management of the funding provided for the pilot, in partnership with the other regional partners
10. To ensure governance arrangements with clear lines of accountability and decision making both internally and externally are established, understood, agreed and maintained.
11. To ensure that appropriate systems are in place to provide the required information and data to measure the inputs, outputs and outcomes of the programme as required by the DfE.
12. To champion and raise awareness of the pilot at both a strategic and operational level within individual Local Authorities.

## Step-Up to Social Work

13. To participate in ongoing evaluation of the programme by the range of stakeholders involved.

### 8. AREAS OF RESPONSIBILITY

#### 8.1 Responsibilities of the Yorkshire and Humber Partnership

The remit for the Yorkshire and Humber Partnership will encompass responsibility for monitoring achievement and compliance with the following:

- Production of an up to date work plan
- Implementation of the work plan
- Determining the roles that individual members of the Yorkshire and Humber Partnership might be to be allocated in order to implement the work plan
- Development of course proposals and delivery arrangements
- Supporting local monitoring of the delivery of the programme through feedback with the University of Salford.
- Involvement in the recruitment , selection and employment of trainee Social workers
- Identification and management of risks and maintenance of a risk register
- Communication with local governance boards about the project and its progress, for example Children's Trust boards
- Informing the delivery team via the regional advisor of any risk that may compromise the development or delivery of the programme
- Ensuring appropriate communication with all relevant stakeholders (such as notes of meetings, notification of meetings, agenda items, raising concerns etc.)
- To ensure that the views of service users inform the development of the Step up to Social Work programme in the Yorkshire and Humber Partnership.

#### 8.2 Responsibilities of individual member authorities

- To undertake to attend all meetings and workshops of the Yorkshire and Humber Partnership, or arrange for comments and views on agenda items to be provided to the chair in advance of the meeting.
- To respond to reasonable requests for information related to the step up to social work programme from the lead authority, DfE, Penna or University of Salford.
- To provide feedback to the lead authority on documents and proposals circulated by e-mail outside of the formal partnership meeting structure.
- To update the lead authority on changes of representation and lead contacts within individual member authorities.
- To undertake specific tasks on behalf of the Yorkshire and Humber partnership on a local level that contributes to the overall aims of the partnership.
- To ensure that the views of service users inform the decisions and views of the individual member authority on key elements of the Step up to Social Work Programme.

## **Step-Up to Social Work**

### **9. REPORTING ARRANGEMENTS.**

9.1 The Yorkshire and Humber Partnership will report to:

- Their local governance boards on a individual local authority basis.
- The Chair of the partnership shall circulate the agenda for partnership meetings and papers 1 week before the meeting where possible. Minutes of the meetings to be circulated to all members within 5 working days.
- Individual authorities who are unable to attend a particular meeting, will be required to provide information to the Chair on agenda items where decisions need to be taken to enable their views to be incorporated into the decision making process

### **10. REVIEW**

10.1 The terms of reference will be reviewed in September 2015 to ensure that they still meet the requirements of the Yorkshire and Humber Partnership.

## **Appendix 1**

### **PROGRAMME OUTCOMES**

- Sufficient numbers of candidates are recruited for each partnership region and include people for whom other training courses would not have suited their needs
- Candidates are from diverse backgrounds and have a range of experiences from other roles
- Sufficient numbers of suitable employment based placements are identified within the regional partnership
- Candidates successfully enrol into the initial training programme and the majority are awarded a Post Graduate Diploma in Social Work
- Local authorities will fill vacancies by employing the newly qualified social workers
- Strong working relationships between the stakeholders have been established and will provide a collaborative basis on which workforce and other issues can be addressed
- The project meets the key milestones for accreditation and is delivered within defined timescales
- The quality of the course produces high calibre and impressive social workers



## Cabinet Report

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**Report of:** Eugene Walker

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**Report to:** Cabinet

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**Date:** 02 October 2015

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**Subject:** Revenue and Capital Budget Monitoring 2015/16 – As at 31<sup>st</sup> August 2015

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**Author of Report:** Dave Phillips

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**Key Decision:** YES

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

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**Summary:**

This report provides the month 5 monitoring statement on the City Council's Revenue and Capital Budget for 2015/16.

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**Reasons for Recommendations:**

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

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**Recommendations:** Please refer to paragraph 19 of the main report for the recommendations.

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**Background Papers:**

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**Category of Report:** OPEN

## Statutory and Council Policy Checklist

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

## REVENUE BUDGET & CAPITAL PROGRAMME MONITORING AS AT 31<sup>st</sup> August 2015

### Purpose of the Report

1. This report provides the Month 5 monitoring statement on the City Council's Revenue Budget and Capital Programme for August 2015. The first section covers Revenue Budget Monitoring and the Capital Programmes are reported from paragraph 13.

### REVENUE BUDGET MONITORING

#### Summary

2. At month 3 the overall Council position was a forecast overspend of £13.4m. The position at month 5 shows an improvement of £2.4m, with a forecast potential overspend of £11.0m to the year end. It should be stressed that this is the forecast position before the delivery of various agreed savings for the year and other mitigating actions are taken. The position is summarised in the table below.

Portfolio	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month
CYPF	71,245	69,311	1,934	↔
COMMUNITIES	159,366	155,954	3,412	↓
PLACE	161,298	155,451	5,847	↓
POLICY, PERFORMANCE & COMMUNICATION	2,935	2,494	441	↓
RESOURCES	55,893	56,437	(544)	↓
CORPORATE	(439,762)	(439,647)	(115)	↔
<b>GRAND TOTAL</b>	<b>10,975</b>	<b>(0)</b>	<b>10,975</b>	↓

3. Although the latest position shows what is currently believed to be the worst case scenario, a significant amount of work will be required to bring forecast expenditure into line with budget. The forecast position would be an unsustainable outturn when compared to a General Fund reserve of £11.2m.
4. EMT have discussed the latest position in Place, where the forecast overspend as at Month 5 (£5.8m) shows very little improvement from the position reported as at Month 3 (£6.2m). As a result of EMT's discussions, the Executive Director for Place has agreed to put additional measures into immediate effect in order to bring down the forecast overspend significantly to a more manageable level. With these measures and other actions already underway, then the overall forecast overspend would reduce to around £5.0m.
5. In terms of the month 5 overall forecast position of £11.0m overspend, the key reasons are:

- **Children, Young People and Families** are showing a forecast overspend of £1.9m. This is due to slippage in the delivery of planned staffing reductions of £312k, £972k due to the recruitment of additional social workers, £883k due to delays in savings, £219k reflecting an increase in unaccompanied children and £856k in increased demand pressures within Direct Payments and Short Breaks services. These increases in expenditure are partly offset by a reduction in expenditure of £514k on contact contracts, £250k on legal fees and £735k due a reduction in Placement demand.
- **Communities** are showing a forecast overspend of £3.4m. This is largely due to an overspend of £3.7m in Learning Disabilities, Provider Services, Long term Support and Contributions to Care. There is also a £971k overspend in Commissioned Mental Health Services offset by a £756k reduction in expenditure in Housing Related Support Contracts.
- **Place** are showing a forecast overspend of £5.9m. This is largely due to delays in delivering planned cost reductions on the waste contract of £2.5m and the Streets Ahead Contract of £2.8m. There are also emerging cost pressures from increased household waste volumes of £600k and reduced income from the sale of materials of £700k. These overspends are partly offset by reductions in spending across a number of areas within the Culture and Environment Service of 495k.
- **Resources** are showing a forecast reduction in expenditure of £544k. This is primarily due to the recovery of high value over payments in Housing Benefit £777k.
- **Policy, Performance & Communication** are showing a forecast reduction in expenditure of £441k. This is primarily due to a delay in the advertising contract resulting in an underachievement of income.

6. The main variations since Month 3 are:

- **Communities** are forecasting an improvement of £558k since month 3. This is mainly due to reduced expenditure on staffing and additional income achieved in Business Strategy of £181k and delays to projects in Commissioning which have saved £391k. The project delays in Commissioning are grant funded and subject to a carry forward request detailed in paragraph 6 .These savings have been partly offset by increased expenditure due to demand in Care and Support of 225k.
- **Place** are forecasting an improvement of £332k, which is due predominantly to a £233k improvement as a result of forecast cost reductions in the Highways Department. There have also been small improvements in the Sports Trust of



£100k due to a recent rating revaluation however half of this saving is offset by lower Non Domestic Rate income for the Council.

- **Resources** are forecasting an improvement of £960k, which is mainly due to increased income forecasts across a number of areas in the portfolio. This income includes £77k from Fleet Management, £124k for Commercial Services traded activity and £303k additional income received in Commercial Services (savings). There has also been a budget adjustment of £220k in Facilities Management in respect of Howden House following review of the PFI model and increased Business Rates charge.
- **Policy, Performance & Communication** are forecasting an improvement of 469k, which is mainly due to realignment of budgets as part of a review of in year cuts to Public Health funding.

### Collection Fund

7. Collection Fund monitoring will be reported in month 6 and include the second quarter results. Appendix 4 has been retained for the collection fund as blank for continuity for future months.

### Public Health

8. The Public Health ring-fenced grant is currently forecasting a potential £627k underspend. The main reasons for the reduction in spending is a direct response to government consultations on in-year cuts to the Public Health grant and therefore the likely need to cope with grant reductions in 2015/16. Further details of the forecast outturn position on Public Health is reported in **Appendix 2**.

### Housing Revenue Account

9. The 2015/16 budget assumes an in year surplus of £10.9m will be generated which will 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.
10. As at month 5 the full year outturn position is a forecast reduction in expenditure of £1.6m. Further details of the HRA forecast outturn can be found in **Appendix 3** of this report.

## New Homes Bonus Fund

		£m
Income	Reserves as at 1/04/15	-6.0
		0.0
	Declared 15/16 NHB Grant	<u>-7.3</u>
	<b>Total Income</b>	<u><u>-13.3</u></u>
Expenditure	2015/16 Spend to date at Month 5	1.2
	Forecast to Year End	3.7
	Future Years' Commitments	<u>2.1</u>
	<b>Total Expenditure</b>	<u>7.0</u>
		<u><u>-6.3</u></u>
	<b>Funds Available for Investment</b>	<u><u>-6.3</u></u>

11. The 2015/16 New Homes Bonus grant has been advised by Central Government at £7.3m. Officers are currently drafting proposals on worthwhile projects to which the available funds can be applied. These will be brought forward to Members for approval in due course.

12. Expenditure remains in line with previous forecasts although the timing may change as approximately £0.1m of capital spend looks likely to slip into 2016/17.

## Capital Summary

13. At the end of August 2015, the end of year position forecasts a variance of £28.4m (8%) below the approved Capital Programme, which represents an additional £5.6m to that reported in month 4. Project managers are forecasting to deliver a capital programme of £270.1m which is £3.9m lower than month 4 forecast.

14. Further details of the Capital Programme monitoring and projects for approval are reported in **Appendices 5 to 5.2**.

## Implications of this Report

### Financial implications

15. The primary purpose of this report is to provide Members with information on the City Council's Budget Monitoring position for 2015/16, and as such it does not make any recommendations which have additional financial implications for the City Council.

**Equal opportunities implications**

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

**Legal implications**

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

**Property implications**

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

**Recommendations**

19. Members are asked to:

(a) Note the updated information and management actions provided by this report on the 2015/16 Revenue Budget position.

(b) In relation to the Capital Programme:

- (i) Approve the proposed additions to the Capital Programme listed in **Appendix 5.1** and **5.2**, 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, deletions and slippage **in Appendix 5.1** and **5.2**;  
and note;
- (iii) The latest position on the Capital Programme including the current level of delivery; and note
- (iv) The variations approved under delegated authority provisions.

**Reasons for Recommendations**

20. To record formally 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**

21. 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.

**Dave Phillips**  
**Interim Director of Finance**

## Portfolio Revenue Budget Monitoring Reports 2015/16 – As at 31 August 2015

### Children Young People and Families (CYPF) Portfolio

#### Summary

1. As at month 5 the Portfolio is forecasting a full year outturn of an overspend of £1.9 million, which is consistent with the month 3 position. The key reasons for the forecast outturn position are:

- **Business Strategy & Children’s Commissioning Unit** - £47k forecast reduction in spend. This includes £29k forecast reduction in spend in Children’s Commissioning Unit, as a result of staff savings in the planned MER.
- **Children and Families** – £1.9m forecast overspend.

Over spending areas are:

- Fieldwork Services - Management and Business Support £312k due to delay in the services’ MER, Fieldwork Service Areas and Permanence and Throughcare £972k net overspend mainly due to the recruitment of additional social workers, Multi-systemic Therapy £243k due delays in anticipated savings, there is also an overspend of £219k reflecting an increase in unaccompanied children. These have been partially offset by a £514k ongoing saving on Contact Contracts as a result of specific action being taken to reduce costs and a £250k reduction in spend on legal fees, which is as a result the ongoing work between the service and Legal services to reduce costs through more efficient working practices.
- Direct Payments and short breaks - £856k due to increased demand pressures, this also includes £250k as a result of the delay in anticipated savings due in year.
- Provider Services –due to delays in anticipated savings on the integrated approach to service delivery between Health and Social Care, £271k, and Youth Justice £119k.
- Early Intervention & Prevention - £91k because of a reduced expected contribution of £250k from the CCG towards Early Intervention and Prevention.

Areas of forecast reduction in spending are:

- Placements - £735k due to the assumption that funds set aside to fund a potential increase in Special Guardianship Orders (£400k) may not be required in 2015/16 and that the longer term positive trend in Placement numbers and unit costs will drive spend down by year end.
- **Inclusion and Learning Services** – £93k forecast overspend due to £27k overspend in Vulnerable Groups as a result of a shortfall of £64k against the additional income built into business planning, which is partially offset by staff savings and £27k overspend in Outdoor Education due to additional repairs and maintenance costs. Pupil Admissions is also overspending by £41k reflecting a reduction in anticipated traded income against budget.
- **Lifelong Learning, Skills and Communities** – £23k forecast overspend, £181k relating to the Training Units, due to an unexpected reduction in government grant funding, which is being partially offset by savings from the MER which is in progress. This is being offset by £83k net under spend on Youth services, as a result of £69k staff vacancies, additional rental income of £45k and overspend in supplies and services budget of £46k in the Internal Community Youth Teams. Strategic Support is forecasting an underspend of £74k, due to staff vacancies and activities that have now ceased.

Financial Results

Service	Forecast	FY	FY	Movement from Month
	Outturn £000s	Budget £000s	Variance £000s	
BUSINESS STRATEGY	2,401	2,448	(47)	↔
CHILDREN & FAMILIES	59,825	57,962	1,863	↑
INCLUSION & LEARNING SERVICES	(17)	(111)	94	↔
LIFELONG LEARN, SKILL & COMMUN	9,036	9,013	23	↓
<b>GRAND TOTAL</b>	<b>71,245</b>	<b>69,312</b>	<b>1,933</b>	↔

**DSG**

2. The following is a summary of the variance position on DSG budgets at month 5:

	<b>Month 3 £000</b>	<b>Month 4 £000</b>	<b>Month 5 £000</b>
Business Strategy	(49)	(37)	(65)
Children and Families	(121)	(109)	(46)
Inclusion and Learning Services	(5)	(67)	(62)
Lifelong Learning, skills and Communities	(0)	0	0
	<b>(175)</b>	<b>(213)</b>	<b>(173)</b>

**Commentary**

3. The following commentary concentrates on the changes from the month 3 position.

**Business Strategy**

4. As at month 5, Business Strategy is currently forecasting an under spend of £47k (shown in the table above) relating to cash limit and a reduction in spending of £65k on DSG.
5. The improvement from month 3 of £86k in cash limit and £16k in DSG is due mainly to an improvement in the forecast position on children’s commissioning budgets reflecting staff savings from the planned achieving change.

**Children and Families**

6. As at month 5, Children and Families is currently forecasting a £1.9m overspend (shown in the table above) relating to cash limit and a £46k underspend on DSG. This is an increase in spend of £400k on cash limit and an increase in spend of £75k in DSG.
- The key reasons for the movement from month 3 is increases in Placement budget spend which reflects the additional costs from additional residential placements and pressures from Leaving Care.

**Inclusion and Learning Service**

7. As at month 5, Inclusion and Learning Service is currently forecasting £94k overspend (shown in the table above) relating to cash limit and a £62k reduction in spend on DSG.

8. The movement in the cash limit position is £26k from month 3, this reflects a reduction in forecast traded income on Pupil Admissions and an improvement of £70k on SEN budgets being realigned which increases the amount met from DSG. .
9. The DSG has improved by £57k, this is a £50k adverse movement on the SEN budgets, as detailed above. However this was offset by an improvement of £50k saving being identified in Children Missing from Education and £50k improvement in Inclusion and Learning Services due to staff savings and a £20k reduction in planned commissions.

### Lifelong Learning Skills and Communities

10. As at month 5, Lifelong Learning Skills and Communities is currently forecasting a £23k overspend (shown in the table above) relating to cash limit and a balanced DSG position.
11. The £322k improvement from month 3 in the cash limit position is mainly due to £211k improvement in the training units, this reflects the maximisation of grant income for these activities. This is one-off income in 2015/16 but the planned MER will ensure that the budgets are balanced going forward and £75k improvement in Strategic Support, this reflect savings being identified in staffing and a planned reduction in activities.
12. The DSG position is consistent with the month 3 position.

### Place Portfolio

#### Summary

13. As at month 5 the Portfolio is forecasting a full year outturn overspend of £5.8m, an improvement of £0.3m from the month 3 position. The key reasons for the forecast outturn position are:
  - **Business Strategy & Regulation:** £3.8m over budget largely due to delays in delivering the planned cost reductions to the waste contract as a result of protracted negotiations with the provider (£2.5m) and emerging cost pressures from increased household waste volumes (£0.6m) and reductions in income from the sale of materials due to falling market prices (£0.7m) caused by movements in the global economy.
  - **Regen & Development Services:** £2.2m over budget largely due to delays in delivering the planned cost reductions in the Streets Ahead



programme (net £2.8m), less a continuation of sustained improvement in Highways and Highway Network Management (£0.9m), plus additional staffing and income pressures forecast largely within the Transport and Parking Services activity (£0.3m).

14. The key reason for the net £0.3m improvement since month 3 is :-

- **Regeneration & Development Services** : forecast cost reductions in the Highways Department.

15. It should be noted that at the Place Leadership Team meeting on 18 June 2015 Directors approved a Recovery Plan to significantly improve upon and mitigate the £8.5m forecast overspend reported at Month 2. This included implementing an estimated £2.8m of immediate actions, together with Directors reviewing key areas of employee and discretionary spend with a view to raising a further estimated £1.9m savings in 15-16 which will carry through to future years.

## Financial Results

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month
BUSINESS STRATEGY & REGULATION	33,157	29,331	3,826	↔
CAPITAL & MAJOR PROJECTS	844	507	337	↔
CREATIVE SHEFFIELD	2,426	2,426	-	↔
CULTURE & ENVIRONMENT	42,008	42,503	(495)	↔
MARKETING SHEFFIELD	616	612	4	↔
PLACE PUBLIC HEALTH	-	0	0	↔
REGENERATION & DEVELOPMENT SER	82,255	80,071	2,184	↓
<b>GRAND TOTAL</b>	<b>161,306</b>	<b>155,451</b>	<b>5,855</b>	↓

## Commentary

16. The following commentary concentrates on the key risks to the current forecast and changes from the month 3 position.

### Business Strategy & Regulation

17. The forecast for this activity is £3.8m over budget for the reasons identified in para 4 above. This remains broadly in line with the month 3 position. However, it should be noted that should the current trend in market price for sale of materials not begin to stabilise, the current forecast may still be at risk.

### Capital & Major Projects

18. The forecast for this activity is £337k over budget, broadly in line with the month 3 position.

19. The forecast position largely reflects income pressures within the markets service, largely attributable to the Moor market (£0.5m). This arises from the market being only 70% let as Traders have surrendered tenancies due to difficult trading conditions. The low viability of the market businesses has led to a high level of bad debt. There may be further risk here if stall lettings cannot be held at current levels, or rent collection levels don't improve. 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. External agents have been engaged to promote the letting of vacant stalls and recover monies due to the Council.

### **Creative Sheffield**

20. The forecast for this activity is £34k over budget, an adverse movement of £34k since month 3. The adverse movement arises within the City Development service where the key risk is around securing the funding of the £0.5m salary cost of the team. At this stage only around 50% of this target has been secured with approved bids.

### **Culture & Environment**

21. The forecast for this activity is £495k under budget, broadly in line with the month 3 position.
22. The overall forecast position largely reflects a continuation of prior year improvement trends that are forecast to continue within the Bereavement Services, Parks and City Centre Management activities (£0.3m). A further cost reduction has arisen within the Sports Trusts due to recent rating revaluation on a number of premises (£0.1m) although half of this saving will be offset by lower Non Domestic Rate income to the Council.

### **Regeneration & Development Services**

23. The forecast for this activity is £2.2m over budget as identified in para 4 above, which represents a £257k improvement on the month 3 position due to .forecast cost reductions in the Highways Department.
24. The forecast position is largely due to delays in delivering the planned cost reductions in the Streets Ahead programme (£4.7m), less estimated (largely one-off) cost reductions (£1.9m), giving a net pressure of £2.8m. Whilst work has continued to develop options, a number of these have not progressed as originally planned due to Treasury concerns about the proposals being incompatible with the principles of the PFI contract or an unacceptable level of risk transfer to the Council.

25. This is being offset to some extent by a continuation of sustained improvements in the Highways and Highway Network Management activities (£0.9m), less additional staffing (parking management and transformation) and income pressures (TCIP) within the Transport and Parking Services activity (£0.3m).
26. A key risk is in securing forecast savings within the Highways service, on re-financing of the Streets Ahead Programme (£350k) and delivering previous Budget Improvement Plans to increase advertising income (£200k). The position is currently being reviewed by the Director with a view to updating the position next month, but every indication shows that these savings will not be delivered in 2015/16.

## Communities Portfolio

### Summary

27. As at month 5, the Portfolio is forecasting a full year outturn of an over spend of £3.412m. The key reasons for the forecast outturn position are:

#### **Business Strategy (forecasting a reduction in spend of £173k):**

- The position for Business Strategy is showing favourable due to the 1% pay award pressure being held in this area for the whole of Communities. If this pot is distributed across the service the underlying position would be an over spend £186k due mainly to the saving in Performance & Planning which will not be achieved.

#### **Care & Support (forecasting an over spend of £3.729m):**

- This overspend is primarily related to over-spends in Learning Disabilities, Long Term Support, Provider Services and a reduction in the level of Client Contributions receivable in the year.
- Learning Disabilities is forecasting an over spend of £1.6m. Health income is forecast to be lower by £1.5m which is the main reason for this variance. However there is also £1m of 2015/16 savings forecast not to be delivered, particularly around the work being done with the providers of Supported Living and Respite Care bringing prices in line with the LD Provider Framework. This is being partly offset by funded pressures which are not expected to play out in full within the year. The work on reducing LD expenditure is being overseen by the LD Commissioning Board and remains a key financial risk facing Communities for the new financial year.

- Provider Services are showing an over spend against budget of £0.71m, which has primarily arisen as a result of the service incurring additional staff costs relating to planned efficiencies not yet realised.
- Contributions to Care is showing an over spend of £0.68m against budget, which includes a shortfall of £0.9m on fairer contributions due to the numbers of service users being less than the original budget assumptions because of business demand management and the application of eligibility criteria. Also there is a shortfall of £0.3m on ILF contributions. This is offset by increases in Property Income £0.39m and Continuing Health Care Income £0.19m.
- Long Term Support is showing an over spend of £0.76m. This constitutes the net position of an over spend in adults purchasing of £1.3m, which includes an increased demand pressure on the adults purchasing budget of £1.6m, with an under spend across the remainder of the service of £0.54m. This underspend is predominantly the saving of £0.4m achieved in the 14/15 MER, which was brought forward into 15/16, along with vacancies in the current establishment.
- Access, Prevention & Reablement is showing an under spend of £0.04m. This is where external funding has been received from Health Partners and is unlikely to be spent, in its entirety, due to gaps in spending associated with recruiting and retaining the number of temporary staff employed in this area.

### **Commissioning (forecasting a reduction in spend of £8k):**

- A reduction in spend forecast by Commissioned Housing of £756k – the main area of under spend is reduced expenditure of £656k on Housing Related Support Contracts.
- A forecast over spend against Commissioned Mental Health Services £971k due to increased demand and savings not considered deliverable against Older People's mental health.

### **Community Services (forecasting an over spend of £171k):**

- There is a forecast overspend of £188k in Locality Management, primarily relating to the anticipated non-achievement of 2015/16 savings targets related to reductions in the level of Grants paid to Voluntary Bodies and in regard to Ward Pots.

### **Housing General Fund (forecasting a reduction in spend of £306k):**

The Housing General Fund is a new Division, established this year to have all of the Housing General Fund revenue expenditure in one place within the General Ledger. The net budget for 2015/16 is £3.1m.

- As at month 5, the Housing General fund is forecasting an under-spend of £306k, comprising mainly a reduction in demand for the Local Assistance Scheme and a reduction in spend Homelessness Prevention Fund.

## Financial Results

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month
BUSINESS STRATEGY	6,006	6,179	(173)	↓
CARE AND SUPPORT	114,549	110,820	3,729	↑
COMMISSIONING	29,982	29,990	(8)	↓
COMMUNITY SERVICES	6,044	5,873	171	↔
HOUSING GENERAL FUND	2,786	3,091	(306)	↓
<b>GRAND TOTAL</b>	<b>159,366</b>	<b>155,954</b>	<b>3,412</b>	<b>↓</b>

## Commentary

28. The following commentary concentrates on the changes from the previous report at month 3.

- Business Strategy has an improved position of £181k which is predominantly due to reduced spend on staffing being forecast and additional income achieved.
- Care and Support has an adverse change of £225k mainly due to
  - Reduced levels of income against Contribution to Care £100k, Independent Living Fund £136k, Residential and Nursing £121k offset by increased income against Integrated Charge £331k.
  - Adult purchasing budget increased spend of £590k, due to increased demand.
  - Learning Disabilities increased purchasing costs £178k offset by a reduction in spend on Assessment and Care Management £107k.
  - Reablement Services reduction in spend in staffing levels £184k and vacancies in Adult Placements Shared Lives £163k.
- Commissioning have an improved position of £391k due to
  - The carry forward request below £415k on Transformation Challenge Award Grant, project expected to be completed during 2016/17.
  - Housing Related Support £122k further under spend due to continued delay of project start now expected January 2016.

## Resources Portfolio

### Summary

29. As at month 5 the Portfolio is forecasting a full year outturn of a reduction in spending of £544k, an improvement of £960k from the month 3 position. The key reasons for the forecast outturn position are:

- £100k over spend in Commercial Services due to under recovery of income;
- £349k over spend in Commercial Services (Savings) due to a shortfall in income from cashable procurement savings;
- £327k over spend in Central Costs due mainly to an overspend of £443k on Council Tax and Business Rates Collection;

Offset by:

- £353k under spend in Finance due mainly to over recovery of income from the 60 day bad debt and savings on Employees from unfilled vacancies;
- £777k under spend in Housing Benefit due to the recovery of high value over payments as a result of a DWP data-matching fraud and error initiative.

### Financial Results

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month
BUSINESS CHANGE & INFORMATION SOLUTIONS	979	1,010	(31)	↔
COMMERCIAL SERVICES	685	585	100	↓
COMMERCIAL SERVICES (SAVINGS)	(1,279)	(1,628)	349	↓
CUSTOMER SERVICES	1,790	1,814	(24)	↔
FINANCE	4,623	4,976	(353)	↓
HUMAN RESOURCES	3,316	3,415	(99)	↔
LEGAL SERVICES	3,392	3,408	(16)	↔
RESOURCES MANAGEMENT & PLANNING	292	308	(16)	↔
TRANSPORT AND FACILITIES MGT	15,763	15,772	(9)	↓
<b>TOTAL</b>	<b>29,563</b>	<b>29,660</b>	<b>(97)</b>	<b>↓</b>
CENTRAL COSTS	26,380	26,050	330	↔
HOUSING BENEFIT	(50)	727	(777)	↔
<b>GRAND TOTAL</b>	<b>55,893</b>	<b>56,437</b>	<b>(544)</b>	<b>↓</b>

## **Commentary**

30. The following commentary concentrates on the changes from the month 3 position.

## **Commercial Services**

31. A forecast £100k overspend, due to a shortfall in income from traded activities through the sale of toolkits. This is an improvement of £124k from the previous month.
32. The improvement since month 3 is largely due to additional income being confirmed.

## **Commercial Services (Savings)**

33. A forecast £349k overspend, due to a shortfall in income from cashable procurement savings. This is an improvement of £303k from the month 3 position.
34. The improvement since month 3 is largely due to an additional £303k of forecast income. The forecast income has been prepared conservatively and only includes reasonably certain income streams.

## **Finance**

35. A forecast £353k reduction in spending, due mainly to over recovery of income from the 60 day bad debt and savings on Employees from unfilled vacancies. This is an improvement of £198k from the month 3 position.
36. The improvement since month 3 is due to over recovery of income in the ICAM Team relating to the 60 Day Rule and under spends in employee costs due to unfilled vacancies, salary sacrifice etc.

## **Transport and Facilities Management**

37. A forecast £9k reduction in spending. This is an improvement of £312k from the month 3 position.
38. The improvement since month 3 is due to a cash limit transfer to cover the underfunding of the unitary charge uplift for 2014/15 and 2015/16 (£112k) and increased rates owing to an error in the rating assessment (£108k) for Howden House PFI. In addition there has been an over recovery of income on Fleet Management and Workshops (£77k).

## Policy, Performance and Communications

### Summary

39. As at month 5 the Portfolio is forecasting a full year outturn of an overspend of £441k, an improvement of £469k from the month 3 position. The key reasons for the forecast outturn position are:

- £452k over spend in Communications due to under recovery of income as a result of a delay in the implementation of the new advertising contract.
- £113k over spend in Electoral Registration due to an increase in supplies and services costs and employee costs offset by an under spend of £71k in Local Elections.

### Financial Results

Service	Forecast Outturn £000s	FY Budget £000s	FY Variance £000s	Movement from Month
ACCOUNTABLE BODY ORGANISATIONS	0	0	0	↔
POLICY, PERFORMANCE & COMMUNICATION	3,070	2,629	441	↔
PUBLIC HEALTH	(135)	(135)	0	↓
<b>GRAND TOTAL</b>	<b>2,935</b>	<b>2,494</b>	<b>441</b>	<b>↓</b>

### Commentary

40. The following commentary concentrates on the changes from the month 3 position.

#### Policy, Performance and Communication

41. A forecast £441k overspend, due mainly to the Advertising contract within Communications being delayed until January 2016 resulting in income being underachieved. This is an improvement of £15k from the month 3 position.
42. The improvement since month 3 is due to reductions in expenditure in Policy and Improvement (£13k).

#### Public Health

43. A forecast balanced position. This is an improvement of £454k from the month 3 position. This is due to realignment of budget as part of a review of in year cuts to Public Health funding.



## Corporate

### Summary

44. 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.

	<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	62,871	62,986	(115)
Income from Council Tax, RSG, NNDR, other grants and reserves	(502,633)	(502,633)	0
<b>Total Corporate Budgets</b>	<b>(439,762)</b>	<b>(439,647)</b>	<b>(115)</b>

### Commentary

- Corporate Budget Items and Corporate Savings are currently forecasting to be broadly balanced. However, there is an underachievement of £700k against a Public Health Savings target of £2.5m. This underachievement is mainly due to planned in-year grant cuts but has been offset by a forecast reduction in redundancy cost within 2015/16.



**PUBLIC HEALTH BUDGET MONITORING AS AT**  
**31<sup>st</sup> AUGUST (MONTH 05)**

## Purpose of the Report

1. To report on the 2015/16 Public Health grant spend across the Council for the month ending 31 August 2015.
2. The report provides details of the forecast full year spend of Public Health grant compared to budget. Key variances are explained and any financial risks are discussed in the risk section.
3. The net reported position for each portfolio/service area would normally be zero as public health spend is matched by a draw down of public health grant. For the purposes of this report, and in order to identify where corrective action may be necessary, we have shown actual expenditure compared to budget where there is an underspend position. Overspends which will affect Portfolios' revenue positions are described in the narrative sections only.

## Summary

4. At month 5 the overall position was a forecast underspend of £627k which is summarised in the table below.

All figures £000s					
Portfolio	Forecast full year expenditure	Full year expenditure budget	Full year variance	FY Variance Forecast at M4	Movement from Prior Month
CYPF	12,378	12,378	0	0	0
COMMUNITIES	13,531	13,997	(293)	(243)	(50)
PLACE	3,143	3,403	(260)	(392)	132
DIRECTOR OF PUBLIC HEALTH (inc PH Intelligence)	2,407	2,480	(74)	(325)	251
<b>TOTAL EXPENDITURE</b>	<b>31,459</b>	<b>32,258</b>	<b>(627)</b>	<b>(960)</b>	<b>333</b>

5. Key reasons for the forecast under spend are:
  - £293 reduction in spending in Communities of which £193k is uncommitted funds that will be clawed back as part of in-year savings.
  - £260k reduction in spending in Place mainly as a result of projects which have been put on hold.
  - £74k forecast reduction in spending on Support Services in Director of Public Health area.



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**Communities Portfolio**  
**EXECUTIVE SUMMARY**  
**HRA Revenue Budget Monitoring 2015/2016– as at**  
**August**

**Purpose of this Report**

1. To provide a summary report on the HRA 2015/2016 revenue budget for the month ending 31<sup>st</sup> August 2015, and agree any actions necessary.
2. The content of this report will be used as the basis of the content of the budget monitoring report to the Executive Management Team and to Members.

**Summary**

3. 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.
4. The 2015-16 budget is based on an assumed in year position of £10.9m which is to be used to fund the ongoing 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.
5. As at month 5 the full year outturn position is a projected £1.6m saving compared to budget.
6. Main areas contributing to the outturn include reduced rental income of £314k mainly due to a higher turnover of vacant properties; this is partly offset by a forecast reduction in the provision for bad debts. A reduction in other service charge income of £84k and a £284k potential increase in repair costs due to an unexpected increase in volume and the number of vacant properties. These are offset by forecast savings of £2.4m on overall running costs, of this £1m relates to staffing as a result of turnover and vacancy savings; £0.9m due to re-profiling of projects and £0.5m on other running costs.

## Financial Results

HOUSING REVENUE ACCOUNT (EXC COMMUNITY HEATING)	FY Outturn £000's *	FY Budget £000's *	FY Variance £000's *	Movement from Month 4
1.RENT INCOME DWELLINGS	(149,113)	(149,427)	314	↑
2.OTHER INCOME	(6,739)	(6,824)	84	↑
3.HOMES-REPAIRS & MAINTENANCE	32,155	31,871	284	↑
4.HOMES-FUNDING CAPITAL PROG	38,973	38,973	0	↔
5.TENANT SERVICES INCL MANAGEMENT	57,571	59,922	(2,351)	↑
6.INTEREST ON BORROWING	14,644	14,579	65	↔
<b>Total</b>	<b>(12,509)</b>	<b>(10,905)</b>	<b>(1,604)</b>	
8.CONT TO CAPITAL PROG	12,509	10,905	1,604	↑
*subject to roundings				

## Community Heating

7. The budgeted position for Community Heating is a draw down from Community Heating reserves of £337k. As at month 5 the position is a draw down from reserves of £237k resulting in a saving of £101k.

COMMUNITY HEATING	FY Outturn £000's *	FY Budget £000's *	FY Variance £000's *	Movement from Month 4
INCOME	(2,925)	(2,760)	(164)	↑
EXPENDITURE	3,162	3,098	64	↓
<b>Total</b>	<b>237</b>	<b>337</b>	<b>(101)</b>	
*subject to roundings				

## Housing Revenue Account Risks.

8. There are a number of future risks and uncertainties that could impact on the 30 year HRA business plan. As well as the introduction of Universal Credit, outlined elsewhere in the report the Government has recently announced a number of further changes in the July 2015 Summer Budget Statement and Welfare Reform and Work bill. These include a revision to social housing rent policy, which will reduce rents for the next four years. This will have a considerable impact on the resources available to the HRA Business Plan. In addition, the Governments "Pay to Stay" policy announcement and other changes to Housing benefits will impact on both tenants and the HRA business plan. Work is currently underway to assess the financial impact of these. Other identified risks to the HRA are:

- 
- **Interest rates:** fluctuations in the future levels of interest rates have always been recognised as a risk to the HRA.
  - **Repairs and Maintenance:** existing and emerging risks within the revenue repairs budget include unexpected increased demand (for example due to adverse weather conditions) and future changes to contractual arrangements.





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## CAPITAL PROGRAMME MONITORING AS AT 31<sup>st</sup> AUGUST 2015

### Summary

1. At the end of August 2015, the end of year position forecasts a variance of £28.4m (8%) below the approved Capital Programme, which represents an additional £5.6m to that reported in month 4. Project managers are forecasting to deliver a capital programme of £266.3m which is £3.9m lower than month 4 forecast.
2. The bulk of the variance in the forecast is in the Place (£16.4m – 16%) and Housing programmes (£15.4m – 16%) below budget. These variances are discussed in greater detail below at paragraph 6.
3. The Year to date position shows spending to be £16.3m (15%) and the programme has slipped a further £1.6m behind budget in the period.

### Financials 2015/16

<b>Portfolio</b>	<b>Spend to date</b>	<b>Budget to Date</b>	<b>Variance to date</b>	<b>Full Year forecast</b>	<b>Full Year Budget</b>	<b>Full Year Variance</b>	<b>Change on last Mth Bud</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
CYPF	16,943	18,085	(1,141)	40,908	40,218	690	1,341
Place	32,899	45,574	(12,675)	87,713	104,056	(16,343)	(5,424)
Housing	24,907	25,010	(103)	81,551	96,951	(15,401)	(1,628)
Highways	4,743	5,774	(1,031)	17,975	14,561	3,414	98
Communities	180	218	(38)	321	352	(32)	(13)
Resources	862	2,214	(1,352)	7,216	7,969	(753)	(9)
Corporate	12,739	12,739	-	30,574	30,574	-	-
<b>Grand Total</b>	<b>93,274</b>	<b>109,614</b>	<b>(16,340)</b>	<b>266,257</b>	<b>294,682</b>	<b>(28,425)</b>	<b>(5,636)</b>

## Capital Programme

	2015-16 £m	2016-17 £m	Future £m	Total £m
Month 4 Approved Budget	292.9	166.7	308.5	768.1
Additions	2.1	1.7	0.0	3.8
Variations	-0.3	0.0	0.0	-0.3
Month 5 Approved Budget	<u>294.7</u>	<u>168.4</u>	<u>308.5</u>	<u>771.5</u>

4. The revised programme shows a net increase of £3.5m and reflects the approval of £3.8m of demolition works for the Sheffield Retail Quarter city centre regeneration project

### Commentary

5. The key variances for the forecast £28.4m shortfall against budget by the year end by project include:
- £10.4m slippage on the Sheffield Retail Quarter project
  - £5.5m slippage on the Lower Don Valley Flood defence project. The project has been delayed following lengthy negotiations with the selected contractor over the initial cost estimates which were well above the approved, funded amount. The latest schedule of works is within budget but the contingency for further overspends is greatly reduced increasing the risk of a future overspend. The project is now expected to complete in March 2017;
  - The Bus Rapid Transit link and FA pitches are forecasting spend above budget pending re-authorisation of these projects to reflect the revised scope and funding arrangements
6. Of the £16.3m shortfall in the year to date,
- £3.8m behind profile on the two new leisure centres at Graves and North Active but the slippage will be caught up and the centres will open on their projected dates. The adjacent 3G pitches at each site are an additional £1.2m behind plan following changes to the design increasing the number of pitches and a revised funding agreement;

- 
- £3.1m behind on the Lower Don valley Flood defence works for the reasons above;
  - £1.8m behind on the New Build Council Housing for the reasons given above, and, £1.3m slippage on the Council House stock increase project;
  - £1.7m delayed start on the Brookhill area improvements. The project has been delayed by a number of months awaiting commitments from partner organisations which have delayed the transfer of the scheme to the Council. Legal agreements are close to completion to enable this transfer to take place;
  - the Roofing programme is £4.4m ahead of plan following a good start on site by the selected contractors and an expanded programme of work;
  - £0.8m behind on the DVS Remediation project reflecting savings made the original approval sum. The project manager will be submitting a revised profile to the new cost plan;
  - £0.9m slippage on the Fire Risk Assessment and remedial works programme
  - £0.4m slippage in the demolition of Castle Market
  - Arbourthorne £0.5m behind budget.
7. The remaining £5.9m variance is scattered across all other projects. In total this group is 27% below budget. The Month 4 forecast predicts a shortfall against budget of £18.5m (19%) by the year end.

## **Approvals**

8. A number of schemes have been submitted for approval in line with the Council's agreed capital approval process.
9. Below is a summary of the number and total value of schemes in each approval category:
- 14 additions to the capital programme with a value of £495k.
  - 16 variations to the capital programme creating a net increase of £3.5m;
  - 3 requests for slippage amounting to £7.5m;and

- 1 Deletion from the programme of £730k

10. Further details of the schemes listed above can be found in Appendix 5.1 and 5.2.

**Finance**

**September 2015**

Capital Schemes - August

Scheme Description	Approval Type	Value £000	Procurement Route																									
<p><b>PLACE PROGRAMME</b></p> <p><b>Lower Don Valley Flood (LDV) Defence Works</b></p> <p>The LDV is a strategically important industrial area of the city. Severe flooding in 2007 caused many businesses significant disruption and some ceased trading because of it.</p> <p>The aim of this scheme is to improve flood protection in Sheffield's Lower Don Valley through the construction of flood defence interventions between Nursery Street and Blackburn Brook. This will reduce the risk of flooding for 256 businesses, safeguarding 5,000 jobs in the area and reassuring existing business and potential new investors that action is in hand to reduce the flood risk.</p> <p>Due to delays in negotiating the contract for the design and construction of the flood defences within the available funding, approval is being sought to slip £5,462 in future years, as per below:-</p> <table border="1" data-bbox="990 1071 1250 1701"> <thead> <tr> <th></th> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> <th>Total</th> </tr> <tr> <th></th> <th>000's</th> <th>000's</th> <th>000's</th> <th>000's</th> </tr> </thead> <tbody> <tr> <td>Approved Budget</td> <td>10,353</td> <td>5,741</td> <td>15</td> <td>16,109</td> </tr> <tr> <td>Slippage Request</td> <td>4,890</td> <td>10,081</td> <td>1,138</td> <td>16,109</td> </tr> <tr> <td></td> <td><u>-5,463</u></td> <td><u>4,340</u></td> <td><u>1,123</u></td> <td><u>0</u></td> </tr> </tbody> </table> <p>Completion is now expected in March 2017. The project is funded through grants from the</p>		2015/16	2016/17	2017/18	Total		000's	000's	000's	000's	Approved Budget	10,353	5,741	15	16,109	Slippage Request	4,890	10,081	1,138	16,109		<u>-5,463</u>	<u>4,340</u>	<u>1,123</u>	<u>0</u>	Slippage	-5,463	n/a
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<p>Environment Agency and the Business Improvement District Levy.</p>	<p><b>FA Football Pitches</b>                  In November 2014 Cabinet approved £4.7m for the construction of a number of 3G and high quality football pitches at Graves and Thorncliffe as part of the drive to improve “grass roots” football.</p> <p>Funding of the original approval was as follows:</p> <table border="1" data-bbox="544 703 868 1938"> <thead> <tr> <th></th> <th>Graves</th> <th>Thorncliffe</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FA</td> <td>1,503</td> <td>683</td> <td>1,503</td> </tr> <tr> <td>Sport England</td> <td>1,000</td> <td>500</td> <td>1,000</td> </tr> <tr> <td>Football Foundation</td> <td>1,000</td> <td>500</td> <td>1,000</td> </tr> <tr> <td>SCC</td> <td>1,172</td> <td>500</td> <td>1,172</td> </tr> <tr> <td></td> <td><u>4,675</u></td> <td><u>2,183</u></td> <td><u>4,675</u></td> </tr> </tbody> </table> <p>Subsequent to this approval there have been significant changes in scope for which approval is now sought:</p> <ul style="list-style-type: none"> <li>- An increase in the number of 3G pitches at each site from 1 to 2</li> <li>- Additional pitch at Thorncliffe required an alternative drainage solution which included the addition of attenuation tanks under the car park.</li> <li>- Coal Mining risk assessments at Thorncliffe highlighted the need to undertake grouting works into multiple mine shafts.</li> <li>- Planning conditions stipulated that both sites required additional car parking from original designs</li> <li>- Increased costs for earthworks on both sites due to level changes.</li> </ul>		Graves	Thorncliffe	Total	FA	1,503	683	1,503	Sport England	1,000	500	1,000	Football Foundation	1,000	500	1,000	SCC	1,172	500	1,172		<u>4,675</u>	<u>2,183</u>	<u>4,675</u>	<p>Variation</p>	<p>2,424</p>	<p>Modular Buildings - it is intended to utilise a full single stage selective tender process via open advert</p> <p>Pitch construction via the Sport England framework for grass and the Football Foundation Framework for the 3G pitches.</p> <p>Other works by extension of the existing contracts with BAM and Kier for the construction of</p>
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<p>- The BAM and Kier external works packages increased from the original designs and costings</p> <p>It follows therefore that the costs need to be varied as follows:</p> <ul style="list-style-type: none"> <li>• <b>FA Pitch (Graves)</b> increase of £844k from £2,491k to £3,335k</li> <li>• <b>FA Pitch (Thornccliffe)</b> increase of £1,580k from £2,183k to £3,763k</li> </ul> <p>For reasons outside the control of the Council, the Football Association, Sport England and Football Foundation funding has been withdrawn and replaced by direct funding from the Exchequer and a revised allocation from Sport England. However, the revised funding is not sufficient to meet the increased costs leaving a funding gap currently to be met through prudential borrowing of £700k (see table below) at a cost of £47k p.a. to the Culture revenue budget for the next 25 years.</p> <table border="1" data-bbox="743 722 967 1915"> <thead> <tr> <th></th> <th>Graves</th> <th>Thornccliffe</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td><b>Exchequer Funding</b></td> <td>4,870</td> <td>2,435</td> <td>4,870</td> </tr> <tr> <td><b>SCC (CRP)</b></td> <td>1,172</td> <td>500</td> <td>1,172</td> </tr> <tr> <td><b>Sport England</b></td> <td>400</td> <td>200</td> <td>400</td> </tr> <tr> <td><b>Gap - (Pru Borrowing)</b></td> <td>657</td> <td>28</td> <td>657</td> </tr> <tr> <td></td> <td><u>7,099</u></td> <td><u>3,335</u></td> <td><u>7,099</u></td> </tr> </tbody> </table> <p>Final versions of the funding agreements relating to the exchequer and Sport England Funding have yet to be received. Future reports will seek the approval to accept the grant once the conditions are known but it is expected that these will substantially the same as those already agreed, other than the need to spend the grant by March 2016. The project plan is being formulated to meet this imperative.</p>		Graves	Thornccliffe	Total	<b>Exchequer Funding</b>	4,870	2,435	4,870	<b>SCC (CRP)</b>	1,172	500	1,172	<b>Sport England</b>	400	200	400	<b>Gap - (Pru Borrowing)</b>	657	28	657		<u>7,099</u>	<u>3,335</u>	<u>7,099</u>			<p>the leisure centres at Graves and Thornccliffe respectively</p>
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<p><b>Catherine Street Open Space</b>                  Catherine Street Open Space is a site suffering from significant antisocial behaviour issues. New housing is being built opposite the site and S106 money is available to make improvements to the site to help tackle the current antisocial issues by opening up views and</p>	<p>Addition</p>	<p>36</p> <p>In-House &amp; 3 Quotes</p>																									

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<p>sight lines through the green space.</p> <p>The project will carry out improvements to the site including re-landscaping, removal of overgrown shrubs and redundant tarmac areas and boundary and entrance improvements.</p> <p>Some immediate health and safety works on the site have been carried out at risk through Parks &amp; Countryside's in house team's revenue budget prior to capital approval. Three quotations were obtained and the contractor with the lowest quote (MHH Contracting £6,900.00) was appointed to deliver this work.</p> <p>The project is fully funded from S106.</p>				
<p><b>RESOURCES PROGRAMME:-</b></p>				
<p><b>Carbrook Urban Traffic Control Centre Relocation –</b></p>				
<p>This project is required to facilitate the relocation of UTC (Urban Traffic Control) department staff, together with all specialist traffic management equipment, from Carbrook to the Town Hall as a precursor to the disposal of the Carbrook site. A purchaser for the Carbrook building has been identified and they wish to take vacant possession at the end of January 2016. Separate capital approval for this scheme is being requested as no provision for the UTC move was made in the initial Workplace Relocation Programme.</p>	<p>Addition: Key Item</p>	<p>100</p>	<p>Waiver for BT works as sole supplier.</p> <p>3 quotations for various survey works</p>	
<p>Approval is sought at this stage for £100k to cover the initial feasibility work and the commissioning of British Telecom to move their specialist equipment, estimated at £50k each,</p> <p>Due to the timescales involved and BT lead times an advance order to BT will need to be placed immediately and quotations obtained and tenders awarded for the survey works at risk.</p> <p>The complete operation will comprise a 'lift and shift' of 15 staff from Carbrook to a location within the Town Hall. Specialist contractors will be required to move and re-install specialist</p>				

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<p>traffic management operational equipment to avoid invalidating warranties.</p> <p>There will be an associated write down of both the building itself and of internal refurbishment works of £590k delivered by Thinking Space Systems Ltd previously capitalised within the South Yorkshire Intelligent Transport System project.</p> <p>The overall costs of the project (estimated at £550k) are to be funded from Prudential Borrowing and the capital and interest repayments are to be met by the Wider Accommodation Strategy budgets. Prudential Borrowing has been based upon an interest rate of 5% for 10 years.</p>			
<p><b>Essential Building Works – Stage 1</b></p> <p>The Council's estate includes a number of buildings dating back to Victorian times (and some even earlier). Many of these buildings are listed including some in the highest category, Grade 1. This places a significant onerous duty to maintain and preserve infrastructure for which it might be more cost effective to demolish. The electrical systems and building structures now require essential refurbishment and renewal in order to keep the buildings compliant with legislation and fit for purpose. The feasibility and survey work involved, at £56k and £44.5k respectively, and are necessary because of the listed status of the buildings.</p> <p>There is a risk of potential closure of buildings if the works are not undertaken in good time. It will be funded from an agreed 2015-16 Corporate Resource Pool bid.</p>	<p>Addition</p>	<p>100.5</p>	<p>In-house delivery: feasibility stage only Surveys by quotes/tender</p>
<p><b>Radon Works</b></p> <p>This project will address issues of Radon surveys, monitoring and ensuing installation of radon extraction units at Walkley Library and the former Watoto Children's Centre building.</p> <p>This project will install extraction equipment (fans, pumps etc. as required by technical survey) to remove Radon from buildings where levels have been monitored and recorded above recommended limits</p> <p>The project is funded from the Health &amp; Safety Block Allocation - itself funded from the</p>	<p>Addition</p>	<p>50</p>	<p>3 Quotes</p>

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Corporate Resource Pool.				
<p><b>Staniforth Road Site</b>                  The project was originally approved with a £1.1m budget to meet Fire Risk Assessment works at Darnall Star Works and Staniforth Road. However, the latter have not yet been carried out due to the future plans for Staniforth Road still needing to be agreed, due to a delay in finalising the CIP (Community Investment Programme) strategy. It is for that reason that a variation to remove the Staniforth Road element and re-submit it if required at a later stage and leave only the expected cost of the Darnall works of £370k is requested.</p>	Deletion	-730	n/a	
<p>Funds to be drawn to be returned to that block allocation as a temporary measure until such time it is needed once the outcome of the CIP is known and work at Staniforth Road can begin.</p>				
<p><b>Health &amp; Safety Compliance Block Allocation</b>                  This variation seeks to apply £50k to the Radon Works project and add back £730k of funds originally identified as being require for the Staniforth Road works as originally incorporated in the Darnall FRA Works project as noted above.</p>	Variation	680	n/a	
<p><b>Woodseats Hub</b>                  In March 2012, Cabinet approved a proposal to dispose of the current Woodseats Library to enable the site to be re-developed with a ground floor retail unit floor and a new first floor library. Following Cabinet approval, the Council was approached by Woodseats Medical Practice with a proposal to re-develop the site as a combined community hub which would provide a new surgery facility together with a new library on the ground floor. This is also in line with the later February 2014 Cabinet decision regarding the Future of the Sheffield's Library Service where Woodseats Library was confirmed as one of 11 city wide hub libraries to be created.</p>	Addition	100	3 Competitive quotes	
<p>Terms have now been agreed which will enable the community hub development to proceed. In order for the development to progress, the Council has agreed to demolish and clear the site of the existing Library building.</p>				

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<p>Approval is being sought to utilise £100k CRP funding to enable the following:-</p> <ul style="list-style-type: none"> <li>a) Initial move management relocate the Library staff, equipment and stock.</li> <li>b) Demolition and site clearance of the exiting Library building site.</li> <li>c) The fit-out of the library space within the new community hub facility (hub constructed by others).</li> <li>d) Move management of the existing Library staff, equipment and stock to relocate into the new facility.</li> </ul>			
<p><b>SUCCESSFUL CHILDREN &amp; YOUNG PEOPLE :-</b></p>			
<p><b>Halfway Infants – Mobile Replacement</b>                  The purpose of this project is to replace the existing Halfway Nursery Infants Mobile with a new modern modular building. The existing building has been identified as unfit for purpose following a condition survey carried out as part of a rolling programme across the CYPF estate. Structural Engineers from the Council’s Capital Delivery Service have identified wet rot in the external timber cladding and window frames compromising the weather tightness of the building. Failures have also been identified in key structural elements of the roof beams and supporting columns and as a result the long term structural stability of the building cannot be guaranteed. It is not considered cost effective to repair the structure since this would require virtually a full reconstruction of the timber frame. Therefore demolition of the existing building and replacement with a new modular unit is recommended.                  The project is to be funded from the CYPF Capital Maintenance block allocation and is expected to be complete by March 2016.</p>	<p>Variation</p>	<p>242.5</p>	<p>Competitive tender – YORbuild Framework</p>
<p><b>Capital Maintenance Block Allocation</b>                  A variation for £242.5k is requested to allocate funding to the Halfway Infants Mobile Replacement project as noted above. This has been approved by the CYPF Capital Commissioning Group Programme Board.</p>	<p>Variation</p>	<p>-242.5</p>	<p>n/a</p>

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<p><b>School Expansions – Feasibility works – 8 locations</b>                  The following projects all cover feasibility work required, to evaluate the options to provide additional pupil places to meet the increase in demand due to population growth and an increase in mid-year transfers.</p> <p>Providing sufficient school places is a statutory duty of the Council and is essential to the Council’s focus on enabling children to have the best start, achieve their full potential and contribute to the success of the city. Over the last decade Sheffield has seen a steady increase in births and an increase in the number of children applying to join schools mid-year. Recent data suggests the birth rate in Sheffield is, for the time being, sustained at this higher level. This means school places in Sheffield are operating in a very tight system and more places are needed in different areas of the city to accommodate local growth. The city is undertaking a programme of growth to meet this increasing demand and around 4,500 new places have been added to the primary sector in recent years. As well as additional primary places, it is expected that by September 2019 an additional 15 to 19 forms of entry will need to be added to the system just to accommodate all children transferring from primary schools into Year 7.</p> <p>The projects are all to be funded from the CYPF Basic Need block allocation.</p> <p><b>New 8FE Secondary School South West</b> – feasibility: £12.5k  <b>1FE Expansion of Ecclesall Infants</b> – feasibility: £20k  <b>Carterknowle School Refit - 1FE Clifford School</b> – feasibility: £6.25k  <b>South West 2FE expansion T/P</b> - feasibility: £10k  <b>New 5FE Secondary School NE – Woodside</b> – feasibility: £10.7k  <b>1FE Additional Primary Provision - NE</b> – feasibility: 16.5k  <b>New Primary - Netherthorpe Area</b> – feasibility: £20k  <b>Firs Hill 2013 Bulge Year</b> – feasibility: £6.5k</p>	<p>Addition</p>	<p>102.5</p>	<p>In-House Provider</p>
<p><b>Basic Need Block Allocation</b>                  A variation for £102.5k is requested to allocate funding to the feasibility stages of the 8 Basic Need expansion projects listed above. These have all been approved by the CYPF Capital</p>	<p>Variation</p>	<p>-102.5</p>	<p>n/a</p>

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Commissioning Group Programme Board.				
<b>PROCUREMENT STRATEGY:-</b>				
• None				
<b>DIRECTOR VARIATIONS:- (Note only)</b>				
• None				





## Capital Schemes – September

Scheme Description	Approval Type	Value £000	Procurement Route
<b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b>			
<b>HIGHWAYS PROGRAMME</b>			
<b>94445 BN962 Bus Agreement</b> Approval is being sought to increase the 2015/16 allocation by £75k to £632k.  The variation is to fund final costs of schemes that are not eligible to be claimed from Better Buses funding.  The increase is to be funded by £50k South Yorkshire Passenger Transport Executive (SYLTE) Local Transport Plan (LTP) and £25k from prior year capital reserves  Final costs of the Mosborough Key Bus Route have first call on the capital reserve contribution. Final costs of schemes at Nethergate & Malin Bridge have first call on the SYLTE LTP contribution.  This will bring the overall project costs (including prior year spend) to £2.6m.	Variation	75	n/a
<b>93425 – Relocatable Camera Enforcement</b> This project seeks to improve the level of compliance with bus lanes at bus gate enforcement sites, while reducing the overall costs of delivering this service. This will be achieved through a combination of moving away from an attended enforcement system (by expanding the unattended system) and changing the way that offences are reviewed.  The project delivery timescales have been revised to enable better coordination with other corporate projects.	Slippage	186	n/a

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As a result, approval is being sought to slip £186k into 2016/17. The project is funded from prior year bus lane penalty charges.			
<b>HOUSING PROGRAMME</b>			
<b>Q00087 Stock Increase (CHS)</b> The stock increase programme for Council Housing Services aims to increase the stock by 1,000 houses by building new or acquiring existing homes. There has been a delay in the new build programme due to the originally appointed contractor going into liquidation. This variation is to move £1.787m from 15/16 to 16/17 in reaction to this delay.	Slippage	-1,787	N/A
<b>Q00088 PSH Cat 1 Hazards</b> This variation is to remove £50k in 2015/16 from the block allocation for Category 1 Hazards in Private Sector Housing. This is a saving to the planned programme of works, funded by Capital Receipts.  This work was to improve the condition of private sector housing especial relating to conditions contributing to the poor health of Asthma sufferers. This work is now being completed via the works in default budget and funded by enforcement procedures against the private landlords.	Variation	-50	N/A
<b>PARKS PROGRAMME</b>			
<b>94492 Re-Thinking Parson Cross Park</b> The project is part of the wider initiative 'Rethinking Parks' which aims to explore sustainable delivery models for parks and green spaces. This particular initiative aims to integrate existing parks and green spaces with new housing developments, creating valued, sustainable spaces for the city's residents.  The initial phase of this project is to conduct a feasibility study (to be carried out In-House) to investigate specific actions and interventions which will reinvigorate Parson Cross Park and its associated green spaces.	Addition (feasibility)	5.7	In-House

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<p>It is currently anticipated the full project (subject to approval of the feasibility recommendations via the capital approval process will improve 2 areas of green space, deliver 1800m of new footpath, 68 of new housing units overlooking the park, improvements to existing park facilities, create 2 new park entrances &amp; develop a sustainable management model for the park</p> <p>The funding for this stage will be from S106 monies.</p>			
<p><b>IN TOUCH ORGANISATION</b></p>			
<p><b>RESOURCES PROGRAMME</b></p>			
<p><b>Abbeydale Industrial Hamlet</b>  The project currently has an authorised budget of £326.6k to carry out major repairs to the dam wall to prevent the loss of water. This comprised draining and providing a pond liner, agreed with English Heritage because of its listed status, at a cost of £326.6k.</p> <p>This project was complex in nature and the final approval was sufficient to address a "worst case scenario" design. Fortunately, as work progressed, a simpler solution proved effective resulting in the final repair design being cheaper than envisaged.</p> <p>The project is funded from the Corporate Resource Pool and the saving will be returned to the Health &amp; Safety Block Allocation which was used to fund the original increase.</p>	Variation	-100.5	N/A
<p><b>Health &amp; Safety Block Allocation</b>  This variation is to add back the underspend from the Abbeydale Industrial Hamlet project, originally funded from The Health &amp; Safety Block Allocation as noted above.</p>	Variation	100.5	N/A

<p><b>PROCUREMENT STRATEGY</b></p>					
<p><b>BETTER HEALTH &amp; WELLBEING</b></p>					
<p><b>THRIVING NEIGHBOURHOODS AND COMMUNITIES</b></p>					
<p><b>Sheffield Football Project- Procurement of Modular Pavilion</b></p>					
<p>The purpose of this Procurement Strategy is to seek approval to include the construction of modular changing pavilions at both Thorncliffe Recreation Ground and at Graves Leisure Centre site.                  A Waiver has been submitted to undertake a direct appointment with Integra to provide modular pavilions and changing facilities at a cost of £798k per site. Discussions have been held with Integra via Sport England over the proposed work and a contract sum analysis has been provided in the figure of £798k per site. If the waiver is approved the City Council would negotiate directly with Integra to review this and also explore any potential efficiency savings through delivering both units under a single order.                  The use of Integra for the provision of the Modular Units will meet Sport England's quality standards, has been approved under the terms of the funding agreement and has been independently verified to represent value for money. This will also secure additional funding from Sport England towards the project and reduce the shortfall that is currently being met from borrowing.                  Form of contract - NEC Option A. Evaluation - 100% Price.</p>					<p>Single Source Tender via waiver A Waiver has been submitted to undertake a direct appointment with Integra to provide modular pavilions and changing facilities at a cost of £797,898 per site.</p>

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<b>DIRECTOR VARIATIONS:- (Note only)</b>				
<b>HIGHWAYS PROGRAMME</b>				
<b>Abbeydale Road Clearway Changes</b> This project was to review all signing and lining (including bus lanes and loading and waiting restrictions) to enable the appropriate restrictions to be enforced by camera.  Director approval has been given to add £1.8k camera enforcement income to enable the completion of the project.	Director Variation	1.8	n/a	
<b>Boston Street Bus Gate</b> This project was to replace the existing bus gate with a new bus lane enforced by a CCTV camera in addition to improving access at two bus stops and adding a new pedestrian crossing point on Cemetery Road  Director approval has been given to add £12k camera enforcement income to enable the completion of the project.	Director Variation	12	n/a	
<b>Key Bus Route Sheffield to Woodhouse</b> The key aim of this project was to improve bus reliability and journey times on the high frequency service 52 bus route from Sheffield city centre to Woodhouse. The works included real-time intelligent detection (RID) at all signal sets, highway schemes on Handsworth Rd, Retford Rd & Badger Rd, and improvements to all bus stops.  Director approval has been given to add the remaining £10k Passenger Transport Executive Local Transport Plan allocation to complete the works.	Director Variation	10	n/a	
<b>10 Day Travel Challenge</b> The aim of this project is to increase the use of cycles as a mode of travel for school pupils.	Director Variation	-22	n/a	

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<p>The initial approved capital allocation was incorrect as the majority of the project is being carried out in revenue. The variation is to reduce the Capital allocation by £22k to £3k to fund scooter storage.</p>			
<p><b>PLACE PROGRAMME: PARKS</b></p>			
<p><b>Woodland Management for Birds</b> The aim of this project was the clearance and felling of Burbage plantation and successful re-establishment of native broadleaved woodland through planting and natural regeneration.</p>	<p>Director Variation</p>	<p>21</p>	<p>n/a</p>
<p>Director approval has been given to add £21k to bring the project to completion. The funding variation has been claimed and received from the funders.</p>			
<p><b>Hillsborough Park Tennis Courts</b> This project delivered minor refurbishments of Hillsborough Park tennis courts.</p>	<p>Director Variation</p>	<p>-9.7</p>	<p>n/a</p>
<p>The approved project funding has been reduced by £9.7k to reflect the actual cost of the project. The final cost of the project was £13.3k which is being funded by the Lawn Tennis Association.</p>			
<p><b>High Hazels Tennis Courts</b> This project delivered a total refurbishment of High Hazels tennis courts.</p>	<p>Director Variation</p>	<p>-18.4</p>	<p>n/a</p>
<p>The approved project funding has been reduced by £18.4k to reflect the actual cost of the project. The final cost of the project was £59.7k which is being funded by the Lawn Tennis Association (£30k) and S106 monies (£29.7k).</p>			