

Council

**Wednesday 6 January 2021
2.00 pm**

**To be held as an online video
conference.**

The Press and Public are Welcome to Attend/Observe. To access the meeting, click on the 'View the Webcast' link on the webpage - <http://democracy.sheffield.gov.uk/ieListDocuments.aspx?CId=154&MId=7676&Ver=4>

COUNCIL

Wednesday 6 January 2021, at 2.00 pm

To be held as an online video conference

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Tony Downing)
THE DEPUTY LORD MAYOR (Councillor Gail Smith)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Andy Bainbridge Vic Bowden Moya O'Rourke	19	<i>Nether Edge & Sharrow Ward</i> Peter Garbutt Jim Steinke Alison Teal
2	<i>Beighton Ward</i> Bob McCann Chris Rosling-Josephs Sophie Wilson	11	<i>Ecclesall Ward</i> Roger Davison Barbara Masters Shaffaq Mohammed	20	<i>Park & Arbourthorne Ward</i> Julie Dore Ben Miskell Jack Scott
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Abdul Khayum Alan Law Abtisam Mohamed	21	<i>Richmond Ward</i> Mike Drabble Dianne Hurst
4	<i>Broomhill & Sharrow Vale Ward</i> Angela Argenzio Kaltum Rivers	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Jackie Drayton Talib Hussain Mark Jones	14	<i>Gleadless Valley Ward</i> Lewis Dagnall Cate McDonald Paul Turpin	23	<i>Southey Ward</i> Mike Chaplin Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Ruth Mersereau Martin Phipps	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayris	24	<i>Stannington Ward</i> David Baker Penny Baker Vickie Priestley
7	<i>Crookes & Crosspool Ward</i> Tim Huggan Mohammed Mahroof Anne Murphy	16	<i>Hillsborough Ward</i> Bob Johnson George Lindars-Hammond Josie Paszek	25	<i>Stocksbridge & Upper Don Ward</i> Jack Clarkson Julie Grocutt Francyne Johnson
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Terry Fox Sioned-Mair Richards	26	<i>Walkley Ward</i> Ben Curran Neale Gibson
9	<i>Dore & Topley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> Tony Downing Kevin Oxley Gail Smith	27	<i>West Ecclesfield Ward</i> Alan Hooper Adam Hurst Mike Levery
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

Contact:

Paul Robinson, Democratic Services
paul.robinson@sheffield.gov.uk

PUBLIC ACCESS TO THE MEETING

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

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

A copy of the agenda and reports is available on the Council's website at <http://democracy.sheffield.gov.uk/ieListMeetings.aspx?Committeeld=154>. 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 most Council meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. Please see the website for details of how to view the remote meeting.

**COUNCIL AGENDA
6 JANUARY 2021**

Order of Business

1. WELCOME AND HOUSEKEEPING ARRANGEMENTS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

4. APPOINTMENT OF A NEW LEADER OF THE COUNCIL

Report of the Director of Legal and Governance (Monitoring Officer) seeking approval for a new Leader of the Council to be appointed at the Council meeting, to serve for the remainder of the 2020/21 Municipal Year.

5. NOTIFICATION OF EXECUTIVE ARRANGEMENTS

Report of the Director of Legal and Governance (Monitoring Officer) outlining the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

6. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

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

(NOTE: There is a time limit of one hour for the above item of business. In accordance with the arrangements published on the Council's website in relation to meetings of the Council held remotely, questions/petitions are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on Monday 4th January.)

7. MEMBERS' QUESTIONS

7.1 Questions relating to urgent business – Council Procedure Rule

16.6(ii).

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

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

<http://democracy.sheffield.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13165&path=0>)

8. CORONAVIRUS (COVID-19) UPDATE

To receive updates on Covid-19 related matters affecting the city, including from the Director of Public Health, followed by questions from Members of the Council.

(NOTE: The above item of business is scheduled to be held from approximately 3.00 p.m. to no later than 4.30 p.m.).

9. REVIEW OF THE MEMBERS CODE OF CONDUCT AND COUNCILLOR COMPLAINTS PROCEDURE

Report of the Director of Legal and Governance (Monitoring Officer).

10. APPOINTMENT TO THE POST OF INTERIM EXECUTIVE DIRECTOR OF PLACE

Report of the Director of Human Resources and Customer Services.

11. MINUTES OF PREVIOUS COUNCIL MEETING

To receive the record of the proceedings of the meeting of the Council held on 2nd December 2020 and to approve the accuracy thereof.

12. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

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



Gillian Duckworth
Director of Legal and Governance

Dated this 23rd day of December 2020

The next ordinary meeting of the Council will be held on 3 February 2021.

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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SHEFFIELD CITY COUNCIL Report to Council

Report of: Director of Legal and Governance (Monitoring Officer)

Date: 6th January 2021

Subject: Appointment of a New Leader of the Council

Author of Report: Jason Dietsch, Head of Democratic & Member Services
jason.dietsch@sheffield.gov.uk

Summary:

This report seeks approval for a new Leader of the Council to be appointed at the Council meeting, to serve for the remainder of the 2020/21 Municipal Year.

Recommendations:

That the Council:-

- (a) notes the information contained in the report, in particular the resignation of Councillor Julie Dore as Leader of the Council with effect from 6th January 2021;
- (b) determines that a new Leader of the Council be appointed at the meeting, to serve for the remainder of the 2020/21 Municipal Year; and
- (c) appoints a new Leader of the Council.

Background Papers:

1. Constitution of Sheffield City Council
2. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
NO – Cleared by Paul Schofield
Legal implications
YES – Cleared by Andrea Simpson
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

Appointment of a New Leader of the Council

1. INTRODUCTION

- 1.1 This report seeks approval for a new Leader of the Council to be appointed at the Council meeting, to serve for the remainder of the 2020/21 Municipal Year.

2. APPOINTMENT TO THE POSITION OF LEADER OF THE COUNCIL

- 2.1 The constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions, as set out in Chapter 2 of the Local Government Act 2000, are outlined in the report published with this agenda under the next item of business (Item 4 - Executive Arrangements).
- 2.2 At the Annual Meeting of the Council held on 15th May 2019, Councillor Julie Dore was appointed Leader of the Council for the Municipal Year 2019/20.
- 2.3 Councillor Dore's term of office as Leader of the Council was extended by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020, which disapply the requirement to have an Annual Meeting in 2020 and provide that where an appointment would otherwise be made at the annual meeting, such appointment continues until the next annual meeting or until such time as the Authority may determine.
- 2.4 Towards the end of November 2020, Councillor Dore announced that she would be standing down as Leader of the Council and would formally resign as Leader, with effect from the date of this Council meeting, on 6th January 2021.
- 2.5 In view of Councillor Dore's resignation, the Council is required to determine that a new Leader of the Council be appointed at this meeting, to serve for the remainder of the 2020/21 Municipal Year, and to then appoint a Member to the position of Leader of the Council.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications relating to the appointment of a new Leader of the Council. Under the Council's Members' Allowances Scheme, the Leader of the Council does receive a Special Responsibility Allowance (SRA) (currently £19,615.67 per annum) in addition to the Basic Allowance received by each Member of the Council. The cessation of the Leader's SRA for the current post-holder and commencement of the payment of the Leader's SRA to the new post-holder with effect from the same date, is cost neutral.

4. LEGAL IMPLICATIONS

4.1 The legal implications are set out in the body of this report.

5. EQUALITY OF OPPORTUNITY IMPLICATIONS

5.1 There are no equalities implications.

6. RECOMMENDATIONS

6.1 That the Council:-

6.1.1 notes the information contained in the report, in particular the resignation of Councillor Julie Dore as Leader of the Council with effect from 6th January 2021;

6.1.2 determines that a new Leader of the Council be appointed at the meeting, to serve for the remainder of the 2020/21 Municipal Year; and

6.1.3 appoints a new Leader of the Council.

Gillian Duckworth
Director of Legal & Governance (and Monitoring Officer)



SHEFFIELD CITY COUNCIL Report to Council

Report of: Director of Legal and Governance (Monitoring Officer)

Date: 6th January 2021

Subject: Executive Arrangements

Author of Report: Jason Dietsch, Head of Democratic & Member Services
jason.dietsch@sheffield.gov.uk

Summary:

This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

Recommendations:

That the Council receives and notes the newly appointed Leader of the Council's notification of:-

- (a) appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility; and
- (b) the scheme of delegation for the discharge of Executive functions

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
YES – Cleared by Paul Schofield
Legal implications
YES – Cleared by Andrea Simpson
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

Executive Arrangements

1. INTRODUCTION

- 1.1 This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions, as set out in Chapter 2 of the Local Government Act 2000.
- 1.2 At the Council meeting, the new Leader of the Council, to be appointed under a separate item of business on the agenda for the meeting (Item 3 – Appointment of a New Leader of the Council), will notify the Council of the appointment of a Deputy Leader and the Cabinet Members, including their portfolio areas of responsibility, and of the scheme of delegation for the discharge of Executive functions.

2. THE ESTABLISHMENT OF THE EXECUTIVE

- 2.1 The Council's Executive arrangements are set out in the Council's Constitution and have not changed since they were outlined in the attached report which was submitted to the Annual Meeting of the Council held on 15th May 2019.
- 2.2 Following the appointment of a new Leader of the Council (under item 3 on the agenda for the Council meeting), the newly appointed Leader will be invited to announce the names of the Members he or she has appointed to be members of the Executive, including the Deputy Leader, and in addition, a scheme of delegation for the discharge of Executive functions. The functions of the Executive, including portfolio holder areas of responsibility, are set out in the current Leader's Scheme of Delegation, but are subject to change at the discretion of the new Leader.
- 2.3 It is anticipated that details of the new Leader's notification of appointments of a Deputy Leader, the Cabinet Members (including their portfolio areas of responsibility) and the scheme of delegation for the discharge of Executive functions, will be circulated in a schedule presented at the Council meeting.

3. FINANCIAL IMPLICATIONS

- 3.1 The provisions for the payment of Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme, relating to Executive roles, have not changed since they were outlined in the report which was submitted to the Annual Meeting of the Council held on 15th May 2019 (attached).
- 3.2 The appointments to be made by the newly appointed Leader of the Council will have financial implications. All the posts of Cabinet Member attract an SRA (currently £9,807.85 per annum), which is paid in addition to the Basic Allowance received by each Member of the Council. The Executive (Cabinet) may consist of up to 10 Members, including the Leader and

Deputy Leader. Currently, in addition to the Leader and Deputy Leader, there are a further 8 Cabinet Members in receipt of an SRA, and this is the maximum number permitted. If the newly appointed Leader of the Council makes the same number of appointments, then this would have a cost neutral effect compared to the arrangements in place currently.

- 3.3 The financial implications of the appointments of Members to be made by the new Leader, will be outlined at the Council meeting.

4. LEGAL IMPLICATIONS

- 4.1 The legal implications are set out in the body of this report.

5. EQUALITY OF OPPORTUNITY IMPLICATIONS

- 5.1 There are no equalities implications.

6. RECOMMENDATIONS

- 6.1 That the Council receives and notes the newly appointed Leader of the Council's notification of:-

6.1.1 appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility; and

6.1.2 the scheme of delegation for the discharge of Executive functions.

Gillian Duckworth
Director of Legal & Governance (and Monitoring Officer)



SHEFFIELD CITY COUNCIL

Report to Council

Report of: Chief Executive

Date: 15th May 2019

Subject: Notification of Cabinet, Cabinet Adviser and Shadow Cabinet Appointments for the Municipal Year 2019-20, and the Leader's Scheme of Delegation for the Discharge of Executive Functions

Author of Report: Jason Dietsch, Head of Democratic & Member Services
0114 2734117

Summary:

This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

Recommendations:

That the Council:-

- (1) Receives, notes and approves where relevant, the Leader's notification of:-
 - (i) appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;
 - (ii) appointment of advisors to the Cabinet;
 - (iii) appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and
 - (iv) the scheme of delegation for the discharge of Executive functions(all to be circulated in a schedule presented at the meeting).
 - (2) Notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).
-

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
YES – Cleared by Paul Schofield
Legal implications
YES – Cleared by Nadine Wynter
Equality of Opportunity implications
NO – Cleared by Diane Owens
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

Notification of Cabinet, Cabinet Adviser and Shadow Cabinet Appointments for the Municipal Year 2019-20, and the Leader's Scheme of Delegation for the Discharge of Executive Functions

1. INTRODUCTION

- 1.1 This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions, as set out in Chapter 2 of the Local Government Act 2000.

2. THE ESTABLISHMENT OF THE EXECUTIVE

- 2.1 Under the Constitution, the Council at its Annual Meeting is required to appoint a Leader to hold office until the next Annual Meeting (and it will do this under a separate item of business on the agenda for the Annual Meeting). The Executive (Cabinet) shall consist of up to 10 Members, including the Leader (Section 9C(5) of the Local Government Act 2000). The Constitution provides for the Leader to present to the Council's Annual Meeting the names and Wards of the Members he or she has appointed to be members of the Executive, including the Deputy Leader, and in addition, a scheme of delegation for the discharge of Executive functions. The functions of the Executive, including portfolio holder areas of responsibility, are set out in the current Leader's Scheme of Delegation, but are subject to change at the discretion of the Leader.

- 2.2 The Leader may also establish sub-groups consisting of Executive members which can also take decisions. There is currently one established sub-group, the Cabinet Highways Committee, comprising 4 of the Cabinet members, with the remaining Cabinet Members acting as substitutes. The functions delegated to the Committee are described in Schedule 4 of the Leader's Scheme of Delegation and are to:-

"Exercise all the Council's executive functions arising from the Council's roles as the Highways Authority and Road Traffic Authority, including transport and parking matters, where these relate to:-

1. the Capital Programme;
2. policy statements;
3. matters that have drawn objections from members of the public; and
4. schemes with a value in excess of £250,000."

The Leader may establish further sub-groups and delegate functions to them, reporting this to Council at the earliest opportunity.

- 2.3 The Council does not propose to amend the current and published arrangements in respect of Executive functions adopted by the Council on 7th April 2010, with regard to the Strong Leader and Cabinet governance arrangements.
- 2.4 Details of the Leader's notification of appointments of a Deputy Leader; the Cabinet Members (including their portfolio areas of responsibility); advisers

to the Cabinet; Cabinet Members to serve on the Cabinet Highways Committee (including substitutes); and the scheme of delegation for the discharge of Executive functions, will be circulated in a schedule presented at the Council's Annual Meeting.

- 2.5 Details of the main opposition group's notification of the Leader of the Opposition and the appointment of Shadow Cabinet Members, will also be circulated in a schedule presented at the meeting.

3. FINANCIAL IMPLICATIONS

- 3.1 All the posts of Cabinet Member and Cabinet Adviser attract Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme. Therefore, the appointments to be made by the Leader of the Council at the Council's annual meeting will have financial implications. SRAs at Band C level (£5,536.30 per annum) are also available for Opposition Group Office Holders, with the number of posts attracting an allowance being determined by the size of the opposition group – a group with more than 40% membership of the Council is entitled to three SRAs, two Band C SRAs with more than 30% membership, and one Band C SRA with more than 20% membership.
- 3.2 In the Municipal Year 2018/19, in addition to the Deputy Leader, there were a further 8 Cabinet Members, plus 10 Cabinet Advisers, in receipt of an SRA. The Leader also receives an SRA, as does the Leader of the main opposition group (while ever the Group has more than 20% membership of the Council). One post of Opposition Group Office Holder (a Shadow Cabinet Member) also received an SRA.
- 3.3 The Members' Allowances Scheme for 2019/20 approved by the Council at its meeting on 6th March 2019, made no changes to either the roles for which Special Responsibility Allowances are paid, or the amounts of those Allowances (other than the annual index-linked adjustment). However, changes to the numbers of appointments made to the various roles will have financial implications, which will have to be managed within the overall finances of the Council.
- 3.4 As regards payment of SRAs to Opposition Group Office Holders, following the Municipal Elections held on 2nd May 2019, the political composition of the Council is now 49 : 26 : 8 : 1 (Labour : Lib Dem : Green : Other, respectively). This means that the number of Shadow Cabinet Member posts that will attract an allowance in 2019/20 will be two, an increase of one from 2018/19, on the basis that the main opposition group now has 30.95% (i.e. more than 30% but less than 40%) of the membership of the Council. This membership size also entitles the Leader of the main opposition group to retain his/her SRA. The additional Opposition Group Office Holder allowance represents an additional cost of £5,536.30 for the Members' Allowances budget.
- 3.5 The financial implications of all the appointments of Members to positions of Special Responsibility in the Municipal Year 2019/20, will be outlined at the Council's Annual Meeting.

4. LEGAL IMPLICATIONS

4.1 The legal implications are set out in the body of this report.

5. EQUALITY OF OPPORTUNITY IMPLICATIONS

5.1 There are no equalities implications.

6. RECOMMENDATIONS

6.1 That the Council receives, notes and approves where relevant, the Leader's notification of:-

6.1.1 appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;

6.1.2 appointment of advisers to the Cabinet;

6.1.3 appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and

6.1.4 the scheme of delegation for the discharge of Executive functions;

(all the above to be circulated in a schedule presented at the meeting).

6.2 That the Council notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).

John Mothersole
Chief Executive

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Council Report

Report of: Gillian Duckworth, Monitoring Officer

Date: 6th January 2021

Subject: Review of the Members Code of Conduct and Councillor Complaints Procedure

Author of Report: Gillian Duckworth

Summary: To provide the Council with an amended Code of Conduct and Councillor Complaints Procedure approved by the Audit and Standards Committee on 30th July 2020, which takes into consideration the best practice recommendations contained within a report by the Committee on Standards in Public Life dated January 2019.

Recommendations:

To adopt the proposed changes to the Code of Conduct and the Procedure for Dealing with Complaints regarding City, Parish and Town Councillors and Co-Opted Members.

Background Papers:

Report to Audit and Standards Committee on 30th July 2020

Report to Audit and Standards Committee on 24th October 2019

Report by the Committee on Standards in Public Life on Local Government Ethical Standards dated January 2019

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES/NO - Cleared by:
Legal Implications
YES/NO - Cleared by:
Equality of Opportunity Implications
YES/NO - Cleared by:
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Cabinet Portfolio Member
Councillor Terry Fox, Cabinet Member for Finance
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

REVIEW OF THE MEMBERS CODE OF CONDUCT AND COUNCILLOR COMPLAINTS PROCEDURE

1.0 INTRODUCTION

- 1.1 The Committee on Standards in Public Life published a review on Local Government Ethical Standards in January 2019.
- 1.2 At its meeting on 13th June 2019, the Audit and Standards Committee agreed to hold a workshop to look at the best practice recommendations for local government included within the review.
- 1.3 On 26th September, an Ethical Standards Workshop was held to look at whether the Authority was meeting the best practice and what needed to be done in the areas that did not meet best practice. Recommendations from the workshop were discussed at the Audit and Standards Committee held on 24th October 2019.

2.0 BACKGROUND

- 2.1 The Committee on Standards in Public Life published a review on Local Government Ethical Standards in January 2019 (the full report can be found on the gov.uk website). The report set out 26 recommendations to the Government, the LGA, Parish Councils and Political Groups which are designed to strengthen the current regime. All of the recommendations require actions by bodies other than local authorities, e.g. Government, before they can be implemented.
- 2.2 Also included within the report were 15 areas of best practice which it suggested local authorities should be following. The Committee on Standards in Public Life will review implementation of best practice in 2020.

3.0 ETHICAL STANDARDS WORKSHOP

- 3.1 On 26th September, an Ethical Standards Workshop was held to look at whether the Authority was meeting the best practice and what needed to be done in the areas that did not meet best practice.
- 3.2 Invited to the workshop were all members of the Audit and Standards Committee, including the Independent Co-opted Member and Parish Council representatives. Also invited were the Council's two Independent Members. There were seven attendees present at the workshop.
- 3.3 Officers had assessed the 15 areas of best practice against the current practice of the Council and put them into a 'traffic light' system.

4.0 OUTCOMES OF THE WORKSHOP

4.1 The workshop looked at the areas of best practice and made the following recommendations.

4.2 **1. AMBER - Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.**

- SCC current code is not detailed enough.
- ACAS definition included with the review document should be included within the Code of Conduct.
- Examples should be included as an appendix to the Code (should be made clear that the examples are not an exhaustive list!).
- The NALC model code had no definition. This should be a question to NALC.

4.3 **2. RED - Councils should include provisions in their Code of Conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.**

- Provisions should be included in SCC Code.
- All Members should be asked to sign up to comply with the sanctions.
- Should follow the wording on P.41 of the review document.
- Should apply to the whole code.

4.4 **3. AMBER - Principal authorities should review their Code of Conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.**

- A system should be devised that is as inclusive as possible to get the views of the public.
- Carry out consultation with disability groups etc.
- Possible online consultation that is open all year round, requesting feedback on Councillors and the Code of Conduct.
- Consider how to reach those who don't have online access.

4.5 **4. RED - An authority's Code of Conduct should be readily accessible to both Councillors and the public, in a prominent position on the Council's website and available in Council premises.**

- Consider providing hard copies in libraries, First Point etc.

4.6 **5. GREEN - Local authorities should update their gifts and hospitality register at least once per quarter and publish it**

- 4.13 **12. AMBER - Monitoring Officer roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.**
- It was felt that a financial contribution could cause precepts to be increased.
 - An annual fee could be charged to PC's.
- 4.14 **13. RED - A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.**
- This was a good idea as it was better to be independent.
 - Could be written into the procedure.
 - Depending on the level of conflict Deputy Monitoring Officer could be used.
 - Use the reciprocal arrangement with Barnsley MBC.
- 4.15 **14. GREEN - Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas, minutes and annual reports in an accessible place.**
- Not Green - should be white, as no bodies currently meeting the criteria.
 - Should look at having measures in place just in case.

5. CHANGES TO THE CODE OF CONDUCT

- 5.1 Taking into account the above, the following (please see **Appendix A**) changes were recommended to the Code of Conduct:
- 5.2 A minor revision has been made to the introduction to make it clearer and more concise.
- 5.3 A definition of bullying has been added to paragraph 1.1(c) (see Best Practice 1), in order to ensure Members are clear on the kinds of behaviour that are not acceptable.
- 5.4 Paragraph 1.1 has also been amended to include that Members should comply with any sanctions imposed and not make any trivial or malicious complaints, as outlined in Best Practice 2.
- 5.5 Paragraph 2.3 has been amended so that the Members gifts and hospitality regime reflects that of Officers, as per the discussion at the

Ethical Standards Workshop (Best Practice 5).

- 5.6 A minor revision to paragraph 4.3 regarding equalities to ensure that the Code of Conduct reflects the Council's current equality responsibilities.
- 5.7 Work is being carried out at a national level to formulate a model code of conduct, therefore the Council will consider the Code again once this work is completed and a model code is published.

6. COMPLAINTS CONCERNING A CITY, PARISH AND TOWN COUNCILLOR AND CO-OPTED MEMBERS

- 6.1 Revisions have been made in line with the best practice recommendations to the Procedure for Dealing with Complaints regarding City, Parish and Town Councillors and Co-Opted Members which is an appendix to Part 5 (b) of the Monitoring Officer Protocol (please see **Appendix B**).
- 6.2 As per best practice 13, insertions of paragraphs 1.4 and 1.5 into the introduction have been made which explain about possible conflicts of interest of officers appointed by the Monitoring Officer when undertaking standards investigations and also that the Monitoring Officer considers the interests of the public when assessing complaints against Councillors.
- 6.3 The procedure now clearly explains who the Independent Persons are and what the purpose of their role is. It also states when the Independent Person is consulted at various stages in the standards process.
- 6.4 At part 4 of the procedure - Making a Complaint/Withdrawing a Complaint, more detailed information has been included around the circumstances of requests for confidentiality by a complainant. This information was formally part of the 'complain about a councillor form', however it was felt better placed at part 4 of the document, this helps keep the 'complain about a councillor' form simpler and easier for complainants to complete.
- 6.5 Throughout the document the word 'potential' has been removed. A complaint will no longer be considered a 'potential breach'. Complaints will now be considered either 'a breach' of the Members' Code of Conduct or 'not a breach' of the Members' Code of Conduct'. This is in line with what neighbouring authorities have adopted in their Councillor complaints procedures.
- 6.6 At the foot of the document a complaints procedure flow chart has been included. This shows clearly each step in the process and also outlines what options are available to the Monitoring Officer/Consideration Sub-Committee/Hearing Sub-Committee should a breach of the Members' Code of Conduct be found.
- 6.7 In line with best practice 10, work has been undertaken to improve the complaint form used by the public to lodge a complaint against a councillor. The form is now more easily accessible on the Council's

website. A new online complaint form has also been devised and will be launched in the next few months.

- 6.8 At its meeting on 30th July 2020, Audit and Standards Committee approved the changes and recommended they be forwarded to Council for adoption.

SHEFFIELD CITY COUNCIL – MEMBERS’ CODE OF CONDUCT

Introduction

This Code applies to members of this [Authority](#) when you act in your role as a Member [and a representative of this Authority](#) and it is your responsibility to comply with the provisions of this Code. Members include all Elected Members and [Ceo-opted Members](#). [It](#)

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~~The Code~~ sets out the standards which are required of all ~~M~~members of the ~~A~~authority in carrying out their duties, and in their relationships with the Council and its officers.

~~Members are a representative of this authority and the public will view you as such, therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority.~~

This Code is based upon the following principles of public life which each member should comply with:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

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Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

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Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

This Code does not cover matters under the Localism Act 2011 where criminal sanctions will apply.

1. General Obligations

1.1 When acting in your role as a member of the authority you:

- (a) Must treat others with respect.
- (b) Must not conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct of members.
- (c) Must not bully or intimidate any person. In order to help Members understand the types of behavior that might constitute bullying the following definition has been adopted as a guide~~Bullying has been defined by ACAS as ‘offensive, intimidating, malicious or insulting –behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient’.~~
- (d) Must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) The disclosure is

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(A) reasonable and in the public interest;
(B) made in good faith and in compliance with the reasonable requirements of the authority; and
(C) you have consulted the Monitoring Officer prior to its release.

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- (e) Must not prevent another person from gaining access to information to which that person is entitled by law.
- (f) Must not conduct yourself in a manner which would reasonably be regarded as bringing your authority into disrepute.
- (g) Must not use your position to improperly confer or secure an advantage or disadvantage to yourself or any other person.
- (h) Must be clear when communicating with the media or speaking in public that you do not give the impression you are acting in an official capacity when you are acting in a personal capacity.
- (i) Must comply with the Protocol for Member/Officer Relations and respect the impartiality and integrity of the authority’s statutory officers and its other employees.
- (j) Must comply with any standards investigation and any sanctions imposed as a result.
- (k) Must not make trivial, malicious or vexatious allegations against other Councillors/Officers.

1.2 When using or authorising the use by others of the resources of the authority you:-

- (a) Must act in accordance with the authority’s reasonable requirements including the requirements of the authority’s ICT policy and the policies listed at appendix A, copies of which have been provided to you and which you are deemed to have read;
 - (b) Must make sure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) Must have regard to any applicable Code of Publicity and take into account the guidance issued to Members on the use of social media.
-

2. Interests

2.1. Disclosable Pecuniary Interests (DPI)

You must -

- (a) comply with the statutory requirements to register, disclose and withdraw (to include leaving the room) from participating in respect of any matter in which you have a DPI.
- (b) ensure that your register of interests is kept up to date at least annually.
- (c) 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.

2.2 Other Interests

2.2.1 In addition to the requirements relating to DPIs, 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.

2.2.2 You have a personal interest where –

- (a) 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
 - (b) 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.

“Meeting” means any meeting organised by or on behalf of the authority, including –

- any meeting of the Council, or a Committee or Sub-Committee of Council;
- any meeting of the Cabinet and any Committee of the Cabinet;
- in taking a decision as a Ward Councillor or as a Member of the Cabinet.)

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(Note: A request for a dispensation to participate in the business of the authority where a Member has a Disclosable Pecuniary Interest must be submitted in writing to the Monitoring Officer in accordance with the guidance issued to Members on Declarations of Interests.)

2.3. *Gifts and Hospitality*

2.3.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of ~~£50~~ [£10, or accumulatively in excess of £10 from the same source over the four year term of office](#) which you have ~~been offered~~ [accepted](#) as a ~~Member~~ [Member](#) from any person or body other than the ~~Authority~~.

2.3.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

2.3.3 This duty to notify the Monitoring Officer does not apply where the gift is accepted on behalf of the Council and does not apply to the role of Lord Mayor.

3. **Bias**

3.1. Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you are not prohibited from participating in a decision in your political role as member. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

3.2. When making a decision, you must consider the matter with an open mind and on the facts before the meeting at which the decision is to be taken.

4. Equalities

4.1 Members must ensure that they adhere to all related legal requirements, such as the Equality Act 2010 and the Human Rights Act 1998.

4.2 Members must promote equality and inclusion by providing an environment free from harassment, discrimination, and victimisation and bullying and by treating people with respect, regardless of their age, disability, gender, race, religion/ belief, sexual orientation or marriage/ civil partnership status.

4.3 Members ~~must~~ [should be aware of the Council's Equality Objectives 2019-22](#) and act in accordance with the Council's Equality, Diversity and Inclusion Policy and Dignity and Respect at Work Policy.

4.4 Members must have regard to the Public Sector Equality Duty contained in section 149 of the Equality Act 2010 to:

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

APPENDIX A

LIST OF POLICIES

- Sheffield City Council Electronic Communications Policy
- Members’ ICT Usage Policy
- [Equality, Diversity and Inclusion Policy Statement 2017](#)
- [Sheffield City Council Equality Objectives 2019-22](#)

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PROCEDURE FOR DEALING WITH COMPLAINTS REGARDING CITY, PARISH AND TOWN COUNCILLORS AND CO-OPTED MEMBERS

1. Introduction

1.1 Under the Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct for its elected and co-opted members and have arrangements in place to deal with complaints.

1.2 This Procedure sets out how the Council will deal with a complaint alleging a breach of the Members' Code of Conduct by:-

- Sheffield City Councillors
- Voting and non-voting co-opted members of the Council
- Bradfield Parish Councillors
- Ecclesfield Parish Councillors
- Stocksbridge Town Councillors

(In this Procedure the term 'Member' is used to describe a Councillor or Co-opted Member)

1.3 In dealing with complaints we will be fair to both the complainant and Member and progress matters in accordance with the timescales set out in the Procedure. Complaints will be handled in the strictest confidence at all times.

[1.4 The Council has a duty to ensure no conflict of interest with officers when undertaking standards investigations. If a conflict of interest is identified, it will be determined in consultation with the Independent Person whether the matter should be dealt with by an alternative Monitoring Officer.](#)

[1.5 The Council has a clear and straightforward public interest test, which is used by the Monitoring Officer when considering complaints.](#)

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2. Monitoring Officer

2.1 Gillian Duckworth, Director of Legal and Governance, is the Council's Monitoring Officer. This is a statutory role, responsible for ensuring that the Council, its Members and officers carry out their functions in a lawful and ethical manner. The role includes supporting the Audit and Standards Committee and the two Independent Persons in dealing with complaints alleging a breach of the Members' Code of Conduct.

3. Independent Persons

3.1 The Council appoints Independent Persons from outside the Council to assist the Monitoring Officer and the Audit and Standards Committee in considering complaints. This is statutory requirement under the Localism

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Act 2011. Sheffield has appointed two Independent Persons - David Waxman and Jo Cairns.

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3.2 The Independent Person must be consulted at various stages in the complaints process:

1 - The Independent Person should be consulted on an allegation and should be given the option to review and comment on allegations which the Monitoring Officer is minded to dismiss as being malicious, without merit, vexatious or trivial.

2 – as to whether to undertake a formal investigation

3 - and also before the Hearing Sub-Committee makes a finding as to whether a member has failed to comply with the Code of Conduct and decides on action to be taken in respect of a Member.

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4. Making a Complaint/Withdrawing a Complaint

4.1 Complaints alleging a breach of the Members' Code of Conduct should be made in writing using the complaint form and sent to Gillian Duckworth, Monitoring Officer, Sheffield City Council, Town Hall, Sheffield S1 2HH or email gillian.duckworth@sheffield.gov.uk. The complaint form is available from:-

- Website - <http://www.sheffield.gov.uk/home/your-city-council/council-meetings>
- Email - committee@sheffield.gov.uk
- Phone - Democratic Services on 0114 273 4015

4.2 If you need advice or assistance in submitting a complaint please contact Sarah Cottam in Democratic Services (email sarah.cottam@sheffield.gov.uk or phone 0114 273 4015).

4.3 Details of the complaint, including the name of the complainant, will be shared with the Member. The complainant can request ~~on the~~ section 2 of the complaint form ~~that for~~ their identity ~~is to be~~ kept confidential. Requests for confidentiality will be considered by the Monitoring Officer, in consultation with the Independent Person and the complainant will be informed in writing of the outcome. In the interest of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We are unlikely to withhold your identity unless there are exceptional circumstances; for example, that you can demonstrate that you will suffer significant harm or distress as a result of disclosure. In exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation

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[or other action and disclose your name even if you have expressly asked us not to.](#)

- 4.4 Anonymous complaints will not be considered.
- 4.5 The complainant can withdraw their complaint at any time by informing the Monitoring Officer in writing. The Monitoring Officer will confirm this in writing with the complainant within 5 working days and also inform the Member that the complaint has been withdrawn.
- 4.6 Where a complaint has been withdrawn, the Monitoring Officer reserves the right to pursue the issues in the complaint.
- 5.0 Acknowledging the Complaint/Rejecting a Complaint/Informing the Member**
- 5.1 The Monitoring Officer will acknowledge receipt of the complaint in writing within 5 working days, with details of how the complaint will be dealt with and providing a copy of this Procedure and the Code of Conduct.
- 5.2 If necessary, the Monitoring Officer will clarify any matters with the complainant as soon as possible before the Member is informed.
- 5.3 The Monitoring Officer also reserves the right to reject a complaint if it is considered to be trivial, vexatious, repetitious, not a standards matter or a general misuse of the opportunity. The complainant will be informed of the reasons why a complaint has been rejected.
- 5.4 The Member will be informed in writing within 5 working days that a complaint has been made about them, subject to paragraph 5.2. This will include the name of the complainant (unless the Monitoring Officer has agreed to the complainant's request that their name is kept confidential) and details of the complaint. They will also receive a copy of this Procedure and the Code of Conduct. To assist the Monitoring Officer in assessing the complaint, the Member will be invited to submit within 10 working days a written statement of fact in response to the complaint.
- 5.5 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip and Chair of the Audit and Standards Committee that a complaint has been received and provide a summary of the complaint.
- 5.6 Where a complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council of the name of the Member and details of the complaint. The Clerk will also be kept informed of the progress and the outcome of the complaint.
- 6. Assessment by the Monitoring Officer**

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- 6.1 Before assessment of the complaint, it may be necessary for the Monitoring Officer to request further information or clarification from the complainant and/or Member and, where necessary, obtain other available information, such as the minutes of a meeting.
- 6.2 The Monitoring Officer, in consultation with the Independent Person, will consider (a) the complaint, any remedy sought by the complainant, any written statement of fact submitted by the Member and any other information obtained, (b) whether the member was acting in their official capacity and that the Code of Conduct does apply ~~and~~ (c) if the allegation constitutes a potential breach of the Code of Conduct and (d) would consideration of the complaint be in the public interest and then take one of the following courses of action:-
1. Take no action or
 2. Take other action through informal resolution or
 3. Refer the matter for investigation
 4. Refer the matter to the Consideration Sub-Committee
- 6.3 The complainant and the Member will be informed in writing within 10 working days of the outcome and the reasons for the decision.
- 6.4 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip and Chair of the Audit and Standards Committee of the assessment decision. Where a complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council.
- 6.5 Where a complaint is not referred for investigation, the Monitoring Officer will seek to deal with the matter within 8 weeks.
- 6.6 Take No Action
- 6.6.1 It is likely that no action will be taken where:-
- A significant amount of time has elapsed since the events which are the subject of the complaint.
 - The allegation relates to a cultural or recurring issue relating to standards within the Council.
 - The matter should be dealt with by some other method.
 - Complaints have been made about the Member relating to similar issues that have previously been dealt with through this Procedure.
 - The complaint appears to be trivial, vexatious, repetitious or a general misuse of the opportunity.

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- The conduct occurred during political debate or could be regarded as a political expression of views or opinion.

6.7 Take Other Action Through Informal Resolution

6.7.1 Informal resolution may be the simplest and most cost effective way of resolving the complaint and without determining if an actual breach of the Code has taken place. It may be appropriate where:

- The Monitoring Officer considers that this is the most effective way of resolving the matter to the complainant's satisfaction;
- The Member appears to have a poor understanding of the Code of Conduct and/or related Council procedures;
- The conduct complained of appears to be a symptom of wider underlying conflicts which, if unresolved, are likely to lead to further misconduct or allegations of misconduct;
- The conduct complained of appears to the Monitoring Officer not to require a formal sanction;
- The complaint appears to reveal a lack of guidance, protocols and procedures within the District or Parish/Town Council;
- The complaint consists of allegations and retaliatory allegations between councillors;
- The complaint consists of allegations about how formal meetings are conducted; and
- The conduct complained of may be due to misleading, unclear or misunderstood advice from officers.

6.7.2 The Monitoring Officer, in consultation with the Independent Person, may take any of the following actions:-

- Take such steps as they think appropriate to prevent a future ~~potential~~ breach of the Code including training, guidance and introducing or amending policies/protocols.
- Ask the Whips to address the issue raised within their political parties or with an individual Member.

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- Mediate between the parties involved to resolve the issues.
- Seek an apology from the Member.
- Any other action capable of resolving the complaint.

6.7.3 If a member of the public making a complaint is not satisfied with the action to be taken through informal resolution they can make a request in writing to the Monitoring Officer for reconsideration. If appropriate, the Monitoring Officer may then recommend additional mediation, reconsider the original action proposed, or refer the complaint to Consideration Sub-Committee.

6.8 Refer the Matter for Investigation

6.8.1 It is expected that the Monitoring Officer will refer only the most serious ~~potential~~ breaches for investigation or where the Member fundamentally disputes or does not accept the allegations in the complaint.

6.8.2 If a complaint has been referred for investigation, the Monitoring Officer, in consultation with the Independent Person, will appoint a person to undertake the investigation and this may be either a Council Officer or an outside agent, depending on the complexity and subject of the complaint.

6.8.3 The Investigating Officer will inform the complainant and Member of the process and proposed timescale of the investigation. The investigation may involve interviewing both parties and possibly other witnesses, together with reviewing any relevant documentation or paperwork.

6.8.4 The Investigating Officer will prepare a draft report on the outcome of the investigation and provide the complainant and Member with a copy for review and comment.

6.8.5 The Investigating Officer will submit a final version of the report to the Monitoring Officer that will make a finding that either (a) there has been a ~~potential~~ breach of the Code of Conduct or (b) there has not been a ~~potential~~ breach of the Code of Conduct. The final report will also be sent to the complainant and Member.

6.8.6 The Monitoring Officer will submit the Investigating Officer's report to the Consideration Sub-Committee.

6.8.7 An investigation will be completed within 12 weeks of a referral by the Monitoring Officer. The Consideration Sub-Committee will meet within two months of the final report being submitted to the Monitoring Officer.

6.9 Refer the matter to the Consideration Sub-Committee

6.9.1 The Monitoring Officer can refer a complaint direct to the Sub-Committee if it is considered that there is a ~~potential~~ breach of the Code but there is no dispute over the events in relation to the complaint and an investigation is not considered necessary.

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6.9.2 If a member of the public making a complaint is not satisfied with the action to be taken through informal resolution they can make a request in writing to the Monitoring Officer for reconsideration. If appropriate, the Monitoring Officer may then recommend additional mediation, reconsider the original action proposed, or refer the complaint to Consideration Sub-Committee.

7 Consideration Sub-Committee

7.1 The Consideration Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.

7.2 The complainant and Member are not required to attend the meeting of the Sub-Committee.

7.3 The Monitoring Officer will submit a report on the outcome of an investigation or a matter referred to the Sub-Committee. The Investigating Officer will attend the meeting.

7.4 The Sub-Committee will consider the Monitoring Officer's report and, after taking the views of the Independent Person into account, can:-

(a) take no action; or

(b) take other action including any of the following actions:-

- Take such steps as the Sub-Committee considers appropriate to prevent a future ~~potential~~ breach of the Code including training, guidance and introducing or amending policies/protocols.
- Ask the Whips to address the issue raised within their political parties or with an individual Member.
- Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.
- Seek an apology from the Member.
- Any other action capable of resolving the complaint.

(c) refer the matter to a Hearing Sub-Committee.

7.5 Where the Consideration Sub-Committee is considering a report on the referral of a complaint where a member of the public is not satisfied with the action to be taken through informal resolution, the only option available to the Sub-Committee is to ratify the original informal resolution, or to take other action including any of the following actions:-

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- Take such steps as the Consideration Sub-Committee considers appropriate to prevent a future ~~potential~~ breach of the Code including training, guidance and introducing or amending policies/protocols.
- Ask the Whips to address the issue raised within their political parties or with an individual Member.
- Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.
- Seek an apology from the Member.
- Any other action capable of resolving the complaint.

7.6 The Monitoring Officer will inform the complainant and Member in writing within 10 working days of the outcome and the reasons for the Sub-Committee's decision.

8. Hearing Sub-Committee

8.1 The Hearing Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.

8.2 The Sub-Committee will meet within two months of a referral by the Consideration Sub-Committee to consider the allegation.

8.3 The Sub-Committee will meet in public unless it decides that all or part of the meeting should be held in private in accordance with the Access to Information Procedure Rules in the Council's Constitution.

8.4 In advance of the Hearing, there will be a pre-hearing process to allow matters at the Hearing to be dealt with more fairly and economically.

8.5 The complainant and member will be given the opportunity to attend the Hearing and present witnesses. The Monitoring Officer, any Investigating Officer and Independent Person will also attend. The procedure at the Hearing will include:-

- Making findings of fact
- Deciding if there has been a breach of the Code of Conduct
- Consider the remedies/sanctions available if there is a finding that the Member has breached of the Code of Conduct

8.6 Full details of the pre-hearing and hearing process are set out in the Procedure at Hearings. The Member and complainant will be provided with a copy of the Procedure.

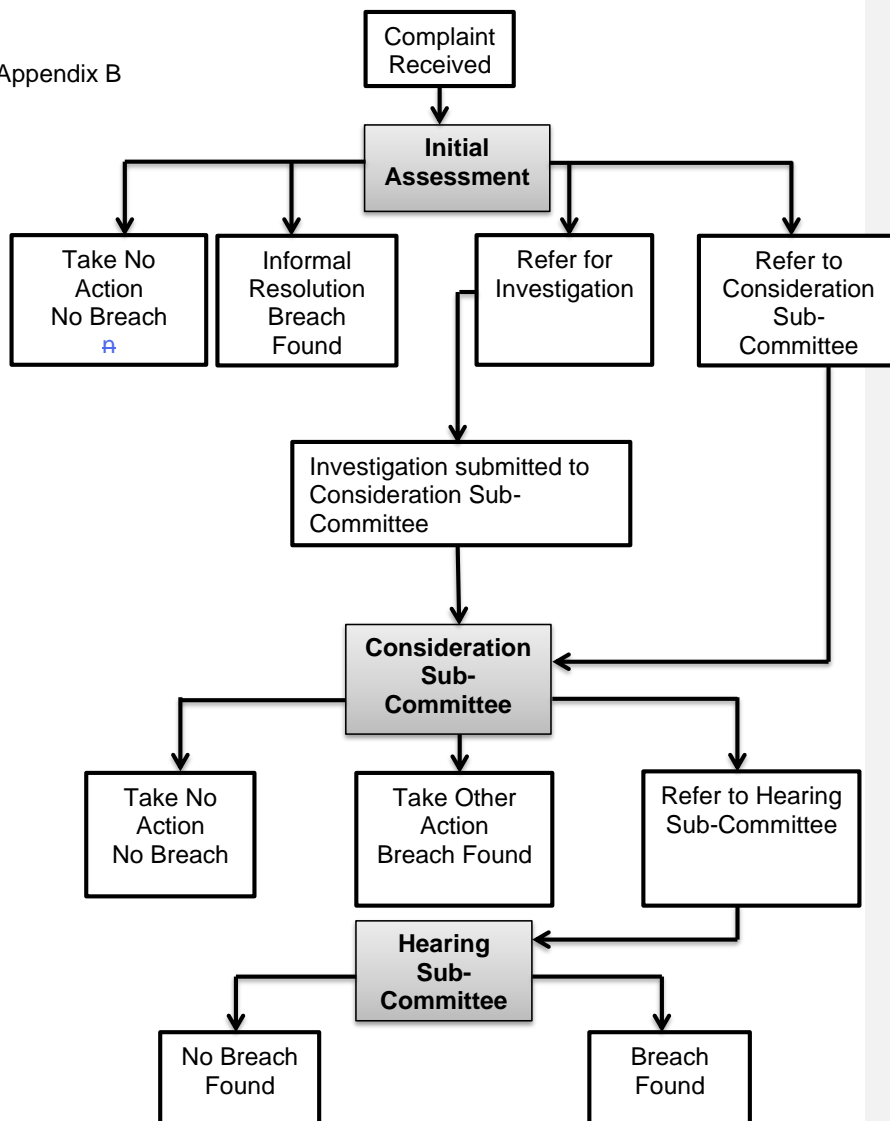
8.7 A Finding of No Breach of the Code of Conduct

Appendix B

- 8.7.1 If the Sub-Committee finds that the Member did not breach the Code of Conduct no further action will be taken in respect of the complaint. However, the Sub-Committee can make a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general (e.g. proposed changes to internal procedures or training for Members).
- 8.8 A Finding of a Breach of the Code of Conduct
- 8.8.1 If the Sub-Committee finds that a breach of the Code of Conduct has occurred they may make any of the following recommendations and may specify to whom they wish them to be directed:-
- Recommending to the Member's Group Leader and/or Group Whip (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council or Shadow Portfolio responsibilities.
 - Recommending to the Leader of the Council that the member be removed from the Cabinet, or removed from particular Portfolio responsibilities.
 - Instructing the Monitoring Officer to arrange training for the member.
 - That policies/procedures are amended.
 - That a briefing/information note be issued.
 - That an apology be given.
 - That the Member is censured in writing and a copy of the letter is published on the Council's website.
 - Take no action where it is not considered appropriate in the circumstances to impose a sanction.
- 8.8.2 The Monitoring Officer will inform the complainant and the Member of the outcome from the Sub-Committee hearing in writing within 10 working days.
- 8.8.3 The findings and decision of the Sub-Committee will be also be available on the Council's website and copies will be supplied to the Chief Executive, Leaders of all the political Groups and the Group Whips.
- 8.8.4 Where the matter relates to a Parish or Town Councillor, the Clerk of that Council will be informed of the outcome of a Hearing.
- 9. Appeals**
- 9.1 There is no right of appeal for the complainant or Member against a decision of the Monitoring Officer, Consideration Sub-Committee or Hearing Sub-Committee.

Appendix B

- 9.2 If the complainant feels that the Council has failed to deal with their complaint properly, they can make a complaint to the Local Government and Social Care Ombudsman (<http://www.lgo.org.uk/make-a-complaint/how-to-complain> or phone 0300 061 0614).
- 10. Reports**
- 10.1 An annual report will be submitted to the Audit and Standards Committee with a summary of all Standards Complaints received and their outcome.
- 11. Data Protection**
- 11.1 Complaints will be handled in the strictest confidence at all times. We will ensure that any information received as part of the handling of the complaint is disclosed only to those who can demonstrate a valid need to know it. However, when a complaint is considered at a Standards Committee Hearing then any information will be dealt with in accordance with the Access to Information Procedure Rules in the Council's Constitution.
- 11.2 Complaints records will be stored safely and securely. Records of the number of complaints received; the outcomes and the subject Members will be kept for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide. Personal information about the complainant and details of the complaint itself will be deleted after 7 years unless we elect to retain it for a longer period in order to comply with our legal and regulatory obligations.
- 12. Review and Changes to the Procedure**
- 12.1 The Monitoring Officer will review the Procedure annually, in consultation with the Independent Persons, and submit a report on any proposed changes to the Audit and Standards Committee for consideration. In accordance with the Constitution, any changes will require final approval at Full Council.



If a breach is found, the following options are available:

- Recommending to the Member's Group Leader and/or Group Whip (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council or Shadow Portfolio responsibilities.
- Recommending to the Leader of the Council that the member be removed from the Cabinet, or removed from particular Portfolio responsibilities.
- Instructing the Monitoring Officer to arrange training for the member.
- That policies/procedures are amended.
- That a briefing/information note be issued.
- That an apology be given.
- That the Member is censured in writing and a copy of the letter is published on the Council's website. **(only after Hearing Sub-Committee)**
- Take no action where it is not considered appropriate in the circumstances to impose a sanction.

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Report to Council

Report of: Director of Human Resources and Customer Services

Date: 6 January 2021

Subject: Appointment to the Post of Interim Executive Director of Place

Author of Report: Mark Bennett (Director of Human Resources and Customer Services)
Tel: 0114 273 4081

Summary: This report provides details of the recruitment process for the post of Interim Executive Director of the Place Portfolio. The salary package for this post is above £100,000, and, in accordance with the Council's Pay Policy Statement, this means the appointment is required to be reported to the full Council.

Recommendations: That the Council notes the information contained in the report, informing the Council of the recent appointment of Mick Crofts to the post of Interim Executive Director, Place.

Background Papers: N/A

Category of Report: OPEN

APPOINTMENT TO THE POST OF INTERIM EXECUTIVE DIRECTOR, PLACE

1. For a period of approximately 6 months, pending the appointment of a permanent Executive Director of the Place Portfolio, it was decided that an interim appointment be made and potential candidates identified for this role. The post became vacant upon the retirement of the post-holder, Laraine Manley, on 31st December 2020.
2. At its meeting on 8th December 2020, the Senior Officer Employment Sub-Committee conducted interviews for the post of Interim Executive Director, Place.
3. The Sub-Committee resolved to appoint to the post, subject to no objections to the intended appointment having been received from any Member of the Cabinet.
4. Cabinet Members were notified of the intended appointment on 9th December 2020 and by the close of the five working day period allowed for the receipt of an objection(s), the Council's Monitoring Officer had received no such objection(s) to the appointment.
5. The Council's Pay Policy Statement, approved by Council at its Special (Budget) Meeting on 4th March 2020 includes the post of Executive Director of Place within the list of Non-Statutory Chief Officers.
6. The Pay Policy Statement also states at Paragraph 22 that "the Authority will ensure that, at the latest before an offer of appointment is made, any salary package for any post (not including schools) that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary plus any fees, routinely payable allowances and benefits in kind that are due under the contract." In preparing its Pay Policy Statement, the Council has had regard to the Department for Housing, Communities and Local Government's guidance under Section 40 of the Localism Act 2011, *Openness and Accountability in Local Pay*.
7. The post and salary is covered by the existing Pay Policy Statement which was approved by the Council in March 2020, but in the interests of openness the appointment is being reported to the Council.
8. The Senior Officer Employment Sub-Committee minute is set out below, and the Council is asked to note the appointment of Mick Crofts to the post of Interim Executive Director, Place. Mick currently serves as a Director in the Place Portfolio, and will take up his new role on 6 January 2021.

**INTERVIEWS FOR THE POST OF INTERIM EXECUTIVE DIRECTOR,
PLACE**

The Sub-Committee conducted interviews for the post of Interim Executive Director, Place.

RESOLVED: *That Mick Crofts be appointed to the post of Interim Executive Director, Place, subject to internal approvals being gained.*

9. **Legal Implications** - The legal implications are covered in the body of the report.
10. **Financial and Commercial Implications** – There are no significant or material financial implications relating to the recruitment to the post of Interim Executive Director of the Place Portfolio.

Recommendation

That the Council notes the information contained in the report, informing the Council of the recent appointment of Mick Crofts to the post of Interim Executive Director, Place.

Mark Bennett
Director of Human Resources and Customer Services

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Agenda Item 11

Minutes of the Meeting of the Council of the City of Sheffield held on Wednesday 2 December 2020, at 2.00 pm, as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, and pursuant to notice duly given and Summonses duly served.

PRESENT

THE LORD MAYOR (Councillor Tony Downing)
THE DEPUTY LORD MAYOR (Councillor Gail Smith)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Andy Bainbridge Vic Bowden Moya O'Rourke	19	<i>Nether Edge & Sharrow Ward</i> Peter Garbutt Jim Steinke Alison Teal
2	<i>Beighton Ward</i> Bob McCann Chris Rosling-Josephs Sophie Wilson	11	<i>Ecclesall Ward</i> Roger Davison Barbara Masters Shaffaq Mohammed	20	<i>Park & Arbourthorne</i> Julie Dore Ben Miskell Jack Scott
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Abdul Khayum Alan Law Abtisam Mohamed	21	<i>Richmond Ward</i> Mike Drabble Dianne Hurst
4	<i>Broomhill & Sharrow Vale Ward</i> Angela Argenzio Kaltum Rivers	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Jackie Drayton Talib Hussain Mark Jones	14	<i>Gleadless Valley Ward</i> Cate McDonald Paul Turpin	23	<i>Southey Ward</i> Mike Chaplin Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Ruth Mersereau Martin Phipps	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayriss	24	<i>Stannington Ward</i> Penny Baker Vickie Priestley
7	<i>Crookes & Crosspool Ward</i> Tim Huggan Mohammed Mahroof Anne Murphy	16	<i>Hillsborough Ward</i> Bob Johnson George Lindars-Hammond Josie Paszek	25	<i>Stocksbridge & Upper Don Ward</i> Jack Clarkson Julie Grocutt Francyne Johnson
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Terry Fox Sioned-Mair Richards	26	<i>Walkley Ward</i> Ben Curran Neale Gibson
9	<i>Dore & Totley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> Tony Downing Gail Smith	27	<i>West Ecclesfield Ward</i> Alan Hooper Adam Hurst Mike Levery
				28	<i>Woodhouse Ward</i> Mick Rooney Paul Wood

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors David Baker, Lewis Dagnall, Kevin Oxley, Peter Rippon and Jackie Satur.

2. DECLARATIONS OF INTEREST

- 2.1 In relation to agenda item 7 (Licensing Act 2003 – Statement of Licensing Policy) (item 6 of these minutes), (a) Councillor Jack Clarkson declared a personal interest on the grounds that he was a director of a company operating a licensed premises located within Sheffield but operated under the Barnsley licensing authority and (b) Councillor Paul Wood declared a disclosable pecuniary interest on the grounds that he held a Personal Licence and had involvement in licensed premises within Sheffield, and he did not speak or vote on the item.

3. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

- 3.1 The Lord Mayor (Councillor Tony Downing) reported that three petitions and questions from seven members of the public had been received prior to the published deadline for submission of petitions and questions for this meeting.

3.2 Petitions

3.2.1 Petition Requesting the Listing and Reopening of Tinsley Carnegie Library

The Council received an electronic petition containing 713 signatures requesting the listing and reopening of Tinsley Carnegie Library.

The Lord Mayor (Councillor Tony Downing) reported that the organiser of the petition, Mr Matt Smith, was not able to attend the meeting. In addition to the petition, Mr Smith had also submitted three questions on the subject of Tinsley Carnegie Library, as follows:

1. Is Tinsley Carnegie library currently listed by the Council for disposal?
2. What options have been explored by the Council and local community groups for community use of the building?
3. What are the current issues with the Tinsley Carnegie library which have prevented the Council from using it for community purposes and / or as a base for the area's Associate Library? Please give specific details of each issue and the estimated cost to rectify it.

The Council referred the petition and questions to Councillor Mary Lea, the

Cabinet Member for Culture, Parks and Leisure.

Councillor Lea stated that an application could be made by anyone to Historic England to have a building listed and a recommendation could be made by Historic England with a decision being made by the Department of Culture, Media and Sport. The Council did not have a part in the decision making.

She explained that the library building (or Roundabout Centre as it was commonly known) was being considered for disposal. However, there were a number of complex legal issues relating to the building, including a covenant and those issues were being looked at further.

In relation to options that were being considered, the building required a considerable amount of investment in order to bring it back into use because it was in a poor condition and the Council did not have the budget to undertake that work. However, if a group believed that it was possible to find the necessary finance to enable the work, that was something that could be examined.

Councillor Lea said that she would respond to Mr Smith with the information in writing.

The Lord Mayor (Councillor Tony Downing) reported that questions had been received from James Newman Gray regarding Tinsley Carnegie Library, but as Mr Gray was not in attendance, a written response would be provided to him by Councillor Mary Lea, Cabinet Member for Culture, Parks and Leisure.

3.2.2 Petition requesting the Council to Implement a 20 mph Zone in Westfield and to Work with South Yorkshire Police to Tackle Speeding in the Area

The Council received an electronic petition containing 112 signatures requesting the Council to implement a 20 mph zone in Westfield and to work with South Yorkshire Police to tackle speeding in the area.

Representations on behalf of the petitioners were made by Kurtis Crossland. He stated that the Council was requested to implement a 20 mph speed limit in Westfield and to work with the police to help to enforce it. He referred to local concerns about motorists speeding.

The Council referred the petition to Councillor Bob Johnson, the Cabinet Member for Transport and Development. Councillor Johnson thanked the petitioners for bringing this matter to Council. He said that there was a schedule for delivery of 20mph zones in Sheffield and there were already 20 such schemes across the City. He said that unfortunately, the Westfield scheme had been assessed by the police and the Council and it was currently at number 11, based on accident statistics. He referred to schemes being implemented in places where they would have most effect and said that under current regional funding, it would be unlikely that the scheme

would receive funding either this year or next. However, it was on the list and hopefully it would continue to progress.

3.2.3 Petition Requesting the Installation of Double-Yellow Lines and Traffic-Calming Measures at Rundle Road/Kenbourne Road

The Council received a petition containing 56 signatures, requesting the installation of double-yellow lines and traffic-calming measures at Rundle Road/Kenbourne Road.

The lead petitioner was not in attendance at the meeting and the Council referred the petition to Councillor Bob Johnson, the Cabinet Member for Transport and Development, who said that a written response would be provided to the petition.

3.3 Public Questions

3.3.1 Public Question Concerning Crossing on Station Road

Kurtis Crossland referred to the petition presented to Council relating to a crossing on Station Road, Halfway and asked whether there was an update and if funding had been secured for the crossing.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, responded to the questions. He said that funding had been identified for the scheme and it had begun to be drawn up. He said that he was not able at this time to give an exact timescale for the scheme, which related to work that was being done at the school. He said that he would, through local councillors, write to residents, and including Mr Crossland, about the scheme, which would also require consultation and the necessary notifications.

3.3.2 Public Question Concerning Vehicles on Open Space

Kurtis Crossland commented on concerns that vehicles used green spaces as off road tracks and asked whether the Council would consider putting up fencing to stop vehicles turning from Moss Way to the Shortbrook open space and in addition, fencing on the grass near Westfield Northway next to the football pitch.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, said that in relation to the gap on Moss Way, there was a local infrastructure levy allocation and the issue relating to Moss Way might be something which Mr Crossland could pass to the three local Councillors for them to decide whether that was a priority for the local area. He explained that it was not likely to attract city-wide funding, given the prioritisation of areas of most need based on criteria.

3.3.3 Public Questions Concerning Georgian Shops on Devonshire Street

Nigel Slack asked questions concerning the row of Georgian shops on Devonshire Street. He said that in 2015, there had been public opposition of 22,000 people to the plans to redevelop the site including demolition of the Georgian row and like for like replacement with added residential space to the rear. He said that permission for the redevelopment was eventually granted. However, the developers then left the site empty for 5 years.

Mr Slack explained that a new permission was being sought to demolish the block of shops and replace them with a 4 storey office building. He said that application appeared to suggest that the case for demolition had been made and should therefore be a matter of course for the new plan. He asked the Council to confirm the following:

- That the first application's permission to demolish was within very limited and specific lines and not a general permission to demolish.
- That the planning history and the public and heritage groups responses in particular, will be part of the consideration.
- That the Council will not consider as they did in 2015 that their hands are tied due to strict planning laws, and that if the Council tried to block the application they could end up facing huge legal bills.
- After all if it is worth that risk to block the destruction of Green heritage, is it not also worth that risk for our built heritage.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, responded that the previous application retained the façade onto the main frontages only. The planning history relating to the site would be a consideration in respect of any new and subsequent planning application and any responses received from interested third parties, including heritage groups and local communities, would be considered, as was the normal process. He said that, as was the case with all planning applications, the Council must consider matters which are relevant and policy frameworks which it must abide by as they governed the process.

3.3.4 Public Questions Concerning Space Standards for New Housing Developments

Nigel Slack said that it had been drawn to his attention that the city had not adopted any space standards for new housing developments, which reduced the ability to refuse “shoebox” developments. He commented that the position on conversions was far worse, because converting an office building into apartments was Permitted Development and did not go through the usual planning process. He further commented on the city, having pioneered decent Council housing nearly a hundred years ago, now permitting developments which do not meet national space standards for housing.

Mr. Slack asked the following questions:

- How the local plan, when finally adopted, would impact on minimum space standards?
- Will Council adopt a policy on minimum space standards in advance of the local plan and any changes to national policy?
- Will Council instruct that officers be more willing to challenge minuscule apartments, sending the clear message that such apartments raise amenity issues for residents?

Councillor Bob Johnson, the Cabinet Member for Transport and Development, stated that under the government regulations, the Council was only able to apply the national minimum housing space standards if these were confirmed through a policy in an up to date local plan. The Council intended to adopt the government standards in the new local plan. In its response to the recent Government White Paper, the Council had also urged the Government to apply standards nationally and through Building Regulations.

Councillor Paul Wood, the Cabinet Member for Neighbourhoods and Community Safety, said that all developments of social housing were well above the national standard and that included sites at Weaklands, Scowerdons, the Manor Cluster and the Older Person's Independent Living Units. He said that when he was able to and restrictions were not in place relating to the Coronavirus pandemic, he would be pleased to show the developments to Mr Slack to demonstrate the standards provided in social housing in Sheffield. He said that Sheffield had been praised by a national house building federation for having the best specification of social housing in any city outside of London.

3.3.5 Public Questions Concerning Mount Pleasant

Nigel Slack stated that it was two and a half years on from a decision about the disposal of Mount Pleasant. He said that local residents and activists were hoping to see a vibrant new neighbourhood amenity by now and instead there was a dilapidated empty building, undoubtedly suffering as a result. He asked about the current state of play on the sale of the site and the fate of the tenant in the stable block.

Councillor Bob Johnson, the Cabinet Member for Transport and Development, stated that all the legal documents had been completed in relation to Mount Pleasant, including the lease for the current tenant of the stable block and, once the existing tenant agreed to sign the lease, it would be possible to complete and the redevelopment and building work could begin.

Councillor Terry Fox, the Deputy Leader and Cabinet Member for Finance, Resources and Governance, confirmed that the Council was waiting for the lease to be signed.

3.3.6 Public Questions Concerning Records Regarding Street Trees

The Lord Mayor (Councillor Tony Downing) reported that questions had been received from Marcus Combie regarding records relating to street trees, but that Mr Combie was not in attendance at this meeting. Councillor Mark Jones, Cabinet Member for Environment, Streetscene and Climate Change, stated that a written response would be provided to Mr Combie and he would also invite Mr Combie to meet with him.

3.3.7 Public Questions Concerning a Circular Economy

Rebecca Atkinson said that in December 2019, the Council resolved to move towards a circular economy as opposed to a linear economy where goods were used and then disposed of. She asked the following questions:

1. The Council resolved to define a metric for progress made in the transition to a circular economy. Has this been achieved and if not, what steps have been taken to achieve it?
2. In a proposed amendment to the original motion, it was suggested that the Council should 'develop proposals to introduce a pilot scheme for the collection of food waste from households'. This proposal was voted down. Given strong evidence that food waste collections have the positive impact of reducing household food waste, would the Council reconsider a pilot food waste collection in the city? What are the main barriers to trialling such a service?
3. The Council resolved to support local businesses to transition to closed loop systems. How has the Council fulfilled this pledge to local businesses over the past year and in what ways was it planning to do so in future?
4. In 2018/19 Sheffield had a household recycling rate of 31.0%. Does the Council have any formal target for increasing the rate of (a) household and (b) plastics recycling?

Councillor Mark Jones, Cabinet Member for Environment, Streetscene and Climate Change, responded to the questions. He said that work was ongoing to explore how Sheffield could respond to the issue of the circular economy and the low carbon economy and that work was near completion and that would help to formulate plans to enable a net-zero economy. Measures would be brought in with regard to support for the circular economy.

Councillor Jones explained that food waste in the black bins was currently processed through the energy recovery facility, generating low carbon energy for the city. Cost was the main barrier to a trial of food waste collection, elements of which might include vehicles, staff, containers and liners and educational support and materials. There would also need to be consultation on any such scheme. The Council had written to Rebecca Powell, the Parliamentary Under Secretary of State, to see when the

Government would be bringing forward a strategy and White Paper and in relation to funding to support this work. He said it was important that more was done with regard to food waste so that people could dispose of food appropriately and there was an educational element with regard to disposal of food waste and minimising waste.

He said there had been a massive reduction in the amount of waste from businesses, which had changed the nature of waste streams and the Council would need to see what it might do to support businesses in the context of the Coronavirus pandemic and it would work with business and emerging businesses.

Councillor Jones explained that as regards household recycling rates, Sheffield did not necessarily count garden waste in recycling, which gave the city an artificially low number. However, more did need to be done with regard to plastic recycling and other elements of the waste stream. He also stressed that less waste and less waste materials that needed recycling should be produced. He said that it was likely that the Government's target for recycling would not be met.

He referred to the South Yorkshire Waste Stream Strategy, in relation to which the Council had pledged to increase recycling by 10Kg per household by 2021. With regard to plastic, the Government's Resources and Waste Strategy of December 2018 included measures concerning the reduction of plastic waste and increased recycling, including a tax on plastic packaging, a deposit return scheme and a minimum requirement for councils to collect all plastic. The new proposals from Government were awaited and work would then be progressed as rapidly as possible. He said that this was critical work and it was regrettable that the Government had been slow in bringing these options forward along with the necessary funding. He said that he would look forward to further correspondence on these issues with Rebecca Atkinson.

3.3.8 Public Questions Concerning the Streets Ahead Contract

Justin Buxton had submitted questions for this meeting of Council. The Lord Mayor explained that question 4 relating to the Streets Ahead Contract would be permitted. However, questions 1 and 3 would not be permitted because Mr Buxton had not provided the actual questions. Question 2 was not permissible under the Council Procedure Rules as it concerned a named Member of the Council.

Due to technical difficulties resulting in the loss of Mr Buxton's connection to the remote meeting, the Lord Mayor requested that the relevant Cabinet Member respond to Mr Buxton in writing as regards question number 4.

4. **MEMBERS' QUESTIONS**

4.1 Urgent Business

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

4.2 Written Questions

4.2.1 A schedule of questions to Cabinet Members, submitted in accordance with Council Procedure Rule 16, and which contained written answers, was circulated. Supplementary questions, under the provisions of Council Procedure Rule 16.4, were asked and were answered by the appropriate Cabinet Members until the expiry of the time limit for Members' Questions (in accordance with Council Procedure Rule 16.7).

4.2.2 The Lord Mayor (Councillor Tony Downing) issued a reminder to the Cabinet Members that where, in accordance with Council Procedure Rule 16.2, they have given an undertaking to provide a written reply after the meeting to a question submitted in writing, the reply should, wherever possible, be provided to the questioner within 10 working days of the Council meeting and also be published on the website.

4.3 South Yorkshire Joint Authorities

Questions relating to the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue and Pensions (under the provisions of Council Procedure Rule 16.6i), were not able to be asked before the expiry of the time limit for Members' Questions.

5. ORDER OF BUSINESS

5.1 RESOLVED: On the motion of The Lord Mayor (Councillor Tony Downing) and seconded by The Deputy Lord Mayor (Councillor Gail Smith), that, in accordance with Council Procedure Rule 9.1, the order of business as published on the Council Summons be altered by taking items 7 and 8 on the agenda [Licensing Act 2003 – Statement of Licensing Policy, and Coronavirus (Covid-19) Update, respectively] as the next two items of business.

6. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

6.1 It was moved by Councillor Karen McGowan, and seconded by Councillor Andy Bainbridge, that approval be given to the Statement of Licensing Policy under the Licensing Act 2003, as set out in the report of the Executive Director, Place, now submitted.

6.2 Whereupon, it was moved by Councillor Douglas Johnson, and seconded by Councillor Ruth Mersereau, as an amendment, that the Statement of Licensing Policy under the Licensing Act 2003, as set out in the report, be approved with the following modifications:-

1. The retention of the existing policy statement on areas nearing levels of stress, namely -

“The licensing authority is particularly concerned about the following areas:

Area	Reasons for Concern
West Street and Division Street	The concentration of late night alcohol licensed premises and levels of crime and disorder, as well as the proximity to residential properties in some cases.
West Street, Devonshire Street and Division Street	The number of off licences and the related problem with street drinking and public nuisance in this area.
Broomhill	The number of late night refreshment premises in close proximity with patrons causing noise and disturbance when migrating between destinations.
Ecclesall Road	The number of liquor licensed premises, especially those with outside drinking areas, and late night refreshment premises in close proximity to residential dwellings causing noise and disturbance.

Applicants making applications for premises licences in these areas are advised to carefully think about the licensing objectives and the above areas of concern.

Applications for late night premises in any area of the city are expected to demonstrate a commitment to a very high standard of management and ensure that the operation of the premises will not create a public nuisance nor result in additional crime, disorder and antisocial behaviour in the area.

The licensing authority continues to monitor the areas it considers are nearing levels of stress, and will consider implementing a cumulative impact policy should the evidence show a major problem that cannot be tackled any other way.

In determining any applications for these areas, the licensing authority (sub-committee) will still take care to ensure the Guidance to the Act is applied and consider the merits of all individual cases.”

2. The addition of a policy on knife crime in order that applicants are required to consider proportionate and practical measures to reduce knife injuries in the night-time economy such as through door searches and entry systems for the detection of metal blades.

3. The addition of a policy on sexual harassment and domestic abuse in order that applicants are required to consider a proportionate and practical approach to protecting members of the public from sexual harassment, and providing a confidential and safe way of exiting the building safely to members of the public who are concerned for their own safety.”

6.3 After contributions from five other Members, the amendment was put to the vote and was negatived.

6.4 The original Motion was then put to the vote in the following form and carried:-

RESOLVED: That approval be given to the Statement of Licensing Policy under the Licensing Act 2003, as set out in the report of the Executive Director, Place, now submitted.

7. CORONAVIRUS (COVID-19) UPDATE

7.1 Greg Fell, the Director of Public Health, provided an update on the latest position in relation to the Coronavirus (Covid-19) pandemic, including the latest epidemiology and key metrics, which indicated that the number of cases of Covid-19 was high and fluctuating, with a falling rate of infections. Transmission of Covid-19 was still principally in households and there was concern about the number of cases of the virus in the east of Sheffield. The average age of a case was falling but was stable in the age group 12-17 and the rate was stable or decreasing in all age bands. Incidence in the elderly had reduced to below a threshold of 150 cases per 100,000 population. The rate of positivity of those tested was 8.5 percent. Hospital activity related to Covid-19 was also falling, albeit slowly and hospitals were very busy.

7.2 Mr Fell outlined the effect of the local restrictions and the national lockdown on movement and in reducing the R (reproduction) number below 1. He set out the strategy and the arrangements and responsibilities for the City's response to the Coronavirus pandemic and its operational response as delivered through a range of services. An outbreak control plan was in place and matters were added to the plan as appropriate, such as asymptomatic testing and the vaccine.

7.3 Finally, he set out upcoming issues including a mid-December government review of which tier Sheffield was to be placed in; activity relating to testing, with testing of those with symptoms being most important; preparation for the vaccine; maintaining the fundamentals of people keeping a distance, washing hands and wearing face coverings and limiting the number of people with whom they had contact and protecting the community and vulnerable people by keeping community transmission low.

7.4 Greg Fell's presentation was followed by an opportunity for Members of the Council to ask questions and a summary of the questions and responses was

as follows:

- 7.5 Questions were asked about lateral flow testing of students leaving and returning over Christmas and in the new year; with regard to the use of lateral flow testing for people visiting older people in care homes; the proportion of the population having had a vaccination to achieve herd immunity; and what could elected Members do to help to encourage people to have a vaccine.
- 7.6 Mr Fell explained that the DfE (Department for Education) had told Universities that students would have to receive lateral flow tests before leaving university to return home. It was not yet clear as to whether there would be the same requirement before students returned to universities, although it was a strong possibility. Whilst lateral flow tests provided tests quickly and with a good population coverage, there were limitations in accuracy and the possibility of false negatives. He said that the tests reduced the risks but did not remove them and therefore he was in favour of lateral flow tests albeit done very carefully.
- 7.7 Certain things needed to be in place before lateral flow tests were applied to care homes, including the standard operating protocol, training on how to manage results, clinical governance and risk management frameworks. It was likely that the necessary protocols would be in place by or before late December. Staff were tested through tests which were processed in a lab and that had made a significant difference in care homes. Lateral flow tests reduced some of the risk, but other measures were more important, such as people not visiting a care home if they had Covid-19 symptoms, wearing personal protective equipment and effective hand hygiene etc. Due to the limited accuracy of lateral flow tests, false negatives may arise and which could give false reassurance to people and which might create risk and so it was also important to risk manage the problems associated with lateral flow testing.
- 7.8 Greg Fell stated that the matter of herd immunity was complicated and depended upon the efficacy of the vaccine and the coverage of the vaccine in the population and the estimates were that between 60 and 70 percent of the eligible population needed to have been vaccinated before herd immunity was achieved. Positive communications about vaccination and saving lives were important.
- 7.9 He said that he believed that the two universities had acted very responsibly in relation to the pandemic. It was likely that there would be a staggered start for universities in the new year, probably with testing prior to them coming back and it was a case of managing the risks associated with a large number of students returning to the City.
- 7.10 Questions were asked about the role of the Director of Public Health in influencing the two universities; testing capacity over the Christmas period; how the Council could assist in preparing for the vaccination; testing of hard to reach groups and support for schools where there had been two or more positive tests leading to pupils and teaching staff needing to isolate. Further

questions were asked about the likely timescale of a return to normality; reassurance to people who might be anxious about vaccination; and how to improve awareness of the need to practice good hygiene and social distancing in the home.

- 7.11 Mr Fell responded to the questions and said that the public health team was in regular contact with both universities with regard to relevant processes, strategy and protocol etc and concerning managing cases and secure teaching environments. He also occasionally spoke directly with the two University Vice Chancellors. There was also a Director of Public Health representative on the DfE University working group, which provided the opportunity to influence policy.
- 7.12 He said that there were six testing sites in the city which would all be open, except for Christmas Day and he would make sure that appropriate communications were produced with regard to testing during that period.
- 7.13 Mr Fell explained that NHS England was responsible for the vaccination programme and the Council offered support to NHS England both in South Yorkshire and the Clinical Commissioning Group in Sheffield on such matters as suitability of sites and logistics. Importantly, Councillors and officers had good links to communities and the Council could help to reinforce positive messages in communities.
- 7.14 As regards managing outbreaks in schools, he said that there was direct communication between the school and the Council's public health team. A school's situation was risk assessed in order to manage clusters and cases.
- 7.15 He said that with regard to a question concerning a timeframe for a return to normality, it was difficult to say with any certainty. It would not be until significant numbers had been vaccinated. The efficacy of the vaccines had been proven and safety was also largely proven. As with all vaccination programmes, there was a process of long-term monitoring and the science would continue to develop.
- 7.16 Greg Fell said that SAGE (the Scientific Advisory Group for Emergencies) had produced advice with regard to what might be done to minimise coronavirus transmission in the home, and the Council's communications team was also doing some work on the issue of minimising risk in people's homes.
- 7.17 He said that in relation to hard to reach groups, one of the uses of the outbreak management fund was a peripatetic swabbing and testing service, which was run by Primary Care Sheffield, including for homeless people and others of insecure housing and a similar approach would be taken with other hard to reach groups.
- 7.18 Questions were asked about certainty with regard to statistics about the number of cases; sustaining a reduction in the number of cases; the likelihood of transmission in people's homes; and the long term effect on

people's mental health and the lasting consequences of Long Covid. Further questions were asked about the effect of the end of the recent lockdown and people undertaking activities such as Christmas shopping; and with regard to the eating of a substantial meal with alcohol in hospitality settings and the connection with transmission of the coronavirus.

- 7.19 Greg Fell responded that the testing and test positivity rates were monitored and the testing rate was broadly stable, whilst the case rate was falling. As to why there was a discrepancy between the Covid-symptom study app and the case data, he explained that test positivity was 8.5 percent and 91.5 percent of people had symptoms and no virus. In addition, there were more people with respiratory symptoms in the winter period and which would be reported. There was concern about people thinking that rates were reducing and then being less vigilant in their behaviours. Whilst the virus would be caught somewhere, transmission was mostly in households as they tended to be less Covid-secure as they were likely to be cleaned less and people might believe they were safe at home and may get closer to others.
- 7.20 Mr Fell said that the reproduction rate (R) was lower than 1, and the infection rate was falling and people did need to continue to take care. Rather than any physiological link between alcohol and Covid-19, it was thought that once someone had consumed alcohol, they may let their guard down and loose inhibitions. The hospitality trade had made huge efforts to make pubs Covid-secure, although there might have been some transmission in hospitality settings as in many other settings.

Support to Businesses in Sheffield

- 7.21 Edward Highfield, Director of City Growth and Alexis Krachai, Sheffield Chamber of Commerce and a representative of the Sheffield Business Recovery Group, provided a presentation on the work undertaken to support local businesses during the Coronavirus pandemic. They were accompanied by Ben Morley, Head of Programmes and Accountable Body, City Growth Service. There was then an opportunity for Members of the Council to ask questions.
- 7.22 Edward Highfield outlined some of the things the Council was doing to support business, setting out the economic outlook, business impact, support the Council was providing to business and in respect of the Business Response Group and a Business Recovery Plan. Mr Highfield summarised the Office of Budget Responsibility's three scenarios as to the economic and fiscal effects of the Coronavirus pandemic, based on different public health assumptions and relating to unemployment and the long-term effects on GDP (Gross Domestic Product). He said that the economic and social effects of the pandemic were unprecedented and that it would take years to recover from the consequences, including on inequalities in the City.
- 7.23 He set out the effects on businesses, which included reduced demand and sales and issues relating to managing cashflow and businesses seeking to minimise losses until they were able to trade again safely. Staff were working

from home and adapting to different ways of working and social distancing measures and staff absences all presented significant challenges to businesses. He also outlined the effect of the pandemic and related restrictions on the sales and bookings of businesses in various sectors and drew attention to those most affected such as in the areas of hospitality, hair and beauty, events, hotels, bars, restaurants and the night-time economy.

- 7.24 Mr Highfield summarised the types of critical support the Council had provided to businesses, including dealing with enquiries, appointments with specialist business advisors, virtual workshops to help businesses survive the pandemic; and supporting businesses to access government grant schemes. He outlined the support made available to larger businesses and those in the hospitality, accommodation and leisure sectors and assistance to ensure businesses opened up safely.
- 7.25 Edward Highfield briefly reflected on the continuing effect of uncertainty and the impact on demand of tiered restrictions introduced by the Government; the importance of Christmas trade to sales; the effect of reduced consumer confidence; issues relating to debt finance; the limitations of the grants available to business; and adaptation and recovery. He said that there had been some good strong partnerships and collaborations across the public and private sector and which would provide a platform for the city in future and in respect of recovery and addressing the longer term issues.
- 7.26 Alexis Krachai then outlined activity relating to the Sheffield COVID-19 Business Response Group, which had identified six priorities to help the business community bounce back from the effects of the Coronavirus pandemic, as follows:
- Stimulating demand in the local economy
 - Opening our city and district centres safely and securely
 - Helping to stimulate the conditions to encourage more start-ups in the city
 - Developing our skills base as a city to help communities get back to work
 - Stimulating investment in culture to help rebuild confidence and visitor numbers
 - Working with business leaders on a longer-term economic strategy for Sheffield
- 7.27 Mr. Krachai spoke about each of these priorities in turn and he also set out the phases of the recovery plan - firstly, relief and the short term actions needed to keep businesses solvent and trading during the severe restrictions on economic activity; secondly, recovery and help for businesses to adjust and adapt; and, thirdly, renewal to address the structural weaknesses in the economy and a more sustainable, fair economy.

- 7.28 Members asked questions and made comments and responses were provided, as summarised below:
- 7.29 Comment was made about how business leaders had come together with the Council at this time and in relation to hard work and dedication that had been shown and the investment in the business recovery plan for the city.
- 7.30 A question was asked about what was being done to improve engagement and communication with the small business sector and, in response, Members were informed that information had been disseminated on the radio and printed and social media and available networks, email and letter and through elected members. The communications strategy for businesses was considered very regularly. Nonetheless, there was a concern about only communicating with people who were already known, and it was acknowledged that things could be continually improved and there was a fundamental question as to where a small business person consumed information. If there were new ideas to help improve communication and engagement, these would be welcomed.
- 7.31 As regards a question about people starting to pursue an alternative business opportunity where an existing one may have failed in the pandemic, it was thought that timing was important in order that there was sufficient clarity, consumer confidence and demand for people to attempt to establish another business and for them to be encouraged and supported in that process. The £2 million recovery fund was for the delivery of projects early in 2021 and it was intended to identify with businesses the things that would make a difference to them in the community and in addition to existing support and services. Support was available for people with an idea for a business from business advisors and workshops which covered issues such as exporting, VAT or registration with Companies House.
- 7.32 Edward Highfield explained that there was potentially larger sums of money available through the Sheffield City Region, perhaps through the Growth Hub and such as was made available from the Business Investment Fund, which helped businesses such as with new plant and machinery. It was hoped that there would be further such support for businesses and to help with a new business idea or the refresh of an existing business. The City Region had a recovery plan, and it was hoped that larger scale support for businesses would also be available from the Government and through the City Region.
- 7.33 The city was working well with the City Region at an operational and a strategic level and whilst not duplicating, had aligned and mirrored the same three phases in the city's recovery plan as were in the City Region's plan. Sheffield had also identified areas of particular focus and drive, such as culture where it was considered there was a distinctive city element to recovery, and with regard to encouraging business start-ups.
- 7.34 Ben Morley explained that the City Region was allocated £30 million to make available through grants, including to support businesses which were not rate

payers but did have property and other areas of need, such as the grant for taxi drivers resident in South Yorkshire. A scheme was also to be made available for businesses in a supply chain for hospitality, accommodation, entertainment and leisure. These would be for relatively small amounts of money and which reflected the funding the Government had made available. Other options were also being examined, within the money available. Work was underway in South Yorkshire to identify small and perhaps home-based businesses and other vulnerable sectors to see what support might be provided. However, there was high demand and limited funding and decisions were being made as to how best to use the available funding.

- 7.35 Mr Highfield said that in relation to a comment concerning what was meant by 'culture', and areas including sport, nature and heritage, and their potential to help enable other aspects of the economy, the Business Response Group had stressed that the recovery plan would need to remain flexible and 'culture' was not narrowly defined, but included heritage, the outdoor city and those other aspects. This would need to be considered further and as part of the recovery plan.
- 7.36 Edward Highfield explained that Business Rates grants worth £98 million had been allocated in Sheffield. £113 million was provided by the Government, based on assessment of the City's rating list. However, there was not that number of rated businesses in Sheffield and some of the money provided by Government was unallocated. The Council wrote to the relevant Government Minister, identifying the gaps in the national schemes and asking whether some of the unspent money might be reallocated into the discretionary fund. The Minister refused that request and said that the money would be transferred back to Treasury and it was currently awaiting transfer to the Treasury.
- 7.37 In terms of businesses which had not been eligible for grants and whether they might benefit from subsequent support, that would depend on the reasons why they were ineligible to begin with. There were for example, some cases of fraudulent claims. However, if there was a chance that businesses were eligible for grants, the Council was following it up and would proactively contact people, to say that whilst they were not eligible for earlier grants, they might now be eligible for one.
- 7.38 Comment was made about the importance of culture and events in the City in stimulating demand and recovery.
- 7.39 The Council noted the information reported and thanked all of the presenters for attending the meeting and providing their updates and for answering Members' questions.

(NOTE: During the above item of business, it was - RESOLVED: On the motion of The Lord Mayor (Councillor Tony Downing) and seconded by The Deputy Lord Mayor (Councillor Gail Smith), that the provisions of Council Procedure Rule 5.5 be suspended and the termination of the meeting be extended by a maximum of 30 minutes to provide time for Members'

questions to be asked and answered in relation to support to local businesses.)

8. MINUTES OF PREVIOUS COUNCIL MEETING

- 8.1 RESOLVED: On the Motion of Councillor Tony Damms, seconded by Councillor Garry Weatherall, that the minutes of the meeting of the Council held on 4th November 2020 be approved as a true and accurate record.

9. REPRESENTATION, DELEGATED AUTHORITY AND RELATED ISSUES

- 9.1 RESOLVED: On the Motion of Councillor Martin Phipps, seconded by Councillor Douglas Johnson, that:-

- (a) Councillors Angela Argenzio and Ruth Mersereau be appointed as additional Planning and Highways Committee Substitute Members; and
- (b) Councillor Dianne Hurst be appointed to serve on the Audit and Standards Committee, filling a vacancy.