

# South West Local Area Committee

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Thursday 16 September 2021 at 7.00  
pm

Greystones Primary School,  
Tullibardine Road, Sheffield S11  
7GL

The Press and Public are Welcome to Attend

Local Area  
Committees  
Engage · Empower · Enable

## Membership

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Councillor Andrew Sangar  
(MBE)  
Councillor Joe Otten  
Councillor Sue Alston  
Councillor Roger Davison  
Councillor Tim Huggan  
Councillor Mohammed Mahroof  
Councillor Barbara Masters  
Councillor Ruth Milsom  
Councillor Shaffaq Mohammed

Councillor Colin Ross  
Councillor Martin Smith  
Councillor Cliff Woodcraft

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# Local Area Committees

Engage · Empower · Enable

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## PUBLIC ACCESS TO THE MEETING

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Local Area Committees engage, enable, and empower communities across the city with increasing control over decision making, marking a major shift in power to communities. The Committees provide a geographical framework that, over time, will be used to prioritise and direct the local delivery of an increasing number of Council services and oversee the production of a co-produced annual Area Committee Plan which will reflect resident priorities.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You 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 Area Committee meetings and recording is allowed under the direction of the Chair.

Please see the [website](#) or contact Democratic Services [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk) for further information regarding public questions and petitions and details of the Council's [protocol on audio/visual recording and photography](#) at council meetings.

Local Area Committee meetings are normally open to the public but sometimes the Committee 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.

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

\*\*Following the lifting of restrictions on 19th July 2021, the Council is still operating under some social distancing rules. You will be encouraged to wear a face covering (unless you have an exemption) at all times within the venue. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting. Due to the health and safety restrictions in place to ensure social distancing in our meeting rooms, we would encourage all attendees to notify us of your attendance in advance by registering [here](#) or emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk). This will facilitate the management of attendance at the meeting and help us maintain social distancing.

If you require any further information please contact John Turner ext. 0114 4741947 email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk).

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**SOUTH WEST LOCAL AREA COMMITTEE AGENDA  
16 SEPTEMBER 2021**

**Order of Business**

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**1. Meet and Greet**

There will be an opportunity for the public to meet Members of the Committee, from 6.30 pm, prior to the commencement of the meeting at 7.00 pm

**Business Items**

**2. Welcome and Housekeeping Arrangements**

**3. Apologies for Absence**

**4. Exclusion of Public and Press**

To identify items where resolutions may be moved to exclude the press and public.

**5. Declarations of Interest**

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

(Pages 7 - 10)

**6. Minutes of Previous Meetings**

To approve the minutes of the Committee meetings held on 19th May and 7th July 2021.

(Pages 11 - 14)

**7. Authorisation of the Community Services Manager to Take Decisions on Behalf of the Committee**

Report of the Head of Service for Communities

(Pages 15 - 22)

**8. Local Area Committees - Empowering Communities**

To receive an overview presentation from the Local Area Committee Manager

**9. Age UK Sheffield - People Keeping Well**

To receive an overview presentation from the Community Development Officer

**10. Public Questions and Petitions**

To receive any questions or petitions from members of the public.

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's 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](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL

### South West Local Area Committee

#### Meeting held 19 May 2021

**PRESENT:** Councillors Sue Alston, Roger Davison, Tim Huggan, Mohammed Mahroof, Barbara Masters, Ruth Milsom, Shaffaq Mohammed, Joe Otten, Colin Ross, Andrew Sangar, Martin Smith and Cliff Woodcraft

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#### **1. APOLOGIES FOR ABSENCE**

1.1 There were no apologies for absence.

#### **2. APPOINTMENT OF CHAIR**

2.1 RESOLVED: That Councillor Andrew Sangar be appointed as Chair of the South West Local Area Committee for the Municipal Year 2021/22.

#### **3. DATES AND TIMES OF MEETINGS**

3.1 RESOLVED: That meetings of the Committee be held at least four times per year, on dates and times to be determined by the Chair.

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**SHEFFIELD CITY COUNCIL**

**South West Local Area Committee**

**Meeting held 7 July 2021**

**PRESENT:** Councillors Andrew Sangar (Chair), Sue Alston, Roger Davison, Tim Huggan, Mohammed Mahroof, Barbara Masters, Ruth Milsom, Shaffaq Mohammed, Joe Otten, Colin Ross, Martin Smith and Cliff Woodcraft

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**1. APOLOGIES FOR ABSENCE**

1.1 There were no apologies for absence received from members of the Committee.

**2. APPOINTMENT OF DEPUTY CHAIR**

2.1 RESOLVED: That Councillor Joe Otten be appointed Deputy Chair of the Committee for the Municipal Year 2021/22.

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**Author/Lead Officer of Report:** Denise Devoto

**Tel:** 07884 235371

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**Report of:** Denise Devoto, South West Community Services Manager and Nik Hamilton, South West Head of Communities

**Report to:** South West Local Area Committee

**Date of Decision:** 16<sup>th</sup> September 2021

**Subject:** Authorisation of the Community Services Manager to take decisions on behalf of the Committee

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Executive Member Portfolio does this relate to? Community Engagement and Governance		
Which Scrutiny and Policy Development Committee does this relate to? <i>Overview and Scrutiny Management Committee</i>		
Has an Equality Impact Assessment (EIA) been undertaken in respect of this decision?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

The Leader made a decision on 17<sup>th</sup> August 2021 to allocate a budget of £100,000 to each Local Area Committee and a request has been made to the Leader that his Scheme of Delegation of Executive Functions be amended to give Local Area Committees the power to approve expenditure from the budgets allocated to them.

This report sets out the mechanism for the Committee to enable decisions to be taken quickly and to respond to emerging issues by authorising the Community Services Manager to make decisions on expenditure between Committee meetings, subject to certain conditions.

**Recommendations:**

It is recommended that the South West Local Area Committee:

Authorises the Community Services Manager to make decisions on expenditure from any budgets allocated to the Local Area Committee provided that:

- The decision is taken in consultation with the Local Area Committee Chair
- Spending is in line with any specific purposes of the allocated budget
- The decision may not approve expenditure of more than £5,000
- A report detailing the delegated spending decisions taken by the Community Services Manager is presented to the next Local Area Committee meeting.

**Background Papers:**

*(Insert details of any background papers used in the compilation of the report.)*

**None**

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <b>Kayleigh Inman</b>
	Legal: <b>Andrea Simpson</b>
	Equalities: <b>Adele Robinson</b>
Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.	
2	<b>Head of Service who approved submission:</b> Nik Hamilton
3	<b>LAC Chair consulted:</b> Cllr Andrew Sangar
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the Head of Service indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> Denise Devoto
	<b>Job Title:</b> South West Community Service Manager
<b>Date:</b> 6 <sup>th</sup> September 2021	





## **1. PROPOSAL**

- 1.1 At its Extraordinary Meeting on 18th March 2021 Full Council agreed to establish seven Local Area Committees and approved in principle proposals concerned with empowering communities including that the Administration would provide extra money for communities.

The Leader made a decision on 17<sup>th</sup> August 2021 to provide a budget of £100,000 to each Local Area Committee to be spent in line with its community plan.

As Local Area Committees are further developed and additional powers are devolved to the committees, additional budgets may also be devolved directly to the committees for specific purposes.

- 1.2 A request has been made to the Leader that his Scheme of Delegation of Executive Functions be amended to give Local Area Committees the power to approve expenditure from any budgets allocated to them. Local Area Committees can only make a decision in exercise of these powers if are taken at their formal meetings which are scheduled to take place approximately four times per year.

- 1.3 There may be occasions when decisions on expenditure cannot wait until the next meeting. For example, during the early stages additional funding may be required to contribute to the development of the Local Area Community Plan. Later on, funding might be needed to arrange for rapid engagement of local communities on an emerging local issue ahead of a meeting to make decisions on that issue.

It is proposed that in these circumstances the Local Area Committee authorises the Community Services Manager to make decisions on expenditure subject to the following restrictions:

- Spending is limited to a maximum of £5,000 on each occasion
- The decision is taken in consultation with the Local Area Committee Chair
- Spending is in line with any specific purposes of the allocated budget
- A report detailing the delegated spending decisions taken by the Community Services Manager is presented at the next Local Area Committee meeting.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 Local Area Committees directly support the Communities and Neighbourhoods and Our Council commitments in the 'Our Sheffield: One Year Plan' but to be effective they need to have the capability to respond quickly to emerging local issues.

### **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 There has been no consultation on this decision, and none is required.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality of Opportunity Implications**

4.1.1 Decisions need to consider the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010.

This is the duty to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

4.1.2 The overall impact of this decision is likely to be positive and not disproportionate from an equality, diversity and inclusion perspective. Local communities will have a far greater say in local decision making for services which impact their daily lives.

The devolution of responsibilities will improve inclusion for local people and the work of the Sheffield Equality Partnership will support and enhance the approach from a citywide and underserved communities' perspective.

4.1.3 However, in order to ensure this approach takes into account people who share protected characteristics under the Public Sector Duties the Local Area Committee Plan will be supported by appropriate equality monitoring of budget and an Equality Impact Assessment for each area.

An Equality Impact Assessment (EIA 916) was also carried out in respect of the establishment of Local Area Committees.

#### **4.2 Financial and Commercial Implications**

4.2.1 There are no additional financial implications. This report is only concerned with decisions made in respect of budgets that have already been allocated to the Local Area Committee.

Procurement of supplies and/or services will be carried out in line with Standing Orders.

#### 4.3 Legal Implications

- 4.3.1 The Local Government Act 2000 provides that the Leader of the Council may arrange for executive functions to be discharged by an area committee and that the area committee may further arrange for a function to be discharged by an officer unless the Leader directs otherwise. The Leader's Scheme of Delegation confirms that area committees are empowered to make arrangements for their delegated functions to be discharged by an officer.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 All decisions relating to budgets allocated to the Local Area Committee could be decided at Formal Committee Meetings only. Whilst this approach would ensure the involvement of all members of the committee, it would mean that decisions to allocate spending for emerging and urgent local issues may not be made in a timely fashion.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The proposal to authorise decisions on any budgets allocated to the Committee can be discharged, in part, by the Community Services Manager will ensure the Committees can respond quickly to emerging local issues.

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