

# **Communities and Neighbourhoods Transitional Committee**

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**Tuesday 14 December 2021 at 3.30 pm**

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

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Peter Garbutt (Chair)  
Councillor Sioned-Mair  
Richards (Deputy Chair)  
Councillor Ben Curran  
Councillor Karen McGowan  
Councillor Abtisam Mohamed  
Councillor Joe Otten  
Councillor Andrew Sangar  
(MBE)  
Councillor Alison Teal  
Councillor Sophie Thornton  
Councillor Paul Wood

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## PUBLIC ACCESS TO THE MEETING

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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 Transitional Committee 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.

PLEASE NOTE: Meetings of the Transitional Committee have to be held as physical meetings. If you would like to attend the meeting, you must register to attend by emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk) at least 2 clear days in advance of the date of the meeting. This is necessary to facilitate the management of attendance at the meeting to maintain social distancing. In order to ensure safe access and to protect all attendees, you will be asked to wear a face covering (unless you have an exemption) at all times when moving about within the venue.

It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting. You can order tests online to be delivered to your home address, or you can collect tests from a local pharmacy. Further details of these tests and how to obtain them can be accessed here - Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK ([www.gov.uk](http://www.gov.uk)). We are unable to guarantee entrance to observers, as priority will be given to registered speakers. Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the website.

If you require any further information please contact Philippa Burdett, email [philippa.burdett@sheffield.gov.uk](mailto:philippa.burdett@sheffield.gov.uk).

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**COMMUNITIES AND NEIGHBOURHOODS TRANSITIONAL COMMITTEE AGENDA  
14 DECEMBER 2021**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 5 - 8)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 9 - 14)  
To approve the minutes of the meeting of the Committee held on
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Update on Cladding**  
Report of the Director of Housing and Neighbourhoods Services.
- 8. Private Sector Housing Service**  
Report of the Service Manager, Private Housing Standards.
- 9. Issues referred from/to Local Area Committees**  
Verbal report of the Policy and Improvement Officer.
- 10. Forward Plan of Key Decisions** (Pages 15 - 40)  
Report of the Policy and Improvement Officer.
- 11. Work Plan and Ways of Working** (Pages 41 - 44)  
Report of the Policy and Improvement Officer.

**NOTE: The next meeting of Communities and Neighbourhoods Transitional Committee will be held on Wednesday 19 January 2022 at 9.30 am**

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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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Communities and Neighbourhoods Transitional Committee

Meeting held 16 November 2021

**PRESENT:** Councillors Sioned-Mair Richards (Deputy Chair), Karen McGowan, Joe Otten, Andrew Sangar, Paul Wood and Peter Garbutt (Chair)

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**1. APPOINTMENT OF CHAIR**

- 1.1 Councillor Sioned-Mair Richards, Deputy Chair of the Committee, notified members that Councillor Peter Garbutt had replaced Councillor Kaltum Rivers as a member of the Committee.
- 1.2 Councillor Richards proposed that a new Chair be elected and nominated Councillor Garbutt for this role. This was seconded by Councillor Sangar. Members voted unanimously in favour of the nomination.
- 1.3 Councillor Richards welcomed Councillor Garbutt as the newly elected Chair.
- 1.4 **RESOLVED:** that the Committee: -
  - (a) appoint Councillor Peter Garbutt as Chair of the Committee; and
  - (b) thank Councillor Rivers for her contributions to the Committee to date.

**2. APOLOGIES FOR ABSENCE**

- 2.1 Apologies for absence were received from Councillors' Ben Curran, Alison Teal and Sophie Thornton.

**3. EXCLUSION OF PUBLIC AND PRESS**

- 3.1 No items were identified where resolutions may be moved to exclude the public and press.

**4. DECLARATIONS OF INTEREST**

- 4.1 There were no declarations of interest.

**5. MINUTES OF PREVIOUS MEETING**

- 5.1 The minutes of the meeting of the Committee held on 12 October 2021 were approved as a correct record.

**6. PUBLIC QUESTIONS AND PETITIONS**

- 6.1 There were no public questions or petitions received from members of the public.

## **7. PLACE SYSTEMS REVIEW HOUSING PROJECT**

- 7.1 Councillor Garbutt introduced Bev Mullooly, Head of Neighbourhood Services, to provide an update on the Place Systems Review.
- 7.2 Bev outlined the Place Systems Review, which aimed to modernise IT systems and the infrastructure and processes around them. This was planned to start in the Housing and Neighbourhoods Service as the current system was old and in need of updating. The current system (OHMS) had been implemented in 1999 and operated with a collection of other systems (Abritas, Apex, Technology Forge, Flare, Confirm etc) and interfaces around it. This was a fully supported service and main data source for the Housing and Neighbourhood Service.
- 7.3 Bev also explained the opportunities for change. A soft market test had been carried out and indicated that a single system would achieve the required strategic enablers. The soft market test demonstrated that the majority of what was needed could be provided in a single modernised system that would gather an up-to-date view of customers and assets. It would allow more efficiency in resolving customer enquiries. It was anticipated that having one system would be more cost-effective and would bring about longer-term efficiencies. It was also expected to allow a smooth integration with Total Repairs and that having less systems would allow better quality of data.
- 7.4 Bev advised that engagement had taken place with Housing and Neighbourhoods service staff to gather all the requirements for the system. Their understanding of customer requirements would help to deliver a better customer service. The team were also engaging with tenants, residents and stakeholders to find out their experiences and ideas on how new ways of working could improve the service. A survey was planned during the next few weeks aiming to assist with this. It was proposed to set up a model office in May 2022, which would engage staff and customers to test, refine, and optimise processes to ensure they work for the service and provide the best experience for customers before rolling out.
- 7.5 Bev confirmed that the budget for the purchase and implementing the new system was £9.3m
- 7.6 Bev outlined the likely benefits to customers and staff that the project would bring. It would be easier for staff to gather, update and use information and thereby improve customer experience. Having a single view of housing customer information would save time on searching multiple systems, and customers would only have to 'tell their story' once.

- 7.7 Customers would also have access to an online portal which would allow customers to access information such as rent balance, property bids and reporting of repairs. This was expected to allow staff to deal with more complex customer enquiries.
- 7.8 The tendering process had begun, and following evaluation, sign-off and testing, implementation of a new system was expected to be between April and September 2023.
- 7.9 Members made various comments and asked a number of questions, to which responses were provided as follows: -
- The online portal would give customers access to their own information, allowing them to make requests for service and where applicable make changes. Online options available to customers would increase as the system developed.
  - The task ahead was acknowledged as being long and complex. There would be a lot of engagement with staff and customers to ensure that the system was right prior to implementation.
  - Issues relating to housing management would be contained within one system. Other systems would sit separately to this e.g Total Repairs, and the interface would allow for better sharing of information.
  - The Housing contact centre would still be available for customers that preferred to contact the service by telephone. Staff would have access to the new system on their mobile equipment, giving them the ability to answer enquiries in customers' homes.
  - It was noted that such a large and complex IT project came with risks. Data cleansing and migration were crucial when implementing a new housing management system, and appropriately skilled people had been brought in to manage this. The Assistant Director of ICT Service Delivery was the joint project sponsor. His background was IT based with experience of implementing housing management systems for other housing organisations. The project team had a wide range of skills and knowledge ranging from housing, customer experience, data experts, programme and project managers, communication officers and business and data analysts. Experiences from similar projects carried out by other services had also been shared. Conversations had taken place with other local authorities to learn from their experiences of implementing new housing management systems.

- A request was made that, due to the nature and cost of the project, overall leadership of the project should be clear and led by the Executive.
- The importance of procuring a new system that was fit for purpose was noted and designing it with the input of those who would be using the system. It was also noted that the new system must be fit for purpose over the course of its implementation and the subsequent 10 years. Ongoing work with the supplier was planned to ensure this was achieved.
- Reference was made to the process of transferring to a committee system at the same time as moving out of Covid restrictions. The importance of having early sight of decisions to be taken early in 2022 was stressed to ensure options could be considered in a timely way, thereby assisting with the transition process.

7.10 **Resolved:** that the Committee: -

- (a) notes the information now reported, together with the responses to the questions raised;
- (b) thanks Bev Mullooly for attending the meeting and responding to the questions raised; and
- (c) request that a further detailed report from officers be brought back to this Committee in March, and prior to any decision being made to implement the project.

## **8. ISSUES REFERRED FROM/TO LOCAL AREA COMMITTEES**

8.1 Deborah Glen, Policy and Improvement Officer, confirmed that there had been no items received.

8.2 It was noted that Full Council had previously agreed that each Transitional Committee should consider items to be devolved to Local Area Committee's and that full officer support was needed to facilitate this.

## **9. FORWARD PLAN OF KEY DECISIONS**

9.1 The Committee received a report of the Policy and Improvement Officer (Deborah Glen) on the Schedule of Forthcoming Executive Decisions.

9.2 Deborah requested suggestions for items from the Schedule to build into the future work plan.

9.3 The following comments from Members were noted: -

- It was noted that although the Committee currently had no decision-making powers, other avenues existed to examine decisions taken, such as full Council and Scrutiny Committees.
- A request was made that a report on the Sheffield Street Tree Strategy be brought to a future meeting of the Committee. In response it was noted that a decision had been made and had been published on the Sheffield City Council website.
- The Committee took a vote on whether they should receive the Sheffield Street Strategy report at a future meeting. The majority of the Committee voted against this. Councillor Joe Otten and Andrew Sangar requested that their vote of 'in favour' of the Sheffield Street Strategy report coming to a future meeting of the Committee be recorded in the minutes.
- An alternative option was suggested to bring the independent review of the Sheffield Street Tree Inquiry to a future meeting of the Committee.
- A request was made that a report on Housing Revenue Account (HRA) Business Plan and HRA Budget 2022/23 be brought. In response it was advised that the HRA Business Plan was a decision for full Council. It would be completed in draft form within next 2-3 weeks. The Director of Housing and Neighbourhoods would report back to members via briefings to each political group.
- It was suggested that a presentation on Youth Services be brought to a future meeting of the Committee so that members were in a position to understand the future of their communities.

9.4 **Resolved:** that the Committee voted against bringing the Sheffield Street Strategy report and instead receive an interim report on the Independent Sheffield Street Tree Inquiry at a future meeting of the Committee.

## 10. WORK PLAN AND WAYS OF WORKING

10.1 The Committee received a report of the Policy and Improvement Officer (Deborah Glen) on proposed ways of working for the Committee and containing a draft Work Plan for the Committee for 2021/ 22.

10.2 The Chair made reference to the comments and suggestions

made at this meeting as to how the Committee should work, and to the proposed topics for consideration, as set out in the report.

10.3 **RESOLVED:** That the Committee: -

(a) notes the contents of the report now submitted, together with the comments now made; and

(b) requests that:

(i) arrangements be made for an informal working group to be set up to specifically to discuss Youth Strategy;

(ii) arrangements be made for an informal working group to be set up specifically to discuss the Housing Repair Service; and

(iii) arrangements be made for an informal working group to be set up specifically to discuss post-Christmas debt.

## **11. DATE OF NEXT MEETING**

11.1 It was noted that the next meeting of the Committee would be held on Tuesday 14 December 2021 at 10.00 am in the Town Hall.



## Report to Communities and Neighbourhoods Transitional Committee 14<sup>th</sup> December 2021

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**Report of:** Policy and Improvement Officer

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**Subject:** Schedule of forthcoming executive decisions

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**Author of Report:** [Deborah.glen@sheffield.gov.uk](mailto:Deborah.glen@sheffield.gov.uk)

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Members of the Communities and Neighbourhoods Transitional Committee have requested a standing item on the schedule of forthcoming executive decisions to be included in their meeting agendas.

This is appended to the report and members are able to discuss its contents at the meeting.

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**The Committee is being asked to:**

- Note and comment on the schedule
  - Discuss implications for the Committee's work plan
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# SHEFFIELD CITY COUNCIL

## SCHEDULE OF FORTHCOMING EXECUTIVE DECISIONS

The Schedule is published weekly and items added within the last seven days are highlighted in bold.

1. This schedule provides amongst other decisions, details of those Key Executive Decisions to be taken by the Co-operative Executive, Executive Highways Committee, Individual Executive Members or Executive Directors/Directors in 28 days and beyond as required by Section 9 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
  2. The decision makers are:
    - **Co-operative Executive** - Councillors Terry Fox (Chair), Jayne Dunn, Julie Grocutt, Mazher Iqbal, Douglas Johnson, George Lindars-Hammond, Cate McDonald, Alison Teal, Paul Turpin and Paul Wood.
    - Where **Individual Executive Members** or **Executive Directors/Directors** take Key Executive Decisions their names and designation will be shown in the Plan.
- Access to Documents - details of reports and any other documents will, subject to any prohibition or restriction, be available from the date upon which the agendas for the Co-operative Executive and Executive Highways Committee and reports on key Individual Executive Member and Executive Director decisions are published (five clear working days before the meeting or decision) and accessible at <http://democracy.sheffield.gov.uk> or can be collected from Democratic Services, Legal and Governance, Town Hall, Pinstone Street Sheffield S1 2HH.
4. A key decision is one that results in income or expenditure of more than £500,000 or is likely to be significant in terms of its effects on two or more wards. The full definition of a key decision can be found in Part 2, Article 13 of the Council's Constitution which can be viewed on the Council's website <http://democracy.sheffield.gov.uk>.
  5. For details of the consultation process and how to make representations, please contact Democratic Services, Legal and Governance, Town Hall, Sheffield S1 2HH (phone 0114 273 4014 or email: [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk)).

| DECISION DATE          | TITLE OF REPORT AND DESCRIPTION OF DECISION<br><br>K = Key Decision  | DECISION MAKER   | WHAT DOCUMENTS WILL BE CONSIDERED BY THE DECISION MAKER? | DATE DOCUMENTS AVAILABLE | CONTACT OFFICER<br><br>(Portfolio, Officer and contact details)  |
|------------------------|--|--|--|--------------------------|--|
| Not before 29 Oct 2021 | <p>Sheffield Street Tree Strategy - Implementing the Working Strategy for the Removal and Planting of Street Trees</p> <p>This report builds on the principles of the Sheffield Street Tree Strategy and outlines a new decision process, including new public consultation approach for the removal and planting of street trees.</p> | Executive Member for Housing, Roads and Waste Management | Report of the Executive Director, Place                  | TBC                      | Place<br>Gillian Charters<br>Tel: 0114 2037528<br><a href="mailto:gillian.charters@sheffield.gov.uk">gillian.charters@sheffield.gov.uk</a> |

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|------------------------|---|--|--|--------------------------|--|
| Not before 29 Oct 2021 | <p>Acceptance and Issuing (where required) of Sheffield City Region Brownfield Housing Fund Grant Funding (K)</p> <p>Sheffield City Region has endorsed the allocation of 'early delivery' Brownfield Housing Fund grant funding to the Council to support the development of strategic regeneration projects.</p> <p>The report will seek approval to accept and issue grants (where required, with appropriate delegated authority sought).</p> | Executive Member for City Futures: Development, Culture and Regeneration | Report of the Executive Director, Place                  | TBC                      | Place<br>Janet Sharpe<br>Tel: 0114 2735493<br><a href="mailto:janet.sharpe@sheffield.gov.uk">janet.sharpe@sheffield.gov.uk</a> |
| Not before 29 Oct 2021 | <p>Procurement of Furniture Removal, Storage and Disposals Contract</p> <p>A Furniture Removal, Storage and Disposals Contract requires procuring due to the current contract being due to expire at the end of December 2021.</p>  | Executive Member for Finance and Resources                               | Report of the Interim Executive Director, Place          | TBC                      | Place<br>Jack Burns<br><br><a href="mailto:jack.burns@sheffield.gov.uk">jack.burns@sheffield.gov.uk</a>                        |

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|------------------------|---|---|--|--------------------------|---|
| Not before 18 Nov 2021 | <p>Provision of Post-Mortem Services for HM Coroner, South Yorkshire (West) (K)</p> <p>Sheffield City Council are statutorily required to provide a post-mortem service for HM Coroner South Yorkshire (West). This service is provided in different locations by specialist staff (on a fee per case basis). The specific nature of the work means there is no route to market, no alternative provisions possible and the service cannot be subjected to competition.</p> <p>The proposal is to produce a 3-year waiver for all categories of post-mortem (standard, forensic, and children's). This will remove the need to produce 9 separate waivers as has been done previously (one per category per year). This will save time and expenditure.</p> | Executive Member for Sustainable Neighbourhoods, Wellbeing, Parks and Leisure | Report of the Executive Director, Place                  | 10/11/21                 | Place<br>Ellie Fraser<br>Tel: 0114 205 2478<br><a href="mailto:ellie.fraser@sheffield.gov.uk">ellie.fraser@sheffield.gov.uk</a> |

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|-----------------------|--|--|--|--------------------------|--|
| 1 Dec 2021            | <p>Kelham Island Experimental COVID19 Highway Restrictions</p> <p>Highway changes were made in July 2020 as part of the Council's emergency response to COVID19. These changes were made using an Experimental Traffic Regulation Order process which expires in January 2022. As there were objections to these changes, an Executive Member decision is required to retain or remove them.</p> | Executive Member for Climate Change, Environment and Transport | Report of the Executive Director, Place                  | TBC                      | Place<br>Matthew Lowe<br>Tel: 0114 2736208<br><a href="mailto:matthew.lowe@sheffield.gov.uk">matthew.lowe@sheffield.gov.uk</a> |
| Not before 1 Dec 2021 | <p>Personal Protection Equipment (PPE) Tender (K)</p> <p>This report seeks authority to procure and appoint a supplier to supply PPE across Sheffield City Council.</p>  | Executive Director, Resources                                  | Report of the Executive Director, Resources              | 12/11/21                 | Resources<br>Tim Dent<br>Tel: 20 53646<br><a href="mailto:Tim.Dent@sheffield.gov.uk">Tim.Dent@sheffield.gov.uk</a>             |

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|-----------------------|---|-------------------------------|--|--------------------------|--|
| Not before 6 Dec 2021 | <p>Supply of Workwear and Protective Clothing (K)</p> <p>The contract with Arden Winch who currently supply workwear is due to expire on the 31<sup>st</sup> March 2022. We are required to run a competitive procurement exercise to find a new supplier of workwear. Based on the spend in Financial Year 2020-2021 of £1,066,519 we are required under the Public Contract Regulations 2015 to run a competitive tender process via the Find a Tender Service (FTS) procedure.</p> | Executive Director, Resources | Report of the Executive Director, Resources              | 26/11/21                 | Resources<br>Thomas Hurd<br><a href="mailto:thomas.hurd@sheffield.gov.uk">thomas.hurd@sheffield.gov.uk</a> |

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|------------------------|---|--|---|--------------------------|---|
| Not before 10 Dec 2021 | <p><b>Transforming Cities Fund Housing Zone North - acceptance of SCR stage 2 funding (K)</b></p> <p>The purpose of this report is to provide the context for a recommendation to accept a government grant offer from the Sheffield City Region of £1,287,587 of funding, as part of the Transforming Cities Fund (TCF) Tranche 2 stage 2. This will fund further design development to take the project to final business case stage.</p> | Executive Member for Climate Change, Environment and Transport | Form 2 - Executive Report HZN 19-11-21 V6<br>Reg 10 Notice Template - HZN 23.11.21 v1.0 | 10/12/21                 | Place<br>Matthew Reynolds<br>Tel: 07805 746 504<br><a href="mailto:matthew.reynolds@sheffield.gov.uk">matthew.reynolds@sheffield.gov.uk</a> |
| 15 Dec 2021            | <p>Procurement of the Technology Enabled Care (TEC) Monitoring Service Contract (K)</p> <p>The TEC Monitoring Service contract delivered by Centra will expire on the 31 July 2022. Therein, we are required to tender and procure a contracted provider for the delivery of this service.</p>  | Co-operative Executive   | Report of the Executive Director, People Services                                       | 9/11/21                  | People Services<br>Sarah Swinburn<br><br><a href="mailto:sarah.swinburn@sheffield.gov.uk">sarah.swinburn@sheffield.gov.uk</a>               |

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|---------------|---|------------------------|--|--------------------------|--|
| 15 Dec 2021   | Month 7 Capital Approvals 2021/22 (K)<br><br>This report provides details of the additions and variations to the Capital Programme for approval by Cabinet, alongside details of procurement strategies and any capital grants for acceptance or issue. | Co-operative Executive | Report of the Executive Director, Resources              | 07/12/21                 | Resources<br>Damian Watkinson<br>Tel: 0114 2736831<br><a href="mailto:damian.watkinson@sheffield.gov.uk">damian.watkinson@sheffield.gov.uk</a> |



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|---------------|---|------------------------|--|--------------------------|---|
| 15 Dec 2021   | <p data-bbox="383 373 797 608">Agency Staffing Provision (K)</p> <p data-bbox="383 443 797 608">The current Agency contract arrangement for Reed Talent Solutions to supply Temporary staff to the Council comes to an end on 31 March 2022.</p> <p data-bbox="383 647 808 1453">The impact of the Covid pandemic and current financial challenges have led to a period of uncertainty when assessing our temporary staffing resource requirements. During the last 18 months our type and level of spend on Agency staffing is atypical. At the same time, there are a number of other organisational interventions underway including an organisation wide VER/VS scheme to support workforce planning. In addition, resource controls have been introduced, requiring all new or extensions to resourcing requests, including agency to be approved at Portfolio leadership team. The impact of these controls is being monitored and supporting the assessment of our future temporary staffing needs.</p> <p data-bbox="383 1493 797 1589">A 24-month extension to the Agency contract will give us the necessary time to complete the</p> | Co-operative Executive | Report of the Executive Director, Resources              | 07/11/21                 | Resources<br>Peter White<br>Tel: 27 36924<br><a href="mailto:peter.white@sheffield.gov.uk">peter.white@sheffield.gov.uk</a> |

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| 15 Dec 2021   | <p>Heart of the City Project Update (K)</p> <p>To provide a report on the progress of the Heart of the City project, agreements with John Lewis and a decision on the retention or sale of the first completed building.</p> <p>To provide a progress report on Heart of the City since the last public report in July 2020 and to agree the way forward with John Lewis and formally document decisions on the retention or sale of completed buildings.</p> | Co-operative Executive | Report of the Executive Director, Place                  | 07/12/21                 | Place<br>Nalin Seneviratne<br><br><a href="mailto:nalin.seneviratne@sheffield.gov.uk">nalin.seneviratne@sheffield.gov.uk</a>          |
| 15 Dec 2021   | <p>Revenue Budget and Capital Programme Monitoring 2021-22 - Quarter 2 (K)</p> <p>The report will provide the Quarter 2 monitoring statement on the City Council's Revenue Budget and Capital Programme for 2021-22.</p>  | Co-operative Executive | Report of the Executive Director, Resources              | 7/12/21                  | Resources<br>Ryan Keyworth<br>Tel: 0114 2057303<br><a href="mailto:ryan.keyworth@sheffield.gov.uk">ryan.keyworth@sheffield.gov.uk</a> |

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| 15 Dec 2021   | Parkwood Options Appraisal (K)<br><br>In order for the Council to decide how best to proceed it has undertaken a project review and options appraisal for the delivery of future leisure development of the Parkwood site. | Co-operative Executive | Report of the Executive Director, Place                  | 7/12/21                  | Place<br>Tammy Whitaker<br>Tel: 0114 2053230<br><a href="mailto:tammy.whitaker@sheffield.gov.uk">tammy.whitaker@sheffield.gov.uk</a> |

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| 15 Dec 2021   | <p>Streets Ahead PFI Contract-Refinance (K)</p> <p>The Streets Ahead contract ('the Contract') has been set a significant savings target in order to contribute to the Council achieving its challenging budget position in the future.</p> <p>To carry out a Refinance to replace the current funders with potential new funders on more favourable terms in order to reduce the cost to the Council of the Streets Ahead contract.</p> <p>Failure to carry out the Refinance will result in more pressure on achieving the Council's current and future budget and may result in more drastic cuts to front line services</p> | Co-operative Executive | Report of the Executive Director, Resources              | 07/12/21                 | Resources<br>Jayne Clarke<br>Tel: 20 39159<br><a href="mailto:jayne.clarke2@sheffield.gov.uk">jayne.clarke2@sheffield.gov.uk</a> |

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| Not before 4 Jan 2022 | <p>Private Sector Leasing Scheme and Rough Sleepers Accommodation Programme (RSAP) (K) In Sheffield, over the previous year there have been 144 rough sleepers counted in the monthly headcounts. Of these 44 are of medium needs and 23 ready for move on accommodation. Each month there has been an average of 9 rough sleepers who are not repeats. We would therefore expect to see a further 108 new rough sleepers over the next year. We would expect based on the current picture that around 18 would need move on. We have also made an estimate that 6 people would be ready for move on who are currently in emergency accommodation based on a current snapshot. The below shows the yearly estimates: Year 1: 47, Year 2: 71, Year 3: 48, Year 4: 48, Year 5: 48 <b>We propose that we will set up a Private Sector Leasing (PSL) scheme for 15 rough sleepers.</b> We know private landlords in Sheffield are keen to lease the council their property at Local Housing Allowance (LHA) rents of which the council can recover back a large amount of. We understand we will get 90% of the 2011 LHA rates as subsidy from Department of Work and Pensions (DWP) as subsidy. Other costs are for private contractors for cleaning and repairs and maintenance of which a procurement and tendering exercise has taken place for a similar scheme which we can use as well for this model. We will use the Council's Furnished Team to furnish the properties and replace furniture from them too if required. We are requesting funds for 2 x Tenancy Support Workers for 15 units and not claiming for any other staffing costs but will cover additional costs for staffing within our current staffing structure. We have an existing PRS scheme and will utilise staff with experience and knowledge in the field to support this scheme. We will provide extra staffing resource ourselves to ensure the management, procurement of property, property inspections and monitoring of rents, contractors' invoices and payments are all dealt with efficiently. We will draw on the Personalisation Fund funded by RSI 4 and if required we can use TSW from Housing First project who will have the relevant skills and experience to work with rough sleepers</p> | Executive Member for Housing, Roads and Waste Management | Report of the Director of Housing and Neighbourhoods     | TBC                      | <p>People Services<br/>Jessica Senior</p> <p><a href="mailto:jessica.senior@sheffield.gov.uk">jessica.senior@sheffield.gov.uk</a></p> |

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| <p>Not before 4 Jan 2022</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 31</p> | <p>School Admission Arrangements for the 2023/24 Academic Year (K)</p> <p>The Local Authority is responsible for setting admission arrangements for all Community and Voluntary Controlled Schools. It must “Determine” and publish its admission arrangements every year. There is a requirement to consult on the arrangements once every seven years unless there are significant changes proposed.</p> <p>The arrangements were consulted upon last year for the 2023/24 academic year. The key decision is to determine the Council’s Admission Arrangements for Community and Voluntary Controlled Schools.</p> <p>To consult on the admission arrangements for 2023/24 including any proposed reductions to admission numbers in line with the City wide strategy to manage falling pupil numbers at Reception age.</p> <p>To ensure that the City Council is carrying out its statutory duty to determine its Admission Arrangements for 2023/24 by 28 February 2022.</p> | <p>Executive Member for Education, Children and Families</p> | <p>Report of the Executive Director, People Services</p> | <p>TBC</p>               | <p>People Services<br/>John Bigley<br/>Tel: 0114 2734097<br/><a href="mailto:john.bigley@sheffield.gov.uk">john.bigley@sheffield.gov.uk</a></p> |

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| 19 Jan 2022   | <p>Working together with the NHS in Sheffield: Future Vision and Governance (K)</p> <p>The Co-operative Executive is asked:</p> <ul style="list-style-type: none"> <li>a. agree the Council's approach to the proposed changes to the NHS;</li> <li>b. agree future arrangements for the governance of health through a revised Joint Commissioning Committee with the South Yorkshire Integrated Care System; and</li> <li>c. agree to endorse the future working arrangements and vision for the Sheffield Health and Care Partnership.</li> </ul> | Co-operative Executive | Report of the Executive Director, People Services        | 07/12/21                 | <p>People Services<br/>Alexis Chappell</p> <p><a href="mailto:alexis.chappell@sheffield.gov.uk">alexis.chappell@sheffield.gov.uk</a></p> |



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| 19 Jan 2022   | <p>Lease of Endcliffe Park Cafe, Rustlings Rd, Sheffield S11 7AB</p> <p>Extension to current occupancy, to recommend the grant a new lease of the property to the current tenant Ashley Charlesworth for a period of 2 years.</p> <p>The current occupancy is by way of a terminable tenancy that was granted as an interim arrangement pending the offer of a new lease. This seeks to regularise the position.</p> | Co-operative Executive | Report of the Executive Director, Place                  | 07/12/21                 | Place<br>Ian Wrightson<br>Tel: 0114 2735621<br><a href="mailto:ian.wrightson@sheffield.gov.uk">ian.wrightson@sheffield.gov.uk</a> |

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| 19 Jan 2022   | Month 8 Capital Approvals 2021/22 (K)<br><br>This report provides details of the additions and variations to the Capital Programme for approval by Cabinet, alongside details of procurement strategies and any capital grants for acceptance or issue. | Co-operative Executive | Report of the Executive Director, Resources              | 11/01/22                 | Resources<br>Damian Watkinson<br>Tel: 0114 2736831<br><a href="mailto:damian.watkinson@sheffield.gov.uk">damian.watkinson@sheffield.gov.uk</a> |

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| 19 Jan 2022   | <p>10 Point Plan for Addressing Climate Change (K)</p> <p>Sheffield City Council has declared a climate emergency and has a stated ambition to reduce its emissions to net zero carbon by 2030. This aim requires a wide range of action to be taken both by the Council and by others in the city.</p> <p>The 10 point plan provides an outline way forward for the Council, laying the groundwork required to make progress at pace and identifying key actions to reduce carbon emissions immediately.</p> <p>Laying the groundwork and then moving in an agile way allows the Council to react to fast changing funding opportunities and technologies.</p> | Co-operative Executive | Report of the Interim Executive Director, Place          | 07/12/21                 | Place<br>Mark Whitworth<br>Tel: 27 36924<br><a href="mailto:mark.whitworth@sheffield.gov.uk">mark.whitworth@sheffield.gov.uk</a> |

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| 19 Jan 2022   | <p>Sheffield (Local) Plan Spatial Options (K)</p> <p>To agree the overall spatial approach in the emerging Sheffield (Local) Plan.</p> <p>The report will set out the overall spatial options for meeting future development needs in Sheffield in the period to 2039. It will seek agreement on a preferred approach in advance of producing the Publication Draft Sheffield Plan (to be published for public consultation in October 2022).</p> <p>The Government has increased the housing need figure for Sheffield by 35% and the implications of providing land for new homes and jobs to support this higher figure requires careful consideration.</p> <p>It is desirable, as far as possible, to build a political consensus around how Sheffield should grow and develop over the next 18 years. Once a preferred overall spatial approach has been agreed, it will then be used to develop more detailed policies, proposals and site allocations in the Draft Sheffield Plan.</p> | Co-operative Executive | Report of the Interim Executive Director, Place          | 11/01/21                 | Place<br>Simon Vincent<br>Tel: 0114 2735897<br><a href="mailto:simon.vincent@sheffield.gov.uk">simon.vincent@sheffield.gov.uk</a> |

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| 19 Jan 2022   | <p>Housing Revenue Account (HRA) Business Plan and HRA Budget 2022/23 (K)</p> <p>The Co-operative Executive Report will provide an update on the Housing Revenue Account (HRA) Business Plan and proposes the HRA budget, rent and charges for 2022/23</p>     | Co-operative Executive | Report of the Interim Executive Director, Place          | 11/01/2022               | Place<br>Janet Sharpe<br>Tel: 0114 2735493<br><a href="mailto:janet.sharpe@sheffield.gov.uk">janet.sharpe@sheffield.gov.uk</a>                 |
| 18 Feb 2022   | <p>Month 9 Capital Approvals 2021/22 (K)</p> <p>This report provides details of the additions and variations to the Capital Programme for approval by Cabinet, alongside details of procurement strategies and any capital grants for acceptance or issue.</p> | Co-operative Executive | Report of the Executive Director, Resources              | 08/2/22                  | Resources<br>Damian Watkinson<br>Tel: 0114 2736831<br><a href="mailto:damian.watkinson@sheffield.gov.uk">damian.watkinson@sheffield.gov.uk</a> |

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| 16 Feb 2022            | Revenue Budget and Capital Programme for 2022/23 (K)<br><br>Report to propose the Council's Revenue Budget and Capital Programme for the financial year 2022/23.   | Co-operative Executive                                | Report of the Executive Director, Resources              | 8/2/22                   | Resources<br>Ryan Keyworth<br>Tel: 0114 2057303<br><a href="mailto:ryan.keyworth@sheffield.gov.uk">ryan.keyworth@sheffield.gov.uk</a> |
| Not before 14 Mar 2022 | School Calendar 2023/24 (K)<br><br>The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under Section 32 of the Education Act 2002.<br><br>Following consultation, to agree the proposed school calendar for the 2023/24 academic year<br><br>To ensure that the Local Authority complies with its statutory duty and approves a school calendar for 2023/24. | Executive Member for Education, Children and Families | Report of the Executive Director, People Services        | TBC                      | Place<br>John Bigley<br>Tel: 0114 2734097<br><a href="mailto:john.bigley@sheffield.gov.uk">john.bigley@sheffield.gov.uk</a>           |

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| 16 Mar 2022   | Revenue Budget and Capital Programme Monitoring 2021-22 - Quarter 3 (K)<br><br>The report will provide the Quarter 3 monitoring statement on the City Council's Revenue Budget and Capital Programme for 2021-22.  | Co-operative Executive | Report of the Executive Director, Resources              | 8/3/22                   | Resources<br>Paul Schofield<br>Tel: 0114 2736000<br><a href="mailto:paul.schofield@sheffield.gov.uk">paul.schofield@sheffield.gov.uk</a>       |
| 16 Mar 2022   | Month 10 Capital Approvals 2021/22 (K)<br><br>This report provides details of the additions and variations to the Capital Programme for approval by Cabinet, alongside details of procurement strategies and any capital grants for acceptance or issue. | Co-operative Executive | Report of the Executive Director, Resources              | 08/3/22                  | Resources<br>Damian Watkinson<br>Tel: 0114 2736831<br><a href="mailto:damian.watkinson@sheffield.gov.uk">damian.watkinson@sheffield.gov.uk</a> |

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| 20 Apr 2022   | Month 11 Capital Approvals 2021/22 (K)<br><br>This report provides details of the additions and variations to the Capital Programme for approval by Cabinet, alongside details of procurement strategies and any capital grants for acceptance or issue. | Co-operative Executive | Report of the Executive Director, Resources              | 12/4/22                  | Resources<br>Damian Watkinson<br>Tel: 0114 2736831<br><a href="mailto:damian.watkinson@sheffield.gov.uk">damian.watkinson@sheffield.gov.uk</a> |
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## Report to Communities and Neighbourhoods Transitional Committee 14<sup>th</sup> December 2021

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**Report of:** Policy & Improvement Officer

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**Subject:** Work Plan & Ways of Working

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**Author of Report:** Deborah.glen@sheffield.gov.uk

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Transitional Committees are being introduced to provide an early opportunity for Members to work on a cross party basis, advising the Executive in advance of decisions being made, as we make the transition to a Committee System in 2022/23.

### **Work Plan**

Transitional Committees are advisory to the Co-operative Executive. It is therefore important that the workplans focus on key topics for the administration, aligned to the One Year Plan; and are achievable within the capacity of Transitional Committees – approximately 6 meetings during 2021/22. Transitional Committee Chairs and Executive Members have been in discussion about priorities for Transitional Committee consideration, and these are set out in the attached draft work plan. It will come to each meeting of the Transitional Committee for consideration and discussion. The most up to date version of the plan is attached.

### **Ways of Working**

A key role of the Transitional Committee is to trial new ways of working, and use the feedback from this to help the Governance Committee decide on the final model, including ways of working, to recommend to Full Council prior to the transition to the Committee system of governance in May 2022.

Each Committee will decide how to work together, and with partners and the Community. The Chair of the C&N Transitional Committee is proposing to trial an approach that is structured around the scheduled, formal Committee meetings and to run up to two working groups to gather evidence from service users and their representatives, providers, and other relevant stakeholders alongside conducting research into relevant policy, to bring back to the Transitional Committee to inform its advice to the Executive.

The Committee has established three working groups for the remainder of the year, these are:

1. Young people and anti social behaviour.
2. Post Christmas debt

### 3. Repairs and Maintenance

There will be a verbal update on these groups at the meeting. It is proposed to have the working group meetings during January instead of the January meeting.

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**The Committee is being asked to:**

- Consider and comment on the draft work plan and proposed ways of working for the Communities and Neighbourhoods Transitional Committee.
  - Consider replacing the January meeting with the Working Groups.
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| <b>Transitional Committee – Communities and Neighbourhoods</b><br><b>Meetings 2021: 12<sup>th</sup> October, 16<sup>th</sup> November, 14<sup>th</sup> December</b><br><b>Chair: Kaltum Rivers Vice Chair: Sioned Mair-Richards</b><br><b>Executive Members: Paul Wood, Alison Teal</b><br><b>Senior Lead Officer: John Macilwraith, Executive Director, People Services</b> |   |   |
| <b>Draft Work Plan</b>   |   |   |
| Our Future Approach to Priority Budgeting  | Discussion on longer term priorities that will inform priority based budgets.   | Discussion with Executive Member for Finance & Resources and Head of Policy & Partnerships.<br><br><b>October 12<sup>th</sup> meeting.</b>  |
| Place Systems Review – Housing project   | To advise on the implementation of this project, funding and timescales, prior to consideration by the Co-operative Executive   | Paper at <b>October 12<sup>th</sup></b> meeting. Deferred to November 16 <sup>th</sup>  |
| Youth Strategy – Housing and Community Safety issues   | To be the subject of a working group November to December. To consider membership of working group  | Initial discussion at <b>October 12<sup>th</sup></b> meeting. Committee to determine focus and approach of further work.  |
| Sustainable Neighbourhoods/ Communities  | To advise on the development of Sustainable Neighbourhoods / Communities in Sheffield – what do we mean by the term (what makes a sustainable community?), what should they look like (what does it mean in Sheffield?), how will we measure success. | <b>Work plan discussion 12<sup>th</sup> October 2021</b><br>Agreed to focus on Community Safety issues. Scheduled for November 16 <sup>th</sup> Meeting.<br><br>Work plan discussion 16 <sup>th</sup> November 2021 |

|                                 |  |   |
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|                                 |  | Agreed to set up 3 working group on Debt.   |
| Social Housing                  | Piece of policy work that connects to the city's Housing Strategy – the role and purpose of social housing in the city and who can access it?<br>(Allocations Policy Review) | <b>Work Plan discussion 12<sup>th</sup> October 2021</b><br>Agreed to look at repairs and maintenance, and RPs (Registered Private Providers of Social Housing). See below<br><br><b>Work Plan discussion 16h November 2021</b><br>Agreed to look at Allocations Policy |
| Cladding                        | Requested to be included in the work programme by members of the Committee   | <b>Scheduled for December 14<sup>th</sup> Meeting</b>   |
| Housing repairs and maintenance | Agreed to have a working group to consider the outcomes from Scrutiny and also to complement Peer Review. To include evidence of best practice from RPs and Private Sector,  | <b>Working group established</b><br><br><b>Private Sector scheduled for December 14<sup>th</sup> meeting</b>  |