

# Central Local Area Committee

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**Monday 21 March 2022 at 6.00 pm**

**St Marys Church and Conference  
Centre, Bramall Lane, S2 4QZ**

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



Local Area  
Committees

**Membership** Engage · Empower · Enable

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Councillor Bernard Little  
Councillor Josie Paszek  
Councillor Angela Argenzio  
Councillor Ben Curran  
Councillor Neale Gibson  
Councillor Christine Gilligan  
Councillor Brian Holmshaw  
Councillor Douglas Johnson  
Councillor George Lindars-  
Hammond  
Councillor Ruth Mersereau  
Councillor Martin Phipps  
Councillor Kaltum Rivers

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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.

In order for us to be able to effectively facilitate attendance at the meeting, we would encourage all attendees to notify us of your attendance in advance by contacting the [Area Committee Team](#) or emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk)

It is recommended that you wear a face covering in crowded and enclosed spaces where you come into contact with people you don't normally meet. We also encourage washing or sanitising your hands frequently - hand sanitiser will be provided. Please do not attend if you test positive for Covid-19 or if you are experiencing any Covid-19 symptoms.

If you require any further information please contact email [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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**CENTRAL LOCAL AREA COMMITTEE AGENDA  
21 MARCH 2022**

**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 Area Committee held on 27 September 2021.
- 6. Approval of the Central LAC Community Plan 2022-23**
  - a) Presentation by Adeel Zahman, Central Local Area Committee Manager to follow
  - b) Discussion and approval of the plan
  - c) Breakout Groups on implementation of the approved plan
  - d) Summary feedback from the Breakout Groups
- 7. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 8. Transition to Committees**  
Presentation by the Assistant Director (Governance)
- 9. Decisions Taken by the Community Services Manager for Noting** (Pages 15 - 20)  
Report of the Community Services Manager

**NOTE: The next meeting of Central Local Area Committee will be held on a Date and Time to be agreed**

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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

### Central Local Area Committee

#### Meeting held 27 September 2021

**PRESENT:** Councillors Bernard Little (Chair), Ben Curran, Neale Gibson, Christine Gilligan, Brian Holmshaw, Douglas Johnson, George Lindars-Hammond, Josie Paszek, Martin Phipps and Kaltum Rivers.

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

1.1 An apology for absence were received from Councillors Ruth Mersereau and Angela Argenzio.

#### **2. EXCLUSION OF PRESS AND PUBLIC**

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

#### **3. APPOINTMENT OF DEPUTY CHAIR**

3.1 **RESOLVED:** That Councillor Josie Paszek be appointed Deputy Chair of the Central Local Area Committee for the Municipal Year 2021/22.

#### **4. DECLARATIONS OF INTEREST**

4.1 There were no declarations of interest made at the meeting.

#### **5. MINUTES OF PREVIOUS MEETING**

5.1 The minutes of the meetings held on 19<sup>th</sup> May 2021 and 7 July 2021 were approved as a correct record.

#### **6. AUTHORISATION OF THE CENTRAL AREA COMMITTEE MANAGER TO TAKE DECISIONS ON BEHALF OF THE COMMITTEE**

6.1 The Community Services Manager, submitted a report setting out the mechanism for the Local Area 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.

6.2 **RESOLVED:** That the Central 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 and the Committee

- 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.

### **6.3 Reasons for Decision**

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.

### **6.4 Alternatives Considered and Rejected**

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.

### **6.5 Any Interest Declared or Dispensation Granted**

None

### **6.6 Reason for Exemption if Public/Press Excluded During Consideration**

None

### **6.7 Respective Director Responsible for Implementation**

Executive Director People Services

### **6.8 Relevant Scrutiny and Policy Development Committee If Decision Called In**

Overview and Scrutiny Management Committee

## **7. LOCAL AREA COMMITTEES – EMPOWERING COMMUNITIES**

7.1 The Local Area Committee Manager, Adeel Zahman, gave a presentation on empowering communities. The presentation covered:

- What the Local Area Committee would do in terms of engaging, empowering and enabling residents and community organisation on topics of local interest. It would use a range of communication methods both physically and digitally. The committee would engage with the areas residents to empower them to become part of the solution with emerging issues.
- That each Local Area Committee had been allocated £100,000 to spend in line with their community plans along with doubling Ward pots and access

to the Fly-tipping and Graffiti budget.

- The Local Area Team would use different communication methods to update members of the public and actively listen to feedback and results from the surveys to help their understanding of what the priorities were in the local area.
- For anyone who wanted to get involved, The Local Area Team encouraged the public to; share their contact details and become a part of the contact database, complete online surveys, attend community events/workshops and to get in touch with the Local Area Team to share any feedback.

7.2 The Local Area Committee Manager introduced the Central Local Area Committee team, this included;

- Lorraine Wood – Head of Service
- Adeel Zahman – Local Area Committee Manager
- Andrew Male – Community Services Officer
- Nesar Miah – Community Services Officer
- Ella Monkcom – Project Support Officer

7.3 Following the conclusions of the presentation, The Local Area Manager played a video on Local Area Committees.

7.4 **RESOLVED:-** that the Local Area Committee noted the presentation.

## 8. PUBLIC QUESTIONS AND PETITIONS

8.1 The Committee received the following questions from members of the public in attendance at the meeting.

(a) Public Questioner 1

1. What is the timescale on producing the community plan?

2. How can members of the public have an influence on the community plan?

In response to question 1, Councillor Josie Paszek informed the member of the public that a draft community plan would be brought to the January Local Area Committee (LAC) meeting.

In response to question 2, Councillor Josie Paszek reassured members of the public that their voice would be fed back through the LAC meetings and other sources of communication such as the LAC survey, this would help Councillors and Officers draft a community plan.

(b) Public Questioner 2

When does the LAC survey finish?

The Head of Communities stated that the LAC survey would end in November 2021.

(c) Public Questioner 3

How can members of the public be assured that people with learning disabilities are heard and engaged in the community plan?

The Local Area Committee Manager explained that it had previously been difficult to reach out and engage with members of the public that had learning difficulties, although the aim was to improve engagement with members of the public. The Local Area Committee Manager added that LAC meetings were a place where members of the public could come and share how they thought the Council could better engage with members of the public with learning difficulties.

(d) Public Questioner 4

How does the Council aim to engage with other organisations to deliver work in the local area?

Councillor Josie Paszek advised that other organisations could be invited to Committee meetings where Councillors can engage with staff and get an understanding of how they could deliver a good service for the area. Councillor Paszek added that ward Councillors would already have contacts with organisations.

(e) Public Questioner 5

How can the Council ensure resources are used effectively?

The Chair responded by informing members of the public that money from government was decreasing all the time therefore the Council needed to make sure that resources were shared appropriately.

(f) Public Questioner 6

It was mentioned by a member of public at a previous LAC meeting that part of the annual budget should be used to generate more investment instead of looking to spend all 100% of the budget of community plans. Is that something that the Central LAC will look to do?

The Chair mentioned that this was a great idea and should be looked into further. The Chair added that the Council also needed to confirm whether budgets could be carried over if a LAC did not spend 100% of their annual budget.

(g) Public Questioner 7

Is the LAC budget separate to CIL (Community Infrastructure Levy)?

Councillor Josie Paszek confirmed the two budgets were separate.

(h) Public Questioner 8

How much CIL money is allocated to each ward?

Councillor Josie Paszek informed the members of public that this information was available on the Council website. Councillor Paszek added that each ward would have different amounts of budget to spend as there was different priorities and challenges in each ward therefore some wards may have more allocation of money than others.

(i) Public Questioner 9

Could residents propose that that the CIL money be added to the LAC budget or part of the CIL be accessed by this LAC?

The Chair suggested that the proposal be put forward to Council Officers to review.

- 8.2 Following the conclusions of public questions, the Chair informed Committee that there would be an opportunity for attendees to break out into groups and take part in an exercise where attendees could make comments on their local area.

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**Author/Lead Officer of Report:**

Adeel Zahman, Central LAC - Community Services Manager

**Tel: 07854040301**

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**Report of:** Community Services Manager  
**Report to:** Central Local Area Committee  
**Date of Decision:** 21 March 2022  
**Subject:** Report of Central LAC budget spend 2021-22

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? Overview and Scrutiny Management Committee		
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? (Insert reference number)		
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 (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

Each Local Area Committee has a £100,000 budget to address local priorities. This report sets out details of the spend in respect of this £100,000 that has been authorised by the Community Services Manager, in consultation with the LAC Chair and in accordance with the delegation granted in September 2021.

**Recommendations:**

That the expenditure against the £100,000 budget to address local priorities in the Central LAC in 2021/22, as detailed in the report, be noted.

**Background Papers:**

<b>Lead Officer to complete:-</b>	
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: Kayleigh Inman
	Legal: Andrea Simpson
	Equalities: Adele Robinson
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>Head of Service who approved submission:</b> Lorraine Wood
3	<b>LAC Chair consulted:</b> Cllr Bernard Little
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> Adeel Zahman	<b>Job Title:</b> Central LAC Community Services Manager
<b>Date:</b> March 21 <sup>st</sup> 2022	

## 1. PROPOSAL

- 1.1 “The Leader made a decision on 17th August 2021 to allocate a budget of £100,000 to each Local Area Committee and the Leader’s Scheme of Delegation of Executive Functions has been amended to give Local Area Committees the power to approve expenditure from the budgets allocated to them.

To enable decisions to be taken quickly and to respond to emerging issues, at the meeting of the Central LAC on September 27th 2021, a decision was made to 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.

Under this delegation the following spending decision(s) have been taken:

Date Chair consulted	Description	Expenditure	Supporting Information
N/A	N/A	N/A	N/A

## 2. HOW DOES THIS DECISION CONTRIBUTE?

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 A Community Plan has been developed through community consultation that has comprised of an online survey through the Council’s Citizenspace platform; a paper-based survey for those less digitally-enabled; engagement activity with representative organisations and in-person meetings.

Partner organisations and Council departments that have been identified as offering potential solutions to some of the issues identified have also been consulted, to establish whether suggestions can be realistically implemented.

## 4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 4.1 Equality of Opportunity Implications

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.

- 4.1.1 The overall impact of this decision is likely to be positive and not disproportionate from an equality, diversity and inclusion perspective. In developing a Community Plan, local communities have been given the opportunity for a 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.

However, in order to ensure this approach takes into account people who share protected characteristics under the Public Sector Duties the Local Area Committee Community Plan will be supported by appropriate equality monitoring of budget.

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

### 4.2 Financial and Commercial Implications

- 4.2.1 This report concerns previously allocated funding using the mechanism stated as agreed at the Central LAC meeting on September 27<sup>th</sup> 2021.

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

#### 4.3 Legal Implications

- 4.3.1 The LAC must operate in accordance with its Terms of Reference, approved as a change to Council's Constitution by Full Council at its meeting on 18<sup>th</sup> March 2021. The Terms of Reference provide that each LAC must agree a Community Plan setting priorities for the area of the committee, monitor delivery of that plan and keep it under review, and that the decisions it makes in relation to funding must fit with the priorities set out in the Community Plan and following engagement with the community.

#### 4.4 Other Implications

- 4.4.1 None

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

- 5.1 None. This is in line with the previous decision of September 30<sup>th</sup> 2021.

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

- 6.1 The Central LAC is asked to note the use of funding as per the previous decision of September 30<sup>th</sup> 2021.