

Communities, Parks and Leisure Policy Committee

Monday 14 November 2022 at 2.00 pm

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

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Paul Wood
Councillor Marieanne Elliot
Councillor Sue Alston
Councillor Tony Downing
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Peter Price

PUBLIC ACCESS TO THE MEETING

The Community, Parks and Leisure Policy Committee discusses and takes decisions on:

Communities

- Community Development
- Cohesion and Migration
- Community Safety
- Youth Services

Parks, Leisure and Libraries

- Sport, physical activity and leisure facilities
- Parks and Woodlands (including non-highway trees)
- Allotments
- Ecology
- Bereavement Services
- Libraries

Meetings are chaired by Councillor Richard Williams.

A copy of the agenda and reports is available on the Council's website at 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 Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) 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.

Policy 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 on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

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 wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in

advance of the date of the meeting, by email to the following address:
committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE AGENDA
14 NOVEMBER 2022**

Order of Business

- 1. Welcome and Housekeeping**
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
 - 2. Apologies for Absence**
 - 3. Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public
 - 4. Declarations of Interest** (Pages 7 - 10)
Members to declare any interests they have in the business to be considered at the meeting
 - 5. Minutes of Previous Meeting** (Pages 11 - 16)
To approve the minutes of the last meeting of the Committee held on
 - 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
 - 7. Work Programme** (Pages 17 - 32)
Report of Director of Legal and Governance
 - 8. Family Hub & Start for Life Programme Verbal Update**
- Formal Decisions**
- 9. Asylum Dispersal Grant** (Pages 33 - 46)
Report of Executive Director, Resources
 - 10. Budget Position for year 2023/2024** (To Follow)
Report of Executive Director, Operational Services and Director of Finance and Commercial Services
 - 11. PlayZones Funding Application Site Selection and Community Engagement Approach** (Pages 47 - 106)
Report of Director of Parks, Leisure and Libraries
 - 12. Update on Sport/Leisure & Entertainment Commissioning** (Pages 107 - 118)
Report of Executive Director, Operational Services

13. Proposal for 2024/2025 Allotment rents (Pages 119 - 136)
Report of Executive Director, Operational Services

14. Revenue Budget Monitoring Report - Month 6 (Pages 137 - 144)
Report of Director of Finance and Commercial Services

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Tuesday 20 December 2022 at 2.00 pm

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing david.hollis@sheffield.gov.uk.

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Communities, Parks and Leisure Policy Committee

Meeting held 26 September 2022

PRESENT: Councillors Richard Williams (Chair), Paul Wood (Deputy Chair), Marieanne Elliot (Group Spokesperson), Sue Alston, Tony Downing, Alan Hooper, Bernard Little, Karen McGowan and Mary Lea (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence was received from Councillor Peter Price.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 **RESOLVED:** That the public and press be excluded from the meeting before discussion takes place on the appendix to item 11 of on the agenda (Item 10 of the minutes) on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information as described in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, as amended.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest made.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the previous meeting held on 13 June 2022 were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Andy Chaplin attended the Committee and asked the following questions:

5.1.1 We would ask the Committee to scrutinise the development of the initial plans and the procurement process.

We would ask the committee to satisfy themselves that allocating £207k to the scheme makes financial sense.

Assuming that a hub and spoke model is beneficial for making tennis sustainable we still believe that Hillsborough Park is not the best location for the scheme. In this regard we would ask the Committee to satisfy themselves with the following issues as and when procurement proposals are received.

1. Does it make sense to reconfigure a well-used space that is still in a reasonable condition?
2. Is the loss of 2/3rds of the current MUGA area an acceptable loss of free to

use space?

3. Are there adequate arrangements being made for Cycling4All?
4. Will the smaller MUGA be free and available to use at any time for casual play?
5. Is it acceptable that the number of Sheffield's floodlit tennis courts will reduce from 4 to 3?
6. Is the £207k of S106 money being used correctly, as specified, on a MUGA replacement?
7. Who bears and what is the cost of moving 3 tennis courts to facilitate Tramlines entry gates?
8. Is the view of the public consultation against a fully indoor space on the site being heeded?
9. Will all income generated in Hillsborough Park be used for the benefit of the park?
10. What evidence is there that the proposed scheme will increase physical activity compared to the current tennis and informal MUGA usage?

5.1.2 The Chair stated that written responses would be sent out to the questions. It was also clarified by the Chair that officers are working on solutions.

5.2 Anisa Haroon had a question regarding Mather Road Playground. Dave Cronshaw had a question regarding a Golf Course. Both were not present at the meeting. The Chair promised written responses.
(Note: written responses to questions will also be subsequently published on the website)

6. WORK PROGRAMME

6.1 The Principal Democratic Services Officer presented the Work Programme and informed Committee that although it contained suggestions for what it may contain, it was up to the Committee to decide. The Committee were asked to agree the set of recommendations in the report and give consideration to any necessary additions and amendments. Referrals in section 2.0 of the report were also pointed out.

6.1.1 Members raised questions and responses were given surrounding the reasons for movement of agenda items to the Finance Sub Committee and discussions around development. There was some discussion around the way in which budget and spending works within the committee system.

6.1.2 The Chair read out the referrals from section 2.0 of the Work Programme and stated the other Committees they would be referred onto where needed.

6.2 RESOLVED UNANIMOUSLY:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1; and
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

7. UPDATE ON THE PUBLIC FACING SPORT AND LEISURE STRATEGY

7.1 The Project Officer provided an update to the Committee on the Public Facing Sport and Leisure Strategy including the consultation, key findings, themes and next steps.

8. PLAYING PITCH STRATEGY

8.1 The Project Officer presented the report which sought approval for the adoption of the Sheffield City Council Playing Pitch Strategy 2022. This Strategy focusses on the supply and demand for playing pitches within the city and provides general and sport specific recommendations and actions. The Strategy was undertaken by independent consultants and uses the methodology prescribed by Sport England.

8.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Approve the adoption of the Playing Pitch Strategy for Sheffield as set out in this report.

8.3 Reasons for Decision

8.3.1 The Playing Pitch Strategy for Sheffield provides a framework for improvement and, although resources may not currently be in place to implement it, partners and possible sources of external funding have been identified. Collaborative working, strong partnerships, and good local governance will be critical towards achieving strategic potential and future successes ahead.

8.3.2 The Playing Pitch Strategy needs to be formally adopted by Sheffield City Council to provide the framework and inform the City's future priorities in conjunction with Sport England and the sports NGB's. By adopting this strategy, we can start to engage with a range of stakeholders to consider delivering key projects across Sheffield. These projects will align with local need and demand, therefore supporting effective and efficient use of resources.

8.3.3 In moving forward, we need to be realistic about what is achievable, and who is best placed to deliver on the key aspects of the Strategy. The council will remain accountable for the delivery of the Playing Pitch Strategy and the Action Plan and providing expertise to seek resources to support that delivery.

8.3.4 The Council will engage with partners to discuss the Playing Pitch Strategy action plan and how projects can be developed. The Strategy will be used to provide a robust evidence base to aid decision making in respect of future provision and management of grass pitches and built sports provision. The Steering Group will continue to meet, to ensure the delivery and implementation of the Playing Pitch Strategy recommendations and actions, as well as ensuring the evidence and data remain up to date.

8.4 Alternatives Considered and Rejected

8.4.1 The alternative option is to not adopt the Playing Pitch Strategy. This option is not recommended due to the following risks:

- There is a risk that without an adopted strategy the council would be unable to negotiate effectively with developers where proposals have an impact on

the provision of open space, sport and recreation facilities

- There is a risk that without an adopted strategy Sport England and the Sport's Governing Bodies will not consider applications for external funding from the council or from any sports club within the city, and additionally if not kept up to date it would not be considered an up-to-date robust assessment needed to inform planning decisions.

9. BUDGET MONITORING - MONTH 4

9.1 The Director of Finance and Commercial Services presented the report which brought the Committee up to date with the Council's financial position as at Month 4 2022/23.

9.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Note the Council's challenging financial position as at the end of July 2022 (month 4).

9.3 Reasons for Decision

9.3.1 By the law the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves.

9.4 Alternatives Considered and Rejected

9.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

10. BUDGET PROPOSALS FOR YEAR 2023/2024

10.1 The Director of Parks, Leisure and Libraries presented the report which set out the budget pressures and risks facing the services that are the responsibility of the Communities, Parks and Leisure Policy Committee (CPLC), and a budget action plan to mitigate these as far as possible in the 23/24 financial year.

It provided recommendations for approval which will allow the services to contribute to Sheffield City Council's ability to set a balanced budget.

10.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Acknowledges the recommendation approved at the Strategy and Resources Committee on 5 July 2022 that "Policy Committees will be asked to develop savings / additional income options that cover their own

pressures – in effect cash standstill” and to “require Policy Committees to report at their meetings in September on how they can balance their budgets.”

2. Notes, as this Committee's initial response to the Strategy and Resources Committee's request, the set of budget proposals set out in this report [and in any appendices]
3. Notes that Officers will now work with Members to consult with relevant stakeholders (including with partners, trades unions and in respect of equalities and climate change) on the proposals in this report so as to inform final budget proposals.
4. Notes that Officers will work to develop any necessary detailed implementation plans for the proposals in this report so that the proposals, if ultimately approved, can be implemented as planned before or during the 2023/24 financial year.
5. Ask to receive a further report in November that will set out the final budget for this Committee following consultation and any adjustments requested by the Strategy and Resources Committee.

10.3 **Reasons for Decision**

Members were asked to note the unsustainable financial position highlighted by the medium-term financial analysis presented to Strategy and Resources Committee in July 2022. This report and its recommendations, sets out the scale of the challenge ahead, the limited resources available and some of the difficult decisions that will need to be taken.

10.4 **Alternatives Considered and Rejected**

The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. All the options to achieve this were presented to this Committee for consideration.

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Report to Communities, Parks and Leisure Committee

Report of: David Hollis, Interim Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and Leisure

Author of Report: Rachel Marshall, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Site Visits	A programme of site visits has been scheduled to key Sport and Leisure sites	27/10/22 16/11/22

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
Asylum Dispersal Grant	14/11/22	That the Communities, Parks & Leisure Committee approve the proposal for expenditure of the Asylum Dispersal Grant and Asylum Dispersal funding.
Service Re-design for Libraries and Archives Service	N/A	Removed from non-allocation table. This has been embedded this into the Budget proposal in November meeting, rather than sending as a separate item.
Local Football Facility Plan	N/A	Removed from non-allocation table. The Local Football Facility Plan is led by the County FA and is informed by the Playing Pitch Strategy which was approved at the Community Parks and Leisure Committee in September

Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	

Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 3	14 th November 2022	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1 – Family Hub & Start for Life Programme Update	To update the Communities, Parks and Leisure Committee on the application for Trailblazer status for Family Centres and Start For Life funding and to seek endorsement of the	Helen Lomas/Lorraine Wood	Verbal Update	Communities Parks and Leisure Committee decision to apply for Trailblazer Status for Family Centres and Start for Life (June 2022.)	We will facilitate necessary changes in branding, ensuring virtual marketing and physical signage and resources will be updated reflecting our involvement with the Family Hub programme in readiness to publish our Start for Life Offer.	N/A

	proposed draft delivery plan.			The sign-up application was then completed by key Chief Officers and identified Elected Members	We will develop parental participation opportunities in the 7 Locality Areas (in alignment with LAC geographical boundaries) and set up our Parent Carer Panel function, providing clear and enhanced opportunities for families to be involved in the design of Family Hubs and the services they deliver.	
Item 2 – Asylum Dispersal Grant	The government have made provision for an Asylum Dispersal Grant to be paid to Local Authorities, along with additional funding to ‘recognise the existing contribution and longstanding support’ of local authorities accommodating asylum seekers.	Beth Storm	Endorsement	Discussed with Chair / Vice Chair and Group Spokesperson as part of regular weekly briefings.	Engagement with the sector and relevant stakeholders. Workshop/s with stakeholders and statutory partners to begin to design a future model for equitable provision for those seeking sanctuary in Sheffield, based on need. Also, a model which can flex in accordance with demand and financial capacity.	This Cttee.
Item 3 - Budget Position for year 2023/2024	Budget Position for year 2023/2024	Lisa Firth	Decision			This Committee

<p>Item 4 - PlayZones Funding</p>	<p>PlayZones Funding Application Site Selection and Community Engagement Approach</p>	<p>Kate Clark</p>	<p>Decision</p>	<p>Committee Chairs briefing Site Visits – scheduled 3/11/22</p>	<p>The Playzones funding application requires the development of a Community Engagement Approach. A Communications plan is being developed outlining this approach which will include</p> <ul style="list-style-type: none"> • Narrowing the Focus Workshop with PlayZones Consortium Members - completed Sept 2022 • Community engagement will be delivered by SCC, Consortium members and local community anchor organisations. • Engagement sessions with target groups and working with VCF networks to deliver engagement consultation 	<p>This Committee</p>
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					<p>exercises to target groups in their communities.</p> <ul style="list-style-type: none"> • Consultation with Local Area Committees and local members • Local consultation with priority sites to develop designs • Ongoing engagement with key community anchor organisations following site identification and regular communication regarding PlayZone development plans 	
Item 5 - Update on Sport/Leisure & Entertainment Commissioning	Update on Sport/Leisure & Entertainment Commissioning	Tammy Barrass/ Joanne Holland	Decision	Committee briefing prior to decision	Engagement with key partners and informed by city wide consultation results	This Committee
Item 6 - Proposal for 2024/2025 Allotment rents	SCC allotment rents are reviewed annually, one year in advance. Tenants must be given	Rowan Longhurst	Decision	Committee knowledge briefing discussion and, where required,	An original proposal for an increase of 9.4% was discussed with the Allotment Advisory Group at	This Committee

	12 months' notice of any increase in rents.			briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.	the meeting on July 2022. Subsequently, all allotment holders were invited to complete a survey. The revised proposal was arrived at as a result of this	
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Item 7- Revenue Monitoring Report -Month 6	Revenue Monitoring Report - Month 6 Budget	Ryan Keyworth	Referral to Decision Maker	N/A		N/A

Meeting 4	20 th December 2022	Time				
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Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Meeting 5	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1						
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
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Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Item 1			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R)

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Full Council • Officer
Item 3	Parks Capital Programme (There are a number of Parks Capital Projects over the next 6 months that will be seeking capital and political approval (see list below). There is currently a monthly Capital Programme Group.)	Ruth Bell/Stuart Turner	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 4	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 5	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 6	Enter into a lease with operator at Hillsborough Activity Hub (following tender exercise – subject to decision and procurement)		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 7	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 8	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

Item	Public Health parks investment 22/23, and future years investment plan.	Stuart Turner	Decision	Committee briefing and paper prior to decision	Public Health investment criteria	This Committee
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Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

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Report to Policy Committee

Author/Lead Officer of Report: Beth Storm,
Strategic Lead, Asylum & Migration

Tel: 0114 474 1844

Report of: *Eugene Walker*

Report to: *Communities, Parks & Leisure Committee*

Date of Decision: *14th November 2022*

Subject: *Asylum Dispersal Grant*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1311				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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:-				
<p><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></p>				

Purpose of Report:

The government have made provision for an [Asylum Dispersal Grant](#) to be paid to Local Authorities, along with additional funding to ‘recognise the existing contribution and longstanding support’ of local authorities accommodating asylum seekers.

The purpose of the report is to seek endorsement by the committee of the proposed allocation of funding from the grant to support development of capacity to promote strong city leadership, a stepping-stone towards growth within the VCFS and strategic work to ensure a good quality, consistent and effective response to those seeking asylum and refuge in the city.

Recommendations:

That the Communities, Parks & Leisure Committee:

1) Endorses the use of the Asylum Dispersal Grant and Asylum Dispersal funding to be utilised as detailed in this report, with the purpose of:

- Providing funding for the continuation of the current Communities Asylum & Migration team function to continue beyond March 2023.
- Supporting identified partners to provide strategically important, good quality services known to benefit those seeking asylum and sanctuary.
- Provide an Open Grant Pot for bids from a broad range of organisations working for the benefit of the asylum and refugee community.

2) Approves the Council acting as accountable body for this purpose.

Background Papers:

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

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: Sonya Oates
		Legal: Nadine Wynter
		Equalities & Consultation: Ed Sexton
		Climate: N/A
	<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	SLB member who approved submission:	Eugene Walker
3	Committee Chair consulted:	Richard Williams
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Beth Storm	Job Title: Strategic Lead – Asylum & Migration

Date: 4th November 2022

1. PROPOSAL

- 1.1 Nationally, there are significant, ongoing pressures on the asylum system, including an increasing backlog of undetermined applications and higher demand for accommodation due to the increase in the supported asylum population.

As the UK's first City of Sanctuary, Sheffield has participated in asylum dispersal for many years.

Participation in asylum dispersal has historically been optional for local authorities. Historic government policy has meant that asylum has been the 'poor relation' of refugee and resettlement pathways and government have not made reimbursement for costs associated with supporting dispersal arrangements.

In recognition of '*concerns raised... in relation to pressure on local services associated with supporting asylum seekers*', the government have made provision for an [Asylum Dispersal Grant](#) to be paid to Local Authorities.

All Local Authorities in receipt of the funding have discretion regarding spend, providing the money is '*used to implement and/or bolster services*' for this cohort.

The funding will support redressing this inequity to enable Sheffield to begin to address systemic inequality between this group, and those who have sought refugee status and sanctuary via other routes of entry.

The paper, Asylum Dispersal Grant – October 2022 (Appendix A) outlines proposals for utilising this money for the benefit of those seeking sanctuary in the city.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 The recommendations support development of capacity to promote strong city leadership, and a stepping-stone towards growth within the VCFS for the benefit of those seeking sanctuary in the city.

We know from experience and extensive partnership working, that the success of the asylum cohort is ultimately, our success and in turn, their failure, our failure.

Sheffield have long made the case for government support in respect of asylum seekers due to demand on infrastructure, service provision and

host communities, as well on the VCFS wraparound provision.

The outcomes impact not only on the specific cohort, but also the wider city and its residents, including economic and social prosperity.

Asylum and the resulting migration, shapes and impacts on the identity and prosperity of our city. The effects are visible in all aspects of everyday life - in our geographical communities, our schools, places of worship, retail centres and on infrastructure such as housing, health & social care and policing.

This funding will be significant in our ability to work collaboratively, demonstrating clear direction and collective leadership, placing the foundations for an **integrated, prosperous, inclusive city**.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The VCFS, led by City of Sanctuary, VAS and SPRING have identified the value of SCC being positioned to occupy a space of strong city leadership, driving co-ordination and partnership working, as being significantly important to the sector, and pivotal in creating a successful, inclusive city.

Consultation and engagement with the sector and relevant stakeholders will be carried out including workshops with stakeholders and statutory partners to begin to design a future model for equitable provision for those seeking sanctuary in Sheffield, based on need and a model which can flex in accordance with demand and financial capacity.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no disproportionate equality of opportunity implications arising from this proposal.

4.2 Financial and Commercial Implications

- 4.2.1 The Asylum Dispersal Scheme Grant is funded by the Home Office. Key features and terms and conditions of the grant are highlighted below:

Funding will be made in respect of costs to the Authority in fulfilling its statutory duties with regard to the scheme.

The grant must not be used for any other purpose than as set out in the Funding Instruction. Funding must also not be moved elsewhere without permission from the Home Office.

Funding issues arising from an Asylum Seeker moving to another authority must be resolved by the recipient and the relevant local authority.

Any overpayments must be reported, including where the funding required is lower than expected. Overpayments will be clawed back, or further payments adjusted as appropriate. Clawback of funds will also occur in the event that the grant conditions have not been met.

Unauthorised expenditure that exceeds funding levels will not be reimbursed.

Final checks will be made after the grant support period to ensure that payments made accurately reflect the grant entitlement.

Site visits will be made to Local Authorities who have received £100,000 or above.

Procurement:

All public sector procurement is governed by UK National Law. In addition, all procurement in Sheffield City Council must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).

Contracts Standing Orders requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, goods or works must go via a competitive process.

The Project Manager will need to read, understand and comply with all of the grant terms and conditions and the [Code of Conduct for Grant Recipients](#).

4.3 Legal Implications

- 4.3.1 There is no formal grant agreement, the Home Office have issued a funding instruction to all applicable Local Authorities and the money will be paid directly to the Council.

The Council is receiving this grant from the Home Office under s.110 of the Immigration and Asylum Act 1999 and can accept this funding further to s.31 of the Local Government Act 2003.

Please see 4.2 above which highlights the key terms and conditions of the funding provided.

4.4 Climate Implications

4.4.1 N/A

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Asylum Dispersal Grant will enable Sheffield to begin to address systemic inequality between asylum seekers and those who have sought refugee status and sanctuary via other routes of entry, including provision of wrap support for this vulnerable group. Given the clear benefit, other potential action e.g. to decline the funding, was rejected.

6. REASONS FOR RECOMMENDATIONS

6.1 Given what we know about current numbers in the national, and local asylum estate, retention of refugees in the city and the importance of developing support for refugees to achieve socio-economic success, it is vital that we look beyond short-term demand regarding placement and care of asylum seekers in the city.

This funding is an opportunity to think not only operationally, but strategically to maximise impact for the city in the longer term.

This funding will be significant to enable systemic change and an important step in placing the foundations for an **integrated, prosperous, inclusive city**.

The recommendation will support development of capacity to promote strong city leadership, a stepping-stone towards growth within the VCFS and strategic work to ensure a good quality, consistent and effective response to those seeking asylum and refuge in the city.

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Appendices A

Asylum Dispersal Grant

Background

As the UK's first City of Sanctuary, Sheffield has participated in asylum dispersal for many years.

All dispersed asylum seekers have their rent, plus utilities paid and receive a small weekly subsistence allowance. Although not eligible for social housing or benefits, they can access services such as education, social care, and health. Other partners such as VCFS provide essential wrap-around support to this community.

Participation in asylum dispersal has historically been optional for local authorities and government have not made reimbursement for costs associated with supporting dispersal arrangements.

Sheffield City Council does not acquire dispersed accommodation. The Home Office Asylum Accommodation and Support Contract (AASC) provider, Mears are responsible for procurement, and submit requests to the authority to get a local view. Whilst this view is acknowledged, Mears will on occasion, with Home Office support, proceed with procurement that the local authority have advised against.

Dispersed accommodation can be located anywhere in the city. However, some areas are more suited to the needs of this cohort, for reasons such as 'fit' with the existing community and access to medical care, religious worship, and appropriate food provision.

Nationally, there are significant, ongoing pressures on the asylum system, including an increasing backlog of undetermined applications and higher demand for accommodation due to the increase in the supported asylum population.

Sheffield - Overview

- c1300 supported (awaiting a decision) service users in Sheffield¹.
- Top languages: Kurdish, Arabic, English².
- Top nationalities: Iraq, Iran, Eritrea³.
- Most Wards have some dispersal – only five wards have none. This is usually due to lack of supporting infrastructure and distance from healthcare provision.
- Manor Castle is the Ward with the greatest number of dispersal accommodation bedspaces.
- Manor Castle, Nether Edge & Sharrow, Walkley, Burngreave and Shiregreen & Brightside have the highest number of asylum seekers, proportionate to host population.

Sheffield has three Contingency (temporary) Accommodation sites:

- Holiday Inn Express (Victoria Quays), opened November 2020, (c155 SU's resident).
- Jasmin Court (Burngreave) opened end 2021, (c47 SU's resident).
- Staindrop Lodge Hotel (Chapelton) opened May 2022, occupancy up to 140 SU's.

Additionally, Regency House in the city centre is scheduled to open in late October 2022 as Interim (reception) Accommodation with 92 bedspaces.

¹ Home Office R99 data – June 2022. Figure excludes those in Contingency Accommodation.

² Home Office R99 data – May 2022

³ Home Office R99 data – May 2022

As a welcoming city for those seeking sanctuary, Sheffield has significant retention of former asylum seekers who receive refugee status. As the asylum (and refugee) estate has expanded in recent years, so has the demand for statutory services, healthcare and wrap around support from the VCFS.

Government policy to date has failed to recognise the longer-term outcomes of asylum dispersal on participating areas, focussing only on initial acute impact and prevention of destitution for those arriving via this route.

Sheffield City Council, along with other local authorities, regionally and beyond, have long made the case for government support for dispersal due to demand on infrastructure, service provision and host communities, as well on the VCFS. For the longer-term socio-economic prosperity of the city, it is important that we are placed to respond effectively to these needs.

Move to 'Full Dispersal'

The [Nationality & Borders Act 2022](#) makes provision for a 'full dispersal model'.

On 13th April, Kevin Foster, Home Office Minister for Safe & Legal Migration launched a '*Consultation to improve arrangements for asylum accommodation dispersal*'.

This includes mandating asylum dispersal, where **all** local authority areas in England, Scotland and Wales will be expected to participate, without exception.

Additionally, in recognition of '*concerns raised... in relation to pressure on local services associated with supporting asylum seekers*', the government have made provision for an [Asylum Dispersal Grant](#) to be paid to Local Authorities. Specific funding to '*recognise the existing contribution and longstanding support*' of local authorities accommodating asylum seekers will also be made available.

There are two types of payment:

- A one-off 'thank you' payment of £250 for each asylum seeker resident in dispersed, initial, or contingency accommodation on March 27th, 2022. Home Office data indicated a total of 1200 asylum seekers living in dispersed and contingency accommodation in Sheffield, which has equated to receipt of £300,000 to the city.
- During the 2022/2023 financial year, the Home Office will make a single payment of £3,500 to Local Authorities for each **new dispersal bed space** created between 28th March 2022 until 31st March 2023⁴. This payment is for dispersal accommodation and initial accommodation e.g., Regency House – other new contingency sites e.g., hotels or other accommodation in this category is not covered by this payment. Under this scheme, Sheffield will receive £35,000 for the Q1 period.

Assuming full occupancy during the 2022/23 financial year, the opening of Regency House with creation of 92 new bedspaces, will result in receipt of a further £322,000 from the Home Office.

In-year, Sheffield will be in receipt of a minimum of £657,000 Asylum Dispersal funding - subject to full in-year occupancy at Regency House. This figure does not

⁴ Funding is fixed for 2022/23 and subject to future review.

account for any further bedspaces created across the city during the remainder of the 2022/23 financial year.

Local authorities have discretion regarding how monies are spent, providing it is *'used to implement and/or bolster services'* for this cohort.

Future Funding

In terms of 'business as usual' procurement, efforts to calculate potential future funding are unreliable, as creation of further bedspaces in the city is dependent on extraneous factors including availability of property, numbers of people seeking asylum in the UK and where they are dispersed to.

The Home Office has raised the need for all local authorities to accept their 'fair share' of those seeking asylum. The outcome of the 'Asylum Transformation Consultation' will determine the future allocation of asylum seekers for each of the UK regions. This in turn, will affect the upper allocation, or 'share' Sheffield can expect to receive, consequently the demand for new bedspaces and therefore the amount of funding.

What Next?

The *'consultation to improve arrangements for asylum accommodation dispersal'* is ongoing. The Home Office have committed to *'continue to work with local government to capture and evaluate data to understand the impact of asylum dispersal on local authorities going forward.'*

Working with relevant services across SCC, along with partners from health and the VCFS, we will make a collective, intelligence-led recommendation about future asylum intake in Sheffield, considering our ability to deliver positive outcomes for this group, alongside the host community.

It is essential to think not only about our ability to respond to future demand, but to also recognise the medium-long term impact of the asylum community on the city, alongside other refugee, and resettlement communities.

The potential impact of this approach on Sheffield is discussed in a separate paper, **Asylum Dispersal Share Plan**.

What Does This Mean for Sheffield?

Historic government policy has meant that asylum has been the 'poor relation' of refugee and resettlement pathways. The immediate funding, along with projected funding during the 2022/23 financial year is a welcome, although tentative, step in redressing this inequity.

People will continue to seek asylum and refuge. They will continue to arrive in our city, whether that be self-directed, or via government routing.

Strategic work is ongoing, with a medium-long term horizon, about how best the city can respond effectively to those seeking asylum and refuge in the city.

Ensuring a good quality, consistent and effective response is vital to our collective success. We need to be positioned to support inclusivity, empowering individuals, and families to become part of the Sheffield community, able to contribute positively to the social and economic fabric of the city.

How Might Funding be Utilised?

Clearly this requires careful consideration. Although more than £650,000 (£300,000 received to date,) is not a substantial amount in the context of the wider SCC budget, in the context of the VCFS in the city, it is considerable.

As detailed in the **Asylum & Migration Briefing** (July 2022), there is significant ongoing demand in the national and therefore, local asylum estate, along with a significant rate of retention in the city of those granted refugee status.

In addition to considering how we respond to acute demand; we need to take an intelligence-led view of the opportunity afforded by this funding and the prospect for systemic change.

The Migration Business Case, developed in October 2021, details three evidence-based recommendations, pertinent to this discussion:

- **Focus** on how our resources – investment, people and existing services can best be aligned to work more cohesively for the best outcomes for everyone in the city – *regardless of their route of arrival.*
- **Embed** openness, sharing, transparency and collaboration in the forefront of thinking and the way in which we work.
- **Develop** a strategic infrastructure and capacity within SCC for Migration to the city.

We know with certainty, that the quality of our collective response is important in preventing secondary costs to services, the city and people. As we have seen demonstrated in Sheffield, social and economic impacts of failure demand, created by lack of planning and early action can be significant and long-lasting.

The Communities Parks and Leisure Committee are asked to support and endorse the following recommendations.

Recommendation 1

The VCFS, led by City of Sanctuary, VAS and SPRING have identified the value of SCC being positioned to occupy a space of strong city leadership, driving co-ordination and partnership working, as being significantly important to the sector, and pivotal in creating a successful, inclusive city.

Current financial arrangements enable the current Communities Asylum & Migration team function to continue until March 2023, although **no resource is currently allocated to this work beyond this point.**

The Asylum Dispersal Grant offers opportunity to fund continuation of this function for the 2023/24 (and 2024/25) financial year(s). Indicative costs (based on current available figures) are set out below.

			Basic Salary 22/23	Overheads	Total Cost
			<small>(Based on 2% from 21/22 - actuals required)</small>		
Strategic Lead	G11	SCP46	50,787	66,023	
Strategic Development	G7	SCP27	31,973	41,565	

Officer					
Senior Support Officer (pending recruitment)	G5	SCP15	24,012	31,215	138,803 (1yr) 277,606 (2yrs)

Continuity of posts in this structure require commitment through the General Fund from 2024/25 onwards.

Recommendation 2

Funding could also be made available to VCFS providers who continue to occupy a significant space in providing wraparound support to those seeking asylum as well as those arriving via other resettlement and refugee pathways.

- **Funding for Strategic Partners:** Under the guidance of colleagues in the Voluntary Sector Liaison Team, allocate grants to identified organisations who provide good quality specific / niche services known to benefit those seeking asylum and refuge.

Partners include (but are not necessarily limited to) organisations such as City of Sanctuary who run a ‘drop-in’ advice service for asylum seekers and refugees and the SPRING Partnership, providing a variety of services to those newly granted status in the city.

Initial discussions with both City of Sanctuary and SPRING suggest they would both seek funding in the region of £75,000, to be utilised over a 1 – 3-year period, which could help leverage match funding to promote longer term sustainability.

- **Open Grant Pot:** Under the guidance of colleagues in the Voluntary Sector Liaison Team, host a funding round, inviting bids from a broad group of organisations working for the benefit of the asylum and refugee community.

This would encourage approaches from multiple providers working in the same / similar space. Examples of those who may apply through this route include organisations supporting infrastructure outcomes of those newly arrived to the city e.g. health, housing and so on.

Specific communities seeking to establish themselves may also apply e.g., geographical communities such as those from Hong Kong, Afghanistan and Ukraine as well as inclusion and faith communities. Examples of support may include accommodation for social meetings, food banks offering culturally appropriate food etc.

Both approaches support strategic work noted above to ensuring a good quality, consistent and effective response to those seeking asylum and refuge in the city.

These recommendations support development of capacity to promote strong city leadership, and a stepping-stone towards growth within the VCFS for the benefit of those seeking sanctuary in the city.

Overview

At the time of writing, based on known in-year Asylum Dispersal Grant funding, **Sheffield will be in receipt of a minimum of a minimum of £657,000.**

Indicative expenditure as described above:

Item	Cost
Continuation of SCC Strategic Asylum Function:	
- 2023/24	138,803
- 2024/25	138,803
Strategic Partners:	
- City of Sanctuary	75,000
- SPRING	75,000
Open Grant Pot:	229,394
Total	657,000

This figure does not account for any further bedspaces created across the city during the remainder of the 2022/23 financial year. **It is highly likely that further bedspaces will be created during the remaining period, thus increasing the receipt to the city.**

Conclusion

Asylum and the resulting migration, shapes and impacts on the identity and prosperity of our city. The effects are visible in all aspects of everyday life - in our geographical communities, our schools, places of worship, retail centres and on infrastructure such as housing, health & social care and policing.

This is a complex area of activity which takes place in a much wider, highly complex system. The outcomes impact not only on the specific cohort, but also the wider city and its residents, including economic and social prosperity.

We need to work collaboratively, whilst demonstrating clear direction and collective leadership, placing the foundations for an **integrated, prosperous, inclusive city**. This work contributes directly to a number of our Corporate Priorities, specifically Sustainable Communities and Neighbourhoods as well as Education, Health & Care, Climate Change, Economy and Development.

Beth Storm
October 2022



Report to Policy Committee

Author/Lead Officer of Report: Lisa Firth,
Director of Parks, Leisure and Libraries

Tel: 07867 758407

Report of: Lisa Firth, Director of Parks, Leisure and Libraries

Report to: Communities, Parks and Leisure Committee

Date of Decision: 14th November 2022

Subject: PlayZones Funding Application - Site Selection and Community Engagement Approach

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? tbc				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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:

To seek approval of a site selection and community engagement approach for the PlayZones funding programme.

A PlayZones funding stream was launched by the Football Foundation in 2022, the funding is used to create safe, inclusive, and accessible outdoor sports facilities that bring communities together through recreational forms of football and a range of other sports and physical activities. The fund will enable the refurbishment and creation of multi use games areas across the City.

Recommendations:

That the Communities, Parks, and Leisure Committee:

1) Approve the proposed approach to:

- site selection as set out in the report
- community engagement outlined in the report

2) Notes:

- the proposed consortium approach to the development of the funding application
- that a final list of sites will be reported to the Communities, Parks and Leisure Committee
- that if secured, any capital funding associated with this funding will be presented to the Strategy and Resources Committee for approval.

Background Papers:

Football Foundation – Community Engagement Toolkit

PlayZones – Technical Design Guidance

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: <i>Chris Nicholson</i>
		Legal: <i>Marcia McFarlane</i>
		Equalities & Consultation: <i>Louise Nunn</i>
		Climate: <i>Jessica Rick</i>
	<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	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Richard Williams
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	

Lead Officer Name: Lisa Firth	Job Title: Director Parks, Leisure and Libraries
Date: 14 th November 2022	

1. PROPOSAL

Background

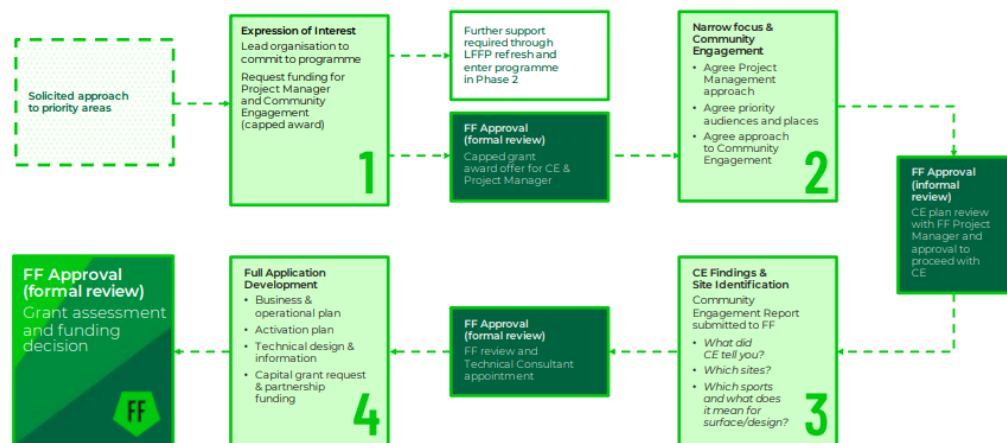
PlayZones Funding Programme

The Football Foundation PlayZones funding stream was launched in 2022 and provides funding to create safe, inclusive, and accessible outdoor sports facilities that bring communities together through recreational forms of football and a range of other sports and physical activities. Whilst the investment is football-led, PlayZones will be multi-sports courts and the Football Foundation want other sports and activities to benefit from our facilities. Sports included on each PlayZone will be subject to consultation.

The funding is required to be targeted at the following groups: women and girls, lower socio-economic groups, disabled people and those with long-term health condition and ethnically diverse communities.

Sheffield City Council submitted expression of interest to the PlayZones programme in June 2022 and consequently we have been invited to submit a full application by February 2023. We are invited to apply to refurbish or re-develop 15-20 sites (the final number will depend on match funding availability). This could potentially be a significant investment of £1.5-£2 million. The development of the grant application follows a clear process with community engagement being a critical part of selecting sites and developing designs and activation plans for each proposed site.

PROJECT DEVELOPMENT PROCESS



Football Foundation- PlayZone Programme Workshop

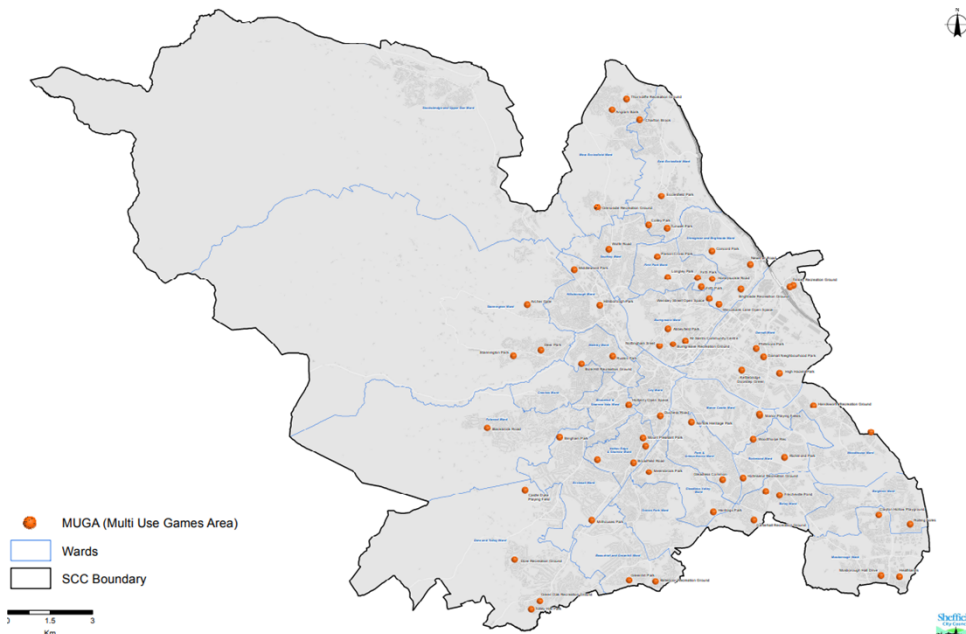
The funding requires a consortium approach to developing, managing, and delivering the project. This consortium is led by Sheffield City Council Sports, Leisure and Health Team working closely with the Parks and Countryside Service and includes partners from National Governing Sports Bodies (Football, Netball, Hockey, Rugby Union, Rugby League and

Cricket), SCC Youth Services, SCC Safer Neighbourhoods, the Football Foundation, Yorkshire Sport, Sheffield Wednesday Community Foundation, Sheffield United Community Foundation, Sheffield and Hallamshire County FA, Voluntary Action Sheffield, Yorkshire Cricket Foundation, and Sport England.

The application requires match funding of minimum 25% across the portfolio of projects, which we expect to identify through S106, Public Health, local CIL and other external funding pots allocated to parks and green spaces across the city.

Current provision of Multi Use Games Areas across the City

Sheffield City Council has 55 multi-use games areas across the City. These are mainly managed by the Parks and Countryside Service and range in quality from poor to good with some multi-use games area are in significant need of investment. Some areas are well served with facilities whilst other areas in the City have gaps in provision. In some areas, such as Burngreave, there are numerous facilities, but many are in need of upgrading. The Play Zones fund will provide an opportunity for Sheffield City Council to apply for funding to carry out refurbishment of multi-use games areas where this is required and in a small number of cases, create new multi-use games areas to help reduce these gaps in provision. As part of the development of the Playzones application, the mapping of location and quality of our facilities will be a crucial part of prioritising sites for investment.



The number of PlayZones included in the funding application will be limited and there are some key design requirements set out by the Football Foundation which sites will need to meet. A clear approach to site selection is therefore required as part of this process. This report to Committee will recommend an approach to site selection and to community engagement.

Site Selection

Criteria set out by the Football Foundation include the following:

- The funding is required to be targeted at the following groups: women and girls, lower socio-economic groups, disabled people and those with long-term health condition and ethnically diverse communities.
- Design – The Football Foundation require that PlayZones are to be fully fenced and have lighting. They can be used for a range of sports dependent on local demand including football, basketball, cricket, netball, hockey and rugby.
- Bookable – At least some sessions are required to be bookable to enable target groups to access the courts. This can be part of a mixed approach with free informal access and some bookable sessions. How this will be implemented will depend on local needs and requirements.
- Activation – for each PlayZone, an activation plan will be required which will be developed with community partners who are able to activate the site.
- Match Funding – across the programme there is a requirement for minimum 25% match funding. S106, Public Health, local CIL and other external funding pots allocated to parks and green spaces across the city is available towards this.
- Ownership - appropriate ownership of land or facility through freehold or have a leasehold in place for a minimum of 10 years, though other ownership arrangements will be considered

Due to the criteria and target groups set out by the Football Foundation, a robust selection approach is required to ensure we identify feasible sites that can not only reach our target groups and be effectively activated by partner organisations; but that can also go through our planning and design phase successfully.

The PlayZone Consortium's approach to scoring sites for selection will therefore include the following scoring criteria:

- **Site suitability**
Site suitability will be assessed to ensure the existing sites or proposed new locations for sites are able to meet the football foundations design and funding requirements. Assessment will include pre-planning discussions to identify any planning and ecology issues relating football foundation design requirements such as fencing and lighting and community engagement to ensure the community support wider aims to provide some bookable sessions.
- **Community need**
This will include considering public health data to identify

communities most in need in terms of health inequalities, evidence from the Sport and Leisure Strategy public consultation including physical activity data across postcode areas, consultation carried out from parks and countryside site based consultations, previous LAC consultations and insight from local members and partners in local areas. Mapping and gap analysis of facilities across the city will also feed into this.

➤ **Funding availability**

As outlined above, minimum 25% match funding is required across the programme. Match funding availability and opportunities will therefore form part of the site selection scoring to ensure our application includes sites which enable us to meet this target across the programme. In some cases, this match funding will be site specific (eg. S106 contributions) and will only be used at the site it is allocated to.

Where new multi-use games area sites are being considered, sustainability and our ability to maintain these will also be considered as part of this criteria.

➤ **Supporting target groups**

The ability to provide facilities which target one or more of the target groups outlined above will form part of the site selection scoring criteria. Where sites have the ability to deliver benefits to a number of the identified target groups this will be taken into account as part of the score.

➤ **Multi-sport partnerships**

It is critical that we have support in place from partners and national sport governing bodies to develop multi sports facilities and activate the PlayZones that we deliver to ensure we meet the requirement to deliver an activation plan. Sites will be scored dependent on their ability to meet this criteria.

➤ **Community engagement feedback**

As part of the bid development, we will carry out community engagement to gain insight and feedback from local communities on sites within their areas. This feedback will be fed into the site selection scoring process with those sites with strong community demand and positive feedback being prioritised.

The above assessment criteria will be used to score existing sites for refurbishment and any proposed new sites across the city and the resulting scores will be used to prioritise a final site list for submission to the PlayZones programme.

It should be noted that whilst minimum 25% match funding is required across the programme, if a specific site has a shortfall, but scores very highly on other areas of need such as supporting target groups and

community feedback and it is possible to meet the minimum 25% across the whole programme, it will still be considered.

It is anticipated that due to the target groups of this fund, the condition of existing multi-use games areas across different parts of the City and the fact that Public Health match funding is already allocated to the 30% most deprived wards of the City, that there will be a larger proportion of sites identified within the most deprived areas of the City as part of this selection process.

Community Engagement Approach

The PlayZones funding application requires the development of a Community Engagement Approach. This approach is guided by the Football Foundation toolkit which is attached as a background paper.

From the inception, Sheffield City Council have been working with a wider consortium to help direct this project into the areas of greatest need across Sheffield. The community engagement plan will be developed and agreed with our wider consortium and the Football Foundation,

- There will be regular meetings and engagement with the PlayZones Consortium members: Sport National Governing Sports Bodies, Youth Services, Safer Neighbourhoods, the Football Foundation, Yorkshire Sport, Sheffield Wednesday Community Foundation, Sheffield United Community Foundation, Sheffield and Hallamshire County FA, Voluntary Action Sheffield, Yorkshire Cricket Foundation, and Sport England.
- Community engagement will be delivered by Sheffield City Council, consortium members and local community anchor organisations.
- Community anchor organisations will be vital in ensuring we reach key target groups, in particular ethnically diverse communities where there may be community languages needed to ensure they have opportunity to contribute. This will be a similar approach to our Sport and Leisure Strategy Consultation in early 2022.
- There will be focused engagement with the key target groups: women and girls, lower socio-economic groups, disabled people, those with long-term health condition and ethnically diverse communities. Where possible we will engage with groups previously involved in our Sport and Leisure Strategy consultation. We will also be pro-active in identifying other groups, particularly in these target communities in each area local to possible PlayZones sites.
- Consultation will be carried out with Local Area Committees and local members to gain local insight on possible PlayZones sites and to identify groups and organisations who we need to include

- Consultation with local community and residents in close proximity to possible Playzones sites will be included.

The engagement will include a targeted four tier approach:

Consortium network – PlayZones network, Football Foundation and key partners at Yorkshire Sport.

Key anchor organisations – People keeping Well networks, Move More networks and strategic community networks and organisations.

Grassroot organisations – Localised groups and organisations that work directly in communities across Sheffield.

Hyperlocal – Key individuals and groups based in community settings.

Engagement at each of the tiers will include:

Consortium network – Site activation plans, engagement approaches, long-term planning of use for sessions at PlayZones, strategic approach to PlayZone site identification.

Key anchor organisations – Listening to key local insight and need from a more place-based strategic angle, support in identifying areas of need for further direct engagement, support with identifying local organisations who could support with PlayZone activation and long-term hire/use.

Grassroot organisations – Listening to key local insight and need from a community perspective, support with identifying local organisations who could support with PlayZone activation and long-term hire/use, greater insight into direct community experiences of sites etc.

Hyperlocal – Speaking to potential PlayZones users to identify their needs for the site, interest in sport pairings for PlayZones, ideas for long-term engagement and use, location identification insight, listening directly to community voices.







Ongoing engagement with consultees will continue following site identification to develop designs and activation plans for the proposed sites. If funding is secured, this will continue as we deliver the PlayZones sites.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 This decision contributes to Our Sheffield Delivery Plan priorities including the strategic goal ‘Healthy lives and wellbeing for all’ in particular the area of focus around ‘Redesigning the sport and leisure offer in the City’.

Sheffield City Council’s new Sport and Leisure Strategy is due to be launched in November following a public consultation and development in 2022. The Strategy sets out six themes which the PlayZones programme will contribute to:

Strategic Themes

<p>1 Investing in an Active Sheffield</p> <p>The Council will invest its available resources in high quality indoor and outdoor sport and leisure facilities, prioritising access for those with the least resources and reflecting the desire to minimise any impact on the environment.</p>		<p>4 Active Children & Young People</p> <p>The Council will work in partnership to enable positive experiences of physical activity for children and young people. This approach will support their physical and mental health and personal and educational development.</p>	
<p>2 Inspiring Sporting Achievement</p> <p>The Council will ensure that major sporting events attract investment and deliver social and economic benefits to Sheffield. Local sporting talent should reach its full potential through a network of support, coaching and quality facilities.</p>		<p>5 Active Environments</p> <p>The Council will prioritise the design of safe, attractive and environmentally sustainable places and routes across all neighbourhoods and communities. We will support active travel options and make it easier for people to be active in their everyday lives.</p>	
<p>3 Active Communities</p> <p>The Council will focus on enabling local, enjoyable and accessible opportunities for everyone be active in their own neighbourhood. We will focus our support on those groups who are least likely to take part, such as older people, disabled people and people with long term health conditions.</p>		<p>6 Connecting to Health & Wellbeing</p> <p>The Council will collaborate with local sport and physical activity organisations and health providers, promoting joined up thinking to support local residents in moving more and feeling great.</p>	

The refurbishment of multi-use games areas across the City will contribute to the above themes in the following ways.

- Enable investment in our outdoor sport and leisure facilities to improve their quality.
- Provide opportunities for the development of sporting talent working with national governing bodies, clubs and community partners to activate the PlayZones.
- Ensure local provision in areas in most need of quality facilities.
- Focus on the PlayZones priority groups women and girls, lower socio-economic groups, disabled people, those with long-term health condition and ethnically diverse communities.
- Provide facilities which will benefit children and young people across the City.
- Improve the quality of our parks and open spaces and contribute to creating 'Active Parks' across the City
- Provide facilities and activities to encourage more people to be more active more often.

3. HAS THERE BEEN ANY CONSULTATION?






3.1 Sheffield City Council carried out a city wide consultation exercise in early 2022 to help inform a new Sport and Leisure Strategy which will be launched in November. The consultation focused on people's current views about sport, leisure and physical activity, the impact of the pandemic, what would help them be more active, priorities in their local areas and where they would like to see investment.

Feedback from the citywide questionnaire supported improving facilities to enable people to be more active outdoors and support for creating community hubs in each area which links closely to Parks and Countryside ambition to create Active Parks across the City.

There was some key feedback from target group consultees around improving multi use games areas in parks and green spaces with feedback from young people supporting low cost activities, mainly in outdoor locations with adult supervision to ensure personal safety and support fair access to activity space for younger children. There were clear views of how facilities could be improved, citing inconsistencies in pitch surfaces, markings and goalposts on pitches and Multi Use Games Areas (MUGAs) located in parks.

There was also feedback from young people around the lack of coaches and outreach for diverse sports, alongside the need for more courts/pitches/surfaces/tracks/gym equipment in parks and greenspaces to be able to access those sports outdoors for free.

Additionally, lighting was a key aspect consultees would like to change so that they may be able to access opportunities all year round and to feel safe.

<p>Survey of Sheffield residents</p>  1788 responses	<p>Focus groups in 7 local areas</p>  48 residents
<p>Survey of priority audiences</p>  328 responses	<p>Target group consultations with priority audiences</p>  30 groups & 300 individuals
<p>Survey of Clubs & NGBs</p>  38 responses	<p>TOTALS SURVEY REPOSESES – 2116 SESSION ATTENDEES - 348</p>

Further to this, the Parks and Countryside satisfaction survey 2021 (1109 respondents) identified that 20% of respondents did not visit their local green space as it didn't have the facilities they needed.

As part of the PlayZones grant application development, as detailed in the proposal above, further consultation on a more local level and with target groups will be carried out to enable the prioritisation of sites to be developed as PlayZones.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1 The proposals identified within this report are expected to have positive equality of opportunity impacts as our community engagement and

subsequent investment in facilities will help to reduce barriers to participation and encourage more people to be more active, more often, especially those who may not currently have access to good quality outdoor sports facilities.

The funding programme requires us to work closely with target groups women and girls, lower socio-economic groups, disabled people, those with long-term health condition and ethnically diverse communities. This will allow us to tackle inequalities in access to facilities and inactivity across the city by targeting those groups we know face barriers to getting active.

The PlayZones programme will contribute to a number of our Equality Objectives including:

- Understanding Communities – we will use the data and insight we collected Sport and Leisure Strategy consultation and collect further data and insight as part of the PlayZones Community engagement to help inform PlayZone site priorities and meet community needs.
- Break the cycle of inequality and improve life chances – If the grant funding application is successful, the PlayZones programme will contribute to improving health and wellbeing by providing new and upgraded outdoor sports facilities with an activation programme to encourage usage.

4.2 Financial and Commercial Implications

4.2 As detailed in the proposal section, the Playzones funding application requires minimum of 25% match funding. There are currently a number possible PlayZones sites in parks that have S106 and public health funding allocated and there are also opportunities for Local Community Infrastructure Levy (CIL) funding in some areas linked to community priorities and local community plans. The availability of match funding will be a key part of the site selection scoring approach to ensure that the PlayZones projects has funding of 25% across the programme. The number of PlayZones sites submitted as part of the application will be limited to a total budget by the amount of match available.

In terms of future sustainability, where any new sites are proposed, sufficient funding will need to be identified to enable these to be maintained in the future. This also applies to any refurbished sites where new facilities such as lighting will be installed. This will be considered as part of scoring and site selection process.

Commercial

The Football Foundation have stated that a requirement of their funding may be for us to use their design framework to develop designs for the PlayZones. They have not yet determined whether will have a framework in place for construction work. This will be confirmed when funding is secured.

4.3 Legal Implications

4.3 There are no implications at this stage, this report describes the selection criteria that Football Foundation requires. The council has therefore included these in developing its site selection criteria. Once funding is secured, we will be required to assess grant conditions and implications of these before formally accepting the grant

4.4 Climate Implications

If the grant funding application is successful, any new facilities developed as part of the programme will consider the following principles:

- Ensure the use of sustainable construction methods
- Consider the ecological impact of any proposals and ensure these are mitigated
- Consider the energy implications of lighting arrangements to ensure the most efficient and sustainable options are chosen (for example user controlled)
- Identify opportunities to promote and increase active travel and sustainable transport access to facilities – Provision of good quality recreational facilities close to where people live will reduce potential number of vehicle journeys
- Consider opportunities for improving biodiversity where appropriate
- Consider options for minimising waste in construction
- Consider options for repair/upgrade instead of replacing where appropriate

In most cases, Playzones will be refurbishing existing Multi Use Games areas but in the case of new sites as part of the site scoring method site suitability will be considered to ensure the new PlayZones do not impact adversely on ecology, drainage or trees and woodlands.

A full scored Climate Impact Assessment has not been completed at this stage but will be completed for any PlayZones sites delivered if the grant application is secured.

4.5 Other Implications

(Refer to the decision making guidance and provide details of all relevant implications, e.g. human resources, property, public health).

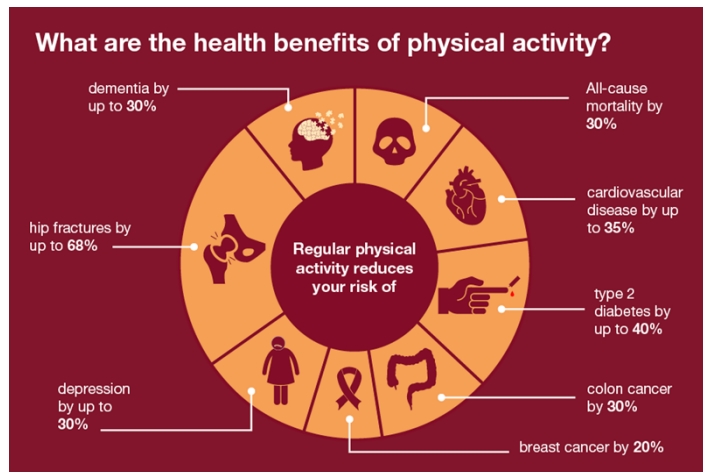
Personnel Implications

The PlayZones have awarded Sheffield City Council a £25K revenue development grant which has been used to employ a temporary member of staff who will support the bid development and community engagement process.

Public Health Implications

If funding is secured, the PlayZones will have positive implications for public

health. Regular physical activity can reduce the risk of a range of health conditions and can prevent or delay onset of these conditions



which will contribute to an increase in life expectancy in target groups.

Ensuring facilities are targeted to those groups highlighted by the PlayZones programme, where increasing activity levels can make the most difference, will contribute and have a positive impact on inequalities in health outcomes across the City.

5. ALTERNATIVE OPTIONS CONSIDERED

(Outline any alternative options which were considered but rejected in the course of developing the proposal.)

- 5.1 The option of not applying for the PlayZones programme has been considered. This has been rejected as it would mean we do not secure a significant amount of investment into Sheffield outdoor sport facilities, which is a key priority in our Sport and Leisure Strategy. The condition of multi-use games areas would not be improved, gaps in provision could not be resolved and those communities who most need these facilities and their activation would miss out on this opportunity.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The Football Foundation Playzones Programme provides an opportunity for us to increase the quality and usability of a significant number of multi-use games areas across the city.

The PlayZones programme will enable us to provide facilities and activities for communities and target groups who currently face barriers to getting active. This will enable us to tackle inequalities.

The site selection and community engagement approach outlined in the above report is required to ensure we identify the most feasible sites that can reach our target groups; are supported by local communities; are able

to be effectively activated via our partner organisations and can pass the through planning and design phase successfully.

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COMMUNITY ENGAGEMENT TOOLKIT



*Working with local
people to create
successful community
football projects*

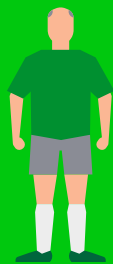


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WHAT IS THE COMMUNITY ENGAGEMENT TOOLKIT?

This toolkit is designed to help you engage local people in creating football facilities and activities that meet the needs of your community.

Why is Community Engagement important?

Community projects designed and delivered in partnership with local people are more likely to be successful in driving participation because they've been created with their needs in mind. So the better your Community Engagement, the better your results!

Community Engagement doesn't have to be complicated. It's just about speaking, listening and working with people to understand their needs and showing them their feedback is making a difference.



Who could I engage with?

This depends on the make-up of your community, because the facility or activity should be designed to meet their needs.

To grow the numbers getting active through football, we need to target people from one of the four main groups who are less likely to be playing:

- ▶ Lower socio-economic groups (LSEG)
- ▶ Women and girls
- ▶ Disabled people
- ▶ Black, Asian and Minority Ethnic (BAME) communities

These groups make up a large proportion of our population. It's important to speak to, and work with, people from these groups to understand what they really want from local football projects and encourage more of them to play.





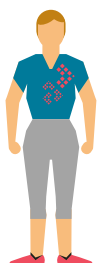
Where can I start?

This toolkit provides a simple step-by-step guide, supporting Factsheets and a planning template. It will help you plan and deliver each stage of your Community Engagement activity.

Community Engagement works best when it's an ongoing process that's focused on building relationships and trust that strengthen over time.

This means you may need to repeat some of the steps you've planned several times during the design and delivery of your project.

The steps suggested here are intended as a guide. You can always get more creative and ambitious with your activities in ways that work for your community.



How to use this toolkit

Step 1

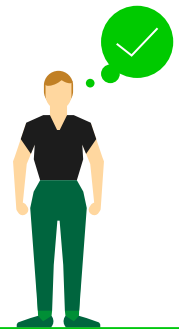
Define your objectives

First you need to be clear why you're undertaking Community Engagement and what outcomes you want for your project.

For example, you may be designing football activities for disabled players or ensuring the programming of a new 3rd generation (3G) artificial grass pitch meets the needs of the local community.

Think about engagement objectives that will help change the way people think, feel or act in the context of what you are seeking to achieve with your project.

Look for examples of other successful engagement activities in your community that might be similar. Think about what measures you will use to check how successful you've been in achieving your objectives. Once you've developed some initial thoughts on objectives, test them with people you trust to see how clear and practical they are.



Step 2

Identify your audiences

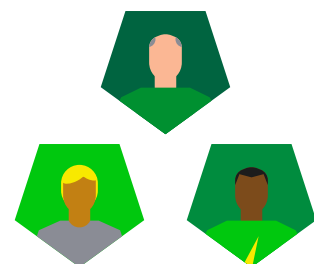
Good Community Engagement campaigns have a clearly identified set of target audiences.

Sometimes they distinguish between primary targets (e.g. the people you want to play) and secondary targets (i.e. the people who influence those you want to play).

Here are some questions that will help identify your target audiences:

- ▶ Who are you designing your project for?

- ▶ Which members of your local community would you like to target?
- ▶ Who are the people they respect that can influence them?
- ▶ How can your project encourage people to play football, particularly from the four main underrepresented groups?



Factsheet A

Step 3

Learn more about your audiences and who can help you reach them

Knowing more about your target audiences will ensure your Community Engagement is designed to work effectively.

It's possible that the information you need to help you better understand your audience already exists. Start by talking to local partners or do some online research.

There are often local community groups and charities that can help you understand and reach your audience.

Factsheet A

Factsheet B



Step 4

Planning how to reach your audiences

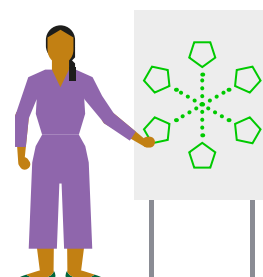
You will need a clear engagement plan that sets out 'where, what, when and who' to ensure your engagement campaign runs smoothly and achieves your objectives.

Here are some questions that can help you plan:

- ▶ Who is going to carry out the engagement?
- ▶ Where are the best places to speak to your audiences?
- ▶ When is the best time?

- ▶ What are you going to ask them?
- ▶ What resources do you need to help make the engagement successful?
- ▶ Which groups and charities could help you to reach and engage with your audiences?

Factsheet C



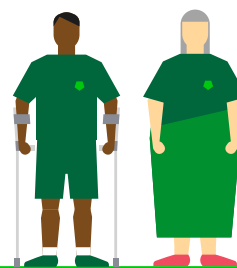
Step 5

Running your Community Engagement campaign

This is the stage where you put your plan into action by going out to have conversations with people about your project.

This might be speaking to parents or carers who are watching their kids play football on a Saturday morning, or visiting a community centre on a weekday afternoon. You need to find the places and times that will work best for your target audience. The better they work for your audience, the more effective your engagement will be. The best way to engage is by having conversations, based on the questions you have planned.

Try to be natural, flexible and open in your conversations, rather than following a rigid script. Take an interest and try to get to know your audience so that you can expand conversations and begin building relationships. The people you engage with will be the future users, and possibly volunteers or workers, in your project.



Factsheet D

Step 6

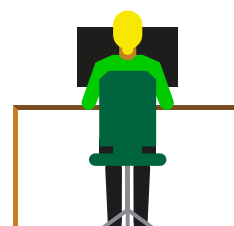
Assessing results, gaining feedback and ongoing engagement

Make sure that you plan how to record and store all the feedback from your engagement process to make the most out of it.

As you begin to collect the results, think about the steps you'll take to evaluate what you're learning and how this compares to your objectives. It's a good idea to have check-ins during your engagement campaign to look at results and adjust your plans to see how you can work even more effectively.

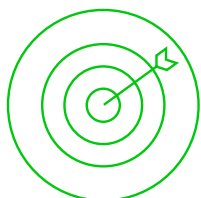
Also, think about how you will keep people updated with your plans. Look for people who can get involved in developing or running the project.

You can ask them how they'd like to be kept up to date or more involved in the project during your conversations.



TOP TIPS

Now that you're ready to kick off Community Engagement, here are a few practical tips to keep in mind.



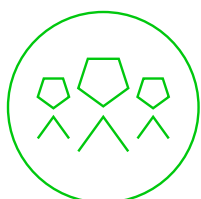
Start with clear objectives

What do you want to get from your Community Engagement? Who are your target audiences?



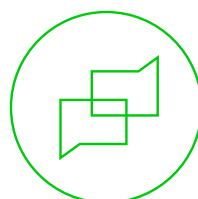
Be open-minded

Don't go in with set ideas and make sure you listen to people's opinions. Don't make assumptions about what people might need or want. And don't assume they will have heard about your project before.



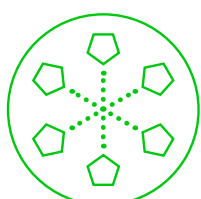
Get to know your audience

Find out about their lives and not just their views on football. People will want to get involved in different ways so think of a range of techniques to engage them. Make sure you're aware of any outside factors that may influence people in your community and how they engage with the project.



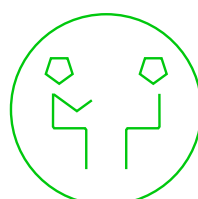
Have conversations

Use simple open ended questions that give people a chance to say what they think. Avoid jargon and technical language people may be unfamiliar with.



Go to them

To engage you have to go to the places your target audience spend their time when it is most likely to suit them.



Keep talking

Make sure you keep people updated so they feel involved and that their opinions are valued.









Understanding your audience

Kicking off your Community Engagement by building a clear understanding of your audience will start you off on the path to success.





PROGRESS TRACKER

-  **Understanding your local area**
-  Understanding your audience
-  Working with local groups
-  Tips & insights



You should be able to find these by searching online, but if you need help then contact your Local Authority, County FA or Active Partnership for your area.

[Click here to view your Local Football Facilities Plan](#)

Understanding your local area

Your project will bring much wider benefits to your audience if you have an understanding of their local area. This can help you to build a picture of some of the issues and opportunities in an area and avoid duplicating or competing with other providers.

There are a range of local documents that can help you find out more about the specific priorities for your area. These include:

▶ **Local Football Facilities Plan**



▶ **Sport and Physical Activity Strategy**



▶ **Joint Strategic Needs Assessment**



▶ **Health and Wellbeing Strategy**



▶ **Playing Pitch Strategy**



▶ **County FA Development Plan**





▶ **Sport England's Active Lives Survey**





PROGRESS TRACKER

-  Understanding your local area
-  **Understanding your audience**
-  Working with local groups
-  Tips & insights

Understanding your audience

Start by defining exactly who you are planning to target with your project. Be as specific as possible and remember to think about the under-represented groups; people on lower incomes or living in deprived areas, women and girls, disabled people, BAME communities.

Things to consider include:

- ▶ **Demographics**
Age, ethnicity and socio-economic groups
- ▶ **Life-stage**
Examples: student, parent, teenager, retired
- ▶ **Location**
Where do they live, where else might they be (e.g. school, work, community group)?
- ▶ **Behaviour**
What behaviour do you want to change? Inactive, active but don't play football, used to play football, currently playing football?
- ▶ **Attitudes**
What insight already exists about their attitude to getting active and playing sport?
- ▶ **Situation**
What are their life priorities, motivations and challenges?
- ▶ **Social media engagement**
What online social media or forums do they use?

To help you define your audience, find out what insight already exists about them. This research will help you to better understand them so that you can meet their needs and involve them in the development of your project. Take a look at *Factsheet B – Understanding Lower Socio-Economic Groups* for useful information on reaching under-represented audiences.





PROGRESS TRACKER

-  Understanding your local area
-  Understanding your audience
-  **Working with local groups**
-  Tips & insights

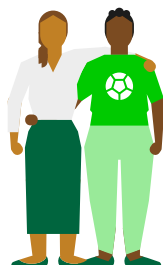
Working with local groups

Local community groups and organisations can be a great source of information both on local priorities in your area and your audiences. Start by mapping the area in which you want to develop your project. This will help you to identify groups and organisations that are active in your area and will be able to help.

These may include local charities, councils, faith groups, disability youth projects, other sports clubs or organisations or anyone who supports the community, such as food banks.


Not only will these organisations have a good understanding of your audience but they will have a high level of trust and can help you to engage with them. Here are some ideas of partners to get you started.

- ▶ Active Partnership
- ▶ Local Authority Health and Wellbeing Board
- ▶ Local Authority Sport and Leisure and Parks Services
- ▶ Voluntary, Community & Social Enterprise (VCSE)
- ▶ Universities (HE) and Colleges (FE)
- ▶ Schools
- ▶ Housing Associations
- ▶ Local businesses
- ▶ Faith groups and organisations
- ▶ BAME groups and organisations
- ▶ Community based organisations and charities
- ▶ Friends of the Park groups
- ▶ County FA Inclusion Advisory Group





PROGRESS TRACKER

-  Understanding your local area
-  Understanding your audience
-  Working with local groups
-  **Tips & insights**

Tips and insights

Here are some links to other sources that can help you engage with under-represented groups. Combine this insight with your local insight.


General

-  [Sport England Active Lives Surveys](#)
A unique and comprehensive insight into how adults and children are getting active.
-  [Local Insight](#)
Local Insight gives you the latest data and analysis for your communities and services.

Lower Socio-Economic Groups

-  [Sport England Active Lives Survey](#)
A spotlight on encouraging activity amongst lower socio-economic groups.
-  [Sport England - lower-socio economic groups](#)
Further information on what we know about these target audiences.

Disabled People

-  [The Activity Alliance](#)
A range of resources to help you engage with disabled people.

BAME Communities

-  [Sport for All](#)
A report from Sport England on why ethnicity and culture matters in sport and activity.

Women and Girls

-  [Understanding Women's Lives](#)
Insight into women's lives in modern Britain and what's important to them.
-  [What Sways Women to Play Sport](#)
Insight into the motivators and influencers for getting more women and girls participating.
-  [Go Where Women Are](#)
Sport England's research about engaging women in sport and exercise.
-  [Helping Women and Girls to Get Active](#)
A guide to getting more women and girls active in your local area.

1
Find out what your audiences are into: their priorities, behaviours, what makes them tick

2
Discover where they are hanging out: in the real world and online

3
Understand what they feel and think: their perceptions, attitudes, motivations and needs

4
Find out about the local groups that can help you understand them and reach them directly

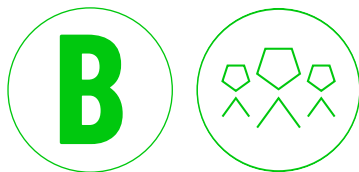
5
Always try to put yourself in their shoes: kicking a football might be as alien to them as learning Russian!






Understanding lower socio-economic groups

These audiences are less likely to play football than people from other socio-economic groups. This is why it's important to think about how you'll encourage more people from these groups to get involved when planning an activity or new facility.





PROGRESS TRACKER

-  **What do we know about LSEG?**
-  Key insights
-  Engaging with target audiences

What do we know about LSEG?

Lower socio-economic groups (LSEG), include individuals who may have few or no qualifications, be on a low income, live in areas often described as deprived (rural and urban) or having limited social mobility. These individuals have multiple barriers to participating in sport or physical activity.




Around 12 million people – nearly a third of the adult population in England – fall within our broad definition of LSEG. This large group of people is not limited to those facing greater economic disadvantage.

These circumstances can make it less appealing or more difficult for them to participate in sport or physical activity. However, with the right opportunities in their local area, people from these target audiences can gain great benefits from playing football. It can get them active, help improve their mental health, gives them a positive focus, grows their confidence and help them build stronger relationships.





PROGRESS TRACKER

-  What do we know about LSEG?
-  **Key insights**
-  Engaging with target audiences

Key insights

Football ranks higher in terms of ‘team sports’ for people from LSEG, yet participation in football is still greater overall for higher socio-economic groups.

These audiences are more likely to play outside and for free, walk to activities and play with family members.

These audiences are more likely to want to play small-sided football in a local park, rec or green space. They prefer to play in the afternoon or at weekends, on an informal basis.

We know that there are a number of barriers that can prevent people from these audiences playing football:

- ▶ To many, sport feels less relevant to their everyday life and less of a priority.
- ▶ Formal or organised football venues, coaches, branding and structured football sessions can feel intimidating.
- ▶ They can find it harder to develop resilient habits due to social and financial instability.
- ▶ Ability to participate regularly is more likely to be affected by personal factors, such as lack of childcare, language barriers and disability.
- ▶ It can be harder to recruit sport volunteers from lower socio-economic groups.
- ▶ They are generally less receptive to traditional promotional media (leaflets etc.).
- ▶ Cost is often prohibitive, for transport, equipment and facilities.
- ▶ Spaces where they might play football can sometimes be intimidating due to issues such as anti-social behaviour.





PROGRESS TRACKER

- What do we know about LSEG?
- Key insights
- Engaging with target audiences**



For more insight into encouraging activities within our target audiences, please take a look at [Sport England Active Lives Survey](#)



Further information on what we know about these target audiences, visit [Sport England - lower-socio-economic groups](#)

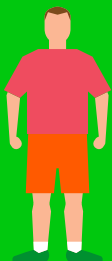
Engaging with target audiences

- ▶ Try to present football as being fun with inclusive, social sessions.
- ▶ Go to places where your audience will be, don't expect them to come to you.
- ▶ Develop communications that reflects their interests.
- ▶ Use social media channels they are already using to engage and start a conversation.
- ▶ Use session leaders who come from your target audiences – and if you don't have any, offer a local training scheme.
- ▶ Work with partners from within your target audiences who work with lower socio-economic groups.
- ▶ Encourage a sense of community ownership and involvement during your consultation.
- ▶ Offer activities at the right price (free or low cost) and try to start conversations about the price they would like to pay.



Planning and delivering Community Engagement

Reaching people that you regularly talk to is easy. You already know where and when to find them. It can be more challenging to reach people you don't know and haven't spoken to before.





PROGRESS TRACKER

- Planning engagement**
- Working with partners + Promoting your engagement
- Capturing & sharing feedback + Delivering your engagement plan
- Top tips

Planning engagement

You should start with setting clear objectives for your Community Engagement and gaining a good understanding of your target audience. The next step is to form a clear plan of how you will engage them.

Here are three key areas to focus on:

Where and when?
Remember your target audience might not be attracted by your current offer so they're very unlikely to come to you. Find out where they go and what they do. This might mean attending a local event to engage with them. If you're thinking of running your own event, consider holding it at a venue or on an occasion that is already well attended by your audience at that time.

Who will carry out the engagement?
Think about which members of your team have the right skills and experience to effectively engage with your target audience. What are the qualities over and above their sport qualification that they need to engage?

If your team doesn't possess the right skills and qualities, are there partners that can provide training or help? If you have a team member who is part a target audience, this can really help with the engagement.

Who will you engage?
What methods will you use to engage with people?
How can you use social media?
What visual aids or written materials can you use?
Who can produce these for you cost effectively? Try to be creative and think about how your target audience would like to receive information, be consulted and get involved.

What other equipment will you need for the engagement activities? How do you plan to get it there and how much will this cost?





PROGRESS TRACKER

- Planning engagement
- **Working with partners + Promoting your engagement**
- Capturing & sharing feedback + Delivering your engagement plan
- Top tips

Working with partners

There will be groups and organisations in the community that work and engage with your target audience every day.

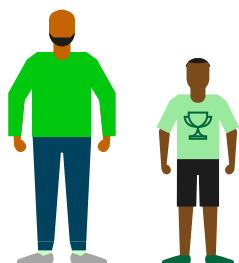
They will already have a deep understanding of your target group and be trusted by them. These can be a valuable source of insight into the lives, behaviours, needs and attitudes of your audience. They can also provide valuable help, advice and expertise in how to engage.

Perhaps ask if you can attend one off or regular events or meetings that these community groups and organisations run? Remember that many community organisations are charities, so in return for their help, make sure you offer to cover costs, make a donation or ask what you can do for them in return.

You can also consider sharing engagement activities with other organisations. Communities can suffer from 'consultation overload'. Check first if anyone else has asked similar questions and can share insight with you. Also check if anyone else is planning to carry out Community Engagement and see if you can join forces to work together.

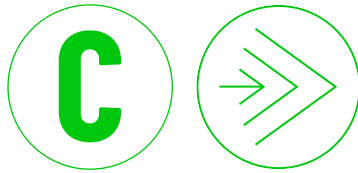


Promoting your engagement



Even if your engagement activities happen in places where your audiences go regularly, it's still a good idea to try to promote them in advance to attract more people.

Social media may be a good way of reaching target audiences. Community groups and charities may be able to help you publicise them via their newsletters, websites or social media channels. Digital communication is increasingly important, but don't forget tried and tested means such as posters and leaflets too.



PROGRESS TRACKER

- Planning engagement
- Working with partners + Promoting your engagement
- **Capturing & sharing feedback + Delivering your engagement plan**
- Top tips

Capturing and sharing feedback

Think carefully about how you plan to capture feedback. Will you use paper questionnaires or discussion guides? Could you use a computer to record the information digitally? Do you have a plan in place to share the results of your engagement with your own team, your partners and stakeholders and your target community?



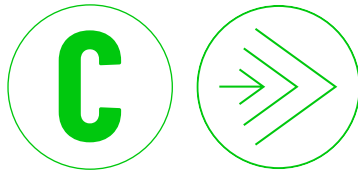
Delivering your engagement plan

With a well-developed plan, your engagement is far more likely to run smoothly and achieve your objectives. The most important thing to remember is to aim for conversations in which you are able to convey information but also listen carefully to feedback.

You're not just there to tell them about your project but to hear their views and ideas on how your project could help their community.

Remember that some people in your target groups may not be used to engagement exercises. So it's important to put them at ease and earn their trust. That's when they'll open up and tell you what they really think.

Have conversations, keep it light and avoid jargon or technical terms. Take a look at *Factsheet D – Having Conversations* for more tips on this.



PROGRESS TRACKER

- Planning engagement
- Working with partners + Promoting your engagement
- Capturing & sharing feedback + Delivering your engagement plan
- **Top tips**

Top tips

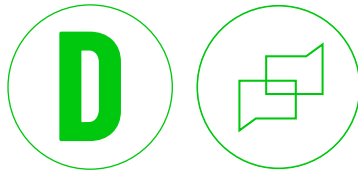
- ▶ **Know where the best places are to reach your audience; and when.**
- ▶ **Have a clear view of what you are going to ask them but keep the conversation open.**
- ▶ **Agree who's going to carry out the engagement and what support or resources they need.**
- ▶ **Find out which community groups and charities you could work with to reach your audience.**
- ▶ **Focus on having conversations in which you listen to concerns and ideas. This feedback will help you improve your plans.**





Having conversations

You'll get the most out of Community Engagement by having conversations with people, rather than simply asking questions.





PROGRESS TRACKER

 **Conversations are key**
 Ideas to get you started

Conversations are key

Having conversations is a way you can build relationships, make meaningful connections and encourage people to tell you what they really think.



Here are some tips to make the most of your conversations:

- ▶ **Create a list of topics you want to discuss during your Community Engagement.** This will help you think through all the areas you need to explore.
- ▶ **Chat about your topic list with your team to see if they have anything to add.** Maybe even ask any community partners you plan to work with for a view?
- ▶ **You can then use this list to develop a questionnaire or survey; put an agenda together for a meeting; help shape a conversation or social media posts.**
- ▶ **Be flexible** – when you start talking to people, they may raise issues you have not considered. Regularly review and update your topic list as your engagement activity develops.
- ▶ **Ask simple, open questions** that give people the chance to express themselves. And remember to ask them if there is anything else they would like to add.





PROGRESS TRACKER

-  Conversations are key
-  Ideas to get you started

Ideas to get you started

Every project's unique, but here are some topic ideas to get you started on engaging with people who play limited or no football.

What kind of physical activity are you involved or interested in – what do you do, where do you go, why do you do it?

CURRENT ACTIVITY

What facilities are important to help you take part or get involved?

eg. female changing, toilets, a café, crèche facilities or a space where they can hold social activities.

FACILITIES

Other than physical activity, what do you currently get up to in your spare time?

This will help you design your project so that it's relevant to your audience.

CURRENT LIFESTYLE

Would you like to be involved in helping design and deliver the activity we're going to offer?

PROJECT INVOLVEMENT

What support would encourage you to take part? Who could provide this?

e.g. attending with a family member or friend, a session led by a qualified coach etc.

SUPPORT

What else could be done to encourage people from your community to take part?

Is there anything that would discourage them? e.g. kit requirements, session time, type of facility etc.

COMMUNITY

What type of football might you like to play and what would help you to start playing?

e.g. formal 11-a-side, informal five-a-side, walking football, etc.

FOOTBALL INTEREST

Extra tips

- ▶ Explain clearly why you are talking to them, what your project is about and why their views are important to you.
- ▶ Give people the chance to respond to suggestions and make their own. If you're hosting a meeting, encourage people to write down their ideas so everyone gets the chance to have their say.
- ▶ Provide some inspiration. Encourage people to think beyond traditional 11-a-side football – show them examples of all the different ways they could play. For example you could show images of projects to bring ideas to life and help people tell you what they feel about your proposed project.

Action plan template

Whether you're planning a new football activity or applying for funding for new facilities, this template will help your engagement planning.

Use the template alongside the guidance in the Community Engagement Toolkit and Factsheets to outline your plan.

Time for kick-off. Good luck!



Step 1 – Set your objectives

What are you trying to achieve? Be as specific as possible and ask other members of your team for their input. Refer to the Community Engagement Toolkit.



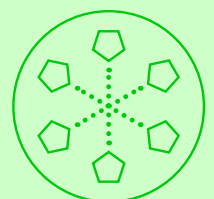
Step 2 – Identify your target audiences

Who are your most important target audiences? Be as specific as possible, thinking particularly of groups under-represented in football. Refer to Factsheet A.



Step 3 – Understand your target audiences

What information about your target audience is out there? Which groups in the community can help you find out more about your audiences and area? Refer to Factsheet A and Factsheet B.



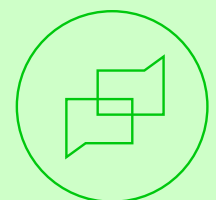
Step 4 – Define your action plan

Where and when can you talk to your target audience?
Who will carry out the engagement? What resources and equipment will they need? Refer to Factsheet C.



Step 5 – Implementing your plan

What topics are going to be covered?
Have you prepared a clear conversation guide?
Refer to Factsheet D.



Step 6 – Assessing results, feedback and planning ongoing engagement

How do you plan to capture feedback from your target audiences?
How do you plan to share your findings with your own team, partners and stakeholders? How will you then update your target audiences and keep them involved? Refer to Community Engagement Toolkit.



This toolkit will help you engage local people and design football facilities and activities that meet the need of your community.



PlayZones

Technical Design Guidance
August 2022



© The Football Foundation – Edition 1 Whilst every effort has been made to ensure the accuracy of the information contained in this publication any party who makes use of any part of this document in developing PlayZones shall indemnify The Football Foundation, its servants, consultants or agents against all claims, proceedings, actions, damages, costs, expenses and any other liabilities for loss or damage to any property, or injury or death to any person that may be made against or incurred by The Football Foundation arising out of or in connection with such use. These guidelines are intended to provide recommended technical guidance to potential developers to allow them to make informed choices when building a PlayZone.

Introduction

PlayZones are safe, inclusive, and accessible outdoor facilities that bring communities together through recreational forms of football and a range of other sports and physical activities. We aim to focus our investment and resource into communities with the greatest need to deliver new or refurbished spaces that enable our priority groups to be more active.

Whilst our investment is football-led, we want other sports and activities to benefit from our facilities. Through engagement with other sport's National Governing Bodies, we have developed a series of PlayZones designs setting out how football can be best accommodated with one other sport from a surface type, line marking, sports furniture, fencing and floodlighting perspective. All design sheets can be found at the end of this document.

Community engagement should be the process by which each PlayZones location, design and activation plan are developed and agreed. The PlayZone design most applicable to the needs of the community should be adopted in accordance with the guidance set out in this document. If the community engagement finds that additional activities are prominent in a certain area, designs can be developed to accommodate additional line markings and sports furniture, but with the justification for doing so coming from the needs of the community.

Once your initial community engagement has been undertaken and learnings discussed and agreed with Football Foundation officers, you should engage with a specialist design consultant to develop all technical and design requirements for your project. Please discuss the process for appointing a consultant with Foundation officers.

This guidance is designed to help you understand what to expect from the process.

Pitch Location & Access

The design and cost of a new PlayZone will be greatly influenced by the site on which it is to be built and it should be recognised that some sites are not cost effective to develop. Ideally a PlayZone should be located:

- Close to changing accommodation or other support facilities e.g. Toilets, Cafes.
- On relatively flat ground in order to reduce construction complexity and costs
- In a sheltered location away from exposed terrain.
- Where the installation of services (electricity and drainage) will not be prohibitively expensive.
- Where easy access for maintenance and emergency vehicles is available.
- Away from trees, as roots and leaf litter can cause on-going structural and maintenance issues.
- Where players, spectators and maintenance equipment do not have to cross natural turf areas, as mud, debris and other contaminants will all contribute to the deterioration of the playing surface.

Managed Access Systems

Our research tells us that PlayZones must be bookable if we are to reach our priority groups. Whilst some groups will feel comfortable and able to turn up and play, others need to know that the space can be booked on a day and time that best meets their needs. There can be an element of open access, but a combination is required. The research also found that activation of the space is as important as the facility itself. Each PlayZone therefore requires a site Activation Plan that includes programmed delivery of activities on a weekly basis.

To ensure PlayZones are developed with an access arrangement that delivers on what the research tells us, we are currently exploring smart access technology solutions that would support with booking, access, and the management of PlayZones. Further detail will be shared with

applicants when available. If such a solution is decided upon by the Foundation, all PlayZones will be expected to adopt this funding requirement.

Inspiring, welcoming, and innovative

PlayZones provide an inspiring and inclusive space for the community to gather, play sport and be active.

The spaces need to be inspiring, accessible, engaging and welcoming for all priority groups. As such PlayZones have been designed to be attractive, modern, and safe spaces that communities want to use, with branding and colour schemes to support that. The design below has been produced for illustrative purposes only, and further detail on site branding, signage etc. will be shared with applicants:



Facilities that are well lit, close to transport links and have access to good quality toilet facilities are essential to encourage and ensure priority groups utilise PlayZones. That should be considered when engaging communities and making decisions on site locations. The wider site surroundings should also be carefully considered to ensure the PlayZone is being developed in a safe space that sets a friendly and nonintimidating atmosphere. PlayZones need to be welcoming and appealing to users and not areas which create or encourage anti-social behaviour.

Pitch Dimensions

All PlayZones have been designed with 30m x 20m pitch dimensions and are based on a new build facility. If a PlayZone is being developed as a refurbishment of an existing space or if the space available for a new build PlayZone doesn't allow for a 30m x 20m pitch dimensions, the design consultants should try to create a design that is as close to the new build dimensions, pitch markings etc. as possible.

Line markings, storage, waiting area, seating and waste bins should be developed alongside each PlayZone as set out in the design sheets.

Surface Type

Providing spaces that can accommodate a range of sports and physical activities will encourage engagement with our priority groups. Broadening the number of sports played on a facility will increase the usage, especially if designed to provide the best playing experience for the sports and activities that the space will be primarily utilised for.

Community Engagement is critical to the identification of the right location and design, ensuring that surface type works for the sports and activities identified by the local community.

Sports surfaces can be defined into two main groups, these are shock absorptive ('soft') and non-shock absorptive surfaces ('hard'). The type of sports being played on a PlayZone will determine the type of sports surface you will install. Set out in the table below are our agreed surface types for each design combination:

Design	Surface Type
Football only	3G non infill synthetic turf
Football & Rugby	3G non infill synthetic turf
Football & Cricket	2G sand dressed synthetic turf
Football & Hockey	2G sand dressed synthetic turf
Football & Netball	2G sand dressed synthetic turf
Football & Basketball	Type 4 polymeric surface

PlayZones purposefully haven't been designed to meet FIFA or FA performance standards or to meet equivalent standards of other NGBs e.g., World Rugby Regulation 22, therefore they will not be suitable for affiliated match play and should be used for recreational activities only. However, we do want the facilities to be constructed to meet BS EN 15330-1:2013 Surfaces for sports areas - synthetic turf and needle-punched surfaces primarily designed for outdoor use. Specification for synthetic turf surfaces for football, hockey, rugby union training, tennis and multi-sports use

Fencing

For both site security and ball flight / retention purposes, all PlayZones should be fenced in high quality, robust steel fencing that will last long into the future. The fence height requirements are set out in each design and differ between 3 – 4 metres dependent upon the sports being played, and the positioning behind goals, hoops etc.

The fencing is normally constructed from twin bar super-rebound panels or rolls that are supported by box section posts. Twin bar super-rebound panels are used, as it is better suited to the repeated impacts of balls hitting the fence. Steelwork should be galvanised to minimise premature corrosion and may be plastic coated to improve its appearance. Where certain sports have a requirement for smaller fence wire gaps e.g., cricket, that is noted on the design sheet.

Access

Access gates should open outwards away from the playing area to ensure the safety of players.

The access pathway to the PlayZones must be a minimum of 1.8m in width unless there are unavoidable pinch points where the width can be reduced to 1.2m for no greater than 6m in length. Ensure a minimum clear height of 2.1m is maintained under trees, canopies etc.

Access routes should be level or have the shallowest gradients possible. Where the route is steeper than 1:60, but not as steep as 1:20, it must have a level landing for each 0.5m rise along the route. For more details, please refer to Sport England Design Guidance Note - Accessible Sports Facilities (available from www.sportengland.org).

Floodlights

Good quality lightning is essential to making PlayZones safe, allowing a variety of sports to be played and encouraging access in the evenings, all year round. The Football Foundation won't support PlayZone projects where floodlights are not provided. Long life and energy efficiency underpin our recommendations and we strongly encourage the use of LED lighting.

Set out in the table below are our agreed floodlighting Lux levels for each design combination:

Design	Lux level
Football only	120
Football & Rugby	120
Football & Cricket	200
Football & Hockey	120
Football & Netball	120
Football & Basketball	200

New build PlayZones should use a two-floodlight column system with an aim of achieving 0.65 uniformity. Refurbishment projects should look to utilise existing floodlight systems in the first instance, with an aim of achieving the same uniformity.

It should be noted that fenced and floodlit facilities will require planning approval from your local authority. This should be discussed with your design consultants.

Goalposts, other sports fixtures, and storage

Where possible, designs have accounted for sports fixtures being built into the fencing e.g., goalposts, basketball & netball hoops, and fixed fence cricket wickets. Where that isn't possible e.g., the cricket wickets needed to activate the centre strip, or more ad-hoc loose equipment, each PlayZone has been designed with a built-in storage solution where such equipment can be held securely.

Storage

Each PlayZone has been designed with a designated storage area within the pitch fence line. Design consultants should plan to build in the most appropriate storage solution for the planned site activation.

Sustainable solutions

We want to look after the environment as much as possible therefore incorporating recycled, sustainable materials in the design and build of our PlayZones is a priority. If we can extend the life of lighting and fencing systems, this also is a sustainable policy.

Ultimately, we want to work toward 'net zero' PlayZones and aim to achieve the best results for the planet when we invest in these facilities.

Maintenance

It's essential you keep your PlayZone well maintained because this will prolong the life and keep it in a safe condition for users. When developing our PlayZone designs, we have tried to ensure that operational costs are kept as low as possible. The type and frequency of maintenance you will need to carry out depends on the type of surface installed and how much it is used. The maintenance requirements for your PlayZone will be based on your site management, usage, surface type, and planned for within your site business plan.

Polymeric surfaces

Rubber type surfaces require regular cleaning, occasional non residual chemical treatment to remove algae, lichen, and moss. Polymeric surfaces can wear so the surfacing and line markings can require repairs in high wear areas early in their life (2-3 years).

Synthetic Turf

The surface will require grooming and brushing regularly, with an annual clean and decompaction. Further interventions will be required as the turf system ages such as seam/line marking repairs, patching to high wear areas and the replacement of penalty spots.

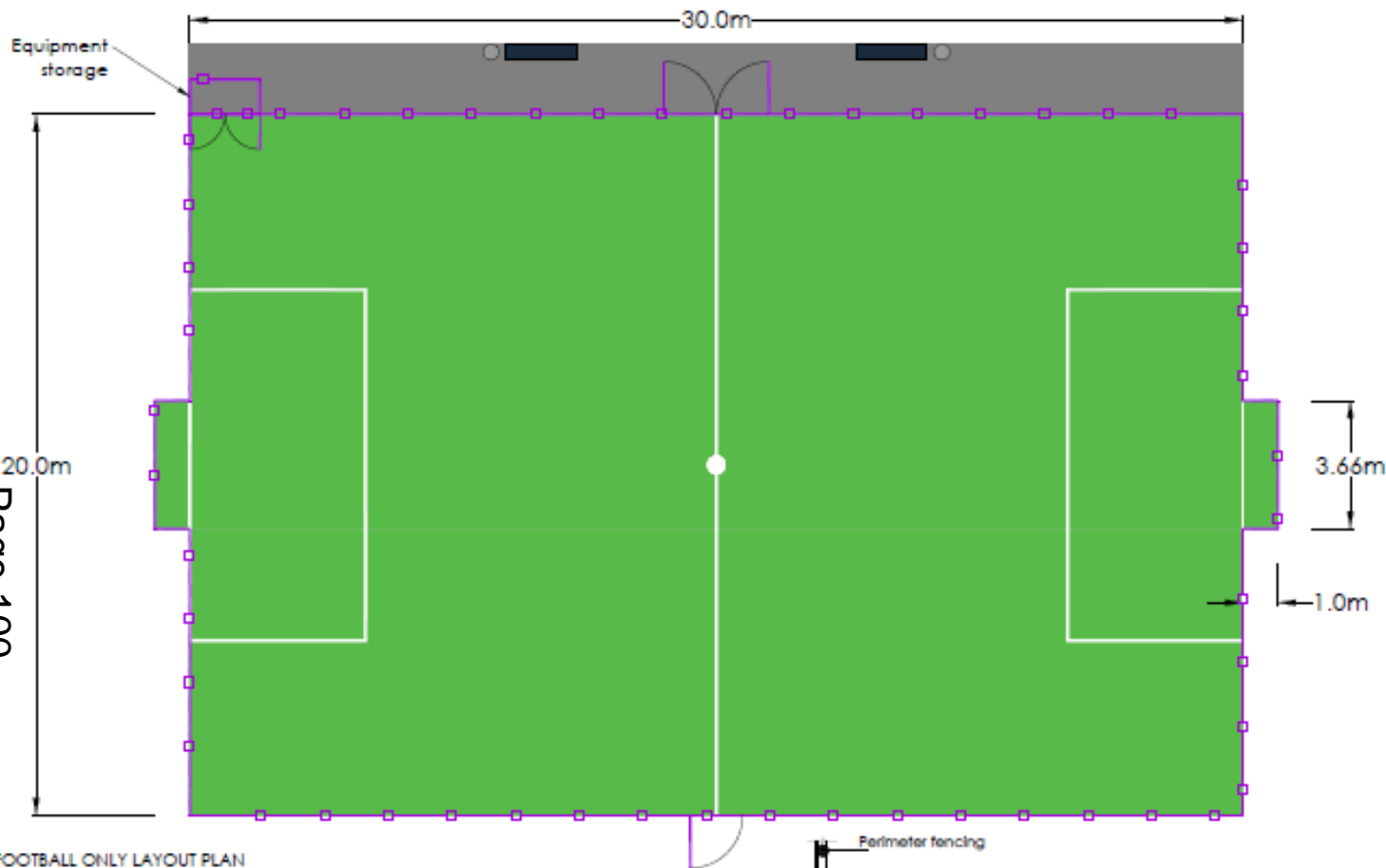
Sport Installation Warranty

You should expect a written warranty in respect to the installation and performance of the various aspects of infrastructure supplied to you. Client warranties should also include the base works and synthetic turf/surfacing system.

In the case of synthetic carpet, the manufacturer of the synthetic turf will provide the warranty, which is assignable to you the Client in addition to the warranty offered by the Contractor. If the surfacing is polymeric the warranties will differ from artificial turf warranties because these surfaces are normally installed by the Contractor.

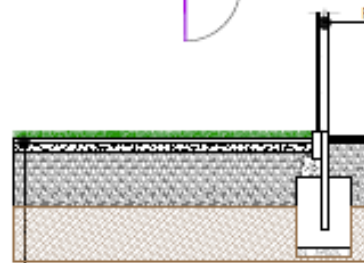
In the case of base works, the warranty should cover a period of 25 years, the fencing, footpaths, kerbs, and other performance related issues are covered.

With regards to fencing, the workmanship warranty covers installation for a period of 10 years' subject to correct maintenance.



- NOTES**
- 30m x 20m Pitch Markings
 - 5x3 Football, white (30m x 20m)
 - 10m x 5m Penalty Box
- KEY**
- Perimeter Fence
 - Football Line Markings
 - 3G Playing Surface
 - Waiting Area
 - Bench
 - Waste Bin

01 FOOTBALL ONLY LAYOUT PLAN
SCALE: 1:125



- Type 5 3G Synthetic turf
- Prefabricated shockpad
- Blinding Layer
- Sub-base (Modified Type 3 Stone) inc. blinding layer
- Substrate

- 40mm
- 15mm approx
-
- 250mm
-

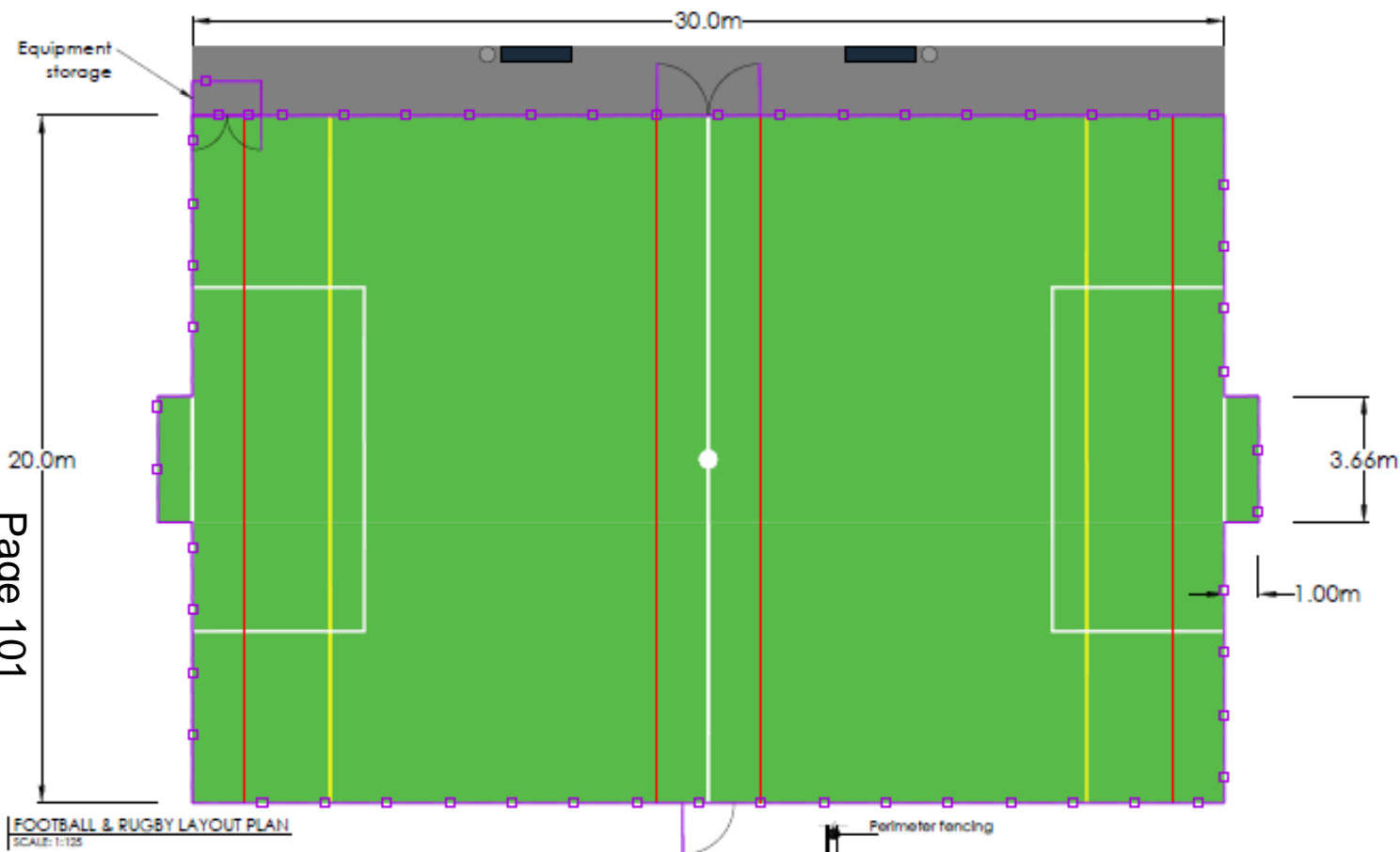
AA TYPE 1 MACADAM MUGA
SCALE: 1:25

SPORTS LABS CONSULT

info@sportslabsconsult.com

FOOTBALL FOUNDATION
GENERAL ARRANGEMENT
FOOTBALL ONLY MUGA LAYOUT

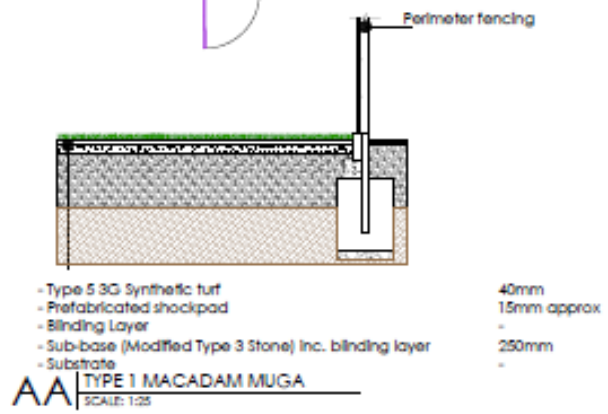
DATE: 01/08/22	SCALE: 1:125	DATE: 01/08/22
DWG. NO: 100	REV. NO: 01	DATE: 01/08/22



- NOTES**
- 30m x 20m Pitch Markings
 - 5v5 Football, white (30m x 20m)
 - 10m x 5m Penalty Box
 - Rugby, yellow (24m x 20m)
 - 4m Try Area
- KEY**
- 3.0m High Goal Line Fence
 - Rugby Line Markings
 - Half Pitch Rugby Line Markings
 - Football Line Markings
 - 3G Playing Surface
 - Walling Area
 - Bench
 - Waste Bin

Page 101

01 FOOTBALL & RUGBY LAYOUT PLAN
SCALE: 1:125

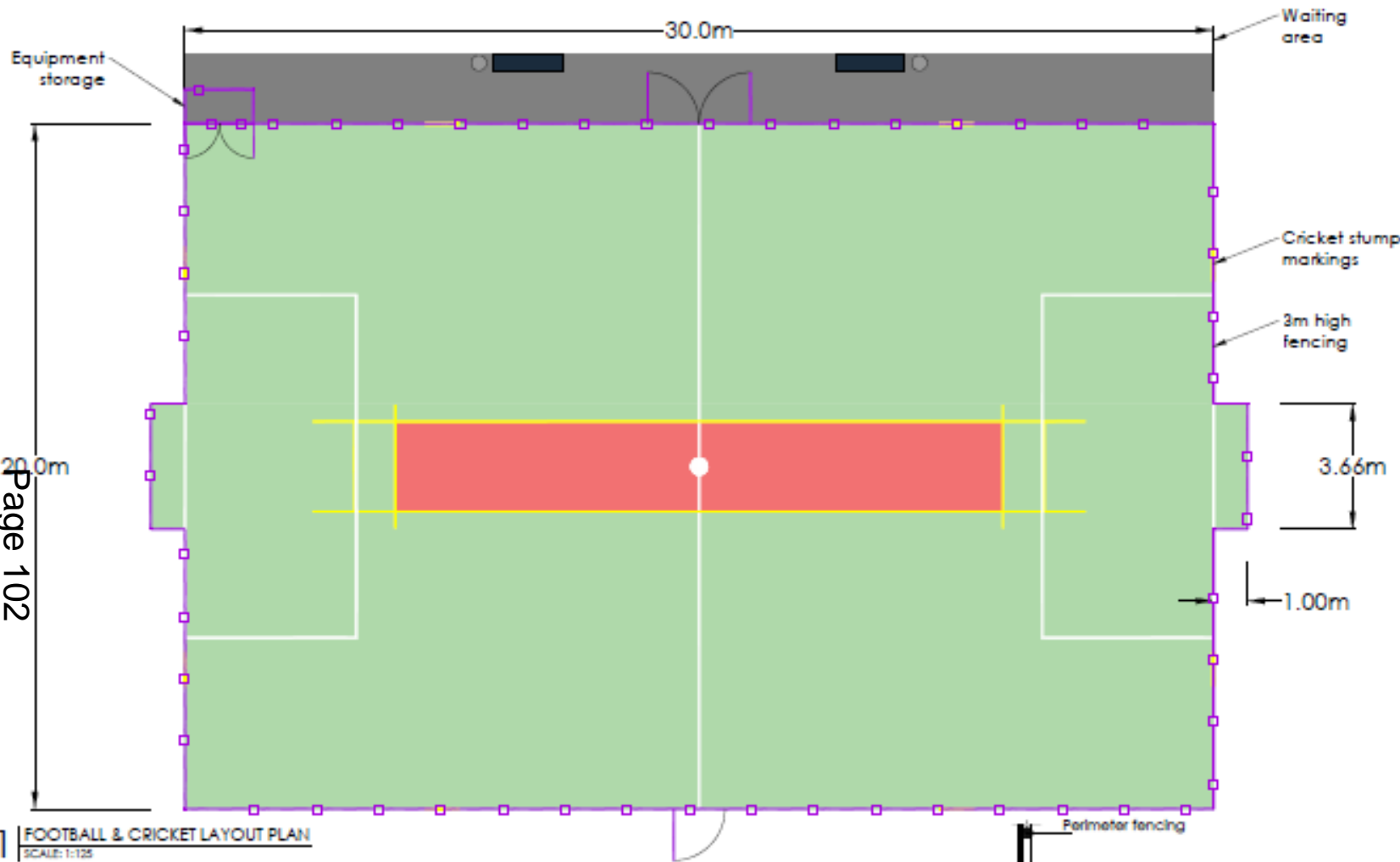


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FOOTBALL FOUNDATION
GENERAL ARRANGEMENT
FOOTBALL & RUGBY MUGA LAYOUT

DATE: 01/08/22	SCALE: 1:25	DATE: 01/08/22	SCALE: 1:25
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NOTES

30m x 20m Pitch Markings
 5v5 Football, white (30m x 20m)
 10m x 5m Penalty Box

Cricket, yellow/red (30m x 20m)
 17.74m x 2.64 Crease.

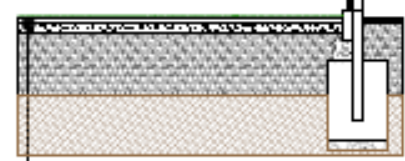
Floodlights to achieve a maintained average of 200 lux across the playing area.

40mm fence wire required for cricket.

- KEY**
- 3m High Perimeter Fence
 - Cricket Line Markings
 - Football Line Markings
 - 2G Playing Surface
 - Waiting Area
 - Bench
 - Waste Bin

Page 102

01 FOOTBALL & CRICKET LAYOUT PLAN
 SCALE: 1:125



- Type 5 2G Synthetic turf - Sand Dressed
- In-situ shockpad
- Asphalt Layer
- Sub-base (Modified Type 3 Stone) Inc. blinding layer
- Substrate

- 20mm
- 15mm approx
- 50mm
- 250mm

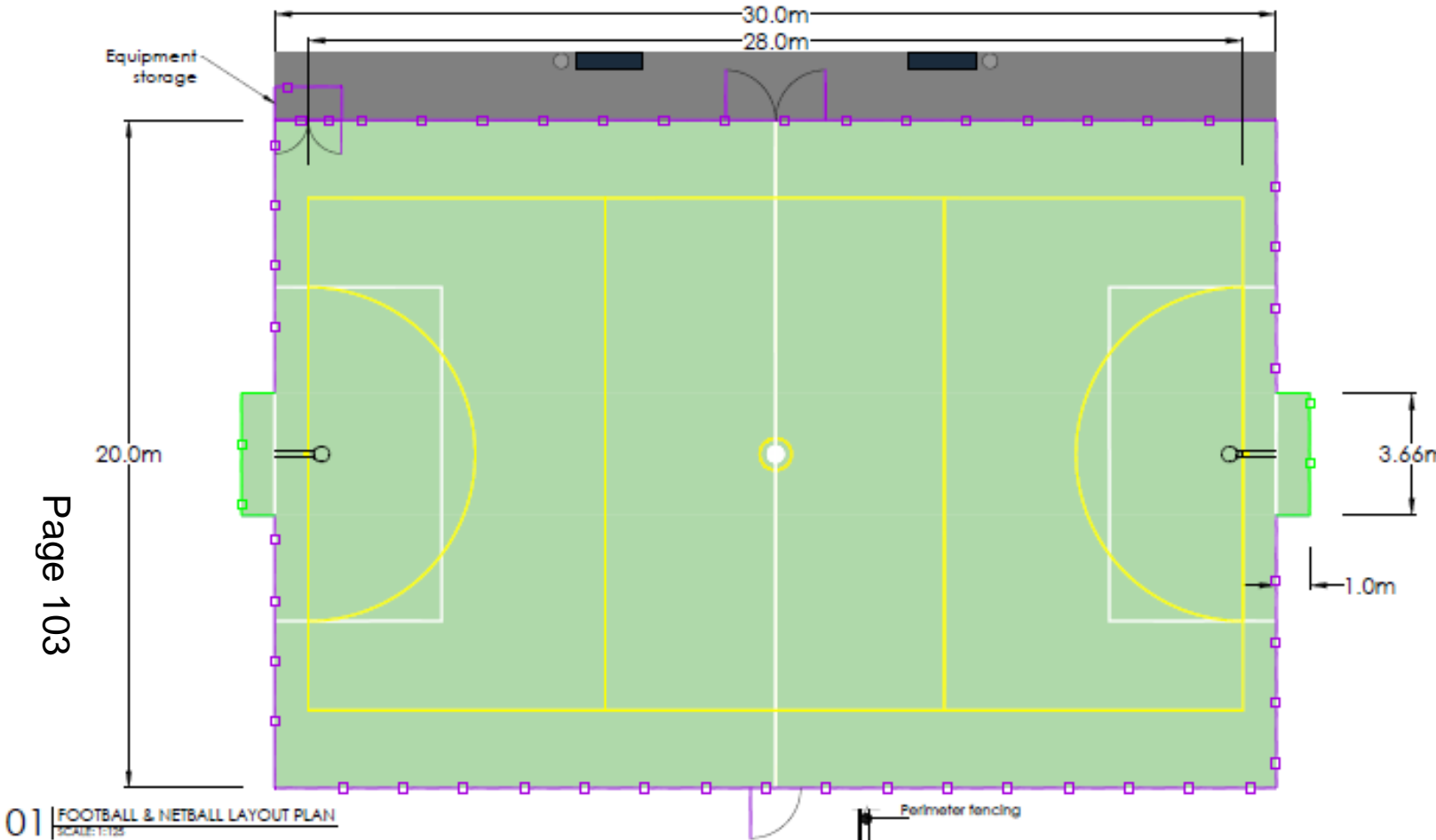
AA TYPE 1 MACADAM MUGA
 SCALE: 1:25

sportslabsconsult

info@sportslabsconsult.com

**FOOTBALL FOUNDATION
 GENERAL ARRANGEMENT
 FOOTBALL & CRICKET MUGA LAYOUT**

DATE: 08/09/22	DRAWN: [Name]	CHECKED: [Name]
BY: 102	SCALE: 1:125	PROJECT: 02



NOTES

30m x 20m (11th Markings)
 5v5 Football, white (30m x 20m)
 10m x 5m Penalty Box

Netball, yellow (30m x 15.35m)

Note that netball court is not standard length and may not be acceptable for competitive use.

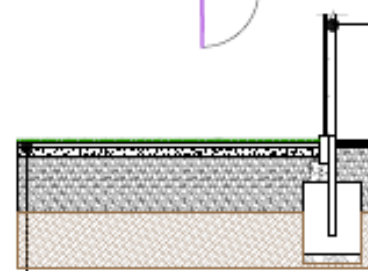
Floodlights to achieve a maintained average of 200 lux across the playing area.

KEY

- 3m High Perimeter Fence
- 4m High Perimeter Fencing
- Netball Line Markings
- Football Line Markings
- 2G Playing Surface
- Waiting Area
- Bench
-

Page 103

01 FOOTBALL & NETBALL LAYOUT PLAN
 SCALE: 1:125



- Type 5 2G Synthetic turf - Sand Dressed
- In-situ shockpad
- Asphalt Layer
- Sub-base (Modified Type 3 Stone) inc. blinding layer
- Substrate

- 20mm
- 15mm approx
- 50mm
- 250mm
-

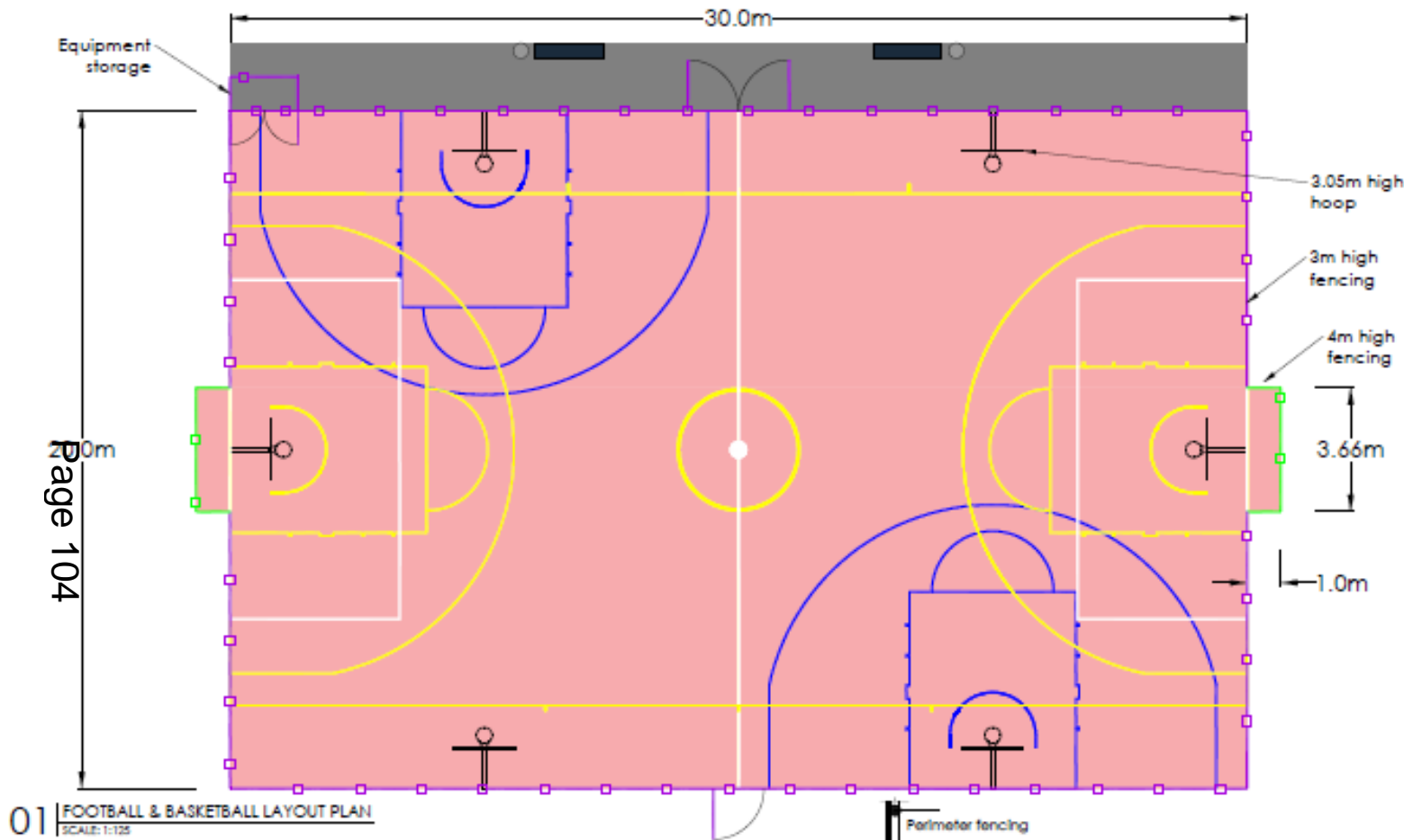
AA TYPE 1 MACADAM MUGA
 SCALE: 1:25

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info@sportslabsconsult.com

FOOTBALL FOUNDATION
 GENERAL ARRANGEMENT
 FOOTBALL & NETBALL MUGA LAYOUT

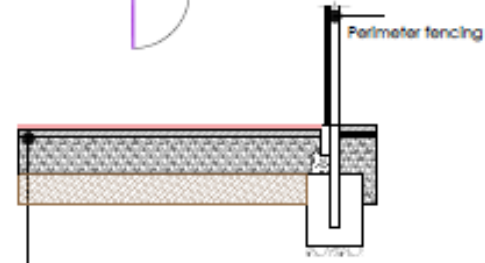
DATE: 08/09/22	BY: SL	SCALE: 1:125
DATE: 10/09/22	BY: SL	SCALE: 1:125



- NOTES**
- 30m x 20m Pitch Markings
 - 5v5 Football, white (30m x 20m)
 - 10m x 5m Penalty Box
 - Basketball, yellow (30m x 15m)
- Note that basketball court is not standard length and may not be acceptable for competitive use.
- KEY**
- 3m Perimeter Fence
 - 4m Perimeter Fence
 - Basketball Line Markings
 - Crossover Basketball Line Markings
 - Football Line Markings
 - Type 4 Polymeric Playing Surface
 - Waiting Area
 - Bench
 - Waste Bin

Page 104

01 FOOTBALL & BASKETBALL LAYOUT PLAN
SCALE: 1:125



- Type 4 Polymeric surfacing
 - Porous asphalt surface layer
 - Porous asphalt base layer
 - Sub-base (Modified Type 1 stone) inc. bedding layer
 - Pitch substrate - Formation Level (min 5% CBR)
- 13-15mm
25mm
40mm
200mm

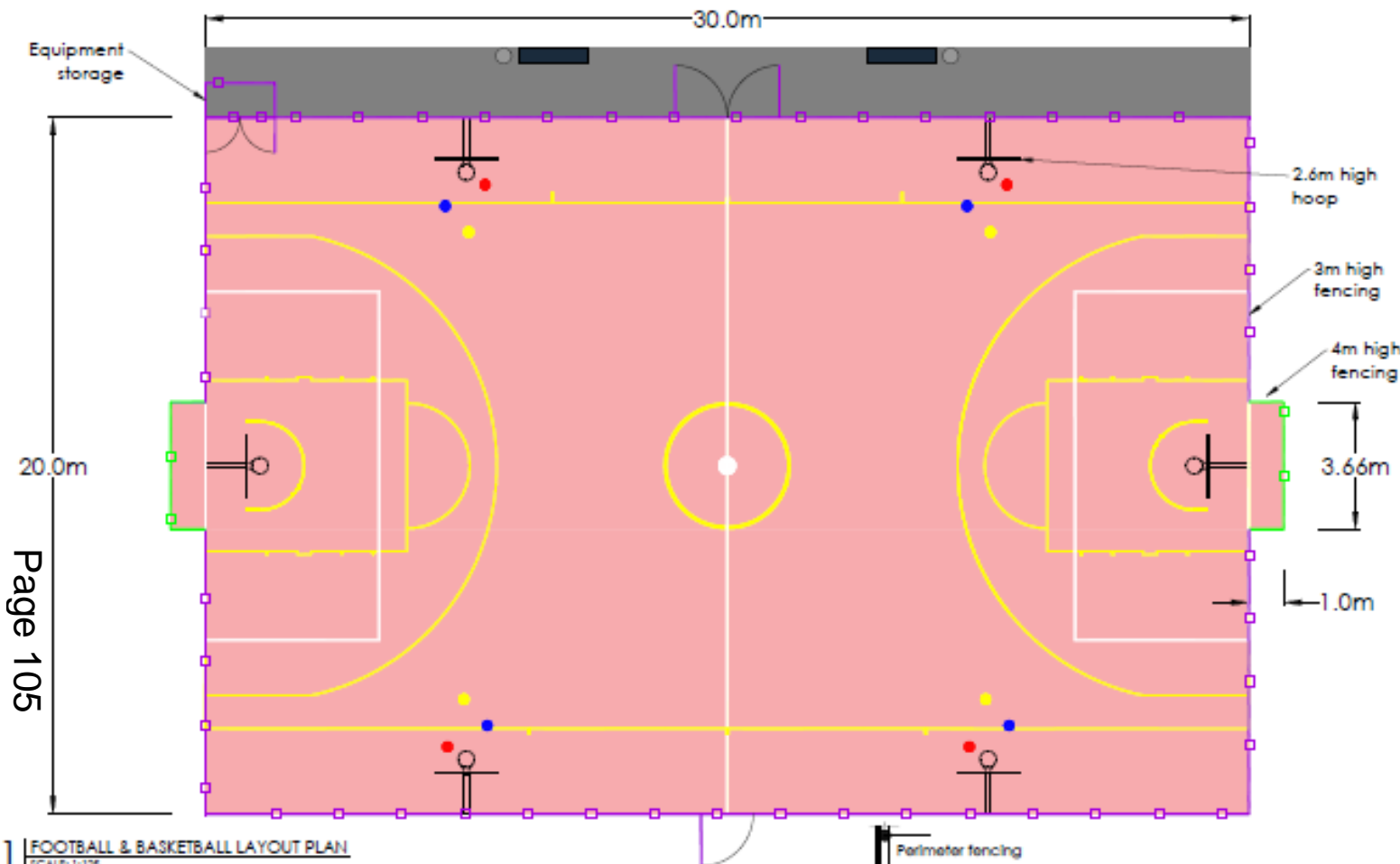
AA TYPE 1 MACADAM MUGA
SCALE: 1:25

SPORTS LABS CONSULT

info@sportslabsconsult.com

FOOTBALL FOUNDATION
GENERAL ARRANGEMENT
30m x 20m MUGA LAYOUT

DATE: 10/08/22	REV: 01	SCALE: 1:125
DESIGNER: [Name]	CHECKED: [Name]	APPROVED: [Name]



NOTES

30m x 20m Pitch Markings

3v3 Football, white (30m x 20m)
10m x 5m Penalty Box

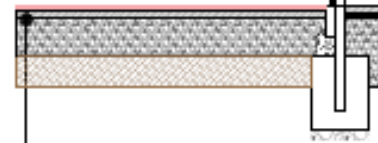
Basketball, yellow (30m x 15m)

Note that basketball court is not standard length and may not be acceptable for competitive use.

KEY

- 3m Perimeter fence
- 4m Perimeter fence
- Basketball Line Markings
- Croosplay Basketball Line Markings
- Football Line Markings
- Type 4 Polymeric Playing Surface
- Croosplay Basketball Shooting Spots
- Walling Area
- Bench
- Waste Bin

01 FOOTBALL & BASKETBALL LAYOUT PLAN
SCALE: 1:125



- Type 4 Polymeric surfacing
- Porous asphalt surface layer
- Porous asphalt base layer
- Sub-base (Modified Type 1 stone) inc. blinding layer
- Pitch substrate - Formation Level (min 5% CBR)

- 13-15mm
- 25mm
- 40mm
- 200mm
-

AA TYPE 1 MACADAM MUGA
SCALE: 1:25

104.2

info@sportslabscarell.com

FOOTBALL FOUNDATION
GENERAL ARRANGEMENT
30m x 20m MUGA LAYOUT

DATE: 10/08/22	SCALE: 1:25	PROJECT: 104	REVISION: 01
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104.2



Report to Policy Committee

Author/Lead Officer of Report: Tammy Barrass

Tel: 07837 682152

Report of: Ajman Ali
Report to: Community Parks and Leisure Policy Committee
Date of Decision: 14th November 2022
Subject: Leisure and Entertainment Procurement Update

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 981				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Purpose of Report:

To provide an update to members of the Communities, Parks and Leisure Committee on progress made towards implementing the outcomes of the Leisure Review Report which was approved by the Co-operative Executive in November 2021. Including progress towards appointing a new operator for Sport, Leisure and Entertainment Venues from September 2024.

Recommendations:

That members of the Communities, Parks and Leisure Committee note the content of the report, including the envisaged approach to procurement and the inclusion of social outcome requirements within the Specification for Services.

Background Papers:

Leisure and Entertainment Services Review approved by Co-operative Executive
17th November 2021

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: /Jonny McQuillin
		Legal: Richard Marik
		Equalities & Consultation: Louise Nunn
		Climate: Jessica Rick
	<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	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Richard Williams
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Tammy Barrass	Job Title: Head of Sport Leisure and Health
	Date: 03/11/2022	

1. PROPOSAL

1.1 In November 2021 the Co-operative Executive approved a programme of investment into the Councils' Leisure and Entertainment facilities. This was coupled with approval for the Council to undertake a competitive procurement process to appoint an external partner to run our sport, leisure and entertainment facilities from September 2024 onwards.

1.2 This report provides an update on this work and outlines our approach to selecting an external partner/s from September 2024 onwards.

1.3 **We have started conversations with providers to help inform our Procurement Strategy** We have spoken to several sport and leisure operators in recent months to help us shape the development of our procurement strategy and understand the appetite within the market to operate our sport and leisure venues.
We are confident that there is an appetite in the market for the management of Sheffield's facilities.
Further soft market testing is planned, working with specialist consultants, the outcome of this will be used to develop our procurement strategy.

1.4 **The facilities will be broken down into separate lots** Following feedback from the market we expect that the tender will be put out two separate lots, one Sport/Leisure (including golf) and a further lot for Entertainment (Arena and City Hall).
The breakdown of the lots will be explored further as the procurement strategy is developed to ensure that we get an operator with the appropriate skills and expertise to run each part of the estate.

1.5 **We have appointed specialist advice to help support the procurement process.** We have appointed IPW to support the process to select an operator for our entertainment venues (Arena and City Hall). Specialist advice is required to ensure we get the best possible commercial deal for the operation of these venues.
We are in the process of appointing additional support from SLC, the Sport and Leisure Consultancy, who worked with the Council on the original review of facilities. SLC will support the procurement of an operator/s for the Sport, Leisure and Golf estate.
In addition, we are also commissioning external legal advice to support the wind down of the existing Trust and transition to a new operator.

- 1.6 **The Sport and Leisure contract will be based on Sport England model form of contract** The Sport England Procurement Toolkit provides model forms of contract, which are seen as the standard within the sport and leisure industry. There are various model contracts (DBOM - Design Build Operate Maintain, LOC - Leisure Operating Contract) within the Toolkit which includes a standard set of Leisure Operating Contract terms and conditions.
- It is the Council's intention to use this model form as the basis for the new contract(s) incorporating the Council's specific requirements and including any relevant experience learnt from the Places Leisure contract which includes Graves, Thorncliffe and Wisewood Leisure Centres.
-
- 1.7 **The Specification for Services will be based on current leisure contract with Places Leisure updated to reflect current requirements** It is the Council's intention that the Specification for Services, which supports the operation and management of the Sport and Leisure facilities, is based on the existing arrangements with Places Leisure, updated to take into account the latest Sport England guidance and any additional requirements.
-
- 1.8 **Work is taking place to test our financial assumptions** Work is being undertaken to review the business case and financial modelling that was agreed by the Co-operative Executive in November 2021, this will take into account recent financial challenges including increasing energy costs, Real Living Wage increases and inflation. This review will inform the scheduling of future developments to ensure that they remain affordable in the current financial climate. This work is not expected to impact on the decision to procure a new operator from September 2024 but it may have implications for the timings of investment. A further report will be presented to the Finance Sub Committee once this work is concluded.
-

1.9 **Specification Development/Social Outcomes**

In order to support the selection of a new operator/s, work has begun to develop the Specification for Services for the Sport, Leisure and Golf Contract. Alongside the standard requirements included in the Sport England template documentation we plan to include the following social outcome requirements:

- 1.9.1 **Concessionary Pricing** Bidders for Sport and Leisure venues will be expected to offer a concessionary pricing scheme as part of their offer. The Council will require a

reduction of at least 30% against headline prices for all membership types and pay and play activities. The reduced prices will be available to anyone in receipt of in work and out of work benefits (further details of the proposed eligibility are provided in Appendix 1).

A bench marking exercise has taken place with other core cities and it was noted that there are currently a wide range of varying discount and concessionary schemes being offered. Active Nottingham offer up to 50% concessions for certain activities, whereas, Leeds offer between 20% and 40% dependant on the activity.

Manchester’s “Better” scheme, which is a charitable social enterprise offering a wide range of active memberships in Leisure Centres. Concessionary members are offered off peak access at a discounted rate and up to 30% off other activities and services. Whereas, Bristol have different charges depending which centre the customer visits.

Sheffield Places Leisure concession prices are discounted at 30% and Sheffield City Trust currently offer 40%, therefore, it is considered that Sheffield offers competitive rates and the evaluation of the procurement exercise will seek inclusion of a concessionary pricing scheme with a simple application process.

Bidders will also be asked to tell us about their experience and success to date when offering concessionary schemes and how they plan to advertise and promote the scheme to ensure maximum take up.

1.9.2

**Sustainability/
Environmental
improvements**

Reduction in the production of waste

- Commitment to work towards Zero to Landfill waste contract
- Production and implementation of an agreed annual Waste Management Strategy
- Annual reduction in waste produced and increase in recycling

Increased water and energy efficiency through reductions in water, electricity and gas consumption

- Reduce carbon footprint and annual CO2 emissions, measured through;

-reduction in annual gas consumption each year
-reduction in annual electricity consumption each year

- -reduction in annual water consumption each year

Increase the number of people utilising green forms of travel that have minimal impact on the environment and reduction in car journeys

- Produce and implement a Green Travel Plan
- Ensure the development of secure cycle parking at each Facility

1.9.3 **Support local people to have the skills to prosper**

Increase number of school leavers in employment

- Develop links with schools, special schools, further and higher education establishments and offer apprenticeships each year
- Support young people into work by delivering employability support (e.g. mock interviews, careers guidance) to school leavers and college students each year
- Provide work experience places each year for local school children
- Provide work experience places each year for Young People Not in Education, Employment or Training (NEETs)

Provide work experience places each year for adults with disabilities

Help local people develop the skills to access new job opportunities

- Actively promote training courses such as life-guarding and coaching qualifications to the local community to encourage the up-skilling and potential employment of local residents

1.9.4 **Support safe and inclusive neighbourhoods**

Support a reduction in youth anti-social behaviour

- Work with Youth Services to develop and deliver an annual Physical Activity Development Plan and associated marketing campaigns with specific activities targeted at teenagers, including those from vulnerable groups
- Undertake annual user and non-user surveys, including in accessible formats, to identify diversionary activities that will encourage increased participation in sport and physical activity by teenagers, including those from vulnerable groups
- Annual increases in the number of young people

aged 10-24 participating in regular activities

1.9.5 **Community Outreach**

Agree and implement a community outreach programme

- provide sports activities/ sessions in wider community settings that are accessible and familiar e.g. parks, housing estates, adventure playgrounds and community centres to improve activity accessibility and build community cohesion
- Deliver a programme of community open day events (at least one per year per facility).
- Engage with local partnerships and community groups/organisations.
- Target non-user groups in the community
- Agree and implement a programme of non-user consultation to include vulnerable groups,
- Develop an annual customer user/nonuser forums to involve people of different backgrounds and different communities

2.

HOW DOES THIS DECISION CONTRIBUTE ?

2.1

It is expected that development of a detailed Specification for Services will help enhance the offer to customers and communities. An improved offer will attract and retain increased participation and usage of venues. The identified investment will support improvements to facilities to better meet customer expectations of a modern and welcoming leisure and entertainment offer. This will help to reduce inequalities, increase access and remove barriers to participation and encourage more people to be more active, more often. This will contribute to our Public Health objectives and the City's Move More outcomes

3.

HAS THERE BEEN ANY CONSULTATION?

3.1

A significant consultation exercise was carried out in December 2021/January 2022 which captured the views of over 2000 residents. This consultation has helped to shape a Sport and Leisure Strategy for the city and will help to inform the future priorities for the procurement of a new operator for the Council's Sport, Leisure and Entertainment estate

4.

RISK ANALYSIS AND IMPLICATIONS OF THE

DECISION

4.1 Equality Implications

4.1.1 The proposals identified within this report are expected to have positive equality of opportunity impacts. A detailed Specification for Services and investment in facilities will help to reduce barriers to participation and encourage more people to be more active, more often, especially those who don't currently use the facilities. Investment in facilities will improve equality of access ensuring that facilities are designed to be fully accessible and inclusive.

4.2 Financial and Commercial Implications

4.2.1 The Council will develop a Procurement Strategy with a detailed specification to support the appointment of an external partner/s to operate facilities from 2024. The approach identified in the report including the suggested social outcome measures will be used to shape the Specification for Services and Procurement strategy.

Work is being undertaken to review the business case and financial modelling that was agreed by the Co-operative Executive in November 2021, this will take into account recent financial challenges including increasing energy costs, Real Living Wage increases and inflation. This review will inform the scheduling of future developments to ensure that they remain affordable in the current financial climate. This work is not expected to impact on the decision to procure a new operator from September 2024 but it may have implications for the recovery rate of the investment. A further report will be presented to the Finance Sub Committee once this work is concluded.

4.3 Legal Implications

4.3.1 The Council has the power under the Local Government Miscellaneous Provisions Act 1976 to provide recreational facilities inside or outside its area as it thinks fit including premises for the use of clubs or societies having athletic, social or recreational objects; staff, including instructors, in connection with any facilities and facilities by way of parking spaces and places at which food and drink

may be bought from the authority or another person and the power to provide buildings, equipment, supplies and assistance of any kind.

The Council must ensure that any future contracting complies with the Public Contracts Regulations 2015, the Concession Contracts Regulations 2016, the Contract Standing Orders and the Constitution.

4.4

Climate Implications

4.4.1

Sheffield has an ambition to be a net zero carbon city by 2030 and commercial operators will be supported to work in partnership ensuring this target is reached. However, the aging facilities are hampering our efforts to meet net zero targets. The Council's Delivery Plan 2022/23 supports that this must be addressed as part of the Council's efforts to tackle the climate emergency.

Further work is being commissioned to identify opportunities to decarbonise our leisure buildings and this will shape how we progress development of the proposed new builds for Springs, Concord and Hillsborough as well as identifying areas for further decarbonisation improvements at the other sport and leisure sites.

A detailed Climate Impact Assessment will be developed to help shape the requirements of the Services Specification.

5.

ALTERNATIVE OPTIONS CONSIDERED

5.1

The Council has reviewed three possible options for the future management of facilities. This included in house, a Local Authority Trading Company (LATC) and appointment of an external partner. The in house and LATC options were not selected as they are more expensive and present a greater level of financial uncertainty and risk to the Council.

6.

REASONS FOR RECOMMENDATIONS

6.1

It is expected that development of the Procurement Strategy and detailed Specification for Services will help to enhance the offer to customers and communities. An improved offer will attract and retain increased participation and usage of venues.

The Leisure Review approved in November 2021 has shown that the procurement of an external partner from 2024 is the most financially advantageous and returns the highest level of income to the Council.

The external procurement exercise will also provide a greater level of financial certainty as a management fee will be set as part of the contract procurement and financial risk can be transferred to the external partner.

APPENDIX 1

Concessionary Discount Eligibility

Discount will apply to household unless otherwise stated below

Income Related Benefits

- ✓ Income Support
- ✓ Income based Job Seeker
- ✓ Income related Employment Support Allowance (ESA)
- ✓ Pension Credit (Only applicable to adult receiving benefit)
- ✓ Working Tax Credit
- ✓ Child Tax Credit
- ✓ Universal Credit
- ✓ Housing Benefit
- ✓ Children under 17 of families qualifying for the above means tested benefits should also be entitled to the discount

Qualifying Disability Entitlement

- ✓ Disability Living Allowance (DLA) (Only applicable to adult or child receiving allowance)
- ✓ Personal Independent Payment (PIP) (Only applicable to adult or child receiving PIP)
- ✓ Blue badge holders (Only applicable to adult or child who is a blue badge holder)
- ✓ Attendance allowance (Only applicable to adult receiving allowance)
- ✓ War disablement pension (Only applicable to adult receiving pension)
- ✓ Disabled person bus pass (Only applicable to adult or child receiving allowance)
- ✓ Severe disablement allowance (Only applicable to adult or child receiving allowance)

Other Qualifying Entitlement

- ✓ Children who are looked after by the local authority
- ✓ Young carers (if they have a [Young Carers Assessment](#) or a letter from their school, GP, MAST /social worker or from [Sheffield Young Carers](#) as evidence that they are a young carer. (Only applicable to young carer)
- ✓ Care Leavers (a letter must be provided from the Leaving Care Service to qualify) (Only applicable to adult or child who is a care leaver)
- ✓ Carers, unpaid adult carers with a '[Sheffield Carers Centre Carer Card](#)' as explained on their website (Carers Card must be shown to qualify) (Only applicable to adult carer)

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Report to Policy Committee

Author/Lead Officer of Report:

Rowan Longhurst, Service Manager - Countryside
and Ceri Ashton, Allotments Manager

Tel: 0114 2500500

Report of: Ajman Ali

Report to: Communities, Parks & Leisure

Date of Decision: 14.11.2022

Subject: Proposal for 2024/2025 Allotment rents

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1283				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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:-				
<p><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></p>				

Purpose of Report:

To seek approval for an increase in allotment rent and water charges for 2024/2025 by 5.5% (an increase below current inflation)

Recommendations:

- 1) That the rent for allotments in 2024/2025 is increased by 5.5%
- 2) That this increase is at a below-inflation increase for 2024/2025 only, due to the current cost of living crisis.

Background Papers:

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

Minutes of the Allotment Advisory Group meeting 27.07.2022

Outcomes of rent increase consultation survey, October 2022

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: James Lyon
		Legal: Louise Bate
		Equalities & Consultation: Ed Sexton
		Climate: Jessica Rick
<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	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Councillor Richard Williams
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 Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>(Insert name)</i> Ceri Ashton	Job Title: <i>(Insert job title)</i> Allotments Manager
	Date: 03.11.2022	

1. PROPOSAL

1.1 INTRODUCTION

1.1.2 Sheffield City Council fulfils its statutory allotment duty through the provision of over 3400 allotment plots across the City. Allotment rents and charges are reviewed annually and in line with the respective tenancy agreements. Tenants must be given 12 months' notice of any increase in rents.

1.1.3 Background – previous years

Increases since the last major review of rents for 2014/15 are as follows:

Date of increase	% increase
April 2014	60%
(No increase April 2015-April 2017)	
April 2018	1.8%
April 2019	2.7%
April 2020	2.6%
April 2021	2%
April 2022	2%
April 2023	2.9%

1.1.4 To mitigate the effects of the significant increase in 2014 (which was to protect the service during austerity), a new discount structure was put in place, increasing the discount for those on a low income or with disabilities from 50% to 75%. This remains in place. A large-scale consultation was carried out prior to the 2014 increase. The outcome was that most tenants would prefer to see rents increase than have a reduction in service.

1.1.5 A further large-scale consultation was carried out in 2018, regarding rent increases in line with inflation. The outcome was that most tenants were happy for rents to go up in line with inflation, on a year-by-year basis, in order to protect the service.

1.1.6 **RENTS**

The allotments service is essentially self-financing. The rent and water charges collected fund the service. A rent increase in April 2024 would protect the service for customers and it is now proposed to increase Allotment rents by 5.5% (rounded to the nearest 5p). This proposed increase would be below current inflation. An increase below inflation is akin to a reduction, from a budget perspective. This is proposed for this year only, due to the current high level of inflation and cost of living crisis, and the outcomes of consultation. This proposal does not generate a saving to the Council. It protects the delivery of the service to a degree, enabling the Council to continue to provide decent allotment sites for people to grow their own food, but since the proposed increase is below inflation, there will be some reduction in the citywide site improvements which can be delivered. This proposal would enable us to maintain staffing levels, and continue with maintenance of the allotment sites

(repairs to infrastructure etc.). The proposal would enable us to continue with some of the annual citywide improvements (e.g. security fencing), but as it is below inflation, there would be some reduction.

- 1.1.7 Protecting the maintenance and enhancement of the allotment sites is in line with the 'Our Sheffield: one-year plan': ensuring that communities have access to high quality green spaces.

Summary of rental charges

Plot Type	Annual charge 2022/2023 (current year)	Annual charge 2023/2024 (already set)	Annual charge 2024/2025 5.5% proposal
Up to 100m²	£43.90	£45.20	£47.70
101m to 200m²	£89.70	£92.30	£97.40
201-300m²	£126.40	£130.10	£137.25
>301m²	£177.40	£182.50	£192.55
Parson Cross 1	£12.60	£13.00	£13.70
Parson Cross 2	£22.00	£22.60	£23.85
Pigeon Loft charge (rent only)	£55.10	£56.70	£59.80
Note: all these figures are totals including rent and water unless stated			

Breakdown

Current annual charges (2022/2023):

Plot Type	(A) Rent	(B) Water	(A+B) Total
Up to 100m²	£28.60	£15.30	£43.90
101m to 200m²	£58.10	£31.60	£89.70
201-300m²	£83.60	£42.80	£126.40
>301m²	£124.40	£53.00	£177.40
Parson Cross 1	£8.20	£4.40	£12.60
Parson Cross 2	£14.30	£7.70	£22.00
Pigeon Loft charge	£55.10		

Annual charges for 2023/24 (already set):

Plot Type	(A) Rent	(B) Water	(A+B) Total
Up to 100m²	£29.40	£15.80	£45.20
101m to 200m²	£59.80	£32.50	£92.30
201-300m²	£86.00	£44.10	£130.10

>301m ²	£128.00	£54.5	£182.50
Parson Cross 1	£8.45	£4.55	£13.00
Parson Cross 2	£14.70	£7.90	£22.60
Pigeon Loft charge	£56.70		

Proposed annual charges for 2024/2025:

Plot Type	(A) Rent	(B) Water	(A+B) Total
Up to 100m ²	£31.00	£16.70	£47.70
101m to 200m ²	£63.10	£34.30	£97.40
201-300m ²	£90.75	£46.50	£137.25
>301m ²	£135.05	£57.50	£192.55
Parson Cross 1	£8.90	£4.80	£13.70
Parson Cross 2	£15.50	£8.35	£23.85
Pigeon Loft charge	£59.80		

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The proposal supports the Corporate Plan priority of Thriving Neighbourhoods and Communities by improving access to leisure facilities and green and open spaces.

Allotments provide an opportunity to grow and consume food locally. This has a benefit in relation to reducing food miles and recycling through local composting. This is in line with the 'Our Sheffield: one-year plan', helping Sheffield to be a sustainable city, and contributes to our ambition to be a net zero carbon city by 2030.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 In 2018 a consultation with all allotment holders about rent setting was undertaken, via a questionnaire. The response rate to the questionnaire was 22%. 70% of those who responded indicated that they were in favour of small yearly increases in charges e.g. in line with inflation.
- 3.2 For 2024/25 initially a proposed increase of 9.4% (in line with inflation) was discussed at the Allotment Advisory Group meeting on 27th July 2022 (see minutes attached). Some concerns were raised, e.g. that the higher rents will put people off having an allotment, and a query about the legality of the basis for rent setting, which we do not believe was justified, since it arose from a misunderstanding of the distinction between the consultation process and the decision making process. The concerns about the size of the proposed increase were not unanimous. Some attendees were in support of the proposal. It was suggested that rather than increasing rents, we could reduce the annual budget for site improvements. This would impede our ability to maintain and improve the allotment sites.

In light of the concerns raised at the Allotment Advisory Group, and subsequently by Sheffield Allotment Federation and by some individuals, we have carried out consultation open to all tenants, via an on-line survey (with a paper-based option available). The results are presented in the table and chart below.

The response rate was extremely pleasing, with 28.30% of tenants completing the survey.

Option	Total	Percent
Rents are increased by 9.4% in 2024/25 and citywide site improvements continue as in previous years	270	29.77
Rents are frozen at 2023/24 levels for an additional year and citywide site improvements are significantly reduced	392	43.22
Rents in 2024/25 are increased but by less than 9.4% and there is a reduction in citywide site improvements	245	27.01

The results indicate that the majority of respondents were in favour of some degree of increase, to protect the site improvements (56.78%). However, 27.01% would prefer an increase of less than 9.4%, with some reduction in site improvements, whilst 43.22% would prefer a rent freeze and a larger reduction in site improvements. We are heartened that the majority of respondents understand that rent collected is reinvested into the service and feel that protecting the service is important. Taking these results into consideration, an increase in rent of 5.5% for 2024/2025 is proposed as a compromise, making allowances for the impact of the current cost of living crisis on our customers.

It has been stated by Sheffield Allotment Federation that:

‘The general feeling is that the allotments is a cash cow with high rents and little service.’

This suggests some misunderstanding, since the rents collected are reinvested in the service; however the results of the October 2022 survey suggest that this view is not widely held. Sheffield Allotment Federation and the allotment societies have the opportunity to shape the service via the Allotment Advisory Group. The results of the October 2022 survey suggest that the majority of tenants do value the service provided, since they are prepared to pay more rent to protect it.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 Overall, there are no significant differential, positive or negative, impacts from this proposal. The decision to increase annual allotment rents would impact on all our allotment holders. The increase in rent would be comparatively small (between £0.40 and £10.05 per customer per year, depending on the size of

plot, provision of water and entitlement to a discount). Discounts are already available to make allotments more affordable to those on a low income and of state pension age.

4.2 Financial and Commercial Implications

- 4.2.1 The Council continues to face significant financial challenges and must make difficult decisions about services that the people of Sheffield care deeply about.
- 4.2.2 The additional funds collected from the rent increase will be invested directly into the allotments service, however, inflation and costs are continuing to increase at a rate greater than the proposed 5.5% increase in rents to tenants. The outcome of the consultation is a compromise of a rent increase and a reduction in the level of service in order for the service to remain broadly self-financing.
- 4.2.3 It has been stated before that our rents are among the most expensive in the country. Direct comparisons with other authorities can be misleading, as there are many differences in how allotments are categorised and priced, the concessions available, and how the service is delivered. Our 75% discount for those on a low income or with disabilities is generous compared to other authorities; most offer lower discounts, or no discount at all. We feel that the large discount is fair, as it makes allotments more affordable for those who might struggle most otherwise. We are unusual in that all of our sites are directly managed by us, with no self-management (other than Rodney Hill's management of their own water supply). Self-management can be a way to keep rents lower, since some of the management of sites is done by volunteers. Previously there has been little appetite for self-management in Sheffield. Discussions at the Allotment Advisory Group have suggested that this may be changing, and this is something which will be explored further. However, any savings will be in the longer term.
- 4.2.4 We have sought to compare the rents to rental charges for agricultural land owned by the Council (although the two things are very different, since allotment holders receive different services and facilities). However, information for comparison was not available, since charges and reviews of charges for agricultural land depend on specific agreements.

4.3 Legal Implications

- 4.3.1 The City Council has a statutory duty under the Small Holdings and Allotments Act 1908 to provide allotments if it believes there to be a demand for them. Setting of allotment rents is governed by section 10(1) of the Allotments Act 1950 which provides that land let for use as an allotment should be let at "such rent as a tenant may reasonably be expected to pay" for land let on the same terms for such use, provided that the Council may let allotments at a reduced rent if satisfied that there are special circumstances affecting the tenant which make a reduced rent appropriate.
- 4.3.2 In the 1981 case of *Harwood v Borough of Reigate and Banstead* the High Court, when considering the reasonableness of a proposed rent increase, held

that the local council, and nobody else, was required to determine the rent that a notional (rather than a particular) tenant might reasonably be expected to pay and that in its determination it should:

- listen to representations made by or on behalf of its allotment tenants.
- take into account all relevant circumstances in a broad common-sense way
- give such weight as it thought fit to various factors in the situation
- come to a right and fair conclusion.

The Court gave guidance on the approach to be taken:

"... not to discriminate against this recreational activity as compared with other recreational activities. In other words, unless there are some very special circumstances relating to this particular recreational facility which, if it were some other recreational facility would require that a higher charge should be made for the use of that facility, then in the ordinary case if there is to be an increase in the rent charged then it should be in line with the increases that have been charged for the use of the other recreational facilities. "

4.3.3

The rent levels described in this report comply with the statutory requirements and are in line with the High Court's guidance and the discount structure sets out the circumstances in which it is appropriate to charge a reduced rent. Allotment rents are not being set at a level that will make a profit but to maintain a similar level of service (with a small reduction in site improvements). The proposal entails increasing rent by a relatively small proportion, and the majority of respondents to the survey were in favour of some level of increase, therefore we feel that the proposed increase is reasonable.

4.3.4

Because allotments are let on yearly tenancies the Council must provide 12 months' notice to tenants of any changes to the allotment tenancy agreement or the amount of rent to be collected.

4.4 Climate Implications

4.4.1 Due to the nature of this proposal (concerned with rent increase only) a full scored CIA is not required, however there are clearly climate related benefits from the maintenance of a quality allotments service.

4.4.2 The proposal will enable us to continue to deliver a quality allotments service, and hence enable our tenants to continue to grow their own food and reduce their carbon footprint. Allotments provide an opportunity to grow and consume food locally. This has a benefit in relation to reducing food miles and recycling through local composting. This is in line with the 'Our Sheffield: one-year plan', helping Sheffield to be a sustainable city, and contributes to our ambition to be a net zero carbon city by 2030.

4.4.3 Enabling tenants to grow their own food also reduces the use of food packaging and connecting people with the production of food helps encourage a reduction in food waste. Furthermore, many allotment holders choose to grow organically, so the provision of the allotment service helps tenants access organic food.

4.4.4 Maintaining a good quality allotment service also helps maintain the land in

productive use, providing biodiversity and carbon storage benefits.

4.5 Other Implications

4.5.1 HR implications

The proposal will help protect our ability to continue to employ the staff needed to provide the Allotments service

4.5.2 Property implications

The proposal will help us to continue to maintain our allotment estate, although since the proposed increase is below inflation there will be a reduction in the annual site improvements.

4.5.3 Public Health

The proposal will protect our ability to provide allotments for the people of Sheffield. There is considerable evidence that having an allotment has health benefits. For example, having an allotment helps combat loneliness. It can play a part in preventing and alleviating mental ill-health. It provides exercise, and increases the time spent outdoors, hence increasing vitamin D levels. It helps promote a diet of fresh, local, seasonal produce, and helps people enjoy the well-being benefits associated with a greater sense of connection to nature.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 Rents could be left at the same level. However due to inflation this would effectively be akin to a reduction in budget; quite a significant one due to the current high level of inflation. This was rejected because the current allotment budget is not felt to be larger than needed. A significant reduction in budget would decrease the level of service and site improvements.

5.2 An increase of 9.4% in line with inflation was initially considered, however this was rejected following the outcomes of consultation.

5.3 Rents could be increased by a larger amount, but this would go against the outcomes of the consultation.

Considering the results of the consultation questionnaire in January 2018, discussions at the Allotment Advisory Group, the survey of October 2022 and the need to deliver the service, an increase of 5.5% (below inflation) has emerged as the overall preferred option.

6. **REASONS FOR RECOMMENDATIONS**

6.1 The recommendation to increase the rents by 5.5% in 2024/25 protects the delivery of the service to a degree, whilst taking account of the results of consultation.

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**PARKS AND COUNTRYSIDE SERVICES
COMMUNITY SERVICES TEAM
ALLOTMENT ADVISORY GROUP
Minutes of Meeting**

**Wednesday 27th July 2022, 6-8pm
Town Hall/Zoom**

Present:

**Councillor Brian Holmshaw (Chair)
Ceri Ashton, Allotments Manager
Jane Bullimore, Allotment Officer (Minutes)
Rowan Longhurst, Countryside Service Manager
Phil Webster, Sheffield Allotment Federation
Charlie Smith, Parson Cross Allotments
Michael Jordan, Sheffield Allotment Federation
Rob Hawkins, Sheffield Allotment Federation
Michael Booth, Moss Way Allotment Society
Lee Vallett, Roscoe Plantation and Rivelin Valley Allotment Society
Andy Millman, Archer Lane Allotment Society
Alec Kokinis, Hangingwater Allotment Association
Paul Jordan, Crookes Quarry Allotment Society
Lovene Rhule, Sheffield Allotment Federation
Kenneth Webstone, Moss Way Allotment Society
Ann Marshall, Woodseats Allotment Society
Roger Haigh, Highcliffe Allotment Society
Stephen Hyde, Moss Way Allotment Society
David Marshall, Roscoe Plantation and Allotment Society
Dave Martin, Roscoe Plantation
Dan Bilton, Walkley Bank Allotment Society
Catherine Marshall-Marsden, Manor Allotments
Tony Mays, Rustlings Road
Steve Marples, Hagg House Allotment Society
Councillor Barbara Masters, Ecclesall Councillor
Councillor Cliff Woodcraft**

ITEM	DETAIL	ACTION
1.	<p>Introduction</p> <p>Councillor Brian Holmshaw introduced the meeting and explained that he is the current Chair of the Allotment Advisory Group (in his second year). He enjoys the role.</p>	
2.	<p>Apologies for Absence</p> <p>Councillor Marianne Elliott</p>	

ITEM	DETAIL	ACTION
3.	<p>Minutes and Matters Arising</p> <p>Attendees introduced themselves</p> <p>Minutes from March meeting agreed as a true record.</p>	
4.	<p>Annual Report</p> <p>Ceri presented the Annual Report which had been circulated prior to the meeting.</p> <p>Questions were taken. Steve Marples asked about the lockdown period and asked if we would be better prepared if there was a future one. Ceri said yes, as the necessary technology is in place now, but explained that a lot of the backlog of work had been caused by restrictions on what tasks officers could undertake due to Covid-19 restrictions, i.e. only undertaking essential journeys. Michael Booth asked if the staff are still working from home. Ceri said it is a mix at the moment and will be a hybrid in future. We are much better equipped to work from home than we were previously. Dave from Roscoe Plantation asked if society reps can go round a site and take note of plots of concern. Ceri replied that this can be helpful, but better still is for society representatives to accompany officers during site inspections (if possible, if schedules permit) as the societies are often aware of individuals' circumstances when the office may not be.</p> <p>Regarding staffing Councillor Holmshaw said there was continuity and stability in the team. Steve Marples asked if costs were less during pandemic, and had an underspend been carried over. Ceri explained that there had not been an underspend. A new database was purchased which is web-based and can be accessed securely from home (and was essential, as the old version was at risk of stopping working entirely due to Windows updates). A major fencing project had been completed at Woodseats allotments.</p> <p>Andy Millman asked about potential use of drones for inspections. Ceri said unlikely to be used for that purpose due to cost/ legal constraints. Michael Jordan felt it would be a waste of money. Ceri said if drones were to be used in future it would be in exceptional cases.</p> <p>Ceri ran through major projects listed in report. Michael said there were concerns with surfacing at Woodseats. Ceri said she would speak to Caroline (who looks after the site).</p>	<p>All</p>

ITEM	DETAIL	ACTION
	<p>Steve Marles said societies would like notice of flailing to avoid damage. Ceri said we can accommodate where we can. Our contractor can probably provide rough timescales but we don't have a lot of notice. Steve asked if societies can appoint contractors. Ceri explained that contractors working on behalf of SCC have to have met our criteria (insurance, safe systems of work etc). If sites were under self-management then societies could appoint their own contractors, but as landowners SCC would probably still have some stipulations. It was agreed that Self-Management should be a future agenda item. In the meantime, if people know of good contractors who offer good value for money, please pass their details on to the officers, and we will check whether they are already SCC contractors, or whether they could be in the future. Rowan explained that a broader pool would be really helpful as costs for all types of site maintenance are escalating, and many of our regular contractors are extremely busy.</p> <p>Ceri talked through numbers of Notices to Quit issued for non-payment. She appealed for help from Societies to help encourage tenants to pay on time, or to help us understand what the barriers are, since dealing with late payments takes up a great deal of time, at a time when the officers should be focussing on other things like site inspections. Charlie from Parson Cross asked why smaller amounts can't be collected by direct debit. Ceri explained that the amount is set by the Council's Finance Team and is currently only for amounts over £85, because it isn't financially viable to collect small amounts by direct debit.</p> <p>Michael Booth queried low NTQ non cultivation figures. Ceri explained that the team had gone in more softly with the inspections in 2021 because the pandemic was still having a major impact on many people's lives, but that the figures for 2022/23 would be far far higher, with very many Notices to Quit having been issued already.</p> <p>Charlie asked about other ways to get plots strimmed. Societies have helped in some instances and the Probation Service have done a lot of work for us but can't be everywhere. Checks are required where they use power tools.</p> <p>Ceri asked Societies to send through their comments re aspirations for next year. Steve Marples said he had sent through information for Hagg House.</p>	

ITEM	DETAIL	ACTION
5.	<p>Michael Jordan queried progress on the Information Sharing Agreement. Ceri explained that it had been sent to Hagg House allotment society, who had requested some changes, which were being looked at.</p> <p>Alec Kokinis asked what the exclusion list was. Ceri explained that people are excluded from applying for a plot for one year after losing a tenancy via a Notice to Quit for non-payment, and must clear all arrears before being offered another plot. People are excluded for one year after losing a plot through a non-cultivation NTQ. You can be excluded for up to 10 years for more serious breaches of tenancy.</p> <p>There was a discussion about availability of wood chippings – arborists can get money for chippings used for biomass now so they are more scarce.</p> <p>Rents 2024/2025</p> <p>Ceri explained that we need to look at rents for 2024/25 now because tenants need one year’s notice of rent, and changes to the decision-making processes. The information goes out in January/February but the decision now needs to be signed off by a committee of Councillors (formerly it was an individual executive member).</p> <p>Ceri presented a proposal that rents go up in line with inflation – an increase of 9.4%.</p> <p>Comments were invited. Michael Booth said he thinks the increase would mean losing a lot of tenants. Ceri asked if he could suggest any alternatives. Michael said he thought tenants would rather a reduction in the winter site improvements than an increase in rent. Michael Jordan shared this view. He said allotments served to subsidise costs for people on low incomes. Ceri said that the feedback from the group would be passed to the decision-makers encouraged societies to get back to her with their views; they could do so after the meeting if they needed time to think and consult with their members. The decision-making committee meets in September so comments would need to be made well in advance of then. The Federation can submit their comments to the Committee.</p> <p>Ann said that while no one wants increases she feels there is a need to be realistic and £200 for an allotment is still only £4 a week. She said people work their plots for a wide variety of reasons – including being part of a community and health benefits. She suggested we might look at having smaller plots</p>	

ITEM	DETAIL	ACTION
	<p>such as quarter allotments so people can still afford to have a garden.</p> <p>Alec Kokinis questioned whether the council's process for setting the rents complied with the requirements of section 10 of the 1950 Allotments Act which specifies that an allotment should be let '<i>at such rent as a tenant may reasonably be expected to pay for the land</i>'. A High Court Judge in the 2014 case relating to allotment rents in Leeds had said that he could not see how rents could be set within the Act '<i>without some sort of valuation exercise</i>' and had specifically pointed to comparisons to be drawn from agricultural rents. Mr Kokinis observed that the current high rate of inflation was being very much driven by increases in energy costs which did not so much impact upon agricultural rents. Ceri responded that she would refer his question to the legal section.</p> <p>Steve Marples asked if an increase could be amended if inflation comes down. Ceri explained that if inflation came down in the future, future rent increases would be smaller, but it was unlikely that rents would actually decrease. There was a discussion around setting rents for longer periods rather than making decisions annually. This can be considered as part of the policy review (in the previous large consultation, it was clear that tenants preferred rent decisions to be made annually).</p>	CA
	<p>Any Other Business</p> <p>Ceri gave a progress update regarding CCTV. A suitable product for 'covert' applications and sites without lighting columns nearby is still being sought. Crookes Marsh Lane being prioritised as pilot (where lighting columns are present nearby). We are awaiting a final price.</p> <p>A query was raised regarding the speed of letting plots. Ceri explained that electronic tenancies should be available soon, which will speed things up considerably, as it is not uncommon for documents to go astray in the post, and a lot of time is spent reminding applicants to return their signed agreements.</p> <p>Phil Webster said that something needed to be done to improve occupancy at Roe Woods. Probation have cleared many plots, but the new tenants have still failed to cultivate them. Ceri said how disheartening it had been. Such a lot of work has been done by Probation, by Phil and by the office, but it just isn't translating into improvements on the ground (whereas at the nearby Parson Cross site, the improvement in the condition of the site is very noticeable). Offering those on the waiting list for Norwood the opportunity to take on a plot at Roe Woods instead has been successful in the past. This can be repeated provided that there is sufficient waiting list at Norwood. It was suggested</p>	

ITEM	DETAIL	ACTION
	<p>that banners are used to advertise the fact that plots are available; on railings next to roads etc. Ceri agreed this should be tried.</p> <p>Steve Marples asked how things go on site improvements list. Ceri explained that here will be a discussion at next meeting. Projects can be suggested then, or in advance of the meeting.</p> <p>Ceri said she felt that the recent fire at Moss Way allotments needed to be mentioned. It is still not known how it actually started (but undoubtedly the hot dry weather was a significant factor).</p> <p>An update on the reivew of the policies, procedures, strategy, tenancy agreement and handbook was requested. Ceri responded that significant progress had been made earlier in the year, but that the project had been paused for the summer months while the team focussed on site inspections. Work on the project would resume soon.</p> <p>Burning – Michael Jordan asked about the potential of using a burning platform with a high chimney. Ceri said she would seek guidance from Enironmental Services. Concern was expressed about the fire hazard posed by dry material being stored on plots, because tenants are unable to dispose of it by burning in the summer months. Ceri said that this concern could be considered when the current policy is reviewed, and asked representatives to inform her of any significant immediate causes for concern.</p>	<p>CJ</p> <p>CA</p>
	<p>Date of next meeting</p> <p>Early September tbc</p>	

Allotment rents 2024/2025 survey

<https://sheffield.citizenspace.com/place/allotment-rents-2024-2025-survey>

This report was created on Wednesday 26 October 2022 at 12:38

The activity ran from 06/10/2022 to 21/10/2022

Responses to this survey: **907**

1: What is your name?

Add name here

There were 907 responses to this part of the question.

2: Allotment site:

Allotment site name

There were 907 responses to this part of the question.

3: Allotment plot number:

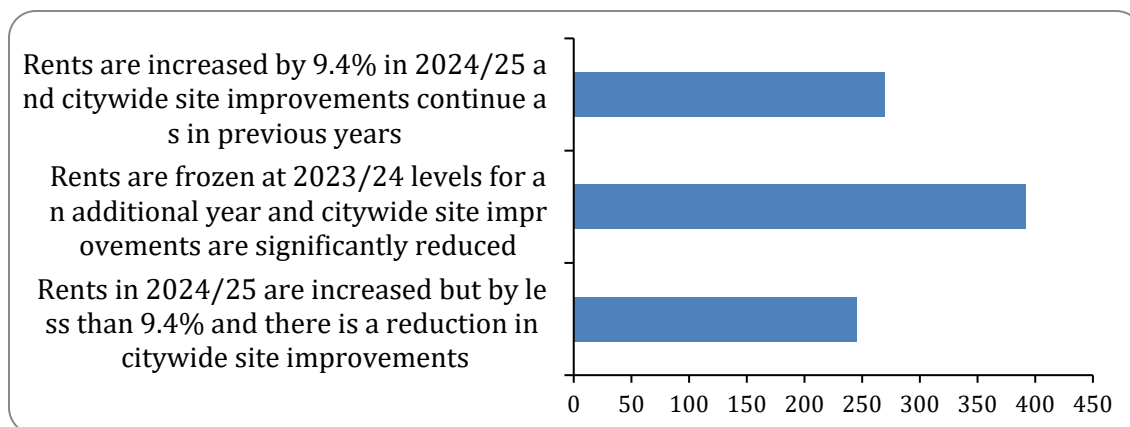
Allotment plot number

There were 907 responses to this part of the question.

4: Would you rather:

Rent answers

There were 907 responses to this part of the question.



Option	Total	Percent
Rents are increased by 9.4% in 2024/25 and citywide site improvements continue as in previous years	270	29.77%
Rents are frozen at 2023/24 levels for an additional year and citywide site improvements are significantly reduced	392	43.22%
Rents in 2024/25 are increased but by less than 9.4% and there is a reduction in citywide site improvements	245	27.01%
Not Answered	0	0.00%

Other comments

There were 472 responses to this part of the question.



Report to Policy Committee

Author/Lead Officer of Report: Ryan Keyworth,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Ryan Keyworth*
Report to: *Communities, Parks & Leisure Committee*
Date of Decision: *14th November 2022*
Subject: *Month 6 Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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:

This report brings the Committee up to date with the Council's financial position as at Month 6 2022/23

Recommendations:

The Committee is recommended to:

- Note the Council's financial position as at the end of September 2022 (month 6).

Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -	
1	<p>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.</p> <p>Finance: <i>Ryan Keyworth, Director of Finance and Commercial Services</i></p> <p>Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i></p> <p>Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>
<p><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></p>	
2	<p>EMT member who approved submission: <i>Eugene Walker</i></p>
3	<p>Committee Chair consulted: <i>Cllr Richard Williams</i></p>
4	<p>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 Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p>
	<p>Lead Officer Name: <i>Ryan Keyworth</i> <i>Jane Wilby</i></p> <p>Job Title: <i>Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
	<p>Date: 31st October 2022</p>

1. PROPOSAL

1.1 This report sets out the 2022/23 Month 6 financial monitoring position for the Council overall (1.2); by committee (1.3); and for the Communities, Parks & Leisure Policy Committee (1.4).

1.2 Council Portfolio Month 6 2022/23

1.2.1 The Council is forecasting a £18.6m overspend against the 2022/23 budget as at month 6.

Full Year £m	Outturn	Budget	Variance
Corporate	(464.6)	(463.2)	(1.4)
City Futures	46.7	46.8	(0.1)
Operational Services	113.3	113.4	(0.1)
People	313.5	295.9	17.6
Policy, Performance Comms	3.2	2.9	0.4
Resources	6.4	4.2	2.2
Total	18.6	(0.0)	18.6

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans (“BIPs”) not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(1.4)	(1.4)
City Futures	(0.1)	0.0	(0.0)	(0.1)
Operational Services	(5.8)	3.2	2.6	(0.1)
People	(0.4)	14.2	3.8	17.6
Policy, Performance Comms	(0.1)	0.3	0.2	0.4
Resources	(0.7)	1.7	1.3	2.2
Total	(7.1)	19.3	6.3	18.6

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M6 is set to be £18.6m leaving a remaining risk allocation of £16.7m

	£m	
Allocated reserves	70.0	
21/22 Budget overspend	19.8	
22/23 Base budget committed	15.0	
22/23 BIP shortfall	19.3	
22/23 pressures	6.3	} (£18.6m overspend @ M6)
22/23 in year mitigations	(7.1)	
Reserves used @ M6	53.3	
Remaining reserves	16.7	

1.3 Committee Financial Position

1.3.1 Overall Position - £18.6m overspend at Month 6

There is a £11.8m overspend in the Adult Health and Social Care Committee and a £6.5m overspend in the Education, Children and Families Committee	Full Year Forecast £m @ Month 6	Outturn	Budget	Variance
	Adult Health & Social Care	164.4	152.5	11.8
	Education, Children & Families	135.2	128.6	6.5
	Housing	8.6	8.8	(0.1)
	Transport, Regeneration & Climate	41.3	41.9	(0.6)
	Economic Development & Skills	11.0	11.0	(0.0)
	Waste & Street Scene	54.4	54.7	(0.3)
	Communities Parks and Leisure	44.9	45.4	(0.5)
	Strategy & Resources	(441.2)	(442.9)	1.7
	Total	18.6	(0.0)	18.6

Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery	Variance Analysis £m @ Month 6	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.5)	8.1	4.2	11.8
	Education, Children & Families	0.6	6.0	(0.1)	6.5
	Housing	0.0	0.0	(0.1)	(0.1)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.6)
	Economic Dev't & Skills	(0.1)	0.0	0.1	(0.0)
	Waste & Street Scene	(3.2)	0.4	2.6	(0.3)
	Communities Parks & Leisure	(0.8)	0.5	(0.2)	(0.5)
	Strategy & Resources	(1.0)	2.2	0.6	1.7
	Total	(7.1)	19.3	6.3	18.6

£6.3m of one-off savings are mitigating part of the ongoing overspend

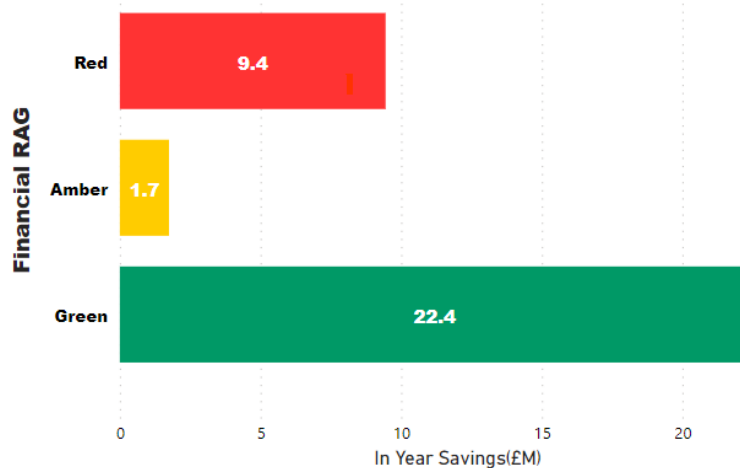
Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues.

The government's recent announcement on the energy price cap only gives us protection on current rates until the end of the financial year. Currently, the best open market prices we are able to achieve for 1 April 2023 onwards results in a doubling in the unit price of energy that we will face.

Balancing the 22/23 budget was only possible with £53m of BIPs, £33m are reported as deliverable in year	Budget Savings Delivery Forecast @M6 £m	Total Savings 22/23	Deliverable in year	FY Variance
	People	37.7	23.5	14.2
	Operational Services	7.1	4.0	3.1
	PPC	1.2	1.0	0.2
	Resources	6.7	5.0	1.7
	Total	52.7	33.4	19.3

Focus must be on delivering BIPs in 22/23 and preventing the budget gap from widening

Of the £33m BIPs forecast as being deliverable, £9.4m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.



Of the £19.3m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24 and form part of the baseline pressures captured in the draft medium term financial analysis presented to the Strategy and Resources Committee on 5th July 2022.

Adult Health and Social Care are forecast to overspend by £11.8m

The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.

Education, Children and Families are forecast to overspend by £6.5m

Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.

The committee position improved in M6 by £0.8m due to an additional grant contribution of £0.5m for Household Support mitigating an overspend in this area alongside reductions to staffing forecasts.

1.4 **Communities, Parks & Leisure Committee - underspend of £0.4m at Month 6**

The Communities Parks & Leisure Committee is forecast to underspend by £0.4m	Full Year Forecast £m @ Month 6	Outturn	Budget	Variance
	Community Services <i>(Community Safety; Family Centres; Youth Services; Community Services Business Support)</i>	10.4	11.1	(0.7)
	Parks, Leisure & Libraries <i>(Bereavement; Coroner and Medico Legal; Libraries and Archives; Parks and Countryside; Partnerships and Special Projects; Physical Activity and Sports; Public Health)</i>	33.7	33.4	0.3
	Integrated Commissioning <i>(Voluntary Sector)</i>	0.7	0.8	(0.1)
	Total	44.9	45.4	(0.4)
There is forecast to be a shortfall of BIP delivery of £0.4m relating to Parks and Libraries	Variance Analysis £m @ Month 6	One-off	BIPs	Trend
	Community Services <i>(Community Safety; Family Centres; Youth Services; Community Services Business Support)</i>	(0.5)	0.0	(0.1)
	Parks, Leisure & Libraries	(0.2)	0.5	0.0
	Integrated Commissioning <i>(Voluntary Sector)</i>	0.0	0.0	(0.1)
	Total	(0.8)	0.5	(0.1)
Community Services are underspending by £0.7m	<p>Most of the underspend is one-off. £254k funding relating to year 2 of the Page Hall project which is being requested to carry forward to 23/24. There is an underspend of £0.1m resulting from recruitment slippage for Community Support Workers (£0.1m). This month, forecasts have been adjusted to reflect an underspend of £225k in Youth Services due to delays in restructuring.</p>			
The impact of the proposed pay offer creates an additional £0.4m pressure to the committee	<p>The proposed pay award of £1,925 flat rate per employee was factored into forecasts in M4. The proposal leaves an additional pressure of £0.4m for the Committee.</p> <p>It should be noted that the extra pay offer cost is an initial indicative estimate only and has been included within the Parks, Leisure & Libraries activity for all services within the Committee, pending agreement with Unions.</p>			
£1.3m is forecast to be spent to support the community response team	<p>The forecast assumes £1.3m temporary funding will be drawn down to pay for staffing costs in community response for Clinically Extremely Vulnerable, Community Safety and Locality Teams.</p>			

This is one off funding and caution must be taken to ensure expenditure does not continue as a trend into 23/24 or an unfunded budget pressure will be created. Contracts to support the service are forecast to end by the end of the financial year.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications from this report.

4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

4.4 Climate Implications

4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

4.4 Other Implications

4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

6. REASONS FOR RECOMMENDATIONS

6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 6 2022/23.