

Council

**Wednesday 2 November 2022
2.00 pm**

**Council Chamber, Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend – Please see “PUBLIC ACCESS TO THE MEETING” below, for details of how to access the meeting, and the safety measures which apply.

COUNCIL

Wednesday 2 November 2022, at 2.00 pm

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Sioned-Mair Richards)

THE DEPUTY LORD MAYOR (Councillor Colin Ross)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Richard Shaw Sophie Thornton	10	<i>East Ecclesfield Ward</i> Vic Bowden Craig Gamble Pugh Alan Woodcock	19	<i>Nether Edge & Sharrow Ward</i> Nighat Basharat Peter Garbutt Maroof Raouf
2	<i>Beighton Ward</i> Kurtis Crossland Bob McCann Ann Woolhouse	11	<i>Ecclesall Ward</i> Roger Davison Barbara Masters Shaffaq Mohammed	20	<i>Park & Arbourthorne Ward</i> Ben Miskell Nabeela Mowlana Sophie Wilson
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Fran Belbin Abdul Khayum Abtisam Mohamed	21	<i>Richmond Ward</i> David Barker Mike Drabble Dianne Hurst
4	<i>Broomhill & Sharrow Vale Ward</i> Angela Argenzio Maleiki Haybe Brian Holmshaw	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Talib Hussain Mark Jones Safiya Saeed	14	<i>Gleadless Valley Ward</i> Alexi Dimond Marieanne Elliot Paul Turpin	23	<i>Southey Ward</i> Mike Chaplin Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Ruth Mersereau Martin Phipps	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayris	24	<i>Stannington Ward</i> Penny Baker Vickie Priestley Richard Williams
7	<i>Crookes & Crosspool Ward</i> Tim Huggan Ruth Milsom Minesh Parekh	16	<i>Hillsborough Ward</i> Christine Gilligan Kubo George Lindars-Hammond Henry Nottage	25	<i>Stocksbridge & Upper Don Ward</i> Lewis Chinchin Julie Grocutt Janet Ridler
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Terry Fox Anne Murphy Sioned-Mair Richards	26	<i>Walkley Ward</i> Ben Curran Tom Hunt Bernard Little
9	<i>Dore & Totley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> Tony Downing Kevin Oxley Gail Smith	27	<i>West Ecclesfield Ward</i> Alan Hooper Mike Levery Ann Whitaker
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

Contact: Paul Robinson, Democratic Services
Tel: 0114 2734029
paul.robinson@sheffield.gov.uk

PUBLIC ACCESS TO THE MEETING

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

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

A copy of the agenda and reports is available on the Council's website at <http://democracy.sheffield.gov.uk/ieListMeetings.aspx?Committeeld=154>. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to most Council meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last.

Meetings of the Council 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.

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. To aid safe access and protect all attendees, you are welcome to wear a face covering within the venue.

PLEASE NOTE: The Public Gallery in the Town Hall Council Chamber can accommodate 50 persons. Social distancing may not be possible in the Gallery depending on the numbers of members of the public in attendance at the meeting. An overspill area will be provided in the event that more than 50 members of the public attend - the webcast of the meeting will be live streamed to that room.

We are unable to guarantee entrance to the Public Gallery 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.

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.

**COUNCIL AGENDA
2 NOVEMBER 2022**

Order of Business

1. WELCOME AND HOUSEKEEPING ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

4. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

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

(NOTE: There is a time limit of one hour for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on Monday 31st October. Questions/petitions submitted after the deadline will be asked at the meeting subject to the discretion of the Chair.)

(b) Petition Requiring Debate

The Council's Petitions Scheme requires that a petition containing over 5,000 signatures from individuals who live, work or study in Sheffield, be the subject of debate at the Council meeting. A qualifying petition has been received as follows:-

Petition

To debate an electronic petition containing over 9,250 signatures (of which more than 5,000 are deemed to be from individuals who either live, work or study in Sheffield) asking the Council to repair, not demolish, Rose Garden Cafe, Graves Park. The online petition - [Petition · Make the council repair, not demolish, Rose Garden Cafe, Graves Park. · Change.org](#) - includes further information.

5. MEMBERS' QUESTIONS

- 5.1 Questions relating to urgent business – Council Procedure Rule 16.6(ii).
- 5.2 Questions relating to the discharge of the functions of the South Yorkshire Joint Authorities (under the provisions of Section 41 of the Local Government Act 1985) and of the South Yorkshire Mayoral Combined Authority – Council Procedure Rule 16.6(i).
- 5.3 Supplementary questions on written questions submitted at this meeting – Council Procedure Rule 16.4.

6. NOTICE OF MOTION REGARDING "A RENEWABLE ENERGY STRATEGY FOR SHEFFIELD" - GIVEN BY COUNCILLOR CHRISTINE GILLIGAN KUBO AND TO BE SECONDED BY COUNCILLOR DOUGLAS JOHNSON

That this Council believes:-

- (a) that, if Sheffield is to play its part in achieving the Paris Climate targets, meet its net zero target by 2030 and address the cost of living crisis, we need to reduce energy demand through energy efficiency measures such as retrofitting homes and other buildings; and to significantly raise the amount of energy we produce from renewable sources;
- (b) having more of our energy produced from renewable sources helps us control costs by having secure forms of energy generated locally; energy security means that the UK is less at the mercy of dubious and undemocratic regimes with poor human rights records that are often the suppliers of fossil fuels;

This Council resolves:-

- (c) to ask the Transport, Regeneration and Climate Policy Committee to consider:-
 - (i) **conducting an audit of the potential for renewable energy installations** and energy efficiency measures on all Council land and property, draw up a priority list for installations based on the most potential to save energy and generate clean energy, and present it to the Committee within 6 months;
 - (ii) **installing solar photovoltaics on all new build Council-owned buildings** where technically feasible, recognising that integrated roof systems are cheaper to install than retrofitting solar systems after construction;

- (iii) **creating a Local Area Energy Plan for Sheffield** that has the buy-in of the wider community and lead a local area energy planning process that involves both the network operators and other key stakeholders, including developers, energy experts and community energy groups;
- (iv) **investigating establishing strategic partnerships with renewable and energy efficiency installers** to help ensure certainty on cost and delivery of measures and report back to the Committee within 6 months;
- (v) **encouraging the establishment of partnerships with local Community Renewables organisations** to enable low cost/no cost installations funded through citizens' investments;
- (vi) **maximising external funding to finance installations** using Government, South Yorkshire Mayoral Combined Authority and any ethical sources;
- (vii) **using funding available for solar installations from Cooperatives** on Council buildings and encouraging take up of this funding by large commercial organisations;
- (viii) **encouraging wider community investment in local renewable energy projects** through a range of measures including, but not limited to, Community Share Offers and Municipal Bonds;
- (ix) **developing a compelling offer for private householders and landlords** to support the installation of solar photovoltaics and high cost energy efficiency measures;
- (x) **encouraging best practice in Planning** to support renewable energy installations by developers and to create a low carbon energy supply;
- (xi) **encouraging renewable and energy efficiency skills** by establishing links and relationships between our partners in the Renewable Energy and Energy Efficiency sectors with appropriate local training and education providers;
- (xii) **ensuring training opportunities and new skills are included in all projects** and that contracts related to energy efficiency and renewables should include commitments from contractors on providing training opportunities and new skills for local people; and
- (xiii) requiring new energy generation projects of 5MW or above to have at least 5% **local ownership**.

7. NOTICE OF MOTION REGARDING "COMMITTING THE COUNCIL TO TACKLING THE STIGMA OF MENOPAUSE AND PERIOD POVERTY" - GIVEN BY COUNCILLOR JAYNE DUNN AND TO BE SECONDED BY COUNCILLOR JULIE GROCUIT

That this Council:-

- (a) notes there are more than 13 million women currently experiencing menopause or perimenopause in the UK; and that menopause campaigners argue that medical sexism and a lack of training means many women are left to suffer the symptoms of menopause;
- (b) recognises that menopause is a society and family issue, not just a women's issue;
- (c) notes that women over the age of 50 are the fastest growing segment of the workforce, and most will go through the menopause transition during their working lives, and many won't be able to meet their full potential at work unless they get the right support from their employer;
- (d) believes the UK could be losing 14 million workdays a year related to the menopause, according to recent research by Censuswide, with one in four women who experience menopausal symptoms, many at the top of their career, considering leaving their job;
- (e) reaffirms the Council has a legal duty to ensure that employees do not face discrimination;
- (f) believes employers who support women through the menopause will reap the benefits in terms of increased engagement and loyalty, as well as lower sickness absence and employee turnover;
- (g) believes fostering age and gender inclusive workplaces can help the Council to tap into the valuable skills and talent this fast-growing segment of the workforce has to offer;
- (h) believes this is an important issue that the Council has a role in addressing and that its currently getting worse due to the cost-of-living crisis;
- (i) recognises that women are a significant element in the City's economy and are vital to helping families through the cost-of-living crisis, but cannot if they are too ill to work;
- (j) notes removing barriers to progression for women could help the Council close its gender pay gap, and believes supporting women through menopause will help mitigate ageism in the workplace;

- (k) recognises the valuable contribution of Carolyn Harris MP (co-chair of the Menopause Task Force), the GMB, Unite, USDAW, Community Union and others who lead the way on this issue;
- (l) believes the Government is failing to ensure the country is period poverty free by 2025;
- (m) notes with alarm that amidst the worst cost of living crisis in 40 years, a poll of 1,000 UK girls aged 14-21 reveals over 1 in 4 are struggling to afford period products and nearly 1 in 5 report being unable to afford them;
- (n) believes, as a result, period poverty is a serious issue for women in the city which disproportionately affects groups who already face barriers accessing support, including ethnic minority groups, refugees and asylum seekers, people with disability, young carers and young people in care, creating indignity and a significant mental health burden through stigma;
- (o) recognises that period poverty goes hand in hand with food poverty and cuts across different policy areas, requiring a holistic, cross cutting commitment and intervention;
- (p) notes that the Labour Party's work on religious and sex education in schools has moved us further along in terms of awareness, but proposes more needs to be done; and
- (q) calls on the Chief Executive to report to the Strategy and Resources Policy Committee, within the next three months, on plans to incorporate the GMB Menopause Smash the Stigma Workplace Policy, including the following:-
 - (i) preventing women being disadvantaged at work because of their symptoms and because of the stigma of discussing menopause at work;
 - (ii) adopting a supportive workplace model which includes manager and staff training on issues around menopause, including through the GMB, to all members of staff in work time over a 12-month period;
 - (iii) adopting a more progressive and inclusive approach to supporting those who experience menopause;
 - (iv) to make Sheffield a period aware city, looking at how period poverty, shame and inequality can be addressed across the Council's areas of work and developing a "Period Equality Charter" outlining what this means for different policy areas;

- (v) looking at period poverty as part of the cost-of-living crisis, exploring ways to supply free period products, calling on schools to join the Government's free period products scheme and promote the scheme to pupils;
- (vi) exploring what efforts the Council may be able to undertake to support and coordinate existing efforts and donations of period products to increase their impact and integrating efforts into the cost of living response;
- (vii) calling on the Government to fund provision of free period products in all public buildings;
- (viii) consider adopting a relevant HR policy as a council, e.g. menstrual leave policy, and to encourage other local businesses and organisations to make the same commitments; and
- (ix) ensuring that at future corporate-level collective bargaining negotiations, provisions are made to accept and integrate the recommendations of the GMB Smash the Stigma Workplace Policy into Council policy and procedures.

8. NOTICE OF MOTION REGARDING "BEST VALUE SERVICES FOR THE PEOPLE OF SHEFFIELD" - GIVEN BY COUNCILLOR MIKE LEVERY AND TO BE SECONDED BY COUNCILLOR JOE OTTEN

That this Council:-

- (a) believes that it is this Council's duty to seek best value for the people of Sheffield, especially given the current financial challenges faced by the Council;
- (b) believes the people of Sheffield want to see services delivered efficiently and effectively both in performance and price;
- (c) notes that a Labour Government introduced Best Value in the Local Government Act of 1999 stating it was to "make arrangements to secure continuous improvement in the way an authority exercises its functions, having regard to a combination of factors, including economy, efficiency and effectiveness";
- (d) believes that the principles set out in the Local Government Act of 1999 could have been better fulfilled by this Council in a number of circumstances, for example:-
 - (i) the Housing Repairs Service, where there have been dramatic increases in the waiting list for repairs over the last

few years, increasing to over 5,000 currently, with an average waiting time of over 21 days;

- (ii) the average amount of time houses are left empty for, after residents move out, in recent years has increased to 12 weeks, far above the target of six weeks; and
 - (iii) youth services which has failed to deliver as the people of Sheffield would want and need, despite additional funding of £2m in both 2020/21 and 2021/22, none of which was spent on youth service delivery;
- (e) notes that despite the Children, Young People and Families Scrutiny and Policy Development Committee twice recommending the decision on youth services to be revisited in 2020, the second time unanimously, Cabinet, on further consideration, progressed the decision;
- (f) believes that for decisions to progress with service changes that involve staff transfers, much more consideration needs to be given to the impact for the workforce and employer arising from the transfer of employment;
- (g) believes that Policy Committees are best placed to determine which of their areas should be prioritised to demand continuous improvement in both delivery and financial performance; and
- (h) therefore believes that this Council should look to implement the following:-
- (i) examine where other councils have adopted different models for service provision and look at comparative performance;
 - (ii) establishment of internal service providers with the relevant council function being the budget holders;
 - (iii) benchmarking of services with other providers, no matter which area they operate in; and
 - (iv) clear, unambiguous performance measures which demonstrate ongoing improvement in service delivery.

9. NOTICE OF MOTION REGARDING "COST OF LIVING CRISIS - NATIONAL FAILINGS AND OUR LOCAL RESPONSE" - GIVEN BY COUNCILLOR NABEELA MOWLANA AND TO BE SECONDED BY COUNCILLOR ABTISAM MOHAMED

That this Council:-

- (a) notes that inflation is at over 10%, with Britain the only G7 economy where inflation has hit double digits;
- (b) believes that the Government's reckless mini-budget has crashed the economy, and though the Prime Minister and Chancellor may have again changed, the damage has already been dealt;
- (c) notes that the unfunded tax cuts caused financial disaster – with spiralling interest on government bonds, and crashing the pound to its weakest ever position against the dollar;
- (d) notes that the effect of this has been soaring mortgage repayment costs, higher inflation and widespread economic turmoil, further compounding the current cost-of-living crisis;
- (e) notes that in response to the crisis of their own making, the Government have now reneged on plans to provide a two-year cap on the cost of energy units, and have slashed this guaranteed support to 6 months instead;
- (f) believes that as this Government attempt to balance the country's finances following their complete and utter mismanagement of the economy, the burden for this must not fall on Sheffield residents or cash-strapped public services;
- (g) notes that the Council is already facing its worse ever budget position – caused by inflation, unprecedented energy costs and twelve preceding years of government cuts, meaning that there is now very little flexibility for the Council to make additional savings;
- (h) notes that Sheffield Council will have lost around £300 million from its budget, in real terms, since 2010 – around a third of the Council's entire budget – making it even harder for the organisation to support the city's residents during the cost-of-living crisis;
- (i) notes, however, that despite the financial difficulties, this Council is doing everything it can to support residents through this crisis, with the Council creating a package of support to provide all available guidance (financial, fuel, food) for anyone facing hardship;
- (j) notes that alongside partners in Voluntary Action Sheffield and numerous VCFS organisations, the Council has created a network of 'Welcome Places' which will provide convenient spaces for people to access help or just call in to get warm, have a cup of tea and a chat, in their local communities;
- (k) believes that Sheffield's warm and welcoming places should harness everything great about the support that exists in the city, providing places for people to socialise, undertake activities, share advice, learn and support each other;

- (l) notes that the Council has formed a cost-of-living steering group, chaired by the Council Leader, and believes that as an organisation we must work on the crisis with the same resolve and collective spirit as was needed throughout the pandemic;
- (m) supports the Labour Party's plan to take real action now to tackle the Government's cost of living crisis:-
 - (i) cut VAT on home energy bills;
 - (ii) save on energy bills now and in the longer term by insulating millions of homes;
 - (iii) cut small business rates and support businesses through the cost of living storm;
 - (iv) buy, make and sell more in Britain to create well-paid, secure jobs in every community; and
 - (v) establish a state-owned energy company – Great British Energy – charged with investing in and running green energy projects across the country, leading to clean growth and lower energy bills;
- (n) calls on the Government to finally provide sufficient financial support for households, businesses and local authorities to ensure that people in Sheffield get the support they need through this ongoing crisis that this Council believes is of their making; and
- (o) believes that whilst the Government is not providing any funding to do what is really needed to support people fully, or to provide the public services we should expect, it is important that the Council helps to lead the co-ordinated efforts across the city to support residents through this ongoing crisis.

10. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

To approve, with or without amendment, the recommendations in the report of the Chief Executive, published with this agenda, regarding proposed changes to polling districts and polling places.

11. CHANGES TO THE CONSTITUTION

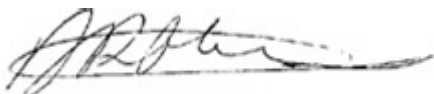
To approve, with or without amendment, the recommendations in the report of the Director of Legal and Governance (Monitoring Officer), published with this agenda, regarding changes to the Council's Constitution.

12. MINUTES OF PREVIOUS COUNCIL MEETING

To receive the record of the proceedings of the meeting of the Council held on 14th September 2022, and to approve the accuracy thereof.

13. MEMBERSHIPS OF COUNCIL BODIES AND REPRESENTATIVES TO SERVE ON OTHER BODIES

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



David Hollis
Interim Director of Legal and Governance

Dated this 25 day of October 2022

The next ordinary meeting of the Council will be held on 14 December 2022 at the Town Hall

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.

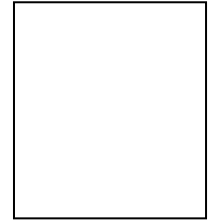
To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's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



Report of: Chief Executive

Date: 2 November 2022

Subject: Review of Polling Districts & Polling Places

Author of Report: Andy Cain (0114 27 34091)

Summary: Under the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) the City Council must periodically review polling districts and polling places. The last review of polling districts took place in November 2021. Following feedback at that review and following the local and Combined Authority Mayoral elections in May 2022 we undertook to carry out a further review of arrangements in City, Ecclesall, Gleadless Valley and Manor Castle wards. The recommendations contained in this report follow a full consultation with the public on the draft proposals.

Reasons for Recommendations: The proposed changes will improve access to polling stations for electors.

Recommendations: That the boundary changes to polling districts and proposed polling places outlined in this report be approved.

That the Council delegates authority to the Returning Officer to make amendments to polling places and stations where a change must be made during an election period.

Background Papers: Appendix A – Consultation Responses

Category of Report: OPEN/~~CLOSED~~*

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Ann Hardy
Legal Implications
YES Cleared by: Andrea Simpson
Equality of Opportunity Implications
YES/ NO Cleared by: James Henderson
Tackling Health Inequalities Implications
YES /NO
Human rights Implications
YES /NO:
Environmental and Sustainability implications
YES /NO
Economic impact
YES /NO
Community safety implications
YES /NO
Human resources implications
YES/ NO
Property implications
YES/ NO
Area(s) affected
All Wards
Relevant Cabinet Portfolio Leader
Leader of Council
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
YES/ NO
Press release
YES /NO

Review of Polling Districts and Polling Places

1. Introduction

- 1.1. The Authority is required under the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) to periodically carry out a review of Polling Districts and Polling Places. The definitions of the two areas are:
 - **Polling District** – is a geographical sub-division of an electoral area. It is the authority's responsibility to divide its area into polling districts. Each polling district must be wholly contained within a single ward of the council.
 - **Polling Place** – is a geographical area in which a polling station is located. It is the authority's responsibility to designate a polling place for each polling district.
- 1.2. Polling Stations are the temporary facilities established within each polling place where electors cast their vote. Usually, each polling place has one polling station although occasionally two polling districts may share a polling place – in this case, separate polling stations will be established within the same polling place. Although this review does not include Polling Stations the Returning Officer has and will continue to regularly review them.
- 1.3. The Authority has no power to make changes to ward boundaries or names as part of the review process, as this can only be done by the Local Government Boundary Commission for England as part of an electoral review.
- 1.4. As part of the review, the Authority must adhere to the following statutory requirements in identifying polling places for use:
 - (a) the authority must seek to ensure that all electors in a constituency in its area have such reasonable facilities for voting as are practicable in the circumstances;
 - (b) the authority must seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled;
 - (c) the authority must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing;

- (d) the polling place for a polling district must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district;
 - (e) the polling place for a polling district must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.
- 1.5. Furthermore, the Electoral Commission sets the maximum number of electors to be assigned to each polling station. This is currently 2,500. None of the polling districts under this review exceeded this maximum allocation.
- 1.6. Electoral Commission guidance was followed in conducting the review. This sets out the following criteria to take into account for assessing and reviewing polling districts:
- Are the boundaries well-defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
 - Are there suitable transport links within the polling district, and how do they relate to the areas of the polling district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, major roads, railway lines, rivers?
- 1.7. The Electoral Commission guidance also includes criteria that should be taken into account when assessing and reviewing polling places:
- Location: Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
 - Size: Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place capable of accommodating all voters going into and out of the polling stations, even where there is a high turnout?

- Availability: Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development?
 - Accessibility: Is the building accessible to all those entitled to attend the polling place?
- 1.8. These criteria were fully considered in developing proposals for amendments to polling districts and polling places. For some polling districts there are few suitable venues available for use as polling places, and these may not fulfil all of the criteria listed above. In these cases, the Council has considered a balance between the quality of the building (access, facilities etc.) and the proximity of the building to the elector.
- 1.9. An identified polling place or polling station may be unavailable at the time of an election, for example due to fire or flood or if it has been pre-booked for another purpose when an unscheduled election is called. The Council is asked to delegate authority to the Returning Officer to make any necessary amendments to enable changes to be made at short notice in such circumstances.

2. Proposed Changes

- 2.1 The changes proposed following the review are as set out below. In summary, changes to polling districts and/or polling places were proposed for the following wards:
- City
 - Ecclesall
 - Gleadless Valley
 - Manor Park
- 2.2 No changes to polling districts or polling places were proposed in any other wards.

Proposed Changes

WARD	Current Polling District		Proposed Polling District		Boundary/Polling Place Changes
City	Arundel	GA	Arundel	GA	No proposed change
	Bramall Lane	GB	Bramall Lane	GB	Properties on Margaret Street and Midland Street move into the GD (Edmund) Polling District, voting at Duchess Road Community Centre. Properties in St Mary's House, London Road move into this polling district from the GD (Edmund) polling district, correcting an error in the previous review.
	Cathedral	GC	Cathedral	GC	No proposed change
	Edmund	GD	Edmund	GD	Properties on Margaret Street and Midland Street move into this district from the GB (Bramall Lane) polling district. Properties in St Mary's House, London Road move into the GB (Bramall Lane) polling district, correcting an error in the previous review.
	Kelham	GE	Kelham	GE	No proposed change
	Rockingham	GF	Rockingham	GF	No proposed change
	Springfield	GG	Springfield	GG	No proposed change

WARD	Current Polling District		Proposed Polling District		Boundary/Polling Place Changes
Ecclesall	All Saints	LA	All Saints	LA	Properties on Ecclesall Road South, Knowle Croft, Knowle Lane, Weetwood Gardens, Ryefield Gardens and Weetwood Drive move from this polling district into the LG (Mylnhurst) polling district.
	Banner Cross	LB	Banner Cross	LB	No proposed change
	Bents Green	LC	Bents Green	LC	No proposed change

	Carterknowle	LD	Carterknowle	LD	No proposed change
	Greystones	LE	Greystones	LE	Polling district to be split to form the new LH (Endcliffe Park) polling district. Properties on Carrington Road, Ecclesall Road, Onslow Road, Rustlings Road, Stainton Road, and Nos 1 – 53/2 - 50 Peveril Road and Nos 1 – 53b/2 – 48 Ranby Road move into the new LH polling district, voting at the Hallamshire Tennis, Squash and Racketball Club on Ecclesall Road.
			Endcliffe Park	LH	New polling district created from properties on Carrington Road, Ecclesall Road, Onslow Road, Rustlings Road, Stainton Road, and Nos 1 – 53/2 - 50 Peveril Road and Nos 1 – 53b/2 – 48 Ranby Road move out of the existing LE polling district, voting at the Hallamshire Tennis, Squash and Racketball Club on Ecclesall Road.
	Millhouses	LF	Millhouses	LF	No proposed change
	Mylnhurst	LG	Mylnhurst	LG	Properties on Ecclesall Road South, Knowle Croft, Knowle Lane, Weetwood Gardens, Ryefield Gardens and Weetwood Drive move from this polling district into this polling district from LA (All Saints) polling district.

WARD	Current Polling District		Proposed Polling District		Boundary/Polling Place Changes
Gleadless Valley	Abney	OA	Abney	OA	No proposed change
	Heeley	OB	Heeley	OB	. No proposed change
	Hemsworth	OC	Hemsworth	OC	No proposed change
	Herdings	OD	Herdings	OD	No proposed change
	Mawfa	OE	Mawfa	OE	Proposed change of polling place from the Bagshawe Arms to St Anthony's Church Hall on Sandy Lane.
	Meersbrook	OF	Meersbrook	OF	No proposed change
	Meersbrook Park	OG	Meersbrook Park	OG	No proposed change

	Newfield Green	OH	Newfield Green	OH	No proposed change
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WARD	Current Polling District		Proposed Polling District		Boundary/Polling Place Changes
Manor Castle	Fairleigh	RA	Fairleigh	RA	Properties on Fairfax Road, and Nos 212 – 226 (evens) Prince of Wales Road to move into RB (Lower Manor) polling district, voting at Manor Neighborhood Centre.
	Lower Manor	RB	Lower Manor	RB	Properties on Fairfax Road, and Nos 212 – 226 (evens) Prince of Wales Road to move into this polling district from RA (Fairleigh) polling district. Properties on Beaumont Avenue, Beaumont Close, Beaumont Crescent, Beaumont Mews, Beaumont Road North, Beaumont Way, Circle Close, Dawlands Close, Dawlands Drive, Fallow Grove, Fretson Road, Harborough Avenue, Harborough Way, Jan Wilson Way, Motehall Place, Motehall Road, Motehall Walk, Noehill Place, Noehill Road, Prince of Wales Road (odds), Ravencarr Road, Stonecliffe Road, Stonecliffe Walk, Stonehirst Close, The Circle, and The Crossways move from the RC (Manor Park) polling district into this polling district.
	Manor Park	RC	Manor Park	RC	Properties on Beaumont Avenue, Beaumont Close, Beaumont Crescent, Beaumont Mews, Beaumont Road North, Beaumont Way, Circle Close, Dawlands Close, Dawlands Drive, Fallow Grove, Fretson Road, Harborough Avenue, Harborough Way, Jan Wilson Way, Motehall Place, Motehall Road, Motehall Walk, Noehill Place, Noehill Road, Prince of Wales Road (odds), Ravencarr Road, Stonecliffe Road, Stonecliffe Walk, Stonehirst Close, The Circle, and The Crossways move into the RB (Lower Manor) polling district, with voting taking place at Manor Neighborhood Centre.

	Park Hill	RD	Park Hill	RD	No proposed change
	Skye Edge	RE	Skye Edge	RE	Properties on Manor Oaks Road, Southend Place and Nos 79 – 149/126 – 176 Southend Place moving into the RG (Wybourn) polling district, with voting taking place at St Oswald RC Church.
	Stafford	RF	Stafford	RF	No proposed change
	Wybourn	RG	Wybourn	RG	Properties on Manor Oaks Road, Southend Place and Nos 79 – 149/126 – 176 Southend Place moving from the RE (Skye Edge) polling district into this polling district.

3. Representations

- 3.1 The period to make representations was between 1 September and 7 October 2022 and a total of 10 responses were received (all via the online consultation site), one of which was a duplicate. These are set out in Appendix A (Online Responses).
- 3.2 Representations received were generally in favour of the boundary amendments proposed in all four wards.
- 3.3 A representation was made regarding the access road for the 74th Oak Street Scout Hut, which is the polling place for the OF polling district. No changes were proposed to the polling place, and the respondent states they are happy with the polling place itself, but access is difficult due to the surfacing of the road. The road outside of the polling place is not adopted by Sheffield City Council. Whilst this is not an issue that can be addressed directly by the Returning Officer the Council has a duty to have regard to the accessibility of polling places to disabled persons and may therefore wish to instruct relevant Highway and Legal officers to investigate the possibilities of adopting the highway in question or considering any other measures that might be taken to improve accessibility.
- 3.4 A representation in favour of the current polling place was received for the Bagshawe Arms in Gleadless Valley. The proposed move away from this polling place was made following feedback at the last election that it was not suitable as a polling place due to it being a public house. The Bagshawe Arms has served as a polling station in the past and was used in the last two elections due to the former polling place, Orpen House not being available. The Returning Officer was asked to consider an alternative to Orpen House due to concerns about the transmission of Covid and the layout of the property. On balance, it was considered that the proposed new polling place was a more suitable facility for polling and accessible within the polling district boundary.

4. Financial Implications

- 4.1. Costs are incurred when an additional polling place is implemented or where there are new polling arrangements at an existing polling place. This is made up of venue hire and polling staff costs. The relevant changes in the polling districts within the Ecclesall ward is estimated to be £1000.

- 4.2. When City Council elections are combined with national elections (including the South Yorkshire Combined Mayoral Authority and Police and Crime Commissioner elections) the cost will be shared.
- 4.3. The estimated £1000 cost is an additional burden to the election budget.

5. Equality Impact Assessment

- 5.1 The broad aims of this polling district review are to improve access to polling stations for electors.
- 5.2 This will improve the ability of electors within Sheffield who choose to exercise their right to vote in person to do so easily and efficiently.
- 5.3 An initial Equality Impact Assessment has been prepared. It demonstrates positive implications for individuals and communities as the addition of 1 polling station and the proposed boundary amendments will reduce the overall ratio of electors to stations.
- 5.4 Furthermore, all new stations have been visited in order to ensure access arrangements meet required standards. We will be monitoring the polling stations to ensure there are no negative impacts and will feed this into the formal review following the city and parish council elections in May 2023. This will improve access to voting for all but will have a particularly positive impact on disabled people.

6. Legal Implications

- 6.1. The Authority is required under section 18C of the Representation of the People Act 1983 (as inserted by the Electoral Administration Act 2006 and amended by the Electoral Registration and Administration Act 2013) to periodically carry out a review of Polling Districts and Polling Places.
- 6.2 The Authority is required to publish its proposals and consult and seek representations. Once the review is completed the Authority must publish its decision together with correspondence and representations made in relation to the review.
- 6.3 This review satisfies those requirements.

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Ward Name	Polling district(s) letters	Comments on the proposed or existing polling place	Do you have any comments to make about the polling district?	Do you have any other suggestions for the polling district?	Do you have any comments about the proposed polling place? (issues with accessibility etc?)	Is there an alternative venue that the council should consider? Please state why is this a better option.	Response by (A) RO
1. City Ward		I'm one of the councillors for City Ward - these proposed amendments look fine - but please can all residents at the affected addresses be sent letters now and prior to the next election informing them of these changes (if they go ahead).					There is no requirement for changes made as part of a review to be communicated with every household, this would be a costly exercise if it was undertaken across the board. However, the polling notices are sent out 6 weeks prior to the election which will highlight the change of polling station
1. City Ward	S1	It is good	No	Make it more accessible		Sheffield Hallam University	Noted
2. Ecclesall Ward	LA	100% approval of the move from LA to LG. i.e. from Ecclesall Parish Hall on Ringinglow Road to Ecclesall Library Community Room.	No.	No.	The parking problem in LG is slightly improved on LA.	No thanks.	Notied
2. Ecclesall Ward	LC	The single thing that caused me to change to a postal vote was the disorganisation at Bents Green Methodist Church. It was never set up in time there was an awful lot of running around with label and posters even 15 minutes after opening time and treating like the room was the personal lounge of the person in charge. So anything whether place or organisation would improve the voter experience.	No			In the analysis of voters within in each what was the actual count of those who had voted that would indicate whether it was a viable polling station or not and what could be done to improve the turn out to that station eg location or may be campaign to get voters registered for postal votes Fundamentally is the review about premises for accessibility to vote or increased participation in voting	The issue raised is historical and has been resolved in recent years. Bents Green Methodist Church accomodates 2 x polling stations, one for Dore and Topley ward and one for Ecclesall ward and whilst this is not ideal the mitigation that has been implemented has been succesful.

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Ward Name	Polling district(s) letters	Comments on the proposed or existing polling place	Do you have any comments to make about the polling district?	Do you have any other suggestions for the polling district?	Do you have any comments about the proposed polling place? (issues with accessibility etc?)	Is there an alternative venue that the council should consider? Please state why is this a better option.	Response by (A) RO
2. Ecclesall Ward	LE	The existing polling place is close, but involves a steep incline for many on foot. The proposed polling place will be easier of access for many of those on foot or using public transport. I am not aware of the internal arrangements and I presume that parking for vehicles will be equally difficult at both venues.	No	No			Noted
2. Ecclesall Ward	LA	Not being a car-user I have in the past walked to the polling station at All Saints Church hall, cutting through the churchyard. With mobility problems this has its hazards for me. And I have latterly taken to postal voting, though I would much rather cast my vote in person. Ecclesall Library would be an excellent venue.					The respondent is registered within a property that will move into the LG polling district, so would be voting at the more convenient Ecclesall Library.
3. Gleadless Valley Ward	Gleadless valley /heeley ward	Bagshaw arms is fine. From the estate it can be reached by the 1a bus and other buses stop nearby.	Not sure at the minuet	???	No idea where the new proposed polling station is. None what so ever	Maybe a local school????	A map of the location of the proposed polling station was shown on the webpage. It is within the boundary of the polling dsitric and reasonably close to the existing station. Given the issues raised regarding the use of the Bagashaw Arms, and the potential for concern at using the Orpen House Sheltered Housing Scheme Community Room, the proposed new station is still regarded as the best option overall.
4. Manor Castle Ward	RF	The table giving an overview of the changes says the boundary between RE and RF will be realigned, but I cannot see any change on the map nor any change described elsewhere in the document. I am happy with there being no change, but confused as to what the realignment refers to.	No	No	No	The centre used for AF (in Norfolk Park) would be closer and easier for me to get to, but I guess you need to spread people around to stop some places getting too crowded.	Error in the statistical table on review page - there are no proposed amendments in these polling districts. Suggested polling station (Centre in the Park) is in Park & Arbourthorne ward.

Ward Name	Polling district(s) letters	Comments on the proposed or existing polling place	Do you have any comments to make about the polling district?	Do you have any other suggestions for the polling district?	Do you have any comments about the proposed polling place? (issues with accessibility etc?)	Is there an alternative venue that the council should consider? Please state why is this a better option.	Response by (A) RO
3. Gleadless Valley Ward	OF	There are no proposed changes in my polling district. However I am keen to make a comment about the proposed continued use of the 74th Oak Street Scout Group Hut on Canterbury Road. In many ways this is a good venue. The location is quite good, it is not too close to an edge of the polling district and so is reasonably close for most people. The Scout Hut itself is very good. However the accessibility to the building is poor. The central part of Canterbury Road is un surfaced. I am sure there is a reason for this, it is unadopted or something along those lines and so the City Council feel they have no responsibility for it. However you are choosing to use the Scout Hut as a polling station and so this means the Council now have a duty of care for the voters who have to use it. I had moderate mobility issues until recently when I had a hip replacement at the Hallamshire Hospital. So for the last few elections I have gone to the polling station using a walking stick and I have found it quite concerning getting across the very rough and uneven surface to get to the polling station. Once inside the polling station it is fine, the building itself is excellent. However I cannot imagine someone on a wheelchair or with real difficulty walking actually being able to get across the several metres of very uneven ground. This potentially discriminates as I am sure this puts off voters who have mobility difficulties. This is easily solvable by ensuring that part, at least, of the approach to the Scout Hut is more even. At the moment this section of road is a real barrier to disabled people and so is not acceptable for a polling station. To solve this the answer is to keep the Scout Hut as the polling station, but spend a little time and money to ensure there is a path to its entrance which can be taken by wheelchair users and others with significant mobility difficulties.	The polling district seems fine, it makes sense geographic ally.	No	Get the access to the Scout Hut polling station sorted out so it is accessible for disabled people (not the Scout Hut itself but the road outside). This is urgently needed.	No, it is a good venue, just sort out the path to it.	The part of Canterbury Road which serves the Scout Hut is unadopted and therefore highway and footpath improvement work cannot be undertaken . The Council may see fit to instruct Highways and Legal officers to look into the possibility of adopting this part of Canterbury Road with a view to future highway improvements

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SHEFFIELD CITY COUNCIL Report to Council

Report of: Director of Legal and Governance

Date: 2 November 2022

Subject: Changes to the Constitution

Author of Report: Jason Dietsch, Head of Democratic Services

Summary:

This report provides details of (a) proposed revisions to the Terms of Reference for the Health and Wellbeing Board, (b) proposed revisions to the Procedure for Dealing with Standards Complaints, (c) proposed changes to the Councillors Code of Conduct and (d) consequential changes required to be made to parts of the Constitution relating to urgent decision making and delegation of functions to officers, resulting from there currently being no Executive Director responsible for Children's and Adult Health and Social Care.

Recommendations:

That the Council approves the changes to the various Parts of the Constitution, as outlined in sections 3.1 to 3.4 of the report and as set out in appendices B to G.

Background Papers: NONE

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial & Commercial Implications
NO Cleared by: Liz Gough
Legal Implications
YES Cleared by: Andrea Simpson
Equality of Opportunity Implications
YES Cleared by: Daniel Spicer
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
None
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
NO

1. Introduction

- 1.1 This report provides details of (a) proposed revisions to the Terms of Reference for the Health and Wellbeing Board, (b) proposed revisions to the Procedure for Dealing with Standards Complaints, (c) proposed changes to the Councillors Code of Conduct and (d) consequential changes required to be made to parts of the Constitution relating to urgent decision making and delegation of functions to officers, resulting from there currently being no Executive Director responsible for Children's and Adult Health and Social Care.

2. Background

- 2.1 An updated constitution for the City Council, reflecting the committee system of governance to be operated by the Council from the Municipal Year 2022-23, was approved at the annual meeting of the Council held on 18th May 2022. The Council has a legal duty to keep its constitution up to date.
- 2.2 The Council's Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, whilst others are a matter for the Council to choose. The Constitution contains 17 Articles in Part 2, which set out the basic rules governing the Council's business. Part 3 of the Constitution sets out who is responsible for making what decisions, including remits of Committees and arrangements for delegation to officers. More detailed procedures and codes of practice are provided in separate rules and protocols contained within the other parts of the Constitution.
- 2.3 In accordance with Article 16 of the Constitution (Review and Revision of the Constitution), changes to the Constitution will only be made with the approval of the Full Council, after consideration of the proposal by a Committee of the Council, the Chief Executive or the Monitoring Officer.
- 2.4 In addition, however, the Director of Legal and Governance, in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution.

3. Proposed Changes and Reasons

3.1 Sheffield Health and Wellbeing Board – Terms of Reference

- 3.1.1 The Sheffield Health and Wellbeing Board is a statutory committee of the Council established under the Health and Social Care Act 2012. The role of the Board is defined in Article 10 (The Health & Wellbeing Board) of the Council's Constitution, and its Terms of Reference are set out in

section 3.3.6 of Part 3 (Responsibility for Functions) of the Constitution.

- 3.1.2 A review, commissioned by the Health and Wellbeing Board, of its role and activities, particularly in light of NHS and City Council governance reforms, has recently been concluded. Proposed revisions to the Board's Terms of Reference, informed by the findings of the review, were submitted to, and approved at, the meeting of the Board held on 29th September 2022. The report submitted to that meeting is appended for information (Appendix A).
- 3.1.3 The proposed changes to the Board's Terms of Reference are set out in Appendix B to this report. In order for the membership of the Board to be updated in time for its next meeting (on 8th December), the Council is asked to approve the updated Terms of Reference and authorise consequential changes to be made to the Constitution. These consequential changes will be to incorporate the Terms of Reference in section 3.3.6 of Part 3 (Responsibility for Functions), replacing the current Terms of Reference, and to amend section 10.1 of Article 10 to define the role of the Board by reference to its statutory role so that any future changes to the Terms of Reference do not entail amendments to the Article. The proposed changes to the Article are set out in Appendix C to this report.
- 3.1.4 One matter remains to be resolved. The arrangement by which the Health and Wellbeing Board was co-chaired by an elected member and the Chair of the Clinical Commissioning Group Governing Body has been seen as a powerful statement of partnership working. However, it has not yet been possible to determine the appropriate role to fill the NHS side of this arrangement as new governance arrangements for the NHS in Sheffield continue to develop. To ensure other necessary changes to the Board's Terms of Reference can be put in place in a timely manner and to remove uncertainty, the new Terms of Reference identify the Chair of the Adult Health and Social Care Policy Committee as the sole Chair of the Health and Wellbeing Board. However discussions with partners and the Board will continue to investigate how a co-chairing arrangement can be re-established, with any further proposals for changes to the Terms of Reference of the Board resulting from these discussions brought to full Council for consideration at the earliest opportunity.

3.2 Procedure for Dealing with Standards Complaints

- 3.2.1 The appendix to the Monitoring Officer Protocol (within Part 5 of the Constitution) is the Procedure for Dealing with Standards Complaints Regarding City, Parish and Town Councillors and Co-opted Members.
- 3.2.2 The Procedure for Dealing with Standards Complaints was last reviewed and approved by full Council in January 2021. Earlier this year, the Audit and Standards Committee reviewed the Procedure and proposed that several enhancements be made to it, which primarily concern

signposting elected Members who are subject to a standards complaint to process / procedural advice and other forms of support. Additionally, there are now consequential amendments required to be made to the Procedure, to change the names of the Council's Monitoring Officer and Independent Persons, resulting from the appointments approved by the Council at its meeting held on 14th September 2022. It is also proposed to remove the reference, in paragraph 2.1 of the Procedure, to the number of Independent Persons, given that the number and names of the Independent Persons is specified in paragraph 3.1 of the Procedure.

3.2.3 The proposed changes to the Procedure are set out in Appendix D to this report.

3.3 Councillor Code of Conduct

3.3.1 The Councillor Code of Conduct (within Part 5 of the Constitution), which was approved and adopted by full Council in June 2021, is the Local Government Association's model code of conduct, with the incorporation of elements of the Council's previous code of conduct.

3.3.2 It has recently come to light, following an enquiry by the Lord Mayor, that one aspect from the former Code, relating to gifts and hospitality declarations, had not been incorporated in the new Code. The "missing" element is "This duty to notify the Monitoring Officer does not apply where the gift is accepted on behalf of the Council and does not apply to the role of Lord Mayor", and the Monitoring Officer recommends that this sentence is inserted into the new Code.

3.3.3 Appendix B of the Code, relating to registering interests, also contains a reference (in paragraph 5) to "Cabinet member in exercise of your executive function". This needs to be updated for the Council's committee system of governance and the reference amended to "Committee member".

3.3.4 The proposed changes to the Councillor Code of Conduct are set out in Appendix E to this report.

3.4 Urgent Decision Making & Arrangements for the Delegation of Functions to Officers

3.4.1 A report was submitted to the meeting of the Council held on 14th September 2022, which referred to temporary arrangements which had been put in place, following the post of Executive Director, People Services having become vacant, to create a temporary post of Director of Children's Services and for the Director of Children's Services and the Director of Adult Health and Social Care to both report directly to the Chief Executive for an interim period pending a review of the senior management structure of the Council. In addition to formally designating the Director of Children's Services as the Director of Children's Services

in accordance with Section 18 of the Children Act 2004, the Council also agreed that references to Executive Director, People Services within several parts of the Council's Constitution should be read as referring to the Director of Children's Services.

- 3.4.2 In view of there now being no Executive Director responsible for Children's and Adult Health and Social Care, there is a need for consequential changes to also be made to parts of the Constitution relating to urgent decision making and delegation of functions to officers. These changes are described below.
- 3.4.3 The Director of Adult Health and Social Care and the Director of Children's Services need to be added to the list of Officers who may make an Urgent Decision, as set out in section 3.3.2 (Arrangements for Urgent Decision Making) within section 3.3 (Matters Delegated To Council Committees and Sub-Committees) of Part 3 (Responsibility for Functions) of the Constitution. Section 3.3 also needs to be updated to remove the references to "Executive Director, People" and replace with "Director of Children's Services" within the Terms of Reference of the Admissions Committee in section 3.3.5 (Other Committees).
- 3.4.4 The Director of Adult Health and Social Care and the Director of Children's Services need to be added to the list of Officers who may make a decision in a case of Extreme Urgency, as set out in section 3.5.10 (Extreme Urgency) of Part 3.5 (Arrangements for the Delegation of Functions to Officers) of Part 3 (Responsibility for Functions) of the Constitution, and the words "wherever possible" need to be deleted from the condition referring to consultation with the Chief Finance Officer to ensure compliance with the Constitutional requirements for decision-making.
- 3.4.5 The proposed changes to Parts 3.3 and 3.5 are set out in Appendices F and G to this report.

4. Legal Implications

- 4.1 Except where delegated by Council as indicated at paragraph 2.4, variations to the Constitution may only be made by Full Council.
- 4.2 Under Section 9P of the Local Government Act 2000, the Council must prepare a constitution and keep it up to date. It must be available to the public and, under the Local Government Transparency Code 2015, be published on the Council's website. The proposed changes in this report will bring parts of the Constitution up to date to comply with the legislation.

5. Financial and Commercial Implications

- 5.1 There are no financial or commercial implications.

6. Equality of Opportunity Implications

- 6.1 As a public sector organisation the Council has a number of statutory duties with regards to equality. The Council must consciously think about its statutory duties, both in the way we behave as an employer and when we develop and review policy and set our budgets.
- 6.2 We know that, in general, those who live in the more deprived areas of Sheffield live shorter lives than those in the more affluent parts; and there is also a significant difference in the length of time that people can expect to live in good health. These health inequalities are not only apparent between people of different socio-economic groups and geographic distribution, they can also exist between groups with different protected characteristics (under the Equality Act 2010), including some BAME communities and those with learning disabilities.
- 6.3 As set out in paragraphs 1.2 and 1.3 of the Terms of Reference of the Health and Wellbeing Board (see Appendix B), the role of the Board includes (a) developing and maintaining a vision for a city free from inequalities in health and wellbeing and (b) being the system leader for health & wellbeing, acting as a strong and effective partnership to maximise the impact of all institutions in Sheffield on reducing health inequalities in the city and improve the planning, commissioning and delivery of services across the NHS and Council.
- 6.4 The proposed changes to the Board's Terms of Reference will assist it to fulfil those roles.

HEALTH AND WELLBEING BOARD PAPER FORMAL PUBLIC MEETING

Report of: Greg Fell

Date: 29th September 2022

Subject: Health and Wellbeing Board Terms of Reference

Author of Report: Dan Spicer, 273 4554

Summary:

This paper sets out a set of proposed changes to the Health and Wellbeing Board's Terms of Reference, following completion of a review of the Board's work earlier this year. The Board are asked to discuss these, and agree to propose them to Full Council at the earliest opportunity for incorporation into the Council's constitution.

Questions for the Health and Wellbeing Board:

- Do the Board agree with the proposed changes to the Terms of Reference?

Recommendations for the Health and Wellbeing Board:

- Agree the proposed changes to the Health and Wellbeing Board Terms of Reference; and
- Agree to formally propose these changes to Full Council at the next available opportunity, for incorporation into the Council's Constitution.

Background Papers:

- [Health and Wellbeing Board Review – Proposal for Next Steps](#)
 - *Appendix – Proposed revised Terms of Reference with tracked changes*
-

Which of the ambitions in the Health & Wellbeing Strategy does this help to deliver?

This report addresses the functioning of the Board and as a result relates to the Strategy as a whole.

Who has contributed to this paper?

Lucy Darragh – Graduate Management Trainee, Sheffield City Council Strategy & Partnerships Team

Health & Wellbeing Board Steering Group

HEALTH AND WELLBEING BOARD TERMS OF REFERENCE

1.0 SUMMARY

1.1 This paper sets out a set of proposed changes to the Health and Wellbeing Board's Terms of Reference, following completion of a review of the Board's work earlier this year. The Board are asked to discuss these, and agree to propose them to Full Council at the earliest opportunity for incorporation into the Council's constitution.

2.0 HOW DOES THIS IMPACT ON HEALTH INEQUALITIES IN SHEFFIELD?

2.1 As the body with principal responsibility for addressing health inequalities in Sheffield, ensuring the Health and Wellbeing Board is fit for purpose is critical to this mission.

3.0 CONTEXT

3.1 In December 2021, the Health and Wellbeing Board commissioned a process of review and refresh in light of an identified need to refocus its efforts as Sheffield began to emerge from the immediate crisis period of the Covid-19 pandemic.

3.2 A series of other key implications on future Board activity were also identified:

- changes to local NHS structures, as per the Health and Care Act 2022;
- changes to Sheffield City Council's governance arrangements, of which the Health & Wellbeing Board is a part; and
- work being undertaken by Sheffield City Partnership to develop a new City Strategy.

3.3 This work reconfirmed the Board's collective commitment to, and focus on, addressing health inequalities in Sheffield as their primary purpose.

3.4 It also resulted in a number of proposals for the Board's work in the future:

- That the Board would maintain formal committee meetings but refocus their use to inform on ongoing work and highlight issues;
- That the Board's private strategy meetings would end and be replaced with a more open approach built on citywide conference events on issues related to the Joint Health and Wellbeing Strategy, with open invites;
- That the Board's Steering Group would be maintained as the body responsible for the Board's ongoing development and its forward agenda.

3.5 Finally, it recognised the need for membership changes to reflect NHS and SCC governance changes, to generate more system ownership of HWBB discussions and agreements, and to reflect the Board's commitment to an all-age approach.

4.0 CHANGES TO THE TERMS OF REFERENCE

- 4.1 The remainder of this report will set out section by section an explanation of changes proposed to the Board's Terms of Reference in light of the above. It will focus on major changes only; some minor changes for meaning aren't highlighted, but all are identified in a tracked changes version in the appendix to this paper.
- 4.2 As well as the membership and method changes highlighted above, it will also account for the formal end of commissioning in NHS resulting from the Health and Care Act 2022, and its replacement with a planning approach.

5.0 ROLE AND FUNCTION OF THE HEALTH AND WELLBEING BOARD

- 5.1 Paragraph 1.3 has been adjusted to prioritise the Board's focus on health inequalities, with improvement of planning, commissioning, and service delivery set out in service to this.
- 5.2 Paragraph 1.6 now reflects changes to the Board's role following the Health and Care Act 2022.

6.0 MEMBERSHIP

- 6.1 Following the formal end of commissioning in the NHS, member categories have been removed as these are now less relevant to the Board's work. This will also support a whole system approach and culture
- 6.2 The Board's membership has been adjusted to reflected the review discussion and wider governance changes, as per the table below:

Current membership	New membership/wording	Reason for change
Sheffield City Council Executive Member for Health and Social Care	Chair of Sheffield City Council Adult Health and Social Care Committee	Following the governance referendum, SCC has shifted to a Committee system. Since HWBB Member spaces are currently occupied by Executive Members, these are re-allocated to the Chairs of the relevant committees.
Sheffield City Council Executive Member for Education, Children and Families	Chair of Sheffield City Council Education, Children and Families Committee	
Sheffield City Council Executive Member for Neighbourhoods	Chair of Sheffield City Council Housing Committee	

and Community Safety		
Sheffield City Council Chief Executive	Sheffield City Council Chief Executive	No change. SCC CEX membership of the Board ensures links to all SCC services.
Sheffield City Council Director of Adult Social Services	Sheffield City Council Director of Adult Social Services	Statutory Member
Sheffield City Council Director of Children's Services	Sheffield City Council Director of Children's Services	Statutory Member
Sheffield City Council Executive Director for Place	Sheffield City Council Executive Director with responsibility for economic development	This will ensure links with the SCC approach to Levelling Up and broader economic development.
Director of Public Health	Sheffield City Council Director of Public Health	Statutory member
NHS Sheffield CCG Governing Body Chair	Remove	In the new NHS governance arrangements there is no equivalent of this role
NHS Sheffield CCG Accountable Officer	NHS South Yorkshire Executive Director for Sheffield	These are the direct equivalents of the former CCG posts.
NHS Sheffield CCG Director of Strategy	NHS Sheffield Director with responsibility for strategic leadership	
NHS Sheffield CCG Medical Director	NHS Sheffield Director with responsibility for clinical leadership	
Senior representative from NHS England	No replacement	Following the recent NHS reforms this place is no longer required.
Health & Care Partnership Programme Director	Nominated representative of the Health and Care Partnership	Reworded to allow flexibility should governance arrangements change.

NHS Provider – Clinical Representative	Nominated representative of NHS Acute Provider Trusts	One person to represent the NHS Provider constituency, to be nominated by provider members of the HCP. Will be required to engage with and represent all providers, not just their organisation. Removing one provider place allows flexibility to broaden membership.
NHS Provider – Non-Executive Representative	Remove	
NHS Sheffield CCG Governing Body GP	Nominated clinical representative of Primary Care Networks	There is no equivalent of CCG Governing Body GPs under new NHS governance but it is desirable to maintain a primary care perspective in Board discussions
New Member	Nominated representative of partners working with or for children and young people	This reflects the HWBB need to adjust its membership to make it properly “all-age”, with the individual to be nominated through relevant partnerships.
New Member	Nominated representative of partners working to support mental health and wellbeing	This reflects the need to ensure parity between physical and mental health, with the individual to be nominated through relevant partnerships.
VCF Provider	Representative from a VCF organisation working citywide	Adjustments made to ensure a range of perspectives from VCF partners are reflected in Board discussions, with recruitment to these roles to be done in partnership with the sector.
VCF Organisation	Representative from a VCF organisation working within a locality	
New Member	Representative from a VCF organisation working with a specific group	
Blue Light Service	Representative of South Yorkshire Police	SYP have attended for the lifetime of this place, and have a strong interest in the downstream impacts of health inequalities
Chair of Healthwatch Sheffield	Chair of Healthwatch Sheffield	Statutory member
University	Representative of the University of Sheffield	

	Representative of Sheffield Hallam University	Providing two formal places allows for clearer engagement with the universities as corporate institutions.
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6.3 Paragraph 2.2 now explicitly references citizens to emphasise engagement outside formal institutions, and has added an option for the Board to co-opt members where relevant to aid flexibility.

6.4 Paragraph 2.3 has been added to set out clearly the aims for planned conferences.

6.5 Paragraph 2.5 has been added to indicate that vacancies will be recruited to formally, using the Board's Steering Group to guide this process.

7.0 GOVERNANCE

7.1 The Board has been co-chaired since its inception by an elected member of Sheffield City Council and the Chair of the Clinical Commissioning Group Governing Body, and this has been seen as a valuable symbol of partnership working. However, there is no non-executive equivalent of the Chair of the Governing Body in the new NHS governance arrangements.

7.2 As a result the Board need to consider whether to end the co-chairing arrangement in order to maintain this as a non-executive role, or to maintain the partnership arrangement and accept that the NHS co-chair will be someone with executive responsibilities.

7.3 As a result, two versions of paragraph 3.1, which deals with chairing arrangements, are proposed for consideration. The first of these sets the chair as the Chair of the SCC Adult Health and Social Care Committee; the second maintains co-chairing, with this being between the Chair of the Adult Health and Social Care Committee, and the NHS South Yorkshire Executive Director for Sheffield. The Board are asked to give their view on which of these they would prefer to propose to Full Council for formal incorporation.

7.4 Paragraph 3.3 has been adjusted to update quorum arrangements to reflect the removal of categories of membership indicated above, and following this to set a quorum at a minimum number of Board members. This has been set at 25%, which reflects the rules for Full Council; it is felt that the standard of 2-3 members used for committees is too low for a strategic partnership.

7.5 The reference to scrutiny committees in paragraph 3.6 has been removed to reflect SCC constitutional changes.

7.6 Additions have been made to paragraph 3.7 to reflect changes to NHS governance.

8.0 MEETINGS, AGENDAS AND PAPERS

- 8.1 Paragraph 4.1 has been adjusted to remove private strategy development meetings as per the review recommendations.
- 8.2 Paragraphs 4.7 and 4.8 have been added making commitments to produce and discuss an annual report, and hold conferences on strategic issues.

9.0 ROLE OF A HEALTH AND WELLBEING BOARD MEMBER

- 9.1 Paragraph 5.1 has been adjusted to include a role in promoting and supporting conference events.
- 9.2 Paragraph 5.2 has been extracted from the bullet list in 5.1 to emphasise this ask of Board members.

10.0 ENGAGEMENT WITH THE PUBLIC

- 10.1 The section title has had a reference to providers removed as these organisations are now formally included in the Board's membership.
- 10.2 Paragraph 6.1 has been adjusted to reflect the removal of board member categories, with the reference to Independent Voice members removed.
- 10.3 Paragraph 6.3 has been added to set out the purpose of conference events, with consequent adjustments to paragraph 6.4 to emphasise the broader role of VCS organisations in engagement.
- 10.4 The commitment to maintain a website and regular newsletter removed, reflecting the support resource available.

11.0 QUESTIONS FOR THE BOARD

- 11.1 Which of the proposed approaches to chairing arrangements do the Board want to pursue?
- 11.2 Do the Board agree with the proposed changes to the Terms of Reference?

12.0 RECOMMENDATIONS

- 12.1 The Board are recommended to:
- Agree the proposed changes to the Health and Wellbeing Board Terms of Reference; and
 - Agree to formally propose these changes to Full Council at the next available opportunity, for incorporation into the Council's Constitution.

SHEFFIELD HEALTH AND WELLBEING BOARD

Terms of Reference

1. Role and Function of the Health and Wellbeing Board

- 1.1 The Sheffield Health and Wellbeing Board (the Board) is established under the Health and Social Care Act 2012 as a statutory committee of Sheffield City Council (the Council) from 1 April 2013. However, it will operate as a multi-agency board of equal partners.
- 1.2 The Board will develop and maintain a vision for a city free from inequalities in health and wellbeing, taking a view of the whole population from pre-birth to end of life.
- 1.3 The Board will be the system leader for health & wellbeing, acting as a strong and effective partnership to ~~improve the commissioning and delivery of services across the NHS and the Council, leading in turn to improved health and wellbeing outcomes and reduced health inequalities for the people of Sheffield.;~~
- 1.4 Maximise the impact of all institutions in Sheffield on reducing health inequalities in the city; and
 - Improve the planning, commissioning, and delivery of services across the NHS and Council.
- 1.4 In doing this, the Board will take an interest in all the determinants of health and wellbeing in Sheffield and will work across organisational boundaries in pursuit of this.
- 1.5 The Board will be ambitious for Sheffield and hold organisations in Sheffield to account for the delivery of the Board's vision for the city. It ~~should enable~~ will support organisations to work in an integrated way, for the purpose of advancing the health and wellbeing of people in Sheffield.
- 1.6 The Board is statutorily required to carry out the following functions:
- To undertake a Joint Strategic Needs Assessment (JSNA);¹
 - To undertake a Pharmaceutical Needs Assessment (PNA);²
 - To develop and publish a Joint Health and Wellbeing Strategy (JHWS) for Sheffield;³

¹ Section 116 Local Government and Public Involvement in Health Act 2007 (the LGPIHA 2007)

² Section 128A National Health Service Act 2006 (the NHS Act 2006).

³ Under Section 116A LGPIHA 2007

- To provide an opinion on whether the Council is discharging its duty to have regard to the JSNA, and the JHWS, in the exercise of its functions;⁴
- ~~To review the extent to which the Clinical Commissioning Group (CCG) has contributed to the delivery of the JHWS; to provide an opinion to the CCG on whether their draft commissioning plan takes proper account of the JHWS; and, to provide an opinion to NHS England on whether a commissioning plan published by the CCG takes proper account of the JHWS;~~
- To contribute to the NHS South Yorkshire Integrated Care Partnership's Integrated Care Strategy, setting the direction for the Integrated Care Board;
- To engage with the Integrated Care Board on their five year forward plan, setting out how the ICB will deliver its core duties including what it will do to implement the JHWS, before the start of each financial year;
- To produce a statement on the Board's final opinion on this plan, following consultation with the ICB;
- To contribute to NHS England's annual performance assessment of how well the ICB is discharging its duties, including its contribution to delivery of the JHWS;
- To support joint planning and commissioning and encourage integrated working and pooled budget arrangements⁵ in relation to arrangements for providing health, health-related or social care services;
- To discharge all functions relating to the Better Care Fund that are required or permitted by law to be exercised by the Board; and
- To receive and approve any other plans or strategies that are required either as a matter of law or policy to be approved by the Board.

1.7 In addition to these the Board will also take an interest in how all organisations in Sheffield function together to deliver on the Joint Health & Wellbeing Strategy.

1.8 The Board will own and oversee the strategic vision for health and wellbeing in Sheffield, hold all partners and organisations to account for delivering against this by taking an interest in all associated strategies and plans and, when appropriate, requesting details on how specific policies or strategies help to achieve the aims of the Joint Health & Wellbeing Strategy.

1.9 The Board will continue to oversee the strategic direction of the Better Care Fund and the delivery of better integrated care, as part of its statutory duty to encourage integrated working ~~between commissioners.~~ This will include signing off quarterly and annual Better Care Fund submissions.

2. Membership

2.1 The membership of the Board is as follows:

⁴ Under Section 116B LGPIHA 2007

⁵ In accordance with Section 195 Health and Social Care Act 2012. This includes encouraging arrangements under Section 75 NHS Act 2006.

- ~~Chair of~~ Sheffield City Council:
- ~~Chair of~~ Adult Health ~~and~~ Social Care Policy Committee
- Chair of Sheffield City Council Education, Children ~~and~~ Families Policy Committee
- Chair of Sheffield City Council Housing Policy Committee
- Sheffield City Council Chief Executive
- Sheffield City Council Director of Adult Social Services appointed under section 6 of the Local Authority Social Services Act 1970
- Sheffield City Council Director of Children's Services appointed under section 18 of the Children Act 2004
- Sheffield City Council Executive Director, City Futures as the Executive Director with responsibility for Operational Services economic development
- ~~Sheffield NHS Clinical Commissioning Group~~
 - ~~Governing Body Chair~~
 - ~~One other Governing Body GP~~
 - ~~Accountable Officer~~
- ~~Medical~~ City Council Director of Public Health appointed under section 73A National Health Service Act 2006
- NHS South Yorkshire Executive Director ~~of Strategy~~ for Sheffield
- ~~Other Commissioners~~
 - Senior NHS Sheffield Director with responsibility for strategic leadership
 - NHS Sheffield Director with responsibility for clinical leadership
 - Nominated representative of the Health and Care Partnership
 - Nominated representative of NHS Acute Provider Trusts
 - Nominated clinical representative of Primary Care Networks
 - Nominated representative of partners working with or for children and young people
 - Nominated representative of partners working to support mental health and wellbeing
 - Representative from ~~NHS England~~ VCF organisation working citywide
- ~~Providers~~
 - ~~Accountable Care Partnership Programme Director~~
- ~~NHS Provider~~ ~~Clinical~~ Representative from a VCF organisation working within a locality
- ~~NHS Provider~~ ~~Non-Executive~~ Representative from a VCF organisation working with a specific group
 - ~~VCF Provider~~
 - ~~VCF Organisation~~
 - ~~Blue Light Service~~
- ~~Independent Voice~~
 - Representative of South Yorkshire Police
- Chair of Healthwatch Sheffield

~~○ Director/Representative of Public Health~~

- University of Sheffield
- ~~2.2~~ ~~Other~~ Representative of Sheffield Hallam University

2.2 Citizens or other representatives from the wider health and wellbeing community in Sheffield may be invited to attend the Board ~~from time to time to contribute to discussion of specific issues, to contribute to discussions.~~ The Board may also co-opt members where it will be beneficial to ongoing conversations and related work.

2.3 Broader attendance will be especially encouraged outside of the formal committee meetings, with larger conference events aiming to link Board members as key decision makers in the city with a citizen and service user perspective, and with organisations, individuals and experts in the field who can bring a diverse range of insights into the discussion. Attendance at events should be representative of the city as a whole, as appropriate for the issue at hand, and the Board will ensure that everyone attending these events speaks on the same terms and with the same expectations of being heard.

~~2.3~~ 2.4 Any changes to personnel will be approved through Full Council on an annual basis.

2.5 Where places are or become vacant and are not related to a specified individual, these will be recruited to through an exercise conducted by the Board's Steering Group.

3. Governance

3.1 **Chair:** The Board will be ~~co~~-chaired by the ~~Council~~ Chair of the SCC Adult Health ~~and~~ Social Care Policy Committee ~~and the Chair of the CCG, with chairing of meetings generally alternating between them.~~

3.2 **Attendance at meetings and deputies:** In order to maintain consistency it is assumed that Board members will attend all meetings as far as possible. Each member must name 1 deputy, who should be well briefed on the Board's purpose and activities, fulfil the same or similar function in their primary role (as opposed to being from the same organisation), and attend meetings and vote on behalf of the member when they are absent.

~~3.3~~ ~~3.3~~ **Quorum:** ~~1 Elected Member of the Council & 1 other Council Representative (Elected Member or Officer), 1 CCG Governing Body GP and 1 other CCG Representative, 1 Provider Representative, and 1 Independent Voice Representative, with an in-meeting majority for Commissioners.~~

~~3.3~~ ~~3.4~~ **Quorum:** The quorum for a meeting of the Board shall be one quarter of the whole number of the membership (including vacancies).

3.4 **Decision-making and voting:** The Board will operate on a consensus basis. Where consensus cannot be achieved the matter will be put to a vote. Decisions will be made by simple majority: the Chair ~~for the meeting at which the vote is taken~~ will have the casting vote. All votes shall be taken by a show of hands unless decided otherwise by the Chair.

- 3.5 **Authority of representatives:** It is accepted that some decisions and ~~+/~~or representations will need to be made in accordance with the governance procedures of the organisations represented on the Board: however, representatives should have sufficient authority to speak for their organisations and make decisions within their own delegations.
- 3.6 **Accountability and scrutiny:** As a Council committee, the Board will be formally accountable to ~~the~~Full Council.
- 3.7 **Relationship to other groups:** The Board has formally agreed a protocol with the city's Safeguarding Boards. The Board will seek to develop close relationships with the city's Accountable Health and Care Partnership ~~and any, Sheffield City Council's Policy Committees and any Committee or Sub-Committee of the Council with responsibility for the review and scrutiny of local health services, the NHS South Yorkshire Integrated Care System, and the Sheffield Joint Commissioning Committee~~ Committee or Sub-Committee of the Council with responsibility for the review and scrutiny of local health services, as part of its work to hold the health and wellbeing system to account. It will also develop relationships with other bodies in the city such as the Sheffield City Partnership Board and Safer & Sustainable Communities Sheffield Community Safety Partnership, especially where the agendas of such bodies overlap with the Board's.

4. Meetings, agendas and papers

- 4.1 The Board will normally meet quarterly in public, ~~interspersed with private strategy development meetings.~~ There will be no fewer than 2 meetings per financial year, with a maximum of 32 weeks between meetings.
- 4.2 Dates, venues, agendas and papers for public meetings will be published in advance on the Council's website.
- 4.3 The ~~Co-Chairs~~Chair will agree the agenda for each meeting, supported by ~~an officer subgroup.~~ the Board's Steering Group.
- 4.4 Agendas and papers will be circulated to all members and be available on the Council's website 7 days in advance of the meeting.
- 4.5 Minutes will be circulated to all members, and published on the Council's website as soon as possible after the meeting.
- 4.6 It is expected that those who write papers will work collaboratively with others to provide a city-wide perspective on any given issue.
- 4.7 The Board will receive an Annual Report at its March meeting, using this to understand its impact and establish aims for the year ahead.
- 4.8 The Board will also convene regular city conferences with open invites on topics that are relevant to the JHWS.

5. Role of a Health and Wellbeing Board ~~Member~~ member

5.1 All members of the Board, as a statutory committee of the Council, must observe the Council's code of conduct for members and co-opted members. Other responsibilities include:

- ~~Attending~~ Prioritising their attendance at Board meetings ~~whenever possible and fully~~ and positively contributing to discussions, reading and digesting any documents and information provided prior to meetings;
- Playing a strong role in promoting the Board conference events, and identifying relevant people to attend and contribute.
- ~~The membership of the Health & Wellbeing Board is constructed to provide a broad range of perspectives on the development of strategy. With this in mind, members are asked to bring the insight, knowledge, perspective and strategic capacity they have as a consequence of their everyday role, and not act simply as a representative of their organisation, but with the interests of the whole city and its residents at heart;~~
- Fully and effectively communicating outcomes and key decisions of the Board to their own organisations, acting as ambassadors for the work of the Board, and participating where appropriate in communications/marketing and stakeholder engagement activity to support the objectives of the Board, including working with the media;
- Contributing to the development of the JSNA and JHWS;
- Ensuring that planning and commissioning ~~is~~ are in line with the requirements of the JHWS and working to deliver improvements in performance against measures within the public health, NHS and adult social care outcomes frameworks;
- Declaring any conflict of interest, particularly in the event of a vote being required and in relation to the providing of services;
- Acting in a respectful, inclusive and open manner with all colleagues to encourage debate and challenge.

5.2 The membership of the Health & Wellbeing Board is constructed to provide a broad range of perspectives on the development of strategy. With this in mind, members are asked to bring the insight, knowledge, perspective and strategic capacity they have as a consequence of their everyday role, and not act simply as a representative of their organisation, but with the interests of the whole city and its residents at heart.

6. Engagement with the public ~~and providers~~

6.1 Healthwatch Sheffield is the Board's statutory partner for involving Sheffield people in discussions and decision-making around health and wellbeing in the city. It is expected that the Healthwatch Sheffield representative(s) will clearly ensure Sheffield people's views are included in all Board discussions, with ~~Elected Members, and all~~ other ~~Independent~~ VoiceBoard members ~~also having a role~~ expected to contribute in this regard.

6.2 Formal public meetings will be held quarterly, with members of the public invited to ask questions. An answer may take the form of:

- An oral answer;
- A written answer to the member of the public, circulated to the Board and placed on the Council's website;
- Where the desired information is contained in a publication, a reference to that publication.

The Board's chairs retain the right to restrict the length of time given to answering public questions at any meetings held.

6.3 The Board will work ~~with Healthwatch Sheffield~~ to engage with the public on the issues affecting health and wellbeing in Sheffield through a range of means, ~~ensuring. This will include conferences, which will:~~

- Bring in a broader range of voices and more diverse insight into health and wellbeing priorities set out by the Board;
- Provide opportunity for decision makers in the city to come together with people experiencing health inequalities, working towards co-produced solutions; and
- Where possible, provide the opportunity for the Board to get out of its normal meeting settings and into communities.

~~6.36.4~~ The Board will work with Healthwatch Sheffield and voluntary sector organisations to ensure the output from ~~this~~ engagement is linked to the Board's Forward Plan, and is fed into and reflected in Board discussions. This work will:

- Provide an avenue for members of the public to impact on the Board's discussions and work;
- Engage the public and/or providers in the development of the Joint Health & Wellbeing Strategy;
- Develop the Board's understanding of local people's and providers' experiences and priorities for health and wellbeing;
- Communicate the work of the Board in shaping health and wellbeing in Sheffield;
- Develop a shared perspective of the ways in which providers can contribute to the Board's delivery.

~~6.4~~ ~~6.4~~ ~~The Board will maintain a website with up to date information about its work and send out regular newsletters.~~

~~7.~~ ~~7.~~ **Review**

~~7.1~~ These Terms of Reference will be reviewed annually.

~~7.27.1~~

Article 10 – The Health and Wellbeing Board

10.1 Sheffield Health and Wellbeing Board

The Sheffield Health and Wellbeing Board is established under the Health and Social Care Act 2012 as a statutory committee of Sheffield City Council.

The statutory role of the Board is to encourage, for the purpose of advancing the health and wellbeing of the people in its area, persons who arrange for the provision of any health or social care services in that area to work in an integrated manner.

It must, in particular, provide such advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 (the Better Care Fund) in connection with the provision of such services.

It may encourage persons who arrange for the provision of any health-related services in its area to work closely with it and may encourage persons who arrange for the provision of any health or social care services in its area and persons who arrange for the provision of any health-related services in its area to work closely together develop and maintain a vision for a city free from inequalities in health and wellbeing, taking a view of the whole population from pre-birth to end of life. The Board will be the system leader for health and wellbeing, acting as a strong and effective partnership to improve the commissioning and delivery of services across the NHS and the Council, leading in turn to improved health and wellbeing outcomes and reduced health inequalities for the people of Sheffield.

10.2 Composition, Role and Functions

The Sheffield Health and Wellbeing Board will have the composition, role and functions as set out in its terms of reference at Part 3 of this Constitution.

Extract From The Sheffield City Council Constitution:
Part 5 (Codes and Protocols) – Monitoring Officer Protocol

Appendix A - Procedure For Dealing with Complaints Regarding City, Parish and Town Councillors and Co-opted Members

Appendix A

SHEFFIELD CITY COUNCIL

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

1. Introduction

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

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

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

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

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

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

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

2. Monitoring Officer

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

3. Independent Persons

3.1 The Council appoints Independent Persons from outside the Council to assist the Monitoring Officer and the Audit and Standards Committee in considering complaints. This is statutory requirement under the Localism Act 2011. Sheffield has appointed two Independent Persons - David Waxman and [Karen Widdowson Jo Cairns](#).

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

1. The Independent Person should be consulted on an allegation and should be given the option to review and comment on allegations which the Monitoring Officer is minded to dismiss as being malicious, without merit, vexatious or trivial.
2. As to whether to undertake a formal investigation.
3. Before the Hearing Sub-Committee.

[3.3 An elected member who is the subject of a Standards Complaint is entitled to process / procedural advice from an Independent Person, and any request shall be made via the Monitoring Officer.](#)

[If the elected member requires any other form of support, a request can be made through Democratic Services. Advice on this is available on the members SharePoint site.](#)

4. Making a Complaint/Withdrawing a Complaint

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

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

4.2 If you need advice or assistance in submitting a complaint [concerning an elected member](#), please contact Sarah Hyde in Democratic Services (email sarah.hyde@sheffield.gov.uk or phone 0114 273 4015).

4.3 Details of the complaint, including the name of the complainant, will be shared with the Member. The complainant can request at section 2 of the complaint form for their identity to be kept confidential. Requests for confidentiality will be considered by the Monitoring Officer, in consultation with the Independent Person, and the complainant will be informed in writing of the outcome. In the interest of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We are unlikely to withhold your identity unless there are exceptional circumstances; for example, that you can demonstrate that you will suffer significant harm or distress as a result of disclosure. In exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

4.4 Anonymous complaints will not be considered.

4.5 The complainant can withdraw their complaint at any time by informing the Monitoring Officer in writing. The Monitoring Officer will confirm this in writing with the complainant within 5 working days and also inform the Member that the complaint has been withdrawn.

4.6 Where a complaint has been withdrawn, the Monitoring Officer reserves the right to pursue the issues in the complaint.

5.0 Acknowledging the Complaint/Rejecting a Complaint/Informing the Member

5.1 The Monitoring Officer will acknowledge receipt of the complaint in writing within 5 working days, with details of how the complaint will be dealt with and providing a copy of this Procedure and the Code of Conduct.

5.2 If necessary, the Monitoring Officer will clarify any matters with the complainant as soon as possible before the Member is informed.

5.3 The Monitoring Officer also reserves the right to reject a complaint if it is considered to be trivial, vexatious, repetitious, not a

standards matter or a general misuse of the opportunity. The complainant will be informed of the reasons why a complaint has been rejected.

- 5.4 The Member will be informed in writing within 5 working days that a complaint has been made about them, subject to paragraph 5.2. This will include the name of the complainant (unless the Monitoring Officer has agreed to the complainant's request that their name is kept confidential) and details of the complaint. They will also receive a copy of this Procedure and the Code of Conduct. To assist the Monitoring Officer in assessing the complaint, the Member will be invited to submit within 10 working days a written statement of fact in response to the complaint.
- 5.5 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip and Chair of the Audit and Standards Committee that a complaint has been received and provide a summary of the complaint.
- 5.6 Where a complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council of the name of the Member and details of the complaint. The Clerk will also be kept informed of the progress and the outcome of the complaint.

6. Assessment by the Monitoring Officer

- 6.1 Before assessment of the complaint, it may be necessary for the Monitoring Officer to request further information or clarification from the complainant and/or Member and, where necessary, obtain other available information, such as the minutes of a meeting.
- 6.2 The Monitoring Officer, in consultation with the Independent Person, will consider (a) the complaint, any remedy sought by the complainant, any written statement of fact submitted by the Member and any other information obtained; (b) whether the member was acting in their official capacity and that the Code of Conduct does apply; (c) if the allegation constitutes a potential breach of the Code of Conduct; and (d) would consideration of the complaint be in the public interest; and then take one of the following courses of action:-
1. Take no action or
 2. Take other action through informal resolution or
 3. Refer the matter for investigation
 4. Refer the matter to the Consideration Sub-Committee
- 6.3 The complainant and the Member will be informed in writing within 10 working days of the outcome and the reasons for the decision.

6.4 The Monitoring Officer will also inform the Leader of the relevant political Group, Group Whip and Chair of the Audit and Standards Committee of the assessment decision. Where a complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of that Council.

6.5 Where a complaint is not referred for investigation, the Monitoring Officer will seek to deal with the matter within 8 weeks.

6.6 Take No Action

6.6.1 It is likely that no action will be taken where:-

- A significant amount of time has elapsed since the events which are the subject of the complaint.
- The allegation relates to a cultural or recurring issue relating to standards within the Council.
- The matter should be dealt with by some other method.
- Complaints have been made about the Member relating to similar issues that have previously been dealt with through this Procedure.
- The complaint appears to be trivial, vexatious, repetitious or a general misuse of the opportunity.
- The conduct occurred during political debate or could be regarded as a political expression of views or opinion.

6.7 Take Other Action Through Informal Resolution

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

- The Monitoring Officer considers that this is the most effective way of resolving the matter to the complainant's satisfaction;
- The Member appears to have a poor understanding of the Code of Conduct and/or related Council procedures;
- The conduct complained of appears to be a symptom of wider underlying conflicts which, if unresolved, are likely to lead to further misconduct or allegations of misconduct;

- The conduct complained of appears to the Monitoring Officer not to require a formal sanction;
- The complaint appears to reveal a lack of guidance, protocols and procedures within the District or Parish/Town Council;
- The complaint consists of allegations and retaliatory allegations between councillors;
- The complaint consists of allegations about how formal meetings are conducted; and
- The conduct complained of may be due to misleading, unclear or misunderstood advice from officers.

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

- Take such steps as they think appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
- Ask the Whips to address the issue raised within their political parties or with an individual Member.
- Mediate between the parties involved to resolve the issues.
- Seek an apology from the Member.
- Any other action capable of resolving the complaint.

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

6.8 Refer the Matter for Investigation

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

6.8.2 If a complaint has been referred for investigation, the Monitoring Officer, in consultation with the Independent Person, will appoint a person to undertake the investigation and this may be either a

Council Officer or an outside agent, depending on the complexity and subject of the complaint.

- 6.8.3 The Investigating Officer will inform the complainant and Member of the process and proposed timescale of the investigation. The investigation may involve interviewing both parties and possibly other witnesses, together with reviewing any relevant documentation or paperwork.
- 6.8.4 The Investigating Officer will prepare a draft report on the outcome of the investigation and provide the complainant and Member with a copy for review and comment.
- 6.8.5 The Investigating Officer will submit a final version of the report to the Monitoring Officer that will make a finding that either (a) there has been a breach of the Code of Conduct or (b) there has not been a breach of the Code of Conduct. The final report will also be sent to the complainant and Member.
- 6.8.6 The Monitoring Officer will submit the Investigating Officer's report to the Consideration Sub-Committee.
- 6.8.7 An investigation will be completed within 12 weeks of a referral by the Monitoring Officer. The Consideration Sub-Committee will meet within two months of the final report being submitted to the Monitoring Officer.
- 6.9 Refer the matter to the Consideration Sub-Committee
- 6.9.1 The Monitoring Officer can refer a complaint direct to the Sub-Committee if it is considered that there is a breach of the Code but there is no dispute over the events in relation to the complaint and an investigation is not considered necessary.
- 6.9.2 If a member of the public making a complaint is not satisfied with the action to be taken through informal resolution they can make a request in writing to the Monitoring Officer for reconsideration. If appropriate, the Monitoring Officer may then recommend additional mediation, reconsider the original action proposed, or refer the complaint to Consideration Sub-Committee.

7 Consideration Sub-Committee

- 7.1 The Consideration Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.
- 7.2 The complainant and Member are not required to attend the meeting of the Sub-Committee.

- 7.3 The Monitoring Officer will submit a report on the outcome of an investigation or a matter referred to the Sub-Committee. The Investigating Officer will attend the meeting.
- 7.4 The Sub-Committee will consider the Monitoring Officer's report and, after taking the views of the Independent Person into account, can:-
- (a) take no action; or
- (b) take other action including any of the following actions:-
- Take such steps as the Sub-Committee considers appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
 - Ask the Whips to address the issue raised within their political parties or with an individual Member.
 - Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.
 - Seek an apology from the Member.
 - Any other action capable of resolving the complaint.
- (c) refer the matter to a Hearing Sub-Committee.
- 7.5 Where the Consideration Sub-Committee is considering a report on the referral of a complaint where a member of the public is not satisfied with the action to be taken through informal resolution, the only option available to the Sub-Committee is to ratify the original informal resolution, or to take other action including any of the following actions:-
- Take such steps as the Consideration Sub-Committee considers appropriate to prevent a future breach of the Code including training, guidance and introducing or amending policies/protocols.
 - Ask the Whips to address the issue raised within their political parties or with an individual Member.
 - Request the Monitoring Officer, in consultation with the Independent Person, to mediate between the parties involved to resolve the issues.

- Seek an apology from the Member.
 - Any other action capable of resolving the complaint.
- 7.6 The Monitoring Officer will inform the complainant and Member in writing within 10 working days of the outcome and the reasons for the Sub-Committee's decision.
- 8. Hearing Sub-Committee**
- 8.1 The Hearing Sub-Committee comprises 3 Councillors and 1 non-voting co-opted Independent Member.
- 8.2 The Sub-Committee will meet within two months of a referral by the Consideration Sub-Committee to consider the allegation.
- 8.3 The Sub-Committee will meet in public unless it decides that all or part of the meeting should be held in private in accordance with the Access to Information Procedure Rules in the Council's Constitution.
- 8.4 In advance of the Hearing, there will be a pre-hearing process to allow matters at the Hearing to be dealt with more fairly and economically.
- 8.5 The complainant and member will be given the opportunity to attend the Hearing and present witnesses. The Monitoring Officer, any Investigating Officer and Independent Person will also attend. The procedure at the Hearing will include:-
- Making findings of fact
 - Deciding if there has been a breach of the Code of Conduct
 - Consider the remedies/sanctions available if there is a finding that the Member has breached of the Code of Conduct
- 8.6 Full details of the pre-hearing and hearing process are set out in the Procedure at Hearings. The Member and complainant will be provided with a copy of the Procedure.
- 8.7 A Finding of No Breach of the Code of Conduct
- 8.7.1 If the Sub-Committee finds that the Member did not breach the Code of Conduct no further action will be taken in respect of the complaint. However, the Sub-Committee can make a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general (e.g. proposed changes to internal procedures or training for Members).
- 8.8 A Finding of a Breach of the Code of Conduct

8.8.1 If the Sub-Committee finds that a breach of the Code of Conduct has occurred they may make any of the following recommendations and may specify to whom they wish them to be directed:-

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

8.8.2 The Monitoring Officer will inform the complainant and the Member of the outcome from the Sub-Committee hearing in writing within 10 working days.

8.8.3 The findings and decision of the Sub-Committee will be also be available on the Council's website and copies will be supplied to the Chief Executive, Leaders of all the political Groups and the Group Whips.

8.8.4 Where the matter relates to a Parish or Town Councillor, the Clerk of that Council will be informed of the outcome of a Hearing.

9. Appeals

9.1 There is no right of appeal for the complainant or Member against a decision of the Monitoring Officer, Consideration Sub-Committee or Hearing Sub-Committee.

9.2 If the complainant feels that the Council has failed to deal with their complaint properly, they can make a complaint to the Local Government and Social Care Ombudsman (<http://www.lgo.org.uk/make-a-complaint/how-to-complain> or phone 0300 061 0614).

10. Reports

- 10.1 An annual report [and half yearly interim report](#) will be submitted to the Audit and Standards Committee with a summary of all Standards Complaints received and their outcome.

11. Data Protection

- 11.1 Complaints will be handled in the strictest confidence at all times. We will ensure that any information received as part of the handling of the complaint is disclosed only to those who can demonstrate a valid need to know it. However, when a complaint is considered at a Standards Committee Hearing then any information will be dealt with in accordance with the Access to Information Procedure Rules in the Council's Constitution.
- 11.2 Complaints records will be stored safely and securely. Records of the number of complaints received, the outcomes and the subject Members, will be kept for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide. Personal information about the complainant and details of the complaint itself will be deleted after 7 years unless we elect to retain it for a longer period in order to comply with our legal and regulatory obligations.

12. Review and Changes to the Procedure

- 12.1 The Monitoring Officer will review the Procedure annually, in consultation with the Independent Persons, and submit a report on any proposed changes to the Audit and Standards Committee for consideration. In accordance with the Constitution, any changes will require final approval at Full Council.

Extracts From The Sheffield City Council Constitution:
Part 5 (Codes and Protocols) – Councillor Code of Conduct

Section 10 - Gifts and hospitality

As a councillor or co-opted member:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £10, or accumulatively in excess of £10 from the same source over the four-year term of office which you have been offered as a Member from any person or body other than the Authority within 28 days of receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

[This duty to notify the Monitoring Officer does not apply where the gift is accepted on behalf of the Council and does not apply to the role of Lord Mayor.](#)

Appendix B - Registering interests

5. Where you have a disclosable pecuniary interest on a matter to be considered or ~~is~~ being considered by you as a Committee member ~~Cabinet member in exercise of your executive function~~, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

APPENDIX F

Extracts From The Sheffield City Council Constitution:
Part 3 (Responsibility for Functions) - Part 3.3 (Matters Delegated to Committees and Sub-Committees)

3.3.2 ARRANGEMENTS FOR URGENT DECISION MAKING

An Urgency Sub-Committee is established for each Policy Committee with a quorum of three members (to include the Chair or Deputy Chair). All members of the parent committee and their named substitutes (where applicable) may act as substitute members of an Urgency Sub-Committee.

A meeting of an Urgency Sub-Committee may be convened to take any Urgent Decision reserved to the parent Policy Committee PROVIDED THAT the Monitoring Officer in consultation with the Chair has confirmed that the decision could not have been foreseen and to delay taking the decision until the next scheduled meeting of the Policy Committee would seriously prejudice either the Council's or the public's interests.

Any Urgent Decision may be taken at a scheduled meeting of Strategy & Resources Policy Committee for reasons of efficiency ONLY IF the Urgency Sub-Committee of the relevant Policy Committee has been unable to meet in the necessary timeframe.

An Urgent Decision may be taken by certain Officers in consultation (wherever practicably possible) with the Chair of the appropriate Policy Committee, ONLY IF, in the opinion of the Monitoring Officer in consultation (wherever practicably possible) with the Chair, it would not be possible to convene an Urgency Sub-Committee Meeting or take the decision to a scheduled meeting of Strategy and Resources Policy Committee within a timescale that would not seriously prejudice either the Council's or the public's interests. In the Chair's absence the Deputy Chair should be consulted or in their absence the Leader of the Council.

The Officers who may take an Urgent Decision are:

Any matter:

- The Chief Executive

Where the matter falls within his/her portfolio, service or budget area or such other corporate area of responsibility to which s/he may be nominated from time to time:

- Executive Director
- Chief Legal Officer
- [Director of Finance and Commercial Services](#)
- [Director of Adult Health and Social Care](#)
- [Director of Children's Services](#)

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In cases of Extreme Urgency (where a decision-maker reasonably believes that a failure to deal with a matter immediately would be likely to result in an appreciable risk of significant administrative, financial or other detriment to the Council and/or

another individual or organisation) decisions may be taken by certain Officers in accordance with the provisions for Extreme Urgency at paragraph 3.5.7 of the Arrangements for the Delegation of Functions to Officers at Part 3.5 of this Constitution.

All decisions taken in accordance with these Arrangements for Urgent Decision Making must be reported at the next scheduled meeting of the Policy Committee. Use of these Arrangements shall be monitored by the Strategy and Resources Policy Committee and shall be considered by the Governance Committee in reviews of the Constitution and of the effectiveness of the current arrangements for a committee system of governance.

3.3.5 OTHER COMMITTEES

ADMISSIONS COMMITTEE

Terms of Reference

To hear and determine:-

- (a) admission cases and appeals against decisions of the ~~Executive Director,~~ People of Children's Services relating to parental choice of schools; and
- (b) appeals against decisions of the ~~Executive Director,~~ People of Children's Services relating to the issue of home to school travel passes.

APPENDIX G

Extract From The Sheffield City Council Constitution:
Part 3 (Responsibility for Functions) - Part 3.5 (Arrangements For The Delegation Of Functions To Officers)

3.5.10 Extreme Urgency

'Extreme Urgency' means a situation where a decision-maker reasonably believes that a failure to deal with a matter immediately would be likely to result in an appreciable risk of significant administrative, financial or other detriment to the Council and/or another individual or organisation.

The following Officers may make a decision in a case of Extreme Urgency, other than a decision which is reserved to Full Council, subject to the conditions set out below.

- In all cases a decision must comply with the Council's Financial Regulations and Contracts Standing Orders, and the statutory and Constitutional requirements for the making, recording and publicising of decisions.
- The action being taken and the reasons for it being taken must be reported as soon as possible to the Chief Executive (except for those decisions taken by the Chief Executive) and the Chair (or in their absence, the Deputy Chair) of the appropriate Policy Committee or of the Strategy and Resources Policy Committee.
- Where the matter requires expenditure which has not been budgeted for, prior consultation must take place ~~wherever possible~~ with the Chief Finance Officer (except for those decisions taken by the Chief Finance Officer).

Any matter:

- The Chief Executive

Where the matter falls within his/her portfolio, service or budget area or such other corporate area of responsibility to which s/he may be nominated from time to time:

- Executive Director
- Chief Legal Officer
- Director of Finance and Commercial Services
- Director of Adult Health and Social Care
- Director of Children's Services

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Agenda Item 12

Minutes of the Meeting of the Council of the City of Sheffield held in the Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH, on Wednesday 14 September 2022, at 2.00 pm, pursuant to notice duly given and Summonses duly served.

PRESENT

THE LORD MAYOR (Councillor Sioned-Mair Richards)

- | | | |
|---|---|--|
| 1 <i>Beauchief & Greenhill Ward</i>
Simon Clement-Jones
Richard Shaw
Sophie Thornton | 10 <i>East Ecclesfield Ward</i>
Vic Bowden
Craig Gamble Pugh
Alan Woodcock | 19 <i>Nether Edge & Sharrow Ward</i>
Nighat Basharat |
| 2 <i>Beighton Ward</i>
Kurtis Crossland | 11 <i>Ecclesall Ward</i>
Roger Davison
Barbara Masters
Shaffaq Mohammed | 20 <i>Park & Arbourthorne</i>
Ben Miskell
Nabeela Mowlana
Sophie Wilson |
| 3 <i>Birley Ward</i>
Denise Fox
Bryan Lodge
Karen McGowan | 12 <i>Firth Park Ward</i>
Fran Belbin
Abdul Khayum
Abtisam Mohamed | 21 <i>Richmond Ward</i>
David Barker
Mike Drabble
Dianne Hurst |
| 4 <i>Broomhill & Sharrow Vale Ward</i>
Angela Argenzio | 13 <i>Fulwood Ward</i>
Sue Alston
Andrew Sangar
Cliff Woodcraft | 22 <i>Shiregreen & Brightside Ward</i>
Dawn Dale
Peter Price |
| 5 <i>Burngreave Ward</i>
Talib Hussain
Mark Jones | 14 <i>Gleadless Valley Ward</i>
Marieanne Elliot
Paul Turpin | 23 <i>Southey Ward</i>
Mike Chaplin
Jayne Dunn |
| 6 <i>City Ward</i>
Douglas Johnson | 15 <i>Graves Park Ward</i>
Ian Auckland
Sue Auckland
Steve Ayris | 24 <i>Stannington Ward</i>
Vickie Priestley
Richard Williams |
| 7 <i>Crookes & Crosspool Ward</i>
Tim Huggan
Ruth Milsom
Minesh Parekh | 16 <i>Hillsborough Ward</i>
Christine Gilligan Kubo
George Lindars-Hammond
Henry Nottage | 25 <i>Stocksbridge & Upper Don Ward</i>
Lewis Chinchin
Julie Grocutt
Janet Ridler |
| 8 <i>Darnall Ward</i>
Mazher Iqbal
Mary Lea
Zahira Naz | 17 <i>Manor Castle Ward</i>
Terry Fox
Anne Murphy | 26 <i>Walkley Ward</i>
Ben Curran
Tom Hunt |
| 9 <i>Dore & Totley Ward</i>
Joe Otten
Martin Smith | 18 <i>Mosborough Ward</i>
Tony Downing
Kevin Oxley
Gail Smith | 27 <i>West Ecclesfield Ward</i>
Alan Hooper
Mike Levery
Ann Whitaker |
| | | 28 <i>Woodhouse Ward</i>
Mick Rooney
Jackie Satur
Paul Wood |

1. MINUTE SILENCE - DEATH OF HER MAJESTY, QUEEN ELIZABETH II

1.1 Members of the Council observed a minute's silence in memory of Her Majesty, Queen Elizabeth II, who sadly died on 8th September 2022.

2. NOTICE OF MOTION REGARDING THE PASSING OF HER MAJESTY, QUEEN ELIZABETH II

2.1 RESOLVED: On the motion of the Lord Mayor (Councillor Sioned-Mair Richards) and seconded by Councillor Terry Fox, that, in accordance with Council Procedure Rule 9.1, the order of business as published on the Council Summons be altered by taking an urgent item of business (Notice of Motion Regarding "The Passing of Her Majesty, Queen Elizabeth II") at this point in the proceedings.

2.2 The Lord Mayor stated that Council Procedure Rule 26 states that "An item of business may be considered at a meeting of the Council as a matter of urgency, where it has not been possible to give five clear working days' notice, on the recommendation of the Chair, but the reason for such urgency must be recorded in the minutes". The Lord Mayor stated that there were clear reasons for taking a Notice of Motion regarding the passing of Her Majesty, Queen Elizabeth II, as an urgent item of business, given that the Queen died after the agenda for this meeting had been published.

2.3 The proposed Motion had been circulated to all Members of the Council on 13th September 2022 and had been published on the Council's website. Copies of the Motion were available at the meeting.

2.4 On the motion moved by Councillor Terry Fox, seconded by Councillor Shaffaq Mohammed, and after contributions from four other Members, it was -

RESOLVED UNANIMOUSLY: That this Council:-

- (a) notes with great sadness the passing of Her Majesty, Queen Elizabeth II;
- (b) on behalf of the citizens of Sheffield, offers its sincere condolences to members of the Royal Family at this time of great sadness and personal loss;
- (c) notes that during her extraordinary 70-year reign, Her Majesty demonstrated unwavering dedication to serving the nation and the Commonwealth;
- (d) believes her reign will be acknowledged in history as one of the greatest of all monarchs and, through years of major challenges and difficulties for the country, she retained a true sense of dignity;

- (e) affirms that, as a mark of respect, flags are being flown at half-mast on Civic buildings until the period of national mourning ends on 19th September;
- (f) also affirms that, should citizens of Sheffield wish to pay their respects:-
 - (i) books of condolence are open in Sheffield and Stockbridge Town Halls, the Parish Council Offices in Low Bradfield and Ecclesfield and other civic and religious buildings across the City Council area;
 - (ii) an eBook of condolence is open on the Council's website; and
 - (iii) an area of the Peace Gardens in Sheffield City Centre and in the Clocktower Gardens, Manchester Road, Stocksbridge, have been designated as areas to place floral tributes; and
- (g) resolves to ask that the Lord Mayor sends this Council's condolences to His Majesty, King Charles III and the Royal Family.

3. APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence were received from Councillors Penny Baker, Tony Damms, Alexi Dimond, Peter Garbutt, Maleiki Haybe, Brian Holmshaw, Bernard Little, Ruth Mersereau, Martin Phipps, Maroof Raouf, Colin Ross, Safiya Saeed, Garry Weatherall and Ann Woolhouse.

4. DECLARATIONS OF INTEREST

- 4.1 There were no declarations of interest made by Members of the Council.

5. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

5.1 Kate Sheldon, Member Support and Civic Manager

- 5.1.1 The Lord Mayor (Councillor Sioned-Mair Richards) reported with sadness that Kate Sheldon, Member Support and Civic Manager, had died on 29th August 2022.
- 5.1.2 Members of the Council observed a minute's silence in memory of Kate, after which the Lord Mayor and former Lord Mayors, Councillors Gail Smith, Peter Price, Vickie Priestley and Denise Fox, spoke to pay tribute to Kate.

5.2 Petitions and Public Questions

- 5.2.1 The Lord Mayor (Councillor Sioned-Mair Richards) reported that, in view of this meeting being held during the period of national mourning following the death

of Her Majesty, Queen Elizabeth II, she had used her discretion, as Chair of the meeting, and had not invited petitioners to present their petitions or questioners to ask their questions at the meeting, nor would she invite the relevant Policy Committee Chairs to respond to the petitions and public questions at the meeting. Instead, questioners will be supplied with written answers and the questions and answers will be published on the Council's website on the webpage for this meeting.

- 5.2.2 The Lord Mayor stated that one ordinary petition (received from Lily Grayson) and questions from two members of the public (Geoffrey Cox and Rob Udale) had been received prior to the published deadline for submission of petitions and questions for this meeting. A question from another member of the public (James Martin) had been received early this morning and she proposed to use her discretion, as chair of the meeting, and permit the question to be processed with the other questions received. In addition, the agenda published for this meeting contained an item to debate a petition relating to the Graves Park Rose Garden Café building.

5.3 Petitions

5.3.1 Petition Requesting A Pedestrian Crossing on Cross Hill, Ecclesfield

The Council received an electronic petition containing seven signatures, requesting a pedestrian crossing on Cross Hill, Ecclesfield. The Council referred the petition to the Transport, Regeneration and Climate Policy Committee.

5.3.2 Petition Requiring Debate Regarding The Graves Park Rose Garden Café Building

The joint electronic and paper petition containing over 8,700 signatures asking the Council to repair, not demolish, Rose Garden Cafe, Graves Park, which was to have been debated under item 4(b) on the agenda, will now be debated at the next meeting of the Council on 2nd November. The lead petitioner, Liz Hnat, had agreed to this deferral subject to receiving assurances that no decisions about the café would be made prior to that date. This assurance had been provided to her by the Assistant Director of Legal and Governance.

5.4 Public Questions

5.4.1 Public Question Regarding The Council's Plans To Reduce Its Carbon Emissions

Geoffrey Cox asked the following question:-

“SCC Officers have confirmed that approximately one third of the entire carbon budget available to Sheffield for the period from our Climate Emergency declaration to achieving net zero has now been spent. Will the leadership of the City Council speak at a public meeting to report on this spend, on the progress the city has made against its 10 point plan for reducing emissions

down to net zero by 2030, and on its future carbon spend forecasts?”

A written answer, provided by Councillor Mazher Iqbal (Co-Chair of the Transport, Regeneration and Climate Policy Committee), will be published on the Council’s website [here](#).

5.4.2 Public Question Regarding The Council’s Food Policy And The Serving Of Plant-Based Food At Its Events

Rob Udale asked the following question:-

“Sheffield prides itself on being one of the more forward-thinking cities in the UK, putting climate considerations at the heart of its policies. This awareness should include every aspect of council activities, including food provision. Other councils, including Oxfordshire and Cambridge City, have committed to serve only plant-based food at their meetings and events. Given that animal agriculture is a major contributor to climate emissions, and reducing consumption of meat & dairy is known to be the single most effective way to reduce impact, will you show climate leadership by committing to serve only plant-based food at Council events? Even if largely symbolic, this will be a positive and forward-thinking step, sending a powerful message which will help normalise plant-based eating and bring council food policy into line with other climate-aware policies.”

A written answer, provided by Councillor Mazher Iqbal (Co-Chair of the Transport, Regeneration and Climate Policy Committee), will be published on the Council’s website [here](#).

5.4.3 Public Question Regarding The Ability Of Local Area Committees To Support Residents During The Cost Of Living Crisis

James Martin asked the following question:-

“Considering the rising concerns of people being able to cope with the rising cost of energy and food, are Local Area Committees (LACs) able to readjust their budget expenditure plans where necessary or do governance rules prevent such adaptations? I am concerned that if governance rules currently prevent LACs from responding to this emergency, this will undermine local groups of councillors from providing support where one or more wards is unable to provide a support location for warmth and advice this winter. I hope all councillors will carefully take in this question as though awkward amending budgets after much consultation, this could be the more compassionate thing to do – particularly if your ward has a venue to provide support but where vast fuel increases would mean that venues finances are unable to facilitate opening without assistance. The distance to travel for support being a barrier for many in the city.”

A written answer, provided by Councillor Terry Fox (Leader of the Council), will be published on the Council’s website [here](#).

6. MEMBERS' QUESTIONS

6.1 Urgent Business

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

6.2 South Yorkshire Joint and Combined Authorities

The Lord Mayor (Councillor Sioned-Mair Richards) stated that, in view of this meeting being held during the period of national mourning following the death of Her Majesty, Queen Elizabeth II, she proposed not to invite Members to ask questions relating to the discharge of the functions of the South Yorkshire Joint Authorities for Fire and Rescue and Pensions and of the South Yorkshire Mayoral Combined Authority, under the provisions of Council Procedure Rule 16.6(i), at this meeting, but instead suggested that any such questions be submitted in writing to the Director of Legal and Governance by the end of the day, and the Director would arrange for answers to be supplied to the questioners by the appropriate Council spokespersons on those Authorities.

6.3 Written Questions

6.3.1 A schedule of questions to Chairs of Policy Committees, submitted in accordance with Council Procedure Rule 16, and which contained written answers, was circulated.

6.3.2 The Lord Mayor (Councillor Sioned-Mair Richards) stated that, on this occasion, she proposed not to invite Members to ask supplementary questions, under the provisions of Council Procedure Rule 16.4, at this meeting.

7. NOTICE OF MOTION REGARDING "COST OF LIVING CRISIS - NATIONAL FAILINGS AND A LOCAL RESPONSE" - GIVEN BY COUNCILLOR NABEELA MOWLANA AND TO BE SECONDED BY COUNCILLOR ABTISAM MOHAMED

7.1 At the request of the proposed mover of the motion (Councillor Nabeela Mowlana), and with the consent of both the proposed seconder of the motion (Councillor Abtisam Mohamed) and of the meeting, item 6 on the agenda (Notice of Motion Regarding "Cost of Living Crisis - National Failings And A Local Response"), was withdrawn from consideration in accordance with the arrangements referred to earlier in the meeting by the Lord Mayor (Councillor Sioned-Mair Richards) in recognition of the meeting being held during the period of national mourning following the death of Her Majesty, Queen Elizabeth II.

8. NOTICE OF MOTION REGARDING "BEST VALUE SERVICES FOR THE PEOPLE OF SHEFFIELD" - GIVEN BY COUNCILLOR MIKE LEVERY AND TO BE SECONDED BY COUNCILLOR JOE OTTEN

8.1 At the request of the proposed mover of the motion (Councillor Mike Levery), and with the consent of both the proposed seconder of the motion (Councillor Joe Otten) and of the meeting, item 7 on the agenda (Notice of Motion Regarding "Best Value Services for the People of Sheffield"), was withdrawn from consideration in accordance with the arrangements referred to earlier in the meeting by the Lord Mayor (Councillor Sioned-Mair Richards) in recognition of the meeting being held during the period of national mourning following the death of Her Majesty, Queen Elizabeth II.

9. NOTICE OF MOTION REGARDING "A RENEWABLE ENERGY STRATEGY FOR SHEFFIELD" - GIVEN BY COUNCILLOR CHRISTINE GILLIGAN KUBO AND TO BE SECONDED BY COUNCILLOR DOUGLAS JOHNSON

9.1 At the request of the proposed mover of the motion (Councillor Christine Gilligan Kubo), and with the consent of both the proposed seconder of the motion (Councillor Douglas Johnson) and of the meeting, item 8 on the agenda (Notice of Motion Regarding "A Renewable Energy Strategy for Sheffield"), was withdrawn from consideration in accordance with the arrangements referred to earlier in the meeting by the Lord Mayor (Councillor Sioned-Mair Richards) in recognition of the meeting being held during the period of national mourning following the death of Her Majesty, Queen Elizabeth II.

10. NOTICE OF MOTION REGARDING "COMMITTING THE COUNCIL TO TACKLING THE STIGMA OF MENOPAUSE AND PERIOD POVERTY" - GIVEN BY COUNCILLOR JAYNE DUNN AND TO BE SECONDED BY COUNCILLOR JULIE GROCU TT

10.1 At the request of the proposed mover of the motion (Councillor Jayne Dunn), and with the consent of both the proposed seconder of the motion (Councillor Julie Grocutt) and of the meeting, item 9 on the agenda (Notice of Motion Regarding "Committing the Council to Tackling the Stigma of Menopause and Period Poverty"), was withdrawn from consideration in accordance with the arrangements referred to earlier in the meeting by the Lord Mayor (Councillor Sioned-Mair Richards) in recognition of the meeting being held during the period of national mourning following the death of Her Majesty, Queen Elizabeth II.

11. APPOINTMENT OF THE INDEPENDENT PERSONS

11.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst and formally seconded by Councillor Joe Otten, that this Council approves the appointment of David Waxman and Karen Widdowson, for a term of four years, as two Independent Persons to assist the Monitoring Officer in

dealing with Standards complaints.

12. PROPER OFFICER DESIGNATIONS RELATING TO THE FUNCTIONS OF DIRECTOR OF CHILDREN'S SERVICES AND MONITORING OFFICER

12.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst and formally seconded by Councillor Joe Otten, that this Council:-

- (a) notes the creation of the temporary post of Director of Children's Services and that the Director of Children's Services and the Director of Adult Health and Social Care will both report directly to the Chief Executive for this interim period;
- (b) designates the new post of Director of Children's Services as the Director of Children's Services in accordance with section 18 of the Children Act 2004;
- (c) agrees the appointment of Andrew Jones as Director of Children's Services and his designation as the Council's Director of Children's Services in accordance with section 18 of the Children Act 2004;
- (d) agrees the appointment of David Hollis as interim Director of Legal and Governance from 24th September 2022 and his designation as Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989;
- (e) agrees the changes to the Statutory Officer and Proper Officer designations within Part 7 of the Constitution as set out at Appendix A;
- (f) agrees that references to the Executive Director, People in the Terms of Reference of the Admissions Committee, in the Employment Procedure Rules and in Appendix J to the Officer Code of Conduct are to be read as referring to the Director of Children's Services; and
- (g) agrees that Part 7B – Management Structure of the Constitution shall be read as though the reference to the Executive Director, People Services being designated as the Director of Children's Services under the Children Act 2004 had been removed.

13. MINUTES OF PREVIOUS COUNCIL MEETINGS

13.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst and formally seconded by Councillor Talib Hussain, that the minutes of the annual meeting of the Council held on 18th May, and the ordinary meetings of the Council held on 1st June and 20th July 2022, be approved as true and accurate records.

14. MEMBERSHIPS OF COUNCIL BODIES AND REPRESENTATIVES TO SERVE ON OTHER BODIES

14.1 Following a short adjournment of the meeting to enable clarification to be sought in relation to the Council's representation on the Sheffield Business Improvement District Board, it was RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Talib Hussain and formally seconded by Councillor Sue Alston, that:-

(a) it be noted that, in accordance with the authority given by the City Council at its annual meeting held on 18th May 2022, the Monitoring Officer had authorised the following appointments, with effect from the dates shown:-

- Strategy and Resources Urgency Sub-Committee - Councillor Joe Otten to fill a vacancy, with effect from 1st June, 2022 (*due to an administrative oversight, this appointment had not been reported to either of the Council meetings held from the date of appointment*).
- Finance Sub-Committee - Councillors Douglas Johnson and Martin Phipps to fill vacancies as substitute members of the Sub-Committee, with effect from 18th July 2022.
- Transport, Regeneration and Climate Policy Committee - Councillors Alexi Dimond, Maroof Raouf and Paul Turpin to fill vacancies as substitute members of the Committee, with effect from 18th July, 2022.
- Waste and Street Scene Policy Committee - Councillors Brian Holmshaw and Henry Nottage to fill vacancies as substitute members of the Committee, with effect from 18th July, 2022.
- Housing Policy Committee - Councillor Mike Chaplin to fill a vacancy as substitute member, with effect from 4th August, 2022.
- Charity Trustee Sub-Committee - (1) Councillor Mick Rooney to replace Councillor Mike Levery, with effect from 7th September 2022; (2) Councillors Terry Fox and Paul Wood to be appointed as substitute members of the Sub-Committee, with effect from 7th September 2022; and (3) Councillor Zahira Naz be removed as a substitute member of the Sub-Committee, with effect from 7th September 2022.

- Adult Health and Social Care Policy Committee - (1) Councillor Ruth Milsom to replace Councillor Mary Lea as a member of the Committee; and (2) Councillors David Barker, Mary Lea and Jackie Satur to be appointed as substitute members, all with effect from 7th September, 2022.
- Health Scrutiny Sub-Committee - (1) Councillor Abtisam Mohamed to replace Councillor Garry Weatherall; (2) Councillors Dawn Dale and Mike Drabble to fill vacancies as members of the Sub-Committee; and (3) Councillors George Lindars-Hammond, Mick Rooney and Safiya Saeed to be appointed as substitute members, all with effect from 7th September, 2022.

(b) approval be given to the following changes to the memberships of Committees, Boards, etc.:-

- Finance Sub-Committee - Councillor Nabeela Mowlana to fill a vacancy as a substitute member
- Adult Health and Social Care Urgency Sub-Committee - Councillor Ruth Milsom to fill a vacancy
- Health Scrutiny Sub-Committee - Councillor Mary Lea to replace Councillor Mike Drabble
- Education, Children and Families Policy Committee - Councillor Mary Lea to replace Councillor Mike Drabble
- Licensing Committee - (1) Councillors Mike Drabble and Talib Hussain to replace Councillors Dawn Dale and Mick Rooney; and (2) Councillor George Lindars-Hammond to be removed as a member, creating a vacancy
- Allotments and Leisure Gardens Advisory Group - Councillor Talib Hussain to replace Councillor Garry Weatherall

(c) representatives be appointed to serve on other bodies as follows:-

- South Yorkshire Joint Advisory Committee on Archives - Councillor Brian Holmshaw to replace Councillor Douglas Johnson

(d) the Chair of the Waste and Street Scene Policy Committee (Councillor Joe Otten) be appointed to serve as the Sheffield City Council Board Member on the Sheffield Business Improvement District Board, in place of Councillor Mazher Iqbal.

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