

Council

Monday 20 February 2023
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

Monday 20 February 2023, 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 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
20 FEBRUARY 2023**

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

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 Thursday 16th February. Questions/petitions submitted after the deadline will be asked at the meeting subject to the discretion of the Chair.)

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. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN AND HRA BUDGET 2023-24

To approve, with or without amendment, the recommendations made by the Strategy and Resources Policy Committee, at its meeting held on 7th February 2023, in relation to the Housing Revenue Account Business Plan and Budget for 2023-24, as set out in the report of the Executive Director, Operational Services, published with this agenda.

7. NOTICE OF MOTION REGARDING "DRIVING FORWARD THE HERITAGE STRATEGY FOR SHEFFIELD" - GIVEN BY COUNCILLOR JANET RIDLER AND TO BE SECONDED BY COUNCILLOR TOM HUNT

That this Council:-

- (a) believes the Heritage Strategy for Sheffield is unique in being a community-led strategy, created from the ground up by grass roots organisations;
- (b) notes that this Council has been involved in driving the Heritage Strategy forward since its earliest stages, welcoming the completed Strategy in January 2021, and subsequently joining the Heritage Partnership Board in February 2021 as a first step towards implementation;
- (c) believes that the aim of a Heritage Strategy is to protect and enhance a city's heritage and invigorate interest and development; believing that Sheffield's heritage is defined in its widest sense including not only physical assets such as historic buildings and structures, archaeological sites, historic townscapes and landscapes, scheduled monuments, registered parks and gardens, but also museums and art galleries and their collections, archives, libraries, public art, natural habitats, people and communities, spoken stories and much more;
- (d) further, believes that Sheffield's unique heritage is particularly inclusive, embracing the customs, traditions and skills developed locally, such as the 107 languages spoken, radicalism, anti-slavery campaigning, music, our working men's clubs, and Sheffield as the Home of Football;
- (e) notes the importance of Heritage to our city and recognises its social, environmental, educational and well-being benefits and its economic potential;
- (f) celebrates and champions Sheffield's diverse heritage;
- (g) notes that Sheffield hosts the largest Heritage Open Days festival in

the country;

- (h) believes that the Heritage sector is an important source of economic prosperity and growth with a total GVA (Gross Value Added) of £36bn, supporting over 500,000 jobs nationally;
- (i) also believes that the impact of Heritage as a means to stimulate investment is evident in the huge success of the Kelham Island development and the redevelopment of the City Centre;
- (j) further, believes adopting the Heritage Strategy for Sheffield will demonstrate the Council's strategic approach and commitment to Heritage, and that having this strategic approach will greatly improve the Council's ability to attract external funding for a wide range of heritage projects;
- (k) notes that this city's heritage does not belong to the city council, but to the people of Sheffield; and
- (l) resolves, therefore, to ask the Strategy and Resources Policy Committee to add the Heritage Strategy for Sheffield to its work programme and request that, within the next 3 months, the Committee calls upon the Sheffield Heritage Partnership Board to report on progress and co-develop a programme of actions which will drive forward the implementation of the Heritage Strategy for Sheffield.

**8. NOTICE OF MOTION REGARDING "THE LOCAL PLAN IN BEIGHTON"
- GIVEN BY COUNCILLOR KURTIS CROSLAND AND TO BE
SECONDED BY COUNCILLOR GAIL SMITH**

That this Council:-

- (a) welcomes the approval of the emerging Local Plan to go forward to public consultation, given at the December meeting of Full Council, however:-
 - (i) regrets that the process of developing the emerging Local Plan has been held back by numerous delays on the part of previous Council administrations between May 2011 and May 2021; and
 - (ii) believes that, as a result of delays to the emerging Local Plan, this Council has been left unable to oppose controversial housing developments such as the site at Hollin Busk Road, which was recommended by Full Council to be removed from the Local Plan as a Housing Site on the 14th of December, and despite this, plans for the development of 75 houses were approved at a Planning Committee meeting

on the 10th of January;

- (b) believes that local residents know what is best for their own communities, and as such, welcomes the numerous representations, feedback, and petitions from members of the public concerning allocations and policies in the emerging Local Plan;
- (c) regrets that engaged local democracy is only now possible at this relatively late stage, and regrets that Local Area Committees and local councillors have had limited formal input into the plan development process;
- (d) believes that local residents of South East Sheffield have made their voices clear on the issue of the site east of Eckington Way (referred to in the Emerging Local Plan as site SES 03), which has been allocated for use as a 'General Employment and Traveller Site', and notes that a petition opposing the proposed site has received 2,773 signatures as of the 8th of February;
- (e) notes that democratic discussion of how the Council should discharge its duty to provide Gypsy and Traveller accommodation can regrettably sometimes attract discriminatory and racist views and therefore condemns in the strongest terms all forms of racism and discrimination against Gypsy, Traveller, Roma, and Travelling Showpeople communities, and especially any use of discriminatory stereotypes within political campaigning;

(NB. An alteration, to remove 10 words from the above paragraph, as originally published, was agreed at the meeting of the Council on 20th February. Those words have been removed from the published record at the request of the Council's Monitoring Officer on the grounds that they were likely to identify an individual.)

- (f) believes that the site in question is not suitable for use as industrial employment and traveller pitches, for the following reasons:-
 - (i) congestion on Eckington Way is a significant issue, as:-
 - (A) the site is very close to the Crystal Peaks shopping centre and Drakehouse Retail Park;
 - (B) there have been 13 collisions on the road and roundabout in the last five years, 5 of them serious;
 - (C) Ward members regularly receive complaints from constituents regarding the large volume of congestion on Eckington Way; and
 - (D) the site's proposed use for employment and travelling

showpeople, with Eckington Way as its only access point, would significantly add to congestion on this street; and

- (ii) the site is not appropriate for industrial or traveller development, as:-
 - (A) it is in very close proximity to current residential development, which is likely to be adversely affected by an industrial and traveller site through noise and pollution;
 - (B) the site is on a Green Belt boundary, is of a substantially similar quality to the site adjacent which is included in the Green Belt (both were rated 13/20 in the 2020 Green Belt Review), and is only delineated from the section within the Green Belt by a footpath;
 - (C) a high pressure gas pipe is present on the site, which raises safety concerns around its proposed use as an industrial site;
 - (D) it is possible that the site may be protected as Grade 3a farming land at a future date, putting the Council in noncompliance with its legal obligation to provide Gypsy and Traveller accommodation; and
 - (E) industrial land use adjacent to housing has previously been shown to disturb the local community, such as at the Abbey Glen site nearby, where hundreds of residents have campaigned against the smell and noise created by the laundry service's industrial activities; and
- (g) therefore resolves that officers are requested to include a reappraisal of SES 03 as an industrial and traveller site in the Local Plan, taking into account the views of this Council and the responses to the consultation, when officers present the 'schedule of suggested amendments' to the Strategy and Resources Policy Committee and subsequently to Full Council, as agreed on 14th December 2022.

9. NOTICE OF MOTION REGARDING "MARKING THE SUCCESS OF THE COMMITTEE SYSTEM IN SHEFFIELD" - GIVEN BY COUNCILLOR ANGELA ARGENZIO AND TO BE SECONDED BY COUNCILLOR BERNARD LITTLE

That this Council notes:-

- (a) the successful campaign by the “It’s Our City” group to establish a Committee system and remove the “Strong Leader” model in Sheffield, with 65% of voters supporting the committee model in the referendum;
- (b) Sheffield is the first city in the country to adopt the Committee system;
- (c) the greater collaboration between Councillors across political groups in policy formulation and in the decision-making processes of the Council;
- (d) the Committee system’s role in helping overcome party political tribalism to achieve positive outcomes;
- (e) the involvement of a wider number of Councillors in the decision-making of the Council;
- (f) the greater accountability of Councillors to the electorate due to their involvement in decision-making;
- (g) that autocratic top-down decision-making is reduced by the Committee system;
- (h) that the possibility of the Council making decisions that are misjudged, due to the lack of involvement of a wider number of members and political groups, is diminished;
- (i) the successful work, across the committees, to address the Council’s current financial crisis, with Councillors having worked together to reach an understanding of the issues and consensus over the ways to address them;
- (j) that part of the reasoning behind moving to a committee system was greater involvement of communities in decision making, and more work should be done to achieve this by the committees;

That this Council believes:-

- (k) the Council being in “no overall control” has been good for the Council and the people of Sheffield, and that this, combined with the new modern committee system, has led to improved cross-party working and better outcomes for our city;
- (l) the change in culture needed across political groups to embed the benefits of the Committee system is still “work in progress” and all groups should embrace this positive new way of governing the Council to realise its benefits fully;
- (m) that the Committee Chair’s role is not the equivalent of the old style

Cabinet Member's role and work is still needed to ensure that this is understood by Councillors and Officers and the public to deliver more collaborative and consensual working across political groups;

- (n) that greater clarity is needed on which decisions are made by which committees as this is sometimes unclear;

That this Council resolves to:-

- (o) affirm its support for the Committee System in Sheffield;
- (p) work together across political groups to build on the successes we have already seen the committee system achieve;
- (q) promote a greater understanding of how the committee system works among the public, members and officers;
- (r) achieve greater involvement of the public in Council decision-making, such as by committees making more extensive use of the engagement toolkit;
- (s) develop protocols to be clear about the way committee decisions are made in a no overall control context; and
- (t) encourage a culture in the Council that matches the new cooperative way of working needed in a committee system.

10. NOTICE OF MOTION REGARDING "LEVELLING-UP - WHY WE NEED TO TAKE BACK CONTROL FROM WHITEHALL TO DELIVER ECONOMIC GROWTH FOR SHEFFIELD" - GIVEN BY COUNCILLOR MINESH PAREKH AND TO BE SECONDED BY COUNCILLOR BEN MISKELL

That this Council:-

- (a) believes that too many places across the country have had nothing but crumbs from the Government's table in the latest round of 'levelling-up' funding;
- (b) notes that many communities in great need have lost out in the recent round of funding, and believes that the way this funding is distributed pits communities against one another, forced to compete in a contest where Whitehall Ministers pick winners and losers;
- (c) notes that the total cost of work producing bids for levelling-up funding for councils in England is at least £27 million, with the vast majority seeing no return on this spending;

- (d) notes that of the 80 successful bids to the second round of levelling-up funding in England, only half are in the 100 most deprived areas of the country;
- (e) notes that, compared to the first round of funding, Yorkshire and the Humber has seen its share drop by 5.3%, the West Midlands drop 4.1%, the East Midlands by 3.5%; and the North East's share drop 0.7%;
- (f) believes South Yorkshire's transport offer is being badly let down by this Government, noting that both bids to the Levelling-up Fund from the South Yorkshire Mayoral Combined Authority for support for the bus network have been rejected, and from March, Government bus cuts could see a third of services lost;
- (g) believes that this is unacceptable, and notes that this Council has called for bus franchising to be enacted as quickly as possible to bring buses under greater public ownership, and that the Labour Group is committed to seeing Sheffield buses and trams under full public ownership;
- (h) believes it takes extraordinary arrogance from the Government to expect gratitude for their failed 'levelling-up' policies and the marginal funding associated with this, when they have decimated vital local services like childcare, buses and social care;
- (i) notes that the Council has had to endure huge cuts for thirteen years; with the annual grant the Council receives from the Government now £288m less in real terms than in 2010, with a staggering £2.1billion being lost, in real terms, over the same period, which is around £9,000 per household in Sheffield;
- (j) notes the Parliamentary Digital, Culture, Media and Sport Committee calls for the Government to take steps to level up cultural opportunities and production across the country, and explicitly incorporate support for local arts and culture into the Government's First Statement for Levelling-Up Missions; and believes support for cultural industries must be included in levelling up efforts;
- (k) believes that Britain isn't working - after 13 years of virtually no growth our cherished public services are strained, our high streets are still boarded up, transport is getting worse, crime is on the rise and work simply doesn't pay sufficiently for many;
- (l) believes that the Government's only answer is an ineffectual system of short-term, competitive pots of money that pits communities against each other, and believes that this is the kind of sticking plaster politics that the Leader of the Opposition, Sir Keir Starmer, has promised to end;

- (m) notes that the Labour Party has proposed the biggest ever transfer of power out of Westminster through the Take Back Control Act, so local leaders can harness the skills and assets in their area to drive growth, and believes that this Council should support this as a means of not only providing a greater say for our communities, but delivering essential support to public services and bringing vital economic growth;
- (n) believes that the Labour Party's proposed Take Back Control Bill would help deliver real economic growth and a redistribution of power to communities from Whitehall, and that the Council must proactively plan as to how we can best utilise this;
- (o) believes, however, that we cannot simply wait for a change of government and must continue to do what we can, right now, at a local level to deliver clean, inclusive economic growth, supporting both old and new industries;
- (p) further believes as part of this, that we must consider how best to safeguard and strengthen our city's economic drivers;
- (q) notes that Sheffield's economic power was initially built on the back of the steel industry and believes Sheffield still occupies a unique position as the heart of Britain's steel industry, and can set the course for its own future;
- (r) notes that Governments around the world have committed to their domestic industries with long-term strategic investment in green steel production, but believes the UK Government has failed to invest in the transition, have attempted to weaken safeguards that protect our steelmakers from being undercut by cheap steel imports, and have splashed tens of millions on imported steel to build British schools and hospitals;
- (s) believes that climate justice is indivisible from social and economic justice; that employing a 'just transition' approach to decarbonisation - protecting the livelihoods of those working in polluting industries, and transitioning these workers into well-paid, green jobs - is essential to ensure a green transition does not harm workers and their communities;
- (t) supports, therefore, TUC calls for the Government to set-up a national Just Transition Commission, to provide a worker-centred transition to a low economy; with a Just Transition Commission helping to coordinate investment, boost learning skills agenda, support local manufacturing, and to work closely alongside local authorities in delivering this;
- (u) supports further, TUC Yorkshire and Humberside's calls for a

regional Just Transition Commission to coordinate investment, learning skills agenda, changing procurement rules to support local manufacturing, and regional leadership on climate targets, as well as the work by the Yorkshire and Humber Climate Commission in supporting the just transition agenda; and

- (v) believes that we need a radically different approach in the country to provide not only economic growth, but inclusive clean growth that benefits everyone, and secures a prosperous future for industries old and new.

11. APPOINTMENTS TO CHIEF OFFICER POSTS – APPROVAL OF SALARY PACKAGES

To approve, with or without amendment, the recommendations in the report of the Director of Human Resources and Customer Services, published with this agenda, seeking approval to the salary packages for the new posts of Chief Operating Officer and Strategic Director of Children's Services.

12. CHANGES TO THE CONSTITUTION

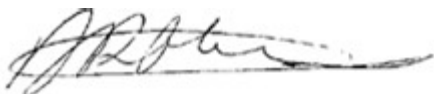
To approve, with or without amendment, the recommendations in the report of the Director of Legal and Governance (Monitoring Officer), published with this agenda, regarding changes to the Council's Constitution.

13. MINUTES OF PREVIOUS COUNCIL MEETINGS

To receive the records of the proceedings of the special and ordinary meetings of the Council held on 14th December 2022 and to approve the accuracy thereof.

14. 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 10 day of February 2023

The next meeting of the Council will be held on 1 March 2023 at the Town Hall

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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

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HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN & HRA BUDGET 2023-24

1. Approval of the Housing Revenue Account is a function reserved to full Council.
2. At its meeting on 7th February 2023, the Strategy and Resources Policy Committee received a report of the Executive Director, Operational Services, providing the 2023-24 update of the Housing Revenue Account (HRA) Business Plan, including revised priorities and capital improvement plans for 2023-24. The report also set out the 2023-24 Housing Revenue Account (HRA) revenue budget and revenue contribution to capital for the Council housing stock in Sheffield.
3. The Committee was also informed (via the receipt of a supplementary report) that the HRA Business Plan for 2023-24 had been considered at the meeting of the Housing Policy Committee on 2nd February, and that that Committee had identified four matters which it had requested be considered by the Strategy and Resources Policy Committee when it makes its recommendations to the full Council in relation to the approval of the Housing Revenue Account.
4. Those four matters were – (1) maintaining the Stock Increase Programme (SIP); (2) looking again at how to invest in order to decrease the repairs bill; (3) looking at the possibility of further investment into retro-fitting; and (4) increasing tenant involvement, exploring the option of tenant-led local housing advisory panels and reporting arrangements with LACs.
5. Members of the Strategy and Resources Policy Committee asked questions of the Director of Housing in relation to the HRA Business Plan and Budget, including in relation to the matters identified by the Housing Policy Committee. The Committee made no decisions in respect of those matters but during the debate it was noted that amendments may be submitted for consideration by Full Council in relation to the HRA Business Plan and Budget which may make proposals concerning those matters.
6. The resolution passed by the Strategy and Resources Policy Committee is set out below.

RESOLVED: That the Strategy and Resources Policy Committee approves for submission to the meeting of the City Council on 20th February 2023:-

- (1) the HRA Business Plan report for 2023-24, as set out in the Financial Appendix to the report;
- (2) the HRA Revenue Budget 2023-24, as set out in the Financial Appendix to the report;
- (3) rent increases for council dwellings by 7% from April 2023, in line with the Regulator of Social Housing's Rent Standard;
- (4) rent increases for temporary accommodation by 7% for 2023-24;
- (5) garage rent increases for garage plots and garage sites by 7% from April 2023;

- (6) the sheltered housing charge increase by 7% for 2023-24;
- (7) the burglar alarm charge increase by 7% for 2023-24;
- (8) the furnished accommodation charge increase by 7% for 2023-24;
- (9) the Hardship Fund increase by a further £300,000 for 2023/24, to £450,000; and
- (10) no increase to the community heating charge at this time.

Recommendation

That the Council approves the Housing Revenue Account Business Plan and budget including the increases to rents and charges set out in the recommendations made by the Strategy and Resources Policy Committee, as above.

Options

Full Council may:-

- (i) approve in full the recommendations made by the Strategy and Resources Policy Committee; or
- (ii) approve with modification the recommendations made by the Strategy and Resources Policy Committee, subject to the caveats below.

In considering the options, Full Council must have full regard to the contents of the report to Co-operative Executive including, in particular, the implications that are highlighted in the report. Full Council's attention is drawn to the statutory requirements noted in the report, that the Authority must:-

- (A) comply with the Regulator of Social Housing's Rent Standard, as a Registered Provider of Social Housing, and accordingly increase dwelling rents in accordance with the Government's Rent Policy Statement. The Policy Statement sets a ceiling on the rent increase for 2023-24 of no more than 7% and the Department for Levelling up, Housing and Communities has issued a Direction to the Regulator to that effect.
- (B) formulate proposals relating to HRA income and expenditure no later than February each year in accordance with Part VI of the Local Government and Housing Act 1989.

(NOTE: A copy of the report submitted to the Strategy and Resources Policy Committee, together with the addendum containing the resolution of the Housing Policy Committee, are attached.)

Ajman Ali, Executive Director, Operational Services

7TH FEBRUARY, 2023

**ITEM 6 - HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN AND HRA BUDGET
2023/24**

The Strategy and Resources Policy Committee will consider a report providing the 2023/24 update of the Housing Revenue Account (HRA) Business Plan, including revised priorities and capital improvement plans for 2023/24. The Committee will be asked to consider the budget and savings proposals relating to the Housing Revenue Account and make a final recommendation to Full Council for consideration at its meeting to be held on 20th February 2023.

As mentioned at paragraph 1.1.3 of the report, the proposals were presented to the Housing Policy Committee on 2nd February for information. That Committee was asked to consider whether there are any additional matters that it would wish the Strategy and Resources Policy Committee to consider.

The resolution passed at the meeting of the Housing Policy Committee is set out below.

RESOLVED UNANIMOUSLY: That the Housing Policy Committee:-

- (a) notes that the HRA Business Plan report for 2023/24, the HRA Business Plan priorities for 2023/24 and HRA Revenue Budget 2023/24 as set out in the Financial Appendix, will go to the Strategy and Resources Policy Committee at its meeting on 7th February, for recommendation to Full Council for approval;
- (b) notes that once adopted by Full Council, monitoring delivery of HRA Business Plan priorities will be within the remit of Housing Policy Committee and a regular performance reporting schedule will be approved; and
- (c) requests that the following matters be considered by the Strategy and Resources Policy Committee when approving the HRA Business Plan priorities for 2023/24 and HRA Revenue Budget 2023/24:-
 - (i) Maintaining the Stock Increase Programme (SIP);
 - (ii) Looking again at how to invest in order to decrease the repairs bill;
 - (iii) Looking at the possibility of further investment into retro-fitting; and
 - (iv) Increasing tenant involvement, exploring the option of tenant-led local housing advisory panels and reporting arrangements with LACs.

Recommendation

That the Strategy and Resources Policy Committee considers the matters raised by the Housing Policy Committee, as set out in paragraph (c) of its resolution above.

Ajman Ali
Executive Director, Operational Services



Report to Policy Committee

Author/Lead Officer of Report: Janet Sharpe,
Director of Housing

Tel: 0114 2735493

Report of: Executive Director, Operational Services

Report to: Strategy and Resources Committee

Date of Decision: 7 February 2023

Subject: Housing Revenue Account (HRA) Business Plan
and HRA Budget 2023/24

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

The report provides the 2022/23 update of the Housing Revenue Account (HRA) Business Plan, including revised priorities and capital improvement plans for 2023/24.

Recommendations:

It is recommended that Strategy and Resources Policy Committee recommends to the meeting of the City Council on 20 February 2023 that:

1. The HRA Business Plan report for 2023/24 as set out in the Financial Appendix to this report is approved
2. The HRA Revenue Budget 2023/24 as set out in the Financial Appendix to this report is approved
3. Rents for council dwellings are increased by 7% from April 2023 in line with the Regulator of Social Housing's Rent Standard
4. Rents for temporary accommodation are increased by 7% for 2023/24
5. Garage rents for garage plots and garage sites are increased by 7% from April 2023
6. The sheltered housing charge is increased by 7% for 2023/24
7. The burglar alarm charge is increased by 7% for 2023/24
8. The furnished accommodation charge is increased by 7% for 2023/24
9. The Hardship Fund is increased by a further £300k for 2023/24 to £450k
10. There is no increase to the community heating charge at this time

Background Papers:

Appendix – Housing Policy Committee 2nd February 2023

Financial Appendix – Sheffield City Council Housing Revenue Account Business Plan 2022- 2023

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Helen Damon
		Legal: Stephen Tonge
		Equalities & Consultation: Bashir Khan
		Climate: Laura Chippendale

	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Cllr Douglas Johnson
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Janet Sharpe	Job Title: <i>Director of Housing</i>
	Date: 30 th January 2023	

1. PROPOSAL

1.1 Summary

1.1.1 This report sets out the 2023/24 Housing Revenue Account (HRA) revenue budget and revenue contribution to capital for the Council housing stock in Sheffield. Each year the HRA Business Plan is reviewed and updated to set budgets and charges for the year ahead and to provide an updated 5-year plan and 30-year affordability profile. Our Housing Investment Programme is the most significant part of the plan, with a 30-year Asset Management Strategy broken down into 5-year programme delivery plans. Priorities for investment are agreed with tenants and, this is aligned and aims to address costly pressures faced on responsive repairs.

1.1.2 The Housing Revenue Account faces significant budget pressures going into 2023/24, and these pressures will impact on the ability of the HRA Business Plan to remain affordable over the next 30/40 years. Strategy and Resources Committee is asked to consider the budget and savings proposals relating to the Housing Revenue Account and make a final recommendation to Full Council.

1.1.3 The proposals were presented to Housing Policy Committee on 2nd February for information in the form attached to this report as 'Appendix – Housing Policy Committee 2nd February 2023' and summarised below. That Committee was asked to consider whether there are any additional matters that it would wish the Strategy and Resources Policy Committee to consider.

1.2 Background

- The Council's HRA is the financial account of the Council as landlord
- The Business Plan sets out the main priorities for council housing for the next year
- The review of the HRA is a dynamic process subject to consultation

1.3 National and Local Policy Context

- The key national policy impacts
- A rent 'ceiling' has been introduced by Government
- There has been further progress on enacting the Social Housing Regulation Bill
- The Council will be subject to increased regulation in 2023
- The HSE have been appointed as a new Building Safety Regulator to monitor building safety
- Damp and Mould
- The HRA Business Plan supports Council ambitions
- The Plan also supports locality working within local communities

1.4 Achievements

- Our annual report and Landlord Commitments set out our progress
- The HRA funds a wide range of activities for tenants
- Increasing the number of new council homes
- We have been improving repairs and relets but still have more work to do
- We continue to work on improving homes and the environment
- We have started work to improve a huge number of our tenants' homes over the next few years
- We have developed a new model of integrated care
- We continue to offer a range of cost-of-living help and support
- We have maintained our focus on key housing services despite the challenges
- We proactively contact our tenants
- We have been there for our tenants in an emergency
- We have supported the wellbeing of our older tenants
- We continue to tackle poor behaviour
- Our online engagement is on the rise
- And we are supporting those tenants who aren't yet digitally confident
- It's 'Your Home and Your Neighbourhood'
- Tenants feel they are treated with respect and are positive about their neighbourhoods

1.5 HRA Business Plan Service Priorities 2023/24

- Changes to our Business Plan priorities will be required to deliver savings
- There is a HRA budgetary pressure of £22.8m in 23/24
- The Stock Increase Programme (SIP) continues to deliver new homes for the city but has been reduced to 2,310 units as part of modelling
- Some protection for the Repairs Service has been built into the budget
- The Council will continue to improve the energy efficiency of our housing stock and work towards Net Zero
- Additional budget has also been added in for key areas of property improvement
- Savings mitigations totalling £22.8m have been identified
- The Council's ability to increase rents is set by Government
- The 'rent ceiling' represents a reduction in income available to deliver services to tenants
- Strategy and Resources Committee will be asked to recommend to Full Council, a 7% rent increase in 2023/24 for all existing tenant rent accounts
- A 7% rent increase will deliver a balanced HRA budget for 2023/24
- The current policy of bringing all homes on relet to 'formula rent'

will continue

- Affordable rents will increase at the same rate as social rents
- Garage rents are proposed to increase at the same rate as social rents
- Other fees and charges are proposed to increase by 7%
- Community heating customers will not be subject to a further price increase at this time
- The Financial Appendix provides an overall HRA budget for 2023/24
- Forecast Outturn 2022/23

1.6 HRA Business Plan Service Priorities 2023/24

- A series of proposed priorities are presented for consideration
- We have increased the budget for the repairs service
- We will tackle damp and mould in council homes
- We will improve the way that we manage disrepair
- We will reduce the time that properties are empty
- We will significantly improve our gas servicing performance
- We will support tenants to manage their finances
- We will improve the customers experience
- We will increase the opportunities for tenants to get involved in shaping services
- We will be fair and respect all our customers
- We will invest in our staff
- Delivering our Landlord Commitments

1.7 HRA Business Plan Stock Investment Priorities 2023/24

- The plan aims to increase planned capital spend to reduce revenue repairs
- Fire and building safety are key priorities
- Planned investment in elemental improvements will continue
- We are continuing investment in net zero solutions and improving the energy efficiency of our homes
- We are reviewing our heating strategy to explore more sustainable solutions
- The Stock Increase Programme continues to deliver new homes but has been reduced to 2,310 units
- Gleadless Valley
- More details are in the Financial Appendix

1.8 The Financial Appendix to this report provides an overview of the HRA Business Plan and budget for 2023/24. The financial plan is based on several key assumptions to help us mitigate risks or changes that may occur in the coming year. All assumptions are reviewed and refreshed each year to reflect the changing economic environment in which the business plan operates. The current economic climate has made it very difficult to predict assumptions around inflation, interest rates and energy costs for 2023/24 which adds a further degree of uncertainty to this year's plan. The Financial Appendix to this report also includes a table

of average rents (assuming a 7% increase).

- 1.9 Strategy and Resources Policy Committee is asked to recommend to Full Council a 7% rent increase in 2023/24 for all existing tenant rent accounts in line with the Regulator of Social Housing's Rent Standard determination (as set by government direction). This increase will generate £10.6 million additional income to the HRA to improve services to tenants and mitigate some of the pressures described earlier in this paper. This rent increase would be covered by Housing Benefit/Universal Credit for the approximately 70% of tenants who are eligible and receive those payments. The remaining 30% of tenants would have to cover the full cost of the rent increase. However additional budget provision has been made within the Business Plan to provide an increase in financial support and Hardship payments to support those impacted by the current cost of living crisis and the Committee is asked to agree an increase in this budget by £300,000 to £450,000 in 2023/24.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The proposals in this report are aimed at maximising financial resources to deliver housing outcomes to citizens in Sheffield considering developments in national policy, the current economic climate, and reductions in government funding. The rent increase proposals set out in paragraphs 5.10 – 5.16 will create an additional financial burden for the significant minority of tenants not in receipt of Housing Benefit/Universal Credit. These tenants will be helped through an increase in the HRA Hardship Fund which can be used to support tenants in genuine financial difficulties. 127 tenants have been supported in this way in the first 8 months of 2022-23. A range of additional support is available to those tenants' having trouble in paying their rent, both through the Housing and Neighbourhoods Service and the wider Council.
- 2.2 The Council has developed a new set of strategic priorities (Our Sheffield – Corporate Delivery Plan). The delivery of HRA services will continue to link and feed into to broader corporate priorities where relevant. The proposals here will help to deliver priorities around 'Strong and connected neighbourhoods which people are happy to call home', 'Tackling inequalities and supporting people through the cost-of-living crisis' and 'Fair, inclusive and empowered communities' in particular. [Corporate Delivery Plan | Sheffield City Council](#)

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Consultation on the outline proposals has taken place with the tenant Housing and Neighbourhoods Advisory Panel and other Housing forums. The Panel has provided some feedback on the proposals from a tenant perspective. There was a general understanding about the impact of the cost-of-living crisis on tenants and the impact on the Council's costs. Tenants felt that any reduction in services would be

unwelcome, but there was an acceptance that services to vulnerable tenants had to be prioritised as part of the decision-making process alongside a more robust tenancy management service, a review of the housing allocations policy and letting practices, more work to tackle tenancy breaches and an overall improvement in the condition of properties. The proposals here have subsequently been a part of the Council's wider consultation on budget setting in 2023/24 - [Sheffield City Council Budget 2023/24](#).

- 3.2 Tenants are kept informed of developments in relation to the HRA Business Plan through the Housing and Neighbourhoods Advisory Panel (HANAP), online meetings, our monthly news e-bulletin – Your Home, Your Neighbourhood and via the Housing and Neighbourhoods Service Facebook page. As part of our Engagement Strategy, in 2023/24 we will look at other ways we can involve our tenants in the development of the HRA Business Plan for future years.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. Individual Equalities Impact Assessments (EIAs) have been completed as part of the HRA savings proposed and approved at previous Housing Policy Committee meetings in 2022. For specific programmes of work and projects relating to HRA Business Plan priorities, separate EIAs have or will be completed as part of those individual work streams.

4.2 Financial and Commercial Implications

- 4.2.1 The 2022/23 budget allows for a continuation of services to tenants, revenue repairs to properties and financial support for the Council Housing Investment Programme by means of a contribution from revenue. Any annual revenue surpluses on the account will continue to support the 30-year Business Plan. The Council Housing Capital Programme including the stock increase programme will require the HRA to support further borrowing as allowed under the current Government guidelines. The debt strategy for the HRA will continue to be reviewed and developed in accordance with the Council's treasury management policy. Further details on the Council Housing Capital Programme are set out in the Council's Capital Strategy Report.

4.3 Legal Implications

- 4.3.1 The duty to keep a Housing Revenue Account and prevent a debit balance on it and restrictions as to what may be credited or debited to the account ("the ringfence") are governed by Part VI of the Local Government and Housing Act 1989 (the 1989 Act). This formerly included provision for annual HRA subsidy paid by central Government to local housing authorities, as determined by the Secretary of State. HRA subsidy was abolished by the Localism Act 2011, which provided

for the Secretary of State to determine the calculation of a settlement payment to or from each local housing authority. This settlement and its implications for the self-financing HRA continue to inform the Business Plan. The HRA provisions in the 1989 Act include the duty in January or February each year to formulate proposals relating to HRA income and expenditure.

4.3.2 By section 24 of the Housing Act 1985 (the 1985 Act) the Council has a broad discretion in setting such reasonable rents and other charges as it may determine and must from time-to-time review rents and make such changes as circumstances may require. Such circumstances will of course include other statutory requirements such as those described in this report. The duty to review rents and make changes is itself subject to the requirements for notice of a variation set out in Section 103 of the 1985 Act. The notice must specify the variation and the date on which it takes effect which must be at least four weeks after the date of service. To implement the rent variation recommended in this report notice of the variation must be sent to all tenants within the first week of March at the latest.

4.3.3 In February 2019 the Government published a policy statement on rents for social housing from 1 April 2020 onwards and, pursuant to powers under section 197 of the Housing and Regeneration Act 2008, issued the Direction on the Rent Standard 2019. This required the Regulator of Social Housing to set a new rent standard, consistent with the Rent Policy Statement, with effect from 1 April 2020. The Direction applies to the Regulator in relation to the rents of all registered providers of social housing, including local authorities, and replaces a 2014 Direction which applied only to the rents of private registered providers. The requirement that the Council's rent increases be in accordance with government rent policy is not itself new but with effect from 1 April 2020 this is secured through a regulatory standard. The Council must comply with the rent setting rules. If it fails to do so it may be made subject to regulatory action.

4.4 Climate Implications

4.4.1 The Council's Climate Change 10-Point Plan set out a commitment to develop a Housing Decarbonisation Route map. This will highlight the action we are already taking, set out the vision of Sheffield's future as a Net Zero City by 2030, and outline key actions that the council and other partners will be taking over the next few years to move us forward and enable us to accelerate decarbonisation in the years to come. Development of this will be undertaken in 2023/24, will help to inform and shape the HRA Business Plan 2024/25 to ensure that we are moving towards a position of accelerated Net Zero delivery.

4.4.2 For the first time, this year's budget proposal has included a top level Climate Impact Assessment of all budget proposals. In June 2022, we introduced Climate Impact Assessments (CIA) into the Committee Decision process. All Committee Decisions must now consider relevant

climate impacts. Since June 2022, a variety of CIA's have been carried out for all capital projects and other key decisions such as strategy development, procurements, and grant decisions.

4.4.3 All the saving proposals in this report have had a top-level CIA carried out and any climate impacts identified. Any specific Climate issues arising out of the delivery of HRA Business Plan activity will be considered separately.

4.4.4 Priorities for the HRA Business Plan 2023/24 continue to include investment plans to achieve the Council's net zero ambitions. Budget constraints for 2023/24 pose a challenge for the service and will impact on our ability to deliver everything we want to. We will continue to pursue external funding opportunities from Government and other sources to help support our plans in reducing carbon emissions. Our 5-year capital investment programme currently includes £35m funding specifically for reducing carbon emissions and improving the energy efficiency in the council stock.

4.5 HR Implications

4.4.1 There may be some implications for staff. There is a formal process of consulting with staff and Trade Union representatives on any proposals where any changes to staffing structures are required. These outline proposals have already been shared with the Trade Unions to provide early sight of the potential direction of travel for achieving the required savings. Further consultation will be required with both staff and Trade Unions following this decision-making process.

4.6 Risk Analysis

4.6.1 The main risks to the HRA arise from regulatory compliance and inflationary pressures. Risks to the HRA are collated and monitored via a risk register and are primarily concerned with threats to income and expenditure that would compromise the viability of the HRA Business Plan. These risks are reviewed and regularly updated. The key risks to the HRA Business Plan include the impact of welfare reform; fire risk on council tower blocks and other high-risk buildings; an increase in interest and inflation rates; and increase in repairs and maintenance costs and demand and health and safety compliance. The HRA Revenue Reserve for 2023/24 has been set at £5.7 million to support the management of these risks.

5. **ALTERNATIVE OPTIONS CONSIDERED**

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

6. **REASONS FOR RECOMMENDATIONS**

- 6.1 This report and its recommendations, sets out the scale of the challenge ahead, the limited resources available and the difficult decisions that now need to be taken to deliver a balanced HRA budget for 2023/24. The delivery of a balanced HRA budget is dependent on setting a 7% rent increase for Council tenants as set out in this report. The proposed recommendations:
- optimise the number of good quality affordable council homes in the city
 - maximise the financial resources to deliver key outcomes for tenants and the city in the context of a self-financing funding regime
 - ensure that tenants' homes continue to be well maintained and to optimise investment in estates; and
 - assure the long-term sustainability of council housing in Sheffield.

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APPENDIX – HOUSING POLICY COMMITTEE 2ND FEBRUARY 2023

1.1	This report sets out the HRA Business Plan for 2023/24	This report sets out the 2023/24 Housing Revenue Account (HRA) revenue budget and revenue contribution to capital for the Council housing stock in Sheffield. Each year the HRA Business Plan is reviewed and updated to set budgets and charges for the year ahead and to provide an updated 5-year plan and 30-year affordability profile. Our Housing Investment Programme is the most significant part of the plan, with a 30-year Asset Management Strategy broken down into 5-year programme delivery plans. Priorities for investment are agreed with tenants and, this is aligned and aims to address costly pressures faced on responsive repairs.
1.2	The Business Plan will be subject to a recommendation to Council from Strategy and Resources Committee	The Housing Revenue Account faces significant budget pressures going into 2023/24, and these pressures will impact on the ability of the HRA Business Plan to remain affordable over the next 30/40 years.
2.	Background	
2.1	The Council's HRA is the financial account of the Council as landlord	The Council's HRA is the financial account of the Council as landlord. It is ring-fenced in law for income and expenditure in respect of council housing and housing land and certain activities in connection with the provision of council housing only. Other council services are funded through council tax and central government support which benefits all citizens of Sheffield regardless of tenure.
2.2	The Business Plan sets out the main priorities for council housing for the next year	The Business Plan sets out the main priorities for council housing over the next 12 months. The 2023/24 Plan will focus on improving the tenant and customer services, addressing tenancy breaches, improving the overall condition of homes, delivering an ambitious programme of improvements for estate management, and other areas that are funded from the Council's HRA of importance to tenants. Over the past 12 months, we have worked on delivering the priorities set in last year's Business Plan. In 2022/23 this has involved re-structuring of Neighbourhood Teams to re-launch our housing and tenancy management services to achieve tenant priorities.
2.3	The review of the HRA is a dynamic	The review of the HRA Business Plan is a dynamic process which reflects the Council's ambitions to be an excellent landlord. This is not just something that we undertake once a year as part of the annual review of the Business Plan but is part of an extensive ongoing dialogue

process subject to consultation	with tenants to identify investment and service priorities that will improve the quality of homes and services provided. The final proposals as set out in this report, have been consulted on and supported through both Member and tenant consultation.
<hr/>	
3. National and Local Policy Context	
<hr/>	
3.1 The key national policy impacts	National housing policy can have a significant impact on our HRA Business Plan. This year, the cost-of-living crisis, rising inflation, changes in social housing rent policy, a new government energy strategy Welfare Reform, Fire and Building Safety and the Social Housing Regulation Bill have all played a significant part in shaping the content of this plan. Housing Policy Committee considered the impact of these policy impacts at their meetings in September 2022 and November 2022 .
<hr/>	
3.2 A rent 'ceiling' has been introduced by Government	Since the previous report to Committee, there have been some further developments within these key areas. In November 2022, as part of the Autumn Statement, the Chancellor announced that a 7% 'ceiling' on social housing rent increases would be imposed in 2023/24 to strike "an appropriate balance between protecting social tenants from high rent increases and ensuring that Registered Providers of social housing are able to continue to invest in new and existing social housing and provide decent homes and services to tenants". The significant inflationary costs incurred by the HRA including borrowing, the cost of materials and energy prices, all currently above 7%, will require careful management and the delivery of savings to ensure we have a balanced HRA for 2023/24 and for the remaining 30 years.
<hr/>	
3.3 There has been further progress on enacting the Social Housing Regulation Bill.	The Social Housing Regulation Bill, which sets the new regulatory framework for social housing, has been considered by the House of Lords and has now completed its committee stage in the House of Commons. Dates have yet to be announced for the remaining Commons stages (Report and Third Reading) but are likely to be later this month. The enactment of this Bill is a unique and welcome opportunity to give tenants a recognised and active role in scrutinising services, the quality of their home, transparency of costs and the improvement of services.
<hr/>	
3.4 The Council will be subject to increased regulation in 2023	The Regulator of Social Housing (RSH) has also published the outcome of its consultation on tenant satisfaction measures (TSMs) alongside formal specification of the information local authorities will be required to collect and publish from 1 April 2023. In preparation for this, in 2022 we revised our Neighbourhood Satisfaction survey, so it included the proposed TSMs and to help ensure our collection methods match the requirements of the Regulator. We are also benchmarking our costs and performance through Housemark and through our memberships of the Association of Retained Council

Housing Authorities (ARCH). We are expecting further details of the regulatory standards once the Social Housing Bill is enacted. For now, the current Consumer Standards are driving our improvement activities through a proactive self-assessment framework based on existing standards:

- [Home Standard](#) – quality of accommodation and repairs and maintenance
- [Tenancy Standard](#) – how properties are allocated/exchanged and terms around tenure
- [Neighbourhood and Community Standard](#) – issues around neighbourhood and communal areas and anti-social behaviour
- [Tenant Involvement and Empowerment Standard](#) – customer service and complaints, tenant rights and involvement.

3.5 The HSE have been appointed as a new Building Safety Regulator to monitor building safety

The Health and Safety Executive (HSE) have been appointed as the Building Safety Regulator (BSR) following implementation of the Building Safety Act in April 2022. The BSR will oversee the safety and performance of all buildings, as well as having a special focus on high-rise and high-risk buildings. It will promote competence and organisational capability within the sector including for building control professionals and tradespeople. The HSE have a comprehensive programme of work to set up the new regulator, with a [published timetable](#) of key milestones for 2023--2024. As a landlord of high-rise buildings, we will need to ensure we are working closely with the BSR and complying with any requirements from the BSR. Sheffield has an excellent track record of the day-to-day management of buildings. We have been working closely with Government teams since 2017 and established a regulatory board including representation from South Yorkshire Fire and Rescue Service and other statutory organisations in 2018. This has been acknowledged nationally as best practice.

3.6 Damp and Mould

In November 2022, the Regulator for Social Housing (RSH) wrote to local authorities and registered providers requesting them to provide re-assurances and evidence that they are meeting their legal and regulatory requirements in relation to damp and mould. This request comes, following the tragic death of Awaab Ishak, who died two years ago from a respiratory condition caused by damp and mould in his home. A formal response to the RSH was submitted on 19 December 2022 and was shared with the [Housing Policy Committee on 15 December 2022](#). This is in addition to the detailed response provided to the Minister on 30th November relating to damp and mould in private rented properties in Sheffield. A further Regulator and Minister response was submitted at the end of January 2023 and will be shared with Housing Policy Committee and tenants. The Council are committed to tackling issues in relation to damp and mould and a Damp and Mould Task Group has been set up in response to the request from the RSH. The Task Group will undertake a full review of how the Council deals with damp and mould cases and to oversee any changes to working practices.

3.7 The HRA Business Plan supports Council ambitions	<p>The HRA Business Plan is also set within a wider strategic context of the overall ambitions of Sheffield City Council and those of the Housing and Neighbourhoods Service. The Business Plan priorities contribute and feed into several service priorities, for example, Children's Services, Care Leavers, Homeless Prevention and Social Care as well as wider Council priorities such as:</p> <ul style="list-style-type: none"> • Our Sheffield - Strategic Priorities • The Race Equality Commission • Local Area Committees • Council's Climate Change 10-point Plan
3.8 The Plan also supports locality working within local communities	<p>Local Area Committees (LACs) are a way for people to get involved in making a difference to their local communities. There is council housing in each of the seven LAC areas, and issues raised within LAC forums often relate to housing, and consequently HRA spending decisions. Therefore, it is important that we work closely with the LACs to understand where there are links to housing issues. We will ensure that the HRA Business Plan priorities feed into the LACs priorities and plans going forward supporting locality working across the city. We will also be providing the detail of the Housing Investment Programme at Neighbourhood level in future so LAC's can have oversight of this activity. And we will continue to work with our tenants and with Tenant and Resident Associations (TARAs) to ensure that they are engaged with the locality working agenda.</p>
4. Achievements	
4.1 Our annual report and Landlord Commitments set out our progress	<p>Each year we produce an annual report which looks back on our performance and achievements over the last year and outlines what we're planning to do next. Every year tenants help us produce the report, scrutinising its content, design and choosing a theme. Our latest report is available to read and download on the Council's website and is shared with our tenants and leaseholders each year. We also publish our performance against a set of Landlord Commitments developed by tenants to reflect their priorities.</p>
4.2 The HRA funds a wide range of activities for tenants	<p>The paragraphs below set out just some of the achievements across the housing and repairs services which have been funded through HRA activity over the past 12 months. They demonstrate the breadth of the services that we deliver for our tenants.</p>
4.3 Increasing the number of new council homes	<p>There is a growing demand for affordable housing across the city and our increase Programme aims to deliver a programme of additional new council homes. There is an overall lack of affordable homes in Sheffield and as a city we have a shortage of 902 affordable homes each year. As of December 2022, we had delivered 966 new homes (a mixture of homes purchased on the open market and new homes</p>

built or acquired off plan). 207 new homes have been delivered so far in 2022, with a further 74 expected to be delivered for the remainder of 2022/23. We have delivered outstanding new supported living accommodation at Buchanan Green, developments in Arbourthorne (Daresbury View and Berners Road) and a small number of homes at Meersbrook Park Road. We continue to purchase suitable properties of the open market and direct from developers on mixed-tenure schemes - including new acquisitions at Baxter Court, Handsworth and Owlthorpe. Further information on our current and completed new build projects can be found [here](#).

4.4 We have been improving repairs and relets but still have more work to do

We have been improving the delivery of our repairs services and working hard to increase the speed at which we relet properties. The Repairs Service introduced a new structure in July 2022, which has improved the focus on performance and productivity.

Between April and December 2022:

- Gas compliance has improved from 87% to 98%.
- The completion time for repairs to void properties has improved from 80 to 35 days, with the number of properties awaiting work reducing from 532 to less than 350 in the same period. The overall time taken to relet empty properties has reduced by almost 20% over the past 9 months.
- The speed with which the service dealt with work identified through fire risk assessments has improved from 39 to 28 days. The proportion of Fire risk assessment work completed within time has also improved from 75% to 84%.
- The number of responsive repairs completed within target time has increased from 80% to over during the year and to 88%. The average waiting time for a responsive repair is now 12 days.

There is still some way to go, and this is reflected in our priorities for the next 12 months.

4.5 We continue to work on improving homes and the environment

We have worked to renew the roofs on more than 7,000 council homes, improving insulation, installing new roof tiles, and ensuring the roofs are fit for the future. As part of the works programme, new bespoke roof tiles were designed and installed to allow bats to continue to live in and return to their roosts each year; gaps under roof eaves were retained for birds and additional bat boxes were installed on the Shirebrook Valley to provide additional roosting opportunities and to allow for translocation of any bats located during the re-roofing works. The work was recognised by the Chartered Institute of Ecology and Environmental Management (CIEEM) with a [highly commended award](#). We will continue to work with recognised local groups to improve biodiversity on our housing estates to protect existing nests and habitats for wildlife, specifically where roofing and external refurbishment works are undertaken on properties.

4.6 We have started work to improve a huge number of our tenants' homes over the next few years	<p>We have started work on delivering an extensive programme of capital improvements to our homes which will be completed over the next two to three years:</p> <ul style="list-style-type: none"> • 1,056 replacement boilers and/or heating systems installed, and 460 Heating breakdown replacements made • 117 Airey non-traditional properties refurbished and external wall insulation to a further 255 non-traditional homes • 7279 asbestos surveys undertaken to check on tenants' health and safety • Commenced work on electrical upgrades to 18,000 properties included in our rewiring programme through to 2024 • 2,400 properties anticipated to receive adaptation works between 2022 and 2025 • Started work on 18 Tower Block Roof replacements to be completed by 2026 • Kitchen, bathrooms, windows, doors, electrical and loft insulation upgrades as required to 3399 properties and 552 void properties, all to be completed by 2026. • Planning upgrades to 34 existing CCTV systems and installing 6 new CCTV systems to housing sites
4.6 We have developed a new model of integrated care	<p>The development of a new integrated model of housing health and care at Buchanan Green is a first for the Council and will form a blueprint for future schemes at Hemsworth and Newstead. It is an exciting initiative working closely with health and care services in a structured way with a focus on prevention to support active ageing and wellbeing. It has huge potential to support reductions in hospitals admissions, falls and risks of falls and in delaying the need for care services and moves into residential care. Some of the key service provision includes:</p> <ul style="list-style-type: none"> • Care and housing team on site • Local GP surgeries providing surgeries at the scheme for those with an assessed care need using the therapy room • A multi-disciplinary approach to support prevention and better health and wellbeing • Referrals for social prescribing • 'Young at Heart' activities to support the prevention agenda
4.7 We continue to offer a range of cost-of-living help and support	<p>We understand the cost-of-living crisis is having an impact on our tenants and we have continued to help those affected by this. We work closely with colleagues across the Council to support tenants and residents facing financial challenges. We offer help for all those in need of support to manage their money and understand their commitment to paying rent and other charges.</p> <ul style="list-style-type: none"> • 127 Hardship Fund Payments had been paid out by November last year to families struggling to pay their rent. • Over 200 staff in the housing service have been trained on how to use the Council's Cost of Living toolkit and have been encouraged to include as part of every discussion, ensuring every contact matters.

		<ul style="list-style-type: none"> • Information stalls around financial help and support for tenants have taken place at events such as LAC meetings, TARA activities and other community events • We have identified those most at risk of cost-of-living impacts and have provided targeted support for those in arrears, tenants in low energy efficient homes, those with pre-paid meters and the elderly and vulnerable • We have forged links with foodbanks and are attending venues all over the city, to offer tenants and residents, rent and cost of living advice. This includes a dedicated service to S6 Foodbank where we will be attending their sites every week to offer advice to tenants. • We are identifying tenants who qualify for Yorkshire Water Support but are not currently receiving this discount
4.8	We have maintained our focus on key housing services despite the challenges	<p>We have maintained our focus on key housing services ensuring that we are collecting the rent and rehousing tenants who are in need.</p> <ul style="list-style-type: none"> • Rent arrears figures for current tenants were under projected levels by £451,000 at the end of quarter three. • Evictions are down by twenty percent compared to a comparable point in previous years. • Validated 7,784 applications to join the housing register. • Rehoused 2,381 households of which 1,513 had been awarded priority rehousing
4.9	We proactively contact our tenants	<p>We recognise that all our tenants have different needs and requirements. We offer all our tenants the option of an annual visit with their Neighbourhood Officer and ensure that our most vulnerable tenants have access to the support they need. Over 150,000 service requests are dealt with each year by the Neighbourhood Teams. Since April 2022:</p> <ul style="list-style-type: none"> • Our Neighbourhood Officers have offered over 12,000 visits, with around 9,600 of our tenants either receiving a face-to-face visit or having a discussion over the telephone (around 6,800 were face-to-face visits). • Over the last 9 months we have made 1651 support referrals for our tenants that were identified as part of our Housing Plus approach, visiting tenants in their homes to identify support that ensures they have a successful and sustainable tenancy • Made an active difference to tenants' lives through effective management – in one 'patch' alone, for example, the Neighbourhood Officer has secured over £7,000 in furniture and support payments for her tenants
4.10	We have been there for our tenants in an emergency	<p>We have supported our tenants throughout the year when emergencies happen. For example, we helped Council colleagues throughout the major incident in Stannington last year by door knocking, identifying vulnerable residents, and ensuring they had portable heaters, blankets, and access to warm meals. We supported our tenants at our older persons scheme at Manor House in Stannington providing heating and</p>

	<p>warm drinks in the communal lounge every day for tenants to socialise. Our Neighbourhood Officers worked with the Community Support team to support all tenants to make claims for compensation from Cadent. Following a similar incident at Moonshine Lane in January this year, officers reacted by carrying out 'door knocking' to all properties in the area to ensure they were safe and identify any support</p>
4.11 We have supported the wellbeing of our older tenants	<p>Our older tenants in our independent living schemes have benefited from our 'Young at Heart' project. A unique piece of artwork produced by our OPIL tenants from across the city was showcased at the Town Hall in September 2022. Tenants from across the city decorated individual wooden shapes to make up the artwork. The artwork captured older people's feelings of living with the Covid pandemic and was a way for them to express their feeling at a time when many had been isolating for over 12 months. We have developed a 'Young at Heart' tool kit and seasonal menu to support Neighbourhood Officers deliver a range of activities at schemes. Working with partners, we have delivered a range of activities across all schemes to support independence health and wellbeing, for example,</p> <ul style="list-style-type: none"> • Student volunteer craft sessions • Armchair aerobics • Memory lanes reminisce cafes during dementia awareness week • Cinema and film events • Pop up shops and fashion events
4.12 We continue to tackle poor behaviour	<p>Officers based in our Tenancy Enforcement and Sustainment Team work hard to tackle poor behaviour amongst a minority of our tenants. It might be a last resort, but we will take legal action against individuals who breach their tenancy conditions to ensure our neighbourhoods are safe and happy places to live. Most issues that arise are resolved informally but sometimes they are referred to our specialist team if they are too complex, serious or there is suspicion of fraud. Legal action sometimes is the only way to stop behaviour that is having a negative impact on neighbours and the community at large. Some examples in 2022 where we have successfully taken enforcement action against persistent offenders include evictions for harassment and drug offences, suspended possession orders and banning orders for anti-social behaviour.</p>
4.13 Our online engagement is on the rise	<p>The Housing & Neighbourhoods Service Facebook page has continued to attract high numbers of reaches and post engagements. The page has 5,200 followers and has had nearly 10,000 post engagements (when someone has interacted with a post including reactions, comments, shares, and clicks on the post) and over 30,000 reaches (the number of people who saw any content from the Facebook page or about the page). The Council has recently procured a new engagement platform and we will explore how we can best use this to continue to broaden our engagement with tenants in 2023. We are also investing in a new Housing IT system to provide tenants with direct on-line access to a range of services through a new 'portal' 24 hours a day. A new online reporting tool for repairs is now in place and nearly a third</p>

of repairs to housing properties are now being reported through that channel.

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| 4.14 And we are supporting those tenants who aren't yet digitally confident | As a landlord, we want to help our tenants to be able to access online services and be confident in their use of the internet and digital facilities. We currently offer free computer classes across the city run by friendly, helpful advisors from Learn for Life Enterprise who help our tenants to gain the skills they need and at a pace that suits them. The classes cover lots of topics such as applying online for Universal Credit, how to stay safe on the internet, staying in touch with friends and family, accessing health and other services and online banking. Being able to do things online, can help to save our tenants money, make things easier and more convenient and raise awareness of things such as bogus/scam callers and more recently disrepair claim firms cold calling and door knocking. |
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| 4.15 It's 'Your Home and Your Neighbourhood' | Our news e-bulletin – Your Home, Your Neighbourhood is sent out to over 18,000 council housing tenants and leaseholders. The bulletin is a great way for us to get important information, updates, and advice out to our tenants. The bulletin is also a way of celebrating achievements and positive news stories from across our neighbourhoods. We actively encourage our tenants to sign up to the bulletin and to send us in any positive news stories they may have for inclusion in future bulletins. |
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| 4.16 Tenants feel they are treated with respect and are positive about their neighbourhoods | We carry out regular satisfaction surveys with tenants to gain an understanding of how they feel about the services they receive. Based on survey scores to date, our highest performing satisfaction score is around how we treat our tenants. 8 out of 10 tenants feel that we treat them fairly and with respect. Other areas scoring well focus on the neighbourhood and area where our tenants live. 7 out of 10 tenants are satisfied with their neighbourhood as a place to live and 7 out of 10 feel that their home is well maintained and safe to live in. It is important for us to provide well maintained neighbourhoods which helps increase sustainability and places that people want to live. Satisfaction so far in 2022 with our new tenants has been positive, with around 8 out of 10 new tenants telling us that their new property meets their needs and that they feel they have been given all the information they need to start their tenancy successfully and they feel they know where to go for help and support if needed. We want to improve these scores even further and delivering our priorities for 2023/24 should help us do just that. |
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5. HRA Business Plan Service Priorities 2023/24

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| 5.1 Changes to our Business Plan priorities will be | The HRA faces significant budget pressures in 2023/24 and beyond. However, it remains important that the HRA Business Plan can continue to deliver on its priorities where possible. Some of our existing priorities have had to be reviewed for 2023/24 and significant service redesign |
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required to deliver savings

will be required to enable us to invest in our key HRA Business Plan priorities for 2023/24.

5.2 There is a HRA budgetary pressure of £22.8m in 23/24

The HRA Business Plan is facing significant budgetary pressures over at least the next 5 years. The overall impact of this is that the Council is unlikely to be able to fund all the plan's key priorities over the next 5 years. These pressures were considered and approved by the Council's Strategy and Resources Committee on 19th December 2022 as part of setting the Council's overall budget. The following table shows the pressures for 2023/24:

		2023/24
PRESSURES	BIP Reference	£000s
Rent loss from vacant properties	1.E1	3,000
Repairs Service pressures	3.E1	8,200
Cost of non-insourced repairs	3.E2	3,168
Increased disrepair claims	3.E3	2,645
Housing Ombudsman costs	1.E4	120
Additional staffing costs (OPIL)	2.E1	55
Housing Business Change Team	2.E4	100
Council Tax charges on vacant properties	3.E6	1,000
Increase SLA charge Parks and Countryside	3.E7	300
Community Safety Funding	4.E1	200
Increase in Hardship Fund	4.E2	300
Increase utility costs – non residential	5.E4	580
Additional IT costs	6.E3	61
22/23 Pay Award (Housing & Neighbourhoods)	1.E1 / 2.E3 / 3.E5 / 4.E4 / 5.E3 / 6.E2	765
23/24 Pay Award (Housing & Neighbourhoods)	1.E2 / 2.E2 / 3.E4 / 3.E3 / 5.E2 / 6.E1	1,245
Increase gas/electric prices for Community Heating	3.E8	1,100
TOTAL PRESSURES		22,839

The full HRA Budget Implementation Plans (BIPS) are available here [Budget and spending | Sheffield City Council](#)

5.3 The SIP continues to deliver new homes for the city but has been reduced to 2,310 units as part of modelling	<p>Section 4.3 set out the affordable housing challenges facing the city and the supply shortfall of over 900 affordable homes each year. Our own Stock Increase Programme is a major contributor to increasing affordable homes in the city and we had set an ambitious target of 3,100 homes over the next few years to meet this need. We are committed to building new council homes and increasing supply through market acquisitions, purchasing homes directly from developers and working closely with Sheffield Housing Company our joint venture partnership. In addition to direct delivery, we also continue to work in partnership with Registered Providers to increase the supply of affordable homes. The South Yorkshire Housing Partnership has made a commitment in its Housing Prospectus to the increase in supply across the region and we will endeavour, through our partnerships, to bring as many of those homes to Sheffield as possible.</p> <p>Our own Business Plan modelling however assumes that the council's Stock Increase Programme (SIP) is reduced to 2,310 units from the current figure of 3,100. There has been significant building cost inflation as well as increasing site preparation costs in some cases. This reduced target of 2,310 units accounts for all developments currently in the 'pipeline', but not 'opportunity' sites. The cost to complete delivery of the 3,100-unit programme has increased to £558m. Reducing to the 2,310 units brings the cost back to the approved budget of £354m. However further work will be undertaken with Members to agree and reprofile the SIP to ensure that it delivers maximum outputs within this budget envelope. And we will of course continue to look at opportunities to increase our development of council homes in the future as market conditions allow.</p>
5.4 Some protection for the Repairs Service has been built into the budget	<p>The 22/23 budget for the Repairs and Maintenance Service was initially set at £40.7m. However, this has been increased through the year to account for backlog maintenance, pay and inflation. The budget for 2023/24 assumes a continuation of the pressures identified in 2022/23 and adds a further £2.2m of inflationary and pay award pressures. The Repairs and Maintenance Service intend to manage the pay pressures through a review of overheads to generate savings of £1.5m (detailed below as a saving option). The final net budget for 2023/24 is therefore £47.4m.</p>
5.5 The Council will continue to improve the energy efficiency of our housing stock and work towards Net Zero	<p>In 2022/23 it is anticipated that a minimum of 774 homes will have been improved to at least an EPC C standard. Our plans include bringing the estimated 6,900 homes that are below EPC level C up to a minimum of EPC level C by 2030 and we will continue improvements to EPC ratings in 2023/24. Our work on retrofitting housing will be further informed by an externally commissioned report which will provide us with a roadmap detailing the investments we will need to make to achieve both EPC C and Net Zero across our housing stock. The Net Zero Carbon Road Map is currently being finalised will inform the investment options and solutions available to the us and of the likely costs. The outcome of this work and its</p>

implications feeds into the [Council's Climate Change 10-point Plan](#) and will be reported to the appropriate Council Committees.

5.6 Additional budget has also been added in for key areas of property improvement

Further provision has been made in the Business Plan for 2023/24 for other property-related priorities. The Secretary of State for the Department of Levelling Up, Homes and Communities (DLUHC) and the Regulator of Social Housing (RSH) have recently raised concerns around damp and mould issues in social housing. The Council have set up a Damp and Mould Task Group to undertake a full review of how the council deals with damp and mould cases and to oversee any changes to working practices. Budget provision has been made for this improvement in the HRA Business Plan. The Council has also seen an increase in disrepair claims from customers as the Repair and Maintenance Service continues to deal with COVID-related backlogs. Additional provision has been made in the 2023/24 budget to deal with these claims and tackling any outstanding repairs. Finally, the Council continues to make significant efficiency improvements in reletting empty properties, both to support demand for new homes and increase rental income. Additional support for this area has been provided through this plan.

5.7 Savings mitigations totalling £22.8m have been identified

HRA savings mitigations totalling £22.8m have been identified as part of rebalancing the HRA budget for 2023/24 to allow for investment in priorities above. These savings will have an impact on the services that the Housing and Neighbourhoods Service is able to provide to its customers. However, mitigations can be put in place to minimise those impacts whilst retaining a focus on the most vulnerable and in discharging our statutory duties. Significant service redesign will also be required in 23/24 to deliver all these savings during the year. These savings proposals were considered and approved by the Council's Strategy and Resources Committee on 19th December 2022 as part of setting the Council's overall budget and are summarised below:

		2023/24
SAVINGS	BIP Reference	£000s
End the HRA Community Fund	5.B2	50
Introduce Recharges to Tenants for a range of repairs caused by loss, misuse or damage	4.B1	300
Sell high value sundry properties	1.B1	2,000
Review of Repairs and Maintenance overheads	3.B1	1,500
Not re-opening closed access points	5.B4	150
Corporate charges standstill	1.B4	450
End of the garden pledge scheme	3.B3	400

Improvement in vacant rent loss	1.B3	1,790
Review of the Communications SLA	1.B8	200
Community Safety Funding	4.B2	200
Improvements in disrepairs management	3.B4	1,200
Review spending on Community Buildings	5.B1	200
Staff savings in City Wide Housing	2.B1	628
Staff savings in Neighbourhood Services	5.B3	1,250
Staff saving n Neighbourhood Intervention	4.B3	408
Staff savings in Investment Service	3.B2	397
Increase in Community Heating Charges	3.B5	1,100
7% rent increase	1.B6	10,616
TOTAL SAVINGS		22,839

The full HRA Budget Implementation Plans (BIPS) are available here [Budget and spending | Sheffield City Council](#)

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| <p>5.8 The Council's ability to increase rents is set by Government</p> | <p>One of the main mitigations available to the Council is to increase income through a review of council housing rents. The HRA receives most of its income through dwelling rents, with a much smaller percentage coming from garage and other non-dwelling rents. The Council's ability to set rents is constrained by the Regulator of Social Housing Rent Standard which is determined by a government direction under Section 197 of the Housing and Regeneration Act 2008. The Government has announced a one-year 'ceiling' on social housing rents of 7% for 23/24. The Council must comply with the rent setting rules. If it fails to do so it may be made subject to regulatory action.</p> |
| <p>5.9 The 'rent ceiling' represents a reduction in income available to deliver services to tenants</p> | <p>The 'rent ceiling' for 2023/24 sets the maximum increase in dwelling rents that individual Councils are permitted to set for the forthcoming year. This maximum is 4.1% below the normal Rent Standard guidance – Consumer Price Index (CPI) in September of the previous year + an additional 1% - which would have resulted in an 11.1% increase for 2023/24. This means that the inflationary costs for delivering services to council housing tenants have had to be absorbed into the HRA Business Plan because of a below inflation rent increase. A further reduction in rental income by setting a rent increase below the 7% ceiling would require additional cuts in services to tenants.</p> |
| <p>5.10 Strategy and Resources Committee will be asked to</p> | <p>Strategy and Resources Committee will be asked to recommend to Full Council, a 7% rent increase in 2023/24 for all existing tenant rent accounts in line with the Rent Standard determination set out above. This increase will generate £10.6 million additional income to the HRA</p> |

recommend to Full Council, a 7% rent increase in 2023/24 for all existing tenant rent accounts

to improve services to tenants and mitigate some of the pressures described earlier in this paper. This rent increase would be covered by Housing Benefit/Universal Credit for the approximately 70% of tenants who are eligible and receive those payments. The remaining 30% of tenants would have to cover the full cost of the rent increase. However additional budget provision has been made within the Business Plan to provide an increase in financial support and Hardship payments to support those impacted by the current cost of living crisis. There will be an additional consideration for Strategy and Resources to increase this budget by £300,000 to £450,000 in 2023/24.

5.11 A 7% rent increase will deliver a balanced HRA budget for 2023/24

The table below provides Members with context for the 7% rent increase set out in paragraph 5.10 (and paragraphs 5.12 - 5.16). It shows the overall HRA position for different income scenarios assuming the savings proposals within this paper are adopted. This shows that a balanced budget position can be achieved through a combination of accepting the savings proposed within this report and a 7% rent increase.

All figures in £000's

Potential rent increase	0%	3%	5%	7%	11.1%
Additional rental income	0	-4,376	-7,494	-10,616	-17,009
Total Pressures	22,839	22,839	22,839	22,839	22,839
Total savings/mitigations proposed (excluding rent increase)	-12,223	-12,223	-12,223	-12,223	-12,223
NET BUDGET GAP	10,616	6,240	3,122	0	-6,393

5.12 The current policy of bringing all homes on relet to 'formula rent' will continue

The Rent Standard determination provides an exemption from the 7% 'ceiling' for properties becoming available for a first or subsequent relet during 2023/24. This continues the existing Rent Standard approach of bringing all properties to 'formula rent' levels when they are let to new or transferring tenants. Formula rent is the maximum that can be charged for a social rented property and in effect allows for a Consumer Price Index (CPI) + 1% rent increase on properties relet during the year. The continuation of this approach is consistent with previous rent setting determinations by the Council. Currently the average rent for a Sheffield City Council home is £0.66 less than formula compared with a difference of £0.69 last year.

5.13 Affordable rents will increase at the same rate as social rents

The Council continues to have a small but increasing number of properties that are let at an Affordable Rent (up to 80% of market rent). These are predominately new build properties and properties acquired as part of the stock increase programme. The 7% Rent Standard ceiling applies to all tenanted social housing rents so properties let at an Affordable Rent will also see a 7% increase in rent for 2023/24. Affordable Rent properties relet to a new tenant in 2023/24 will be let at 80% market rent in line with the Rent Standard. The financial appendix includes a table showing the Citywide average weekly rent by bed-size.

5.14	Garage rents are proposed to increase at the same rate as social rents	Rents for garages and garage sites are proposed to increase by 7% from April 2023 in line with dwelling rent increases.
5.15	Other fees and charges are proposed to increase by 7%	The burglar alarm, sheltered housing and temporary accommodation charges are also proposed to increase in line with dwelling rents at 7%.
5.16	Community heating customers will not be subject to a further price increase at this time	The community heating scheme operated by the Council, supplies heating and heating/hot water to almost 6,000 homes. Prices for community heating customers were increased in October 2022 and are therefore not proposed to be increased further in April 2023. This level of charges is unlikely to create a financial reserve to mitigate for further increases in the price of gas. This remains a risk to the business plan in future years. The energy market is seeing significant turbulence and increases in prices. This unprecedented situation will mean it is necessary to undertake a further mid-term review of the district heating account and prices.
5.17	The Financial Appendix provides an overall HRA budget for 2023/24	The Financial Appendix provide an overview of the HRA budget for 2023/24. The financial plan is based on several key assumptions to help us mitigate risks or changes that may occur in the coming year. All assumptions are reviewed and refreshed each year to reflect the changing economic environment in which the business plan operates. The current economic climate has made it very difficult to predict assumptions around inflation, interest rates and energy costs for 2023/24 which adds a further degree of uncertainty to this year's plan. The Appendix to this report also includes a table of average rents (assuming a 7% increase) and Social Housing Asset Value Data required published in accordance with the Local Government Transparency Code 2015.
5.18	Forecast Outturn 2022/23	Revenue budget monitoring reports have been presented to the Housing Policy Committee throughout 2022/23. The latest position is included in the financial appendix to this report.
6.	HRA Business Plan Service Priorities 2023/24	
6.1	A series of proposed priorities are	A series of detailed service delivery priorities are included each year as part the refreshed Business Plan. These priorities guide the allocation of both financial and service resources for the forthcoming year. These priorities have been proposed through consultation with Members,

presented for consideration	tenants, colleagues and through a review of the internal and external policy environment. Details of each of these priorities is included in subsequent paragraphs of this report.
6.2 We have increased the budget for the repairs service	The Repairs and Maintenance Service has been under significant pressure during 2022/23. The inflationary environment has had a huge impact on the costs of materials and contractors and our ability to deal with demand from tenants. We have made some enhancements over the past 12 months by introducing a new IT system and new ways for tenants to report repairs. However, improving the speed with which we deal with repairs remains one of the top priorities for the Business Plan in 2023/24. A new Better Repairs Board, chaired by the Executive Director of Operational Services has been established, to drive further improvements and have oversight of progress as part of the transformation of these services. The budget for the service has been increased by £6.7m from the one set at this time last year in recognition of this.
6.3 We will tackle damp and mould in council homes	The Secretary of State for the Department of Levelling Up, Homes and Communities (DLUHC) and the Regulator of Social Housing (RSH) have recently raised concerns around damp and mould issues in social housing. The Council have set up a Damp and Mould Task Group to undertake a full review of how the council deals with damp and mould cases and to oversee any changes to working practices. This is chaired by Director of Housing Services and will cover all rented tenures including the private rented sector and registered providers. It also includes representatives from landlords, other statutory services, public health and the NHS to ensure we deliver a joined-up approach, share data and are solution focussed. Budget provision has been made for this improvement in the HRA Business Plan.
6.4 We will improve the way that we manage disrepair	The Council has seen an increase in disrepair claims from customers. Our aim is to address this investment need through our 5-year capital strategy and seek a long-term improvement in overall housing quality. In the short-term, additional provision has been made in the 2023/24 budget to resolve outstanding disrepair claims and complete any outstanding repairs. Work is also underway to ensure that we have the most efficient processes in place to manage claims and that our complaints process works in tandem with this. Our processes have been reviewed and a remediation process has been introduced to provide tenants with a resolution without having to seek a potentially time-consuming legal solution. We will also increase our communications with tenants to ensure that they are clear on the remedial routes available to them.
6.5 We will reduce the time that	The Council continues to make significant efficiency improvements in reletting empty properties, both to support demand for new homes and increase rental income. There is an acute shortage of council rented homes in the city. Our aim is to reduce the time that homes remain

properties are empty

empty and the amount of lost rent as a result. We are restructuring our teams to make these changes and show significant improvement.

6.6 We will significantly improve our gas servicing performance

The Housing Policy Committee approved a new Gas Servicing Policy at the end of 2022. This policy provides a clear position statement of the legal and statutory duties to undertake annual safety inspections and the Council's commitment to achieve 100% compliance. We recognise that we must improve in this area and have robust plans in place to do so as quickly as possible.

6.7 We will support tenants to manage their finances

We recognise that the current cost of living crisis is having a significant impact on our tenants. As a Council, we have developed a [Cost of living Webpage](#) providing access to wide range of services, warm welcoming spaces and self-help guides to support households who are struggling. We offer our tenants tailored support in budgeting, paying their rent and managing their household bills. We have also, as part of this year's Business Plan, proposed trebling the Hardship Fund available to our Income Management team to support tenants in need – increasing this to £450,000 in 2023/24.

6.8 We will improve the customers experience

We continue to improve complaints handling across all our housing services. There will be a strong focus on improving the timescales within which complaints are responded to, and on ensuring that the learning from complaints is captured and used to drive service improvements. We have published our response to the Housing Ombudsman's mandatory [Complaints Handling Code](#) and will continue to work towards further improvements in meeting their best practice outcomes. Improvements are also being implemented across all 3 main customer service channels – online, telephony and in-person. This work will improve the customer experience, making our services more accessible to all our customers and achieving greater efficiency.

6.9 We will increase the opportunities for tenants to get involved in shaping services

As the recipients of our services, tenants are the best placed to tell us how we are doing. We want to increase the opportunities for tenants both to tell us how we are doing and to become more actively involved in shaping our services. The Council has invested in a new consultation platform - [Have Your Say Sheffield](#) – which will allow us to transform tenant involvement. We recognise that not all tenants can engage in this way so we will continue to support our work with Tenant and Resident Associations (TARAs) and link closely with colleagues in the Local Area Committee teams. We will also begin to review our portfolio of community buildings in 2023/24 to ensure that that they remain fit for purpose and meet the needs of communities in a way that balances the investment needs for the HRA.

6.10 We will be fair and respect all our customers	<p>Fairness and respect are themes firmly embedded in all that we do. And there will continue to be a strong focus on inclusion issues throughout our improvement plans for 2023/24. This will include clear commitments to ensure that: our services respond to the needs of all our customers; under-represented groups are involved in our work and have a voice; and that staff are well-trained in diversity and inclusion. We will also be delivering on several housing commitments in 2023/24 made as part of the Council's Race Equalities Commission Report Action Plan.</p>
6.11 We will invest in our staff	<p>Supporting the local economy and providing improved employment and skills outcomes remains a key priority for the Council and we continue to promote and offer apprenticeships within the HRA. The Housing and Neighbourhoods Service has 12 apprentices completing Level 2 and Level 3, apprenticeships with a further 99 apprentices currently being trained within the Repairs and Maintenance Service. Further recruitment of apprentices is planned in 2023 for both services and we will continue to look at ways in which we can promote and encourage new apprentices from a range of backgrounds and communities to shape our workforce profile. We also offer several graduate roles each year and currently have 4 graduate trainees and will continue our involvement in the National Graduate Development Programme (NGDP) later in 2023. There is a national debate around the 'professionalisation' of housing as a career now so we will monitor these discussions, including exploring opportunities to introduce externally accredited qualifications, to offer staff in Sheffield improved opportunities to develop their careers.</p>
6.12 Delivering our Landlord Commitments	<p>The revised HRA Business Plan priorities will continue to incorporate Our Landlord Commitments which help to drive service improvements for tenants. These are the services that tenants have told us they want to judge us on. The Business Plan priorities also align with the Council's strategic priorities for 2023/24 which will feed into a new medium term Corporate Plan.</p>

7. HRA Business Plan Stock Investment Priorities 2023/24

7.1 The plan aims to increase planned capital spend to reduce revenue repairs	<p>The aim of the Housing Investment Programme is to effectively use capital expenditure on our housing stock to improve tenant's homes, encourage sustainability and to reduce future revenue repair costs. Council tenants should live in safe, warm, secure, and modern properties in attractive neighbourhoods. These overarching principles inform our investment priorities. The Housing Capital Investment Strategy will focus on a 'fabric first' approach to protect council housing assets, to reduce our ongoing and longer-term repairs and maintenance obligations and increase tenants' satisfaction with their homes. We will also be moving to an area-based investment approach to reflect local priorities that are important to residents and tenants. Close working</p>
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arrangements are in place with the Council's Repairs Services to ensure alignment across Capital and Revenue investment.

7.2	Fire and building safety are key priorities	Fire and building safety remain key investment priorities. Over the next five years we are putting in place several fire prevention and fire safety measures for high rise blocks and high-risk properties and upgrading electrics within our homes. The installation of fire suppression systems on four blocks is currently projected to complete in early 2023. We have started developing the fire safety work proposals to the remaining high-rise blocks during 2022 and will continue this work along with consulting with residents of these blocks into 2023/24. The proposals will include closing waste chutes in tower blocks and providing modern day waste facilities.
7.3	Planned investment in elemental improvements will continue	We will continue with our planned investment work programmes already identified as priorities with tenants, such as roofing, windows and doors, kitchens, bathrooms, and heating. These activities contribute towards maintaining homes to the government 'Decent Homes' standard. A national review of the Decent Homes standard is currently underway and when this is published, we will need to revisit our level of compliance against any new decency standards and check that our investment plans are fit for purpose.
7.4	We are continuing investment in net zero solutions and improving the energy efficiency of our homes	A key priority for Sheffield is working towards the net zero carbon target for 2030. We will do this through our Housing Capital Investment Strategy and will focus on 'fabric first' to improve homes as part of more than £300 million investment over 5 years. We have also been successful in obtaining grant funding to support this target through the LAD 2 (Local Authority Decarbonisation Phase 2) and further pipeline bids for external grant funding through ECO4, Home Upgrade Grant Phase 2 and Social Housing Decarbonisation Fund Phase 2. Currently within the 5-year Housing Investment Plan 2023 to 2028, there is £35m funding that will contribute to reducing carbon emissions and improving the energy efficiency in the council stock. Our plans include bringing the estimated 6,900 homes that are below EPC level C up to a minimum of EPC level C by 2030. Sheffield is going beyond the government guidance on this (which is that all social housing must meet this standard by 2035). The Net Zero Carbon Road Map is currently being finalised will inform the investment options and solutions available to the us and of the likely costs. The outcome of this work and its implications feeds into the Council's Climate Change 10-point Plan and will be reported to the appropriate Council Committees.
7.5	We are reviewing our heating strategy to explore more	We are now revisiting our heating strategies and will be implementing changes in 2023. The investment we have made in heating has already led to a significant reduction in emissions with 32,000 homes having 'A-rated' energy efficient boilers installed since 2008. We recognise the need to reduce our reliance on gas, but we do anticipate that gas boiler replacement will still figure in some way in any revised heating plans for

sustainable solutions

at least the next 5 years. The heating obsolescence within the housing stock will require replacement before technologies, such as heat pumps and hydrogen are able to deliver viable and affordable solutions. There are also technical and spatial reasons why gas will still be the most viable solution for some sites. However, we will ensure that any new gas boilers have higher levels of efficiency and are combined with other measures so that a net reduction in carbon emissions is still achieved overall. We also have 130 community heating boiler schemes powered by gas that will need replacing in the next 5 years and our proposals will reduce carbon emissions at those sites. We have 4 community heating sites that are in urgent need of replacement, and these are being prioritised as part of Housing Investment Plan for 2023/24. As part of our council housing stock increase programme, we are already delivering new build homes with enhanced performance specifications such as increased thermal efficiency and increased air tightness. We are also exploring further options for our future new build homes to achieve low-carbon emitting, no-gas homes.

7.6 The Stock Increase Programme continues to deliver new homes but has been reduced to 2,310 units	The Stock Increase Programme (SIP) continues to deliver new social homes for the city to partially mitigate the continual loss of properties through Right to Buy. The Business Plan modelling that has been undertaken assumes that the SIP is reduced to 2,310 units from the current figure of 3,100. There has been significant building cost inflation as well as increasing site preparation costs in some cases. This reduced target of 2,310 units accounts for all developments currently in the 'pipeline', but not 'opportunity' sites. The cost to complete delivery of the 3,100-unit programme has increased to £558m. Reducing to the 2,310 units brings the cost back to the approved budget of £354m. We have changed the type and mix of homes being delivered by the SIP. This has changed the cost profile and includes a move to more specialist and Older Person Independent Living schemes, increasing some costs. Further work will be undertaken with Members to agree and reprofile the SIP to ensure that it delivers maximum outputs within this budget envelope
7.7 Gleadless Valley	The Gleadless Valley Masterplan was approved Autumn 2022. The Masterplan sets out four regeneration themes for the estate including investment in existing units and new build. It is anticipated that the HRA funding identified for the Masterplan will support activity from the present into years 5-6. Additional funding opportunities will be considered during the lifetime of the programme to support further investment opportunities and to ensure the principles of the Masterplan are delivered.
7.8 More details are in the Financial Appendix	The revised 5-year capital investment programme budget 2023/24 - 2027/28 and planned expenditure is included in the Financial Appendix that accompanies this report

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Housing Revenue Account Business Plan 2023-24 Financial Appendix



Appendices

Appendix A

HRA Revenue Assumptions

Appendix B

HRA Revenue & Capital Budgets

Appendix C

5 Year Capital Investment Programme

Appendix A – HRA Revenue Assumptions

The detailed financial model behind the HRA Business Plan includes several assumptions we have used to understand what resources will be available for council housing over the next 5 years in the context of the next 30 years. These baseline assumptions are listed below:

Revenue Assumptions	Assumption
Opening number of homes in 2023/24	38,553
Estimated number of additional homes by 2052/53	1,391
Estimated number of RTBs 2023/24 to 2052/53	9,129
Estimated number of homes by 2052/53	30,815
Average rent in 2023/24 (50-week rent)	£85.60
Consumer Prices Index (CPI) of inflation September 2022	10.1%
Void rate 2023/24	2.5%
HRA risk-based reserve 2023/24	£5.7m

Appendix B – HRA Revenue & Capital Budgets

Revenue Account			Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
	2022.23	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2023.28
	Outturn	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Total
INCOME (in £millions)								
Net income dwellings	149.3	152.6	161.6	174.2	175.8	181.6	187.4	880.6
Other income	6.6	6.5	6.7	7.1	7.3	7.4	7.6	36.1
Total	155.9	159.1	168.3	181.3	183.1	189.0	195.0	916.7

EXPENDITURE (in £millions)								
Repairs and Maintenance	50.8	41.4	51.3	53.2	54.9	56.9	58.9	275.2
Tenant Services:								
Tenant Management Costs (staff/non-staff)	55.4	54.0	49.1	44.7	45.7	46.6	47.5	233.6
Disrepair	5.2	2.6	5.2	5.2	5.2	5.2	5.2	26.0
Council Tax	2.0	0.9	1.9	1.9	1.9	1.9	1.9	9.5
Interest on Borrowing	13.6	13.6	13.6	15.5	23.0	25.0	26.4	103.6
Contribution to Capital Programme	28.9	46.6	47.2	60.8	52.3	53.4	55.2	268.9
Total	155.9	159.1	168.3	181.3	183.1	189.0	195.0	916.7

Revenue Reserve	5.6	5.6	5.7	5.8	5.9	6.1	6.2	
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Capital Account			Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
	2022.23	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2023.28
	Outturn	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Total
EXPENDITURE (in £millions)								
Mainline Capital Programme	19.9	32.3	57.6	65.3	75.2	76.0	117.3	391.4
Stock Increase Programme	17.0	27.6	48.6	56.2	58.8	45.3	43.4	253.3
Total	36.9	59.9	106.2	121.5	134.0	121.3	160.7	643.7

Appendix C – 5 Year Capital Investment

HRA Programme	Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
	2022.23	2023.24	2024.25	2025.26	2026.27	2022.27
	Budget	Budget	Forecast	Forecast	Forecast	Total
EXPENDITURE (in £millions)						
H & S Essential Work	12.9	10.3	18.9	21.9	18.2	82.2
Adaptations & Access	3.5	3.3	3.3	3.0	3.1	16.2
Regeneration	0.2	0.2	9.2	11.0	20.2	40.8
Garages	0.2	0.1	0.2	0.2	0.2	0.9
Waste & Estate Environmental	0.0	0.8	2.8	3.4	3.5	10.5
Heating, Energy & Carbon Reduction	4.9	21.7	10.9	10.8	13.5	61.8
Enveloping & External Works	3.9	13.0	9.3	13.7	3.7	43.6
Communal Area Investment	0.0	0.5	2.5	2.5	2.9	8.4
Internal Works	2.5	3.2	3.7	4.1	5.9	19.4
Other Essential Works	1.1	1.3	1.3	1.3	1.5	6.5
Sub-Total Core Investment Programme	29.2	54.5	62.2	72.0	72.7	290.6
Capital Management Fee	3.0	3.1	3.1	3.2	3.2	15.6
Sub-Total Other Capital Spend	3.0	3.1	3.1	3.2	3.2	15.6
Total Capital Programme	32.3	57.6	65.3	75.2	76.0	306.4
Stock Increase Programme	27.6	48.6	56.2	58.8	45.3	236.5
Overall Total HRA Programme	59.9	106.2	121.5	134.0	121.3	542.9

Programme

Appendix D – Citywide Rents and Charges

Citywide average weekly rent by bed-size

Bed size	Average weekly rent (50 weeks)		Increase	
	2022/23	2023/24		
Bedsit	£62.08	£66.43	£4.35	7.00%
1 bed	£70.60	£75.54	£4.94	7.00%
2 bed	£81.10	£86.78	£5.68	7.00%
3 bed	£90.37	£96.70	£6.33	7.00%
4 bed	£104.89	£112.23	£7.34	7.00%
5 bed	£109.69	£117.37	£7.68	7.00%
6 bed or more	£114.97	£123.01	£8.04	7.00%
Total (all bedroom's average)	£80.00	£85.60	£5.60	7.00%

Note: The above rents are for illustrative purposes only as they are based on city wide averages. Actual individual property rents will vary from these figures. Both years' averages are calculated using current stock numbers to enable comparison.

Sheffield City Council

Social Housing Asset Value Data 2021/22

Summary and Notes:

1. This data is published in accordance with the Local Government Transparency Code 2015
2. The data in the table below is as at 31 March 2022, except for the percentage occupied / vacant dwellings, which is as at 29 March 2022, being the closest date that data was available
 - > As at 29 March 2022, **97.5%** of the 38,553 social housing dwellings in Sheffield were occupied, while **2.5%** were vacant
3. Dwellings values are reported on the basis of both their existing use value – social housing (EUV-SH) and their market (or vacant possession) value. The valuation bands are based on market value
 - > The average market value of a social housing dwelling in Sheffield as at 31 March 2022 was **£98,000** (rounded to nearest £500)
 - > The average EUV-SH of a social housing dwelling in Sheffield as at 31 March 2022 was **£40,500** (rounded to nearest £500)
4. The difference between the vacant possession value of dwellings and the EUV-SH value represents the economic cost to government of providing council housing at less than open market rents
5. Despite the above, publication of this information is by no means intended to suggest that tenancies should end to realise the market value of properties
6. Some postal sectors and valuation bands containing less than 10 occupied dwellings have been merged in the table below so that the data is not disclosive of individual properties

Postal Sector/s	Valuation Band Range	Intervening Bands	Total number social housing dwellings	Dwellings value				% occupied dwellings	% vacant dwellings
				EUV-SH Values		Market Values			
				Total	Average	Total	Average		
S1 2	£100,000 - £299,999	£120,000 - £159,999	47	2,559,287	54,453	6,242,163	132,812	100.0%	0.0%
	£100,000 - £299,999 Total		47	2,559,287	54,453	6,242,163	132,812	100.0%	0.0%
S1 2 Total			47	2,559,287	54,453	6,242,163	132,812	100.0%	0.0%
S2 1	<£50,000 - £99,999	£60,000 - £69,999	109	3,003,860	27,558	7,326,488	67,215	96.3%	3.7%
		£70,000 - £79,999	89	2,697,962	30,314	6,580,396	73,937	97.8%	2.2%
		£90,000 - £99,999	22	857,891	38,995	2,092,418	95,110	95.5%	4.5%
		<£50,000 - £99,999 Total	220	6,559,714	29,817	15,999,302	72,724	96.8%	3.2%
	£100,000 - £299,999	£100,000 - £119,999	194	8,546,335	44,053	20,844,719	107,447	99.5%	0.5%
		£140,000 - £199,999	18	1,135,700	63,094	2,770,000	153,889	100.0%	0.0%
	£100,000 - £299,999 Total		212	9,682,035	45,670	23,614,719	111,390	99.5%	0.5%
	S2 1 Total			432	16,241,749	37,597	39,614,021	91,699	98.1%
S2 2	<£50,000 - £99,999	<£50,000 - £79,999	169	4,449,404	26,328	10,852,205	64,214	97.6%	2.4%
		£80,000 - £99,999	85	3,070,502	36,124	7,489,030	88,106	97.6%	2.4%
	<£50,000 - £99,999 Total	254	7,519,907	29,606	18,341,236	72,210	97.6%	2.4%	
	£100,000 - £299,999	£100,000 - £119,999	1,083	50,274,001	46,421	122,619,514	113,222	97.8%	2.2%
		£120,000 - £139,999	132	6,560,578	49,701	16,001,409	121,223	98.5%	1.5%
	£100,000 - £299,999 Total		1,215	56,834,578	46,777	138,620,923	114,091	97.9%	2.1%
S2 2 Total			1,469	64,354,485	43,808	156,962,158	106,850	97.8%	2.2%
S2 3	<£50,000 - £99,999	<£50,000 - £69,999	116	3,077,460	26,530	7,506,000	64,707	97.4%	2.6%

		£70,000 - £79,999	260	7,526,044	28,946	18,356,205	70,601	96.9%	3.1%
		£80,000 - £89,999	18	660,344	36,686	1,610,595	89,478	100.0%	0.0%
		£90,000 - £99,999	63	2,476,290	39,306	6,039,732	95,869	100.0%	0.0%
	<£50,000 - £99,999 Total		457	13,740,138	30,066	33,512,532	73,332	97.6%	2.4%
	£100,000 - £299,999	£100,000 - £119,999	448	20,067,049	44,793	48,944,021	109,250	98.4%	1.6%
		£120,000 - £139,999	116	5,741,182	49,493	14,002,884	120,715	98.3%	1.7%
		£140,000 - £159,999	47	3,007,228	63,984	7,334,701	156,057	100.0%	0.0%
		£160,000 - £179,999	21	1,413,079	67,289	3,446,533	164,121	100.0%	0.0%
	£100,000 - £299,999 Total		632	30,228,537	47,830	73,728,139	116,658	98.6%	1.4%
	S2 3 Total			1,089	43,968,675	40,375	107,240,672	98,476	98.2%
S2 4	<£50,000 - £99,999	£60,000 - £79,999	12	325,540	27,128	794,000	66,167	100.0%	0.0%
		£80,000 - £89,999	39	1,432,133	36,721	3,493,008	89,564	100.0%	0.0%
		£90,000 - £99,999	13	513,459	39,497	1,252,338	96,334	92.3%	7.7%
	<£50,000 - £99,999 Total		64	2,271,132	35,486	5,539,346	86,552	98.4%	1.6%
	£100,000 - £299,999	£100,000 - £139,999	28	1,302,861	46,531	3,177,710	113,490	96.4%	3.6%
		£160,000 - £179,999	77	5,480,450	71,175	13,366,951	173,597	98.7%	1.3%
	£100,000 - £299,999 Total		105	6,783,311	64,603	16,544,661	157,568	98.1%	1.9%
S2 4 Total			169	9,054,443	53,577	22,084,007	130,675	98.2%	1.8%
S2 5	<£50,000 - £99,999	£80,000 - £89,999	97	3,408,968	35,144	8,314,556	85,717	99.0%	1.0%
		£90,000 - £99,999	48	1,860,189	38,754	4,537,045	94,522	97.9%	2.1%
	<£50,000 - £99,999 Total		145	5,269,156	36,339	12,851,601	88,632	98.6%	1.4%
	£100,000 - £299,999	£100,000 - £139,999	32	1,400,216	43,757	3,415,162	106,724	96.9%	3.1%
		£140,000 - £179,999	14	833,916	59,565	2,033,941	145,281	100.0%	0.0%
	£100,000 - £299,999 Total		46	2,234,132	48,568	5,449,103	118,459	97.8%	2.2%
S2 5 Total			191	7,503,288	39,284	18,300,703	95,815	98.4%	1.6%
S3 7	<£50,000 - £99,999	<£50,000 - £89,999	562	19,716,712	35,083	48,089,542	85,569	97.9%	2.1%
		£90,000 - £99,999	117	4,536,063	38,770	11,063,569	94,560	95.7%	4.3%
	<£50,000 - £99,999 Total		679	24,252,776	35,718	59,153,111	87,118	97.5%	2.5%
	£100,000 - £299,999	£100,000 - £119,999	181	8,029,265	44,361	19,583,574	108,197	97.2%	2.8%
		£120,000 - £139,999	259	13,805,307	53,302	33,671,481	130,006	96.1%	3.9%
		£140,000 - £159,999	31	1,822,259	58,783	4,444,533	143,372	100.0%	0.0%
	£100,000 - £299,999 Total		471	23,656,831	50,227	57,699,588	122,504	96.8%	3.2%
S3 7 Total			1,150	47,909,607	41,661	116,852,699	101,611	97.2%	2.8%
S3 8	£100,000 - £299,999	£100,000 - £119,999	36	1,557,013	43,250	3,797,594	105,489	100.0%	0.0%
	£100,000 - £299,999 Total		36	1,557,013	43,250	3,797,594	105,489	100.0%	0.0%

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S3 8 Total			36	1,557,013	43,250	3,797,594	105,489	100.0%	0.0%
S3 9	<£50,000 - £99,999	<£50,000 - £59,999	472	10,560,963	22,375	25,758,447	54,573	97.5%	2.5%
		£60,000 - £69,999	33	846,898	25,664	2,065,605	62,594	100.0%	0.0%
		£70,000 - £79,999	77	2,395,959	31,116	5,843,801	75,894	97.4%	2.6%
		£80,000 - £99,999	18	642,684	35,705	1,567,521	87,085	100.0%	0.0%
	<£50,000 - £99,999 Total		600	14,446,504	24,078	35,235,375	58,726	97.7%	2.3%
	£100,000 - £299,999		15	918,252	61,217	2,239,638	149,309	100.0%	0.0%
£100,000 - £299,999 Total		15	918,252	61,217	2,239,638	149,309	100.0%	0.0%	
S3 9 Total			615	15,364,755	24,983	37,475,013	60,935	97.7%	2.3%
S4 8	<£50,000 - £99,999	£50,000 - £79,999	229	5,386,723	23,523	13,138,350	57,373	100.0%	0.0%
		£80,000 - £99,999	78	2,742,368	35,159	6,688,701	85,753	98.7%	1.3%
	<£50,000 - £99,999 Total		307	8,129,091	26,479	19,827,051	64,583	99.7%	0.3%
S4 8 Total			307	8,129,091	26,479	19,827,051	64,583	99.7%	0.3%
S5 0 and S5 6	<£50,000 - £99,999	£60,000 - £89,999	181	4,542,537	25,097	11,079,358	61,212	94.5%	5.5%
		£90,000 - £99,999	365	14,276,610	39,114	34,821,000	95,400	99.2%	0.8%
	<£50,000 - £99,999 Total		546	18,819,147	34,467	45,900,358	84,067	97.6%	2.4%
	£100,000 - £299,999		705	30,467,715	43,217	74,311,500	105,406	98.9%	1.1%
£100,000 - £299,999 Total		705	30,467,715	43,217	74,311,500	105,406	98.9%	1.1%	
S5 0 and S5 6 Total			1,251	49,286,862	39,398	120,211,858	96,093	98.3%	1.7%
S5 7	<£50,000 - £99,999	<£50,000 - £59,999	467	11,141,574	23,858	27,174,570	58,190	94.9%	5.1%
		£60,000 - £79,999	467	12,216,740	26,160	29,796,926	63,805	97.0%	3.0%
		£80,000 - £89,999	809	28,495,290	35,223	69,500,708	85,909	97.3%	2.7%
		£90,000 - £99,999	341	13,133,571	38,515	32,033,101	93,939	97.9%	2.1%
	<£50,000 - £99,999 Total		2,084	64,987,175	31,184	158,505,304	76,058	96.8%	3.2%
	£100,000 - £299,999		386	17,193,584	44,543	41,935,570	108,641	98.7%	1.3%
	£120,000 - £159,999		11	584,555	53,141	1,425,743	129,613	90.9%	9.1%
£100,000 - £299,999 Total		397	17,778,138	44,781	43,361,313	109,222	98.5%	1.5%	
S5 7 Total			2,481	82,765,313	33,360	201,866,616	81,365	97.1%	2.9%
S5 8	<£50,000 - £99,999	£50,000 - £59,999	357	8,514,566	23,850	20,767,235	58,172	96.6%	3.4%
		£60,000 - £79,999	116	2,968,841	25,593	7,241,074	62,423	97.4%	2.6%
		£80,000 - £89,999	709	24,773,985	34,942	60,424,354	85,225	97.6%	2.4%
		£90,000 - £99,999	862	33,344,079	38,682	81,327,022	94,347	96.9%	3.1%
	<£50,000 - £99,999 Total		2,044	69,601,471	34,052	169,759,685	83,053	97.1%	2.9%

	£100,000 - £299,999	£100,000 - £119,999	704	32,309,849	45,895	78,804,510	111,938	98.0%	2.0%
		£120,000 - £139,999	117	6,023,228	51,481	14,690,801	125,562	98.3%	1.7%
		£140,000 - £219,999	18	1,164,031	64,668	2,839,100	157,728	100.0%	0.0%
	£100,000 - £299,999 Total		839	39,497,109	47,076	96,334,411	114,821	98.1%	1.9%
S5 8 Total			2,883	109,098,580	37,842	266,094,096	92,298	97.4%	2.6%
S5 9	<£50,000 - £99,999	£50,000 - £89,999	421	10,770,311	25,583	26,269,051	62,397	95.7%	4.3%
		£90,000 - £99,999	238	9,193,462	38,628	22,423,079	94,215	97.9%	2.1%
	<£50,000 - £99,999 Total		659	19,963,773	30,294	48,692,129	73,888	96.5%	3.5%
	£100,000 - £299,999	£100,000 - £119,999	541	23,923,521	44,221	58,350,052	107,856	98.2%	1.8%
		£120,000 - £159,999	452	23,214,341	51,359	56,620,344	125,266	98.9%	1.1%
		£160,000 - £259,999	36	2,825,285	78,480	6,890,940	191,415	94.4%	5.6%
	£100,000 - £299,999 Total		1,029	49,963,148	48,555	121,861,336	118,427	98.3%	1.7%
S5 9 Total			1,688	69,926,921	41,426	170,553,465	101,039	97.6%	2.4%
S6 1	<£50,000 - £99,999	£50,000 - £69,999	105	2,903,809	27,655	7,082,460	67,452	95.2%	4.8%
		£70,000 - £79,999	53	1,647,158	31,078	4,017,460	75,801	94.3%	5.7%
		£80,000 - £89,999	144	5,131,066	35,632	12,514,794	86,908	97.9%	2.1%
		£90,000 - £99,999	85	3,413,223	40,156	8,324,935	97,940	97.6%	2.4%
	<£50,000 - £99,999 Total		387	13,095,256	33,838	31,939,649	82,531	96.6%	3.4%
	£100,000 - £299,999	£100,000 - £119,999	495	21,485,879	43,406	52,404,583	105,868	97.8%	2.2%
		£120,000 - £179,999	37	2,006,884	54,240	4,894,840	132,293	100.0%	0.0%
£100,000 - £299,999 Total		532	23,492,764	44,159	57,299,423	107,706	97.9%	2.1%	
S6 1 Total			919	36,588,019	39,813	89,239,072	97,105	97.4%	2.6%
S6 2	<£50,000 - £99,999	£80,000 - £89,999	227	8,097,090	35,670	19,749,000	87,000	98.2%	1.8%
		£90,000 - £99,999	41	1,574,810	38,410	3,841,000	93,683	97.6%	2.4%
	<£50,000 - £99,999 Total		268	9,671,900	36,089	23,590,000	88,022	98.1%	1.9%
	£100,000 - £299,999	£100,000 - £119,999	25	1,112,738	44,510	2,713,995	108,560	100.0%	0.0%
		£120,000 - £139,999	52	2,796,200	53,773	6,820,000	131,154	98.1%	1.9%
		£140,000 - £159,999	121	7,359,090	60,819	17,949,000	148,339	97.5%	2.5%
		£160,000 - £179,999	12	787,200	65,600	1,920,000	160,000	100.0%	0.0%
		£180,000 - £219,999	27	2,096,125	77,634	5,112,500	189,352	96.3%	3.7%
£100,000 - £299,999 Total		237	14,151,353	59,710	34,515,495	145,635	97.9%	2.1%	
S6 2 Total			505	23,823,253	47,175	58,105,495	115,060	98.0%	2.0%
S6 3	<£50,000 - £99,999	£80,000 - £89,999	370	13,340,580	36,056	32,538,000	87,941	96.8%	3.2%
		£90,000 - £99,999	177	6,605,100	37,317	16,110,000	91,017	97.7%	2.3%
	<£50,000 - £99,999 Total		547	19,945,680	36,464	48,648,000	88,936	97.1%	2.9%

	£100,000 - £299,999	£100,000 - £119,999	36	1,684,795	46,800	4,109,257	114,146	100.0%	0.0%
		£120,000 - £139,999	76	3,922,661	51,614	9,567,467	125,888	97.4%	2.6%
		£140,000 - £179,999	168	10,237,081	60,935	24,968,491	148,622	98.8%	1.2%
		£180,000 - £199,999	17	1,314,050	77,297	3,205,000	188,529	100.0%	0.0%
	£100,000 - £299,999 Total		297	17,158,588	57,773	41,850,215	140,910	98.7%	1.3%
S6 3 Total			844	37,104,268	43,962	90,498,215	107,225	97.6%	2.4%
S6 4	<£50,000 - £99,999	£50,000 - £99,999	25	676,910	27,076	1,651,000	66,040	88.0%	12.0%
	<£50,000 - £99,999 Total		25	676,910	27,076	1,651,000	66,040	88.0%	12.0%
	£100,000 - £299,999	£100,000 - £239,999	20	1,408,971	70,449	3,436,514	171,826	95.0%	5.0%
	£100,000 - £299,999 Total		20	1,408,971	70,449	3,436,514	171,826	95.0%	5.0%
	S6 4 Total			45	2,085,881	46,353	5,087,514	113,056	91.1%
S6 5	<£50,000 - £99,999	£70,000 - £79,999	283	8,683,047	30,682	21,178,163	74,834	97.9%	2.1%
		£80,000 - £89,999	204	7,297,918	35,774	17,799,799	87,254	100.0%	0.0%
		£90,000 - £99,999	355	13,636,801	38,414	33,260,489	93,692	97.7%	2.3%
	<£50,000 - £99,999 Total		842	29,617,765	35,175	72,238,451	85,794	98.3%	1.7%
	£100,000 - £299,999	£100,000 - £119,999	60	2,770,688	46,178	6,757,775	112,630	100.0%	0.0%
		£120,000 - £139,999	143	7,604,046	53,175	18,546,453	129,695	99.3%	0.7%
		£160,000 - £199,999	23	1,612,422	70,105	3,932,736	170,989	100.0%	0.0%
	£100,000 - £299,999 Total		226	11,987,155	53,041	29,236,964	129,367	99.6%	0.4%
S6 5 Total			1,068	41,604,920	38,956	101,475,415	95,014	98.6%	1.4%
S6 6	<£50,000 - £99,999	£70,000 - £89,999	35	1,065,957	30,456	2,599,895	74,283	82.9%	17.1%
		£90,000 - £99,999	32	1,270,991	39,718	3,099,978	96,874	100.0%	0.0%
	<£50,000 - £99,999 Total		67	2,336,948	34,880	5,699,873	85,073	91.0%	9.0%
	£100,000 - £299,999	£160,000 - £199,999	33	2,277,751	69,023	5,555,489	168,348	100.0%	0.0%
		£200,000 - £219,999	33	2,838,635	86,019	6,923,500	209,803	97.0%	3.0%
		£220,000 - £259,999	19	1,742,500	91,711	4,250,000	223,684	100.0%	0.0%
	£100,000 - £299,999 Total		85	6,858,886	80,693	16,728,989	196,812	98.8%	1.2%
S6 6 Total			152	9,195,834	60,499	22,428,863	147,558	95.4%	4.6%
S8 0	<£50,000 - £99,999	£80,000 - £89,999	17	613,003	36,059	1,495,129	87,949	88.2%	11.8%
		£90,000 - £99,999	48	1,935,048	40,314	4,719,630	98,326	95.8%	4.2%
	<£50,000 - £99,999 Total		65	2,548,051	39,201	6,214,759	95,612	93.8%	6.2%
	£100,000 - £299,999	£100,000 - £139,999	11	535,459	48,678	1,305,998	118,727	100.0%	0.0%
		£160,000 - £179,999	103	7,426,739	72,104	18,113,998	175,864	97.1%	2.9%
£100,000 - £299,999 Total			114	7,962,198	69,844	19,419,996	170,351	97.4%	2.6%

S8 0 Total			179	10,510,249	58,716	25,634,755	143,211	96.1%	3.9%
S8 7	<£50,000 - £99,999	<£50,000	23	428,179	18,616	1,044,338	45,406	78.3%	21.7%
		£50,000 - £59,999	173	4,060,956	23,474	9,904,770	57,253	97.1%	2.9%
		£60,000 - £69,999	490	12,793,242	26,109	31,203,029	63,680	97.8%	2.2%
		£70,000 - £79,999	404	12,627,583	31,256	30,798,983	76,235	98.5%	1.5%
		£80,000 - £89,999	156	5,462,268	35,015	13,322,605	85,401	94.9%	5.1%
		£90,000 - £99,999	69	2,619,151	37,959	6,388,173	92,582	97.1%	2.9%
		<£50,000 - £99,999 Total	1,315	37,991,378	28,891	92,661,897	70,465	97.2%	2.8%
	£100,000 - £299,999	£100,000 - £119,999	109	4,973,221	45,626	12,129,807	111,283	99.1%	0.9%
		£120,000 - £139,999	320	17,021,066	53,191	41,514,795	129,734	98.8%	1.3%
		£140,000 - £159,999	20	1,259,858	62,993	3,072,824	153,641	95.0%	5.0%
		£160,000 - £179,999	50	3,480,892	69,618	8,489,980	169,800	98.0%	2.0%
		£180,000 - £199,999	16	1,257,823	78,614	3,067,860	191,741	100.0%	0.0%
		£200,000 - £219,999	127	10,904,437	85,862	26,596,188	209,419	99.2%	0.8%
		£220,000 - £239,999	50	4,639,239	92,785	11,315,216	226,304	98.0%	2.0%
		£100,000 - £299,999 Total	692	43,536,535	62,914	106,186,671	153,449	98.7%	1.3%
S8 7 Total			2,007	81,527,913	40,622	198,848,568	99,078	97.7%	2.3%
S8 8	<£50,000 - £99,999	<£50,000 - £59,999	217	5,072,104	23,374	12,370,985	57,009	95.9%	4.1%
		£60,000 - £69,999	591	15,584,044	26,369	38,009,862	64,314	96.8%	3.2%
		£70,000 - £79,999	180	5,452,080	30,289	13,297,757	73,876	98.9%	1.1%
		£80,000 - £89,999	264	8,995,447	34,074	21,940,114	83,106	97.3%	2.7%
		£90,000 - £99,999	72	2,812,931	39,068	6,860,808	95,289	97.2%	2.8%
		<£50,000 - £99,999 Total	1,324	37,916,605	28,638	92,479,525	69,849	97.1%	2.9%
	£100,000 - £299,999	£100,000 - £139,999	212	11,078,931	52,259	27,021,782	127,461	97.6%	2.4%
		£160,000 - £179,999	14	973,009	69,501	2,373,194	169,514	100.0%	0.0%
		£180,000 - £239,999	12	1,065,995	88,833	2,599,987	216,666	100.0%	0.0%
	£100,000 - £299,999 Total	238	13,117,935	55,117	31,994,962	134,433	97.9%	2.1%	
S8 8 Total			1,562	51,034,540	32,673	124,474,488	79,689	97.2%	2.8%
S8 9	<£50,000 - £99,999	£50,000 - £69,999	35	852,800	24,366	2,080,000	59,429	85.7%	14.3%
		£70,000 - £79,999	15	464,602	30,973	1,133,176	75,545	100.0%	0.0%
		£80,000 - £89,999	57	2,066,822	36,260	5,041,029	88,439	100.0%	0.0%
		<£50,000 - £99,999 Total	107	3,384,224	31,628	8,254,205	77,142	95.3%	4.7%
	£100,000 - £299,999	£100,000 - £139,999	24	1,139,038	47,460	2,778,141	115,756	100.0%	0.0%
		£140,000 - £159,999	60	3,850,673	64,178	9,391,884	156,531	100.0%	0.0%
		£160,000 - £219,999	11	752,574	68,416	1,835,547	166,868	100.0%	0.0%
£100,000 - £299,999 Total	95	5,742,285	60,445	14,005,573	147,427	100.0%	0.0%		
S8 9 Total			202	9,126,509	45,181	22,259,778	110,197	97.5%	2.5%

S9 1	<£50,000 - £99,999	£50,000 - £59,999	81	1,807,161	22,311	4,407,711	54,416	96.3%	3.7%
		£60,000 - £69,999	252	6,390,827	25,360	15,587,383	61,855	96.0%	4.0%
		£90,000 - £99,999	35	1,324,095	37,831	3,229,500	92,271	100.0%	0.0%
	<£50,000 - £99,999 Total		368	9,522,083	25,875	23,224,594	63,110	96.5%	3.5%
	£100,000 - £299,999	£100,000 - £119,999	22	996,512	45,296	2,430,517	110,478	95.5%	4.5%
		£120,000 - £139,999	31	1,552,812	50,091	3,787,345	122,172	96.8%	3.2%
	£100,000 - £299,999 Total		53	2,549,323	48,100	6,217,862	117,318	96.2%	3.8%
S9 1 Total			421	12,071,407	28,673	29,442,455	69,935	96.4%	3.6%
S9 3	<£50,000 - £99,999	£70,000 - £79,999	34	1,047,919	30,821	2,555,901	75,174	100.0%	0.0%
		£80,000 - £99,999	29	1,021,841	35,236	2,492,295	85,941	93.1%	6.9%
	<£50,000 - £99,999 Total		63	2,069,761	32,853	5,048,196	80,130	96.8%	3.2%
	£100,000 - £299,999	£100,000 - £159,999	27	1,324,315	49,049	3,230,036	119,631	100.0%	0.0%
		£160,000 - £199,999	24	1,662,140	69,256	4,054,000	168,917	100.0%	0.0%
	£100,000 - £299,999 Total		51	2,986,455	58,558	7,284,036	142,824	100.0%	0.0%
	S9 3 Total			114	5,056,215	44,353	12,332,232	108,177	98.2%
S9 4	<£50,000 - £99,999	<£50,000 - £69,999	102	2,618,712	25,674	6,387,103	62,619	96.1%	3.9%
		£70,000 - £79,999	83	2,474,411	29,812	6,035,150	72,713	98.8%	1.2%
		£80,000 - £89,999	48	1,636,206	34,088	3,990,747	83,141	97.9%	2.1%
	<£50,000 - £99,999 Total		233	6,729,330	28,881	16,412,999	70,442	97.4%	2.6%
	£100,000 - £299,999	£100,000 - £119,999	62	2,853,470	46,024	6,959,684	112,253	98.4%	1.6%
		£120,000 - £139,999	157	8,375,277	53,346	20,427,506	130,112	100.0%	0.0%
	£100,000 - £299,999 Total		219	11,228,748	51,273	27,387,190	125,056	99.5%	0.5%
S9 4 Total			452	17,958,077	39,730	43,800,189	96,903	98.5%	1.5%
S9 5	<£50,000 - £99,999	£50,000 - £59,999	237	5,553,408	23,432	13,544,898	57,151	97.9%	2.1%
		£60,000 - £69,999	158	4,375,966	27,696	10,673,087	67,551	99.4%	0.6%
		£70,000 - £79,999	189	5,700,100	30,159	13,902,682	73,559	98.4%	1.6%
		£80,000 - £89,999	89	3,117,897	35,033	7,604,628	85,445	94.4%	5.6%
		£90,000 - £99,999	33	1,309,573	39,684	3,194,081	96,790	100.0%	0.0%
	<£50,000 - £99,999 Total		706	20,056,944	28,409	48,919,377	69,291	98.0%	2.0%
	£100,000 - £299,999	£100,000 - £119,999	23	973,161	42,311	2,373,564	103,198	100.0%	0.0%
£120,000 - £159,999		78	4,365,811	55,972	10,648,321	136,517	100.0%	0.0%	
£100,000 - £299,999 Total		101	5,338,973	52,861	13,021,885	128,930	100.0%	0.0%	
S9 5 Total			807	25,395,917	31,470	61,941,261	76,755	98.3%	1.7%
S10 1	£100,000 - £299,999	£100,000 - £119,999	13	609,040	46,849	1,485,462	114,266	100.0%	0.0%
		£120,000 - £139,999	150	7,720,095	51,467	18,829,500	125,530	97.3%	2.7%

		£140,000 - £159,999	29	1,753,379	60,461	4,276,534	147,467	100.0%	0.0%
		£160,000 - £179,999	17	1,176,566	69,210	2,869,674	168,804	94.1%	5.9%
		£180,000 - £199,999	26	2,041,800	78,531	4,980,000	191,538	100.0%	0.0%
		£200,000 - £239,999	54	4,504,263	83,412	10,986,008	203,445	98.1%	1.9%
	£100,000 - £299,999 Total	289	17,805,143	61,609	43,427,179	150,267	97.9%	2.1%	
S10 1 Total			289	17,805,143	61,609	43,427,179	150,267	97.9%	2.1%
S10 2	£100,000 - £299,999	£140,000 - £199,999	59	4,114,404	69,736	10,035,132	170,087	98.3%	1.7%
		£240,000 - £279,999	18	1,828,863	101,603	4,460,641	247,813	100.0%	0.0%
	£100,000 - £299,999 Total	77	5,943,267	77,185	14,495,772	188,257	98.7%	1.3%	
S10 2 Total			77	5,943,267	77,185	14,495,772	188,257	98.7%	1.3%
S10 4	£100,000 - £299,999	£160,000 - £179,999	214	14,749,228	68,922	35,973,728	168,102	96.7%	3.3%
		£240,000 - £259,999	16	1,601,140	100,071	3,905,220	244,076	100.0%	0.0%
	£100,000 - £299,999 Total	230	16,350,368	71,089	39,878,947	173,387	97.0%	3.0%	
S10 4 Total			230	16,350,368	71,089	39,878,947	173,387	97.0%	3.0%
S10 5	£100,000 - £299,999	£160,000 - £259,999	53	3,536,367	66,724	8,625,285	162,741	100.0%	0.0%
	£100,000 - £299,999 Total	53	3,536,367	66,724	8,625,285	162,741	100.0%	0.0%	
S10 5 Total			53	3,536,367	66,724	8,625,285	162,741	100.0%	0.0%
S11 7	£100,000 - £299,999	£160,000 - £199,999	22	1,598,384	72,654	3,898,498	177,204	95.5%	4.5%
	£100,000 - £299,999 Total	22	1,598,384	72,654	3,898,498	177,204	95.5%	4.5%	
S11 7 Total			22	1,598,384	72,654	3,898,498	177,204	95.5%	4.5%
S11 8	<£50,000 - £99,999	<£50,000 - £89,999	14	463,946	33,139	1,131,575	80,827	100.0%	0.0%
		£90,000 - £99,999	566	22,494,516	39,743	54,864,673	96,934	96.5%	3.5%
	<£50,000 - £99,999 Total	580	22,958,462	39,584	55,996,248	96,545	96.6%	3.4%	
	£100,000 - £299,999	£100,000 - £119,999	96	4,175,187	43,492	10,183,383	106,077	97.9%	2.1%
	£100,000 - £299,999 Total	96	4,175,187	43,492	10,183,383	106,077	97.9%	2.1%	
S11 8 Total			676	27,133,649	40,139	66,179,631	97,899	96.7%	3.3%
S11 9	<£50,000 - £99,999	£70,000 - £79,999	12	367,936	30,661	897,404	74,784	91.7%	8.3%
		£90,000 - £99,999	13	490,360	37,720	1,196,000	92,000	76.9%	23.1%
	<£50,000 - £99,999 Total	25	858,296	34,332	2,093,404	83,736	84.0%	16.0%	
S11 9 Total			25	858,296	34,332	2,093,404	83,736	84.0%	16.0%
S12 2	<£50,000 - £99,999	£50,000 - £59,999	45	960,733	21,350	2,343,252	52,072	84.4%	15.6%
		£60,000 - £69,999	21	578,725	27,558	1,411,525	67,215	100.0%	0.0%

		£70,000 - £79,999	153	4,803,873	31,398	11,716,764	76,580	98.0%	2.0%
		£80,000 - £89,999	16	564,431	35,277	1,376,661	86,041	100.0%	0.0%
		£90,000 - £99,999	82	3,251,623	39,654	7,930,789	96,717	96.3%	3.7%
		<£50,000 - £99,999 Total	317	10,159,386	32,049	24,778,991	78,167	95.9%	4.1%
	£100,000 - £299,999	£100,000 - £119,999	19	901,486	47,447	2,198,745	115,723	94.7%	5.3%
		£120,000 - £139,999	60	3,273,320	54,555	7,983,706	133,062	98.3%	1.7%
		£140,000 - £159,999	187	11,617,305	62,125	28,334,890	151,523	98.4%	1.6%
		£160,000 - £179,999	22	1,459,319	66,333	3,559,313	161,787	100.0%	0.0%
	£100,000 - £299,999 Total		288	17,251,429	59,901	42,076,655	146,099	98.3%	1.7%
	S12 2 Total		605	27,410,815	45,307	66,855,646	110,505	97.0%	3.0%
S12 3	<£50,000 - £99,999	£50,000 - £59,999	17	362,944	21,350	885,229	52,072	70.6%	29.4%
		£70,000 - £79,999	192	6,100,843	31,775	14,880,106	77,501	97.9%	2.1%
		£80,000 - £89,999	11	382,959	34,814	934,046	84,913	100.0%	0.0%
		£90,000 - £99,999	20	782,250	39,113	1,907,927	95,396	100.0%	0.0%
	<£50,000 - £99,999 Total		240	7,628,996	31,787	18,607,308	77,530	96.3%	3.8%
	£100,000 - £299,999	£120,000 - £139,999	57	3,214,775	56,400	7,840,914	137,560	100.0%	0.0%
		£140,000 - £159,999	247	15,101,714	61,141	36,833,449	149,123	98.4%	1.6%
		£160,000 - £179,999	91	6,075,406	66,763	14,818,062	162,836	100.0%	0.0%
	£100,000 - £299,999 Total		395	24,391,894	61,752	59,492,425	150,614	99.0%	1.0%
	S12 3 Total		635	32,020,891	50,427	78,099,734	122,992	98.0%	2.0%
S12 4	<£50,000 - £99,999	£50,000 - £69,999	22	540,772	24,581	1,318,956	59,953	95.5%	4.5%
		£70,000 - £79,999	446	14,258,884	31,971	34,777,766	77,977	97.5%	2.5%
		£80,000 - £89,999	92	3,226,196	35,067	7,868,771	85,530	97.8%	2.2%
		£90,000 - £99,999	15	562,787	37,519	1,372,651	91,510	100.0%	0.0%
	<£50,000 - £99,999 Total		575	18,588,639	32,328	45,338,144	78,849	97.6%	2.4%
	£100,000 - £299,999	£100,000 - £139,999	348	19,898,922	57,181	48,533,957	139,465	99.1%	0.9%
		£140,000 - £159,999	401	25,055,734	62,483	61,111,547	152,398	98.5%	1.5%
		£160,000 - £199,999	26	1,824,644	70,179	4,450,350	171,167	100.0%	0.0%
	£100,000 - £299,999 Total		775	46,779,300	60,360	114,095,854	147,220	98.8%	1.2%
	S12 4 Total		1,350	65,367,939	48,421	159,433,998	118,099	98.3%	1.7%
S13 7	<£50,000 - £99,999	£60,000 - £69,999	17	449,175	26,422	1,095,548	64,444	76.5%	23.5%
		£70,000 - £79,999	65	2,019,653	31,072	4,925,983	75,784	93.8%	6.2%
		£80,000 - £89,999	1,067	36,972,856	34,651	90,177,699	84,515	96.9%	3.1%
		£90,000 - £99,999	57	2,262,249	39,689	5,517,681	96,801	100.0%	0.0%
	<£50,000 - £99,999 Total		1,206	41,703,933	34,580	101,716,910	84,342	96.6%	3.4%
	£100,000 - £299,999	£100,000 - £119,999	27	1,287,002	47,667	3,139,030	116,260	100.0%	0.0%
		£120,000 - £139,999	102	5,392,265	52,865	13,151,867	128,940	99.0%	1.0%

		£140,000 - £179,999	141	8,669,919	61,489	21,146,144	149,973	99.3%	0.7%
	£100,000 - £299,999 Total		270	15,349,187	56,849	37,437,042	138,656	99.3%	0.7%
S13 7 Total			1,476	57,053,120	38,654	139,153,952	94,278	97.1%	2.9%
S13 8	<£50,000 - £99,999	£70,000 - £79,999	46	1,358,338	29,529	3,313,019	72,022	97.8%	2.2%
		£80,000 - £89,999	458	15,796,700	34,491	38,528,535	84,123	95.0%	5.0%
		£90,000 - £99,999	21	805,806	38,372	1,965,381	93,590	95.2%	4.8%
	<£50,000 - £99,999 Total		525	17,960,844	34,211	43,806,935	83,442	95.2%	4.8%
	£100,000 - £299,999	£100,000 - £119,999	24	1,064,906	44,371	2,597,333	108,222	100.0%	0.0%
		£120,000 - £139,999	222	12,131,384	54,646	29,588,741	133,283	98.6%	1.4%
		£140,000 - £159,999	102	6,049,279	59,307	14,754,340	144,650	99.0%	1.0%
	£100,000 - £299,999 Total		348	19,245,569	55,303	46,940,413	134,886	98.9%	1.1%
S13 8 Total			873	37,206,413	42,619	90,747,349	103,949	96.7%	3.3%
S13 9	<£50,000 - £99,999	£70,000 - £79,999	56	1,776,812	31,729	4,333,689	77,387	98.2%	1.8%
		£90,000 - £99,999	28	1,094,676	39,096	2,669,941	95,355	100.0%	0.0%
	<£50,000 - £99,999 Total		84	2,871,488	34,184	7,003,630	83,377	98.8%	1.2%
	£100,000 - £299,999	£120,000 - £139,999	32	1,713,999	53,562	4,180,486	130,640	100.0%	0.0%
		£140,000 - £179,999	130	7,816,040	60,123	19,063,513	146,642	98.5%	1.5%
	£100,000 - £299,999 Total		162	9,530,040	58,827	23,243,999	143,481	98.8%	1.2%
S13 9 Total			246	12,401,528	50,413	30,247,629	122,958	98.8%	1.2%
S14 1	<£50,000 - £99,999	<£50,000	271	5,449,995	20,111	13,292,672	49,050	97.4%	2.6%
		£50,000 - £59,999	796	18,566,888	23,325	45,285,092	56,891	97.1%	2.9%
		£60,000 - £69,999	520	14,147,077	27,206	34,505,067	66,356	97.9%	2.1%
		£70,000 - £79,999	50	1,528,893	30,578	3,729,007	74,580	96.0%	4.0%
		£80,000 - £89,999	70	2,446,954	34,956	5,968,179	85,260	98.6%	1.4%
		£90,000 - £99,999	165	6,567,697	39,804	16,018,772	97,083	98.2%	1.8%
	<£50,000 - £99,999 Total		1,872	48,707,503	26,019	118,798,789	63,461	97.5%	2.5%
	£100,000 - £299,999	£100,000 - £119,999	598	27,096,614	45,312	66,089,303	110,517	98.5%	1.5%
		£120,000 - £139,999	38	2,009,870	52,891	4,902,123	129,003	100.0%	0.0%
		£140,000 - £159,999	14	829,390	59,242	2,022,901	144,493	100.0%	0.0%
		£160,000 - £179,999	11	727,624	66,148	1,774,693	161,336	90.9%	9.1%
		£100,000 - £299,999 Total		661	30,663,498	46,390	74,789,019	113,145	98.5%
S14 1 Total			2,533	79,371,001	31,335	193,587,808	76,426	97.7%	2.3%
S17 4	<£50,000 - £99,999	£60,000 - £99,999	31	1,127,563	36,373	2,750,153	88,715	93.5%	6.5%
	<£50,000 - £99,999 Total		31	1,127,563	36,373	2,750,153	88,715	93.5%	6.5%
	£100,000 - £299,999	£100,000 - £119,999	139	6,719,073	48,339	16,387,983	117,899	98.6%	1.4%

		£120,000 - £139,999	55	2,962,396	53,862	7,225,357	131,370	98.2%	1.8%
		£160,000 - £179,999	24	1,744,262	72,678	4,254,298	177,262	100.0%	0.0%
		£180,000 - £199,999	14	1,067,012	76,215	2,602,469	185,891	100.0%	0.0%
		£200,000 - £219,999	47	4,006,511	85,245	9,771,978	207,914	100.0%	0.0%
		£240,000 - £259,999	12	1,199,816	99,985	2,926,381	243,865	100.0%	0.0%
	£100,000 - £299,999 Total		291	17,699,071	60,822	43,168,466	148,345	99.0%	1.0%
S17 4 Total			322	18,826,634	58,468	45,918,619	142,604	98.4%	1.6%
S20 1	<£50,000 - £99,999	£70,000 - £79,999	97	3,106,371	32,024	7,576,515	78,108	99.0%	1.0%
		£80,000 - £89,999	30	1,040,794	34,693	2,538,523	84,617	96.7%	3.3%
		£90,000 - £99,999	22	824,320	37,469	2,010,536	91,388	100.0%	0.0%
	<£50,000 - £99,999 Total		149	4,971,486	33,366	12,125,574	81,380	98.7%	1.3%
	£100,000 - £299,999	£120,000 - £139,999	178	9,539,109	53,590	23,266,119	130,709	98.3%	1.7%
		£140,000 - £179,999	91	5,694,599	62,578	13,889,265	152,629	98.9%	1.1%
£100,000 - £299,999 Total		269	15,233,707	56,631	37,155,384	138,124	98.5%	1.5%	
S20 1 Total			418	20,205,193	48,338	49,280,958	117,897	98.6%	1.4%
S20 3 and S20 8	<£50,000 - £99,999	£50,000 - £59,999	156	3,661,416	23,471	8,930,283	57,245	98.1%	1.9%
		£60,000 - £69,999	169	4,407,260	26,078	10,749,414	63,606	96.4%	3.6%
		£70,000 - £99,999	70	2,164,953	30,928	5,280,372	75,434	94.3%	5.7%
	<£50,000 - £99,999 Total		395	10,233,628	25,908	24,960,069	63,190	96.7%	3.3%
	£100,000 - £299,999	£100,000 - £119,999	244	11,561,210	47,382	28,198,074	115,566	98.8%	1.2%
		£120,000 - £179,999	29	1,601,222	55,215	3,905,420	134,670	100.0%	0.0%
£100,000 - £299,999 Total		273	13,162,432	48,214	32,103,494	117,595	98.9%	1.1%	
S20 3 and S20 8 Total			668	23,396,061	35,024	57,063,563	85,424	97.6%	2.4%
S20 5	<£50,000 - £99,999	£60,000 - £79,999	31	847,550	27,340	2,067,195	66,684	100.0%	0.0%
		<£50,000 - £99,999 Total		31	847,550	27,340	2,067,195	66,684	100.0%
	£100,000 - £299,999	£120,000 - £139,999	48	2,561,956	53,374	6,248,672	130,181	93.8%	6.3%
		£140,000 - £159,999	15	971,141	64,743	2,368,637	157,909	100.0%	0.0%
		£160,000 - £179,999	47	3,272,364	69,625	7,981,377	169,817	100.0%	0.0%
		£180,000 - £199,999	50	3,752,197	75,044	9,151,701	183,034	98.0%	2.0%
£100,000 - £299,999 Total		160	10,557,659	65,985	25,750,387	160,940	97.5%	2.5%	
S20 5 Total			191	11,405,209	59,713	27,817,582	145,642	97.9%	2.1%
S20 7	<£50,000 - £99,999	£60,000 - £69,999	122	3,181,572	26,078	7,759,932	63,606	97.5%	2.5%
		£70,000 - £79,999	12	365,098	30,425	890,484	74,207	100.0%	0.0%
	<£50,000 - £99,999 Total		134	3,546,671	26,468	8,650,416	64,555	97.8%	2.2%
	£100,000 - £299,999	£100,000 - £139,999	119	6,488,228	54,523	15,824,946	132,983	99.2%	0.8%

		£140,000 - £179,999	16	955,649	59,728	2,330,850	145,678	100.0%	0.0%
	£100,000 - £299,999 Total		135	7,443,876	55,140	18,155,796	134,487	99.3%	0.7%
S20 7 Total			269	10,990,547	40,857	26,806,213	99,651	98.5%	1.5%
S35 0	<£50,000 - £99,999	£50,000 - £69,999	72	1,667,503	23,160	4,067,081	56,487	91.7%	8.3%
		£70,000 - £89,999	11	330,460	30,042	806,000	73,273	90.9%	9.1%
		£90,000 - £99,999	29	1,138,775	39,268	2,777,500	95,776	96.6%	3.4%
	<£50,000 - £99,999 Total		112	3,136,738	28,007	7,650,581	68,309	92.9%	7.1%
	£100,000 - £299,999	£100,000 - £119,999	122	5,156,570	42,267	12,577,000	103,090	99.2%	0.8%
		£120,000 - £139,999	20	1,062,925	53,146	2,592,500	129,625	100.0%	0.0%
		£140,000 - £159,999	17	1,069,075	62,887	2,607,500	153,382	100.0%	0.0%
		£160,000 - £219,999	47	3,242,882	68,997	7,909,468	168,287	100.0%	0.0%
		£220,000 - £279,999	14	1,383,452	98,818	3,374,274	241,020	92.9%	7.1%
	£100,000 - £299,999 Total		220	11,914,904	54,159	29,060,742	132,094	99.1%	0.9%
S35 0 Total			332	15,051,643	45,336	36,711,324	110,576	97.0%	3.0%
S35 1 and S35 2	<£50,000 - £99,999	£60,000 - £89,999	45	1,206,630	26,814	2,943,000	65,400	93.3%	6.7%
		£90,000 - £99,999	13	492,820	37,909	1,202,000	92,462	100.0%	0.0%
	<£50,000 - £99,999 Total		58	1,699,450	29,301	4,145,000	71,466	94.8%	5.2%
	£100,000 - £299,999	£100,000 - £119,999	42	1,870,830	44,544	4,563,000	108,643	97.6%	2.4%
		£120,000 - £139,999	108	5,779,975	53,518	14,097,500	130,532	100.0%	0.0%
		£140,000 - £179,999	109	6,439,460	59,078	15,706,000	144,092	99.1%	0.9%
	£100,000 - £299,999 Total		259	14,090,265	54,403	34,366,500	132,689	99.2%	0.8%
S35 1 and S35 2 Total			317	15,789,715	49,810	38,511,500	121,487	98.4%	1.6%
S35 3	<£50,000 - £99,999	£50,000 - £59,999	48	1,141,440	23,780	2,784,000	58,000	79.2%	20.8%
		£70,000 - £79,999	145	4,454,650	30,722	10,865,000	74,931	97.2%	2.8%
		£80,000 - £99,999	21	733,998	34,952	1,790,240	85,250	100.0%	0.0%
	<£50,000 - £99,999 Total		214	6,330,088	29,580	15,439,240	72,146	93.5%	6.5%
	£100,000 - £299,999	£100,000 - £119,999	34	1,564,641	46,019	3,816,197	112,241	97.1%	2.9%
		£120,000 - £139,999	104	5,506,577	52,948	13,430,677	129,141	96.2%	3.8%
		£140,000 - £159,999	24	1,417,370	59,057	3,457,000	144,042	91.7%	8.3%
	£100,000 - £299,999 Total		162	8,488,588	52,399	20,703,873	127,802	95.7%	4.3%
S35 3 Total			376	14,818,676	39,411	36,143,113	96,125	94.4%	5.6%
S35 4	<£50,000 - £99,999	£50,000 - £59,999	61	1,432,745	23,488	3,494,500	57,287	91.8%	8.2%
		£60,000 - £69,999	123	3,166,020	25,740	7,722,000	62,780	82.9%	17.1%
		£70,000 - £79,999	68	1,987,680	29,231	4,848,000	71,294	97.1%	2.9%
		£90,000 - £99,999	145	5,767,711	39,777	14,067,589	97,018	99.3%	0.7%
	<£50,000 - £99,999 Total		397	12,354,156	31,119	30,132,089	75,899	92.7%	7.3%

	£100,000 - £299,999	£100,000 - £119,999	145	6,417,057	44,256	15,651,359	107,940	98.6%	1.4%
		£120,000 - £139,999	77	4,108,060	53,351	10,019,658	130,125	94.8%	5.2%
		£140,000 - £179,999	22	1,291,500	58,705	3,150,000	143,182	100.0%	0.0%
	£100,000 - £299,999 Total		244	11,816,617	48,429	28,821,018	118,119	97.5%	2.5%
	S35 4 Total		641	24,170,774	37,708	58,953,107	91,971	94.5%	5.5%
S35 8	<£50,000 - £99,999	£70,000 - £99,999	19	620,330	32,649	1,513,000	79,632	100.0%	0.0%
	<£50,000 - £99,999 Total		19	620,330	32,649	1,513,000	79,632	100.0%	0.0%
	£100,000 - £299,999	£140,000 - £159,999	42	2,606,370	62,056	6,357,000	151,357	95.2%	4.8%
		£160,000 - £179,999	19	1,321,735	69,565	3,223,743	169,671	100.0%	0.0%
		£180,000 - £199,999	24	1,783,591	74,316	4,350,223	181,259	95.8%	4.2%
	£100,000 - £299,999 Total		85	5,711,696	67,196	13,930,965	163,894	96.5%	3.5%
	S35 8 Total		104	6,332,026	60,885	15,443,965	148,500	97.1%	2.9%
S35 9	<£50,000 - £99,999	£60,000 - £69,999	36	955,060	26,529	2,329,416	64,706	97.2%	2.8%
		£70,000 - £89,999	32	950,175	29,693	2,317,500	72,422	93.8%	6.3%
	<£50,000 - £99,999 Total		68	1,905,235	28,018	4,646,916	68,337	95.6%	4.4%
	£100,000 - £299,999	£100,000 - £139,999	86	4,549,673	52,903	11,096,763	129,032	98.8%	1.2%
		£140,000 - £159,999	30	1,722,000	57,400	4,200,000	140,000	96.7%	3.3%
	£100,000 - £299,999 Total		116	6,271,673	54,066	15,296,763	131,869	98.3%	1.7%
S35 9 Total		184	8,176,908	44,440	19,943,678	108,390	97.3%	2.7%	
S36 1	<£50,000 - £99,999	£50,000 - £59,999	30	725,700	24,190	1,770,000	59,000	96.7%	3.3%
		£70,000 - £79,999	241	6,947,450	28,828	16,945,000	70,311	97.5%	2.5%
		£90,000 - £99,999	47	1,838,979	39,127	4,485,315	95,432	91.5%	8.5%
	<£50,000 - £99,999 Total		318	9,512,129	29,912	23,200,315	72,957	96.5%	3.5%
	£100,000 - £299,999	£100,000 - £119,999	96	4,279,054	44,573	10,436,716	108,716	97.9%	2.1%
		£120,000 - £139,999	45	2,275,500	50,567	5,550,000	123,333	97.8%	2.2%
		£140,000 - £219,999	53	3,115,180	58,777	7,598,000	143,358	96.2%	3.8%
	£100,000 - £299,999 Total		194	9,669,734	49,844	23,584,716	121,571	97.4%	2.6%
S36 1 Total		512	19,181,863	37,465	46,785,031	91,377	96.9%	3.1%	
S36 2	<£50,000 - £99,999	£50,000 - £59,999	109	2,386,191	21,892	5,819,978	53,394	92.7%	7.3%
		£60,000 - £99,999	29	796,630	27,470	1,943,000	67,000	100.0%	0.0%
	<£50,000 - £99,999 Total		138	3,182,821	23,064	7,762,978	56,253	94.2%	5.8%
	£100,000 - £299,999	£100,000 - £119,999	93	4,125,290	44,358	10,061,684	108,190	97.8%	2.2%
		£120,000 - £139,999	58	2,853,600	49,200	6,960,000	120,000	100.0%	0.0%
	£100,000 - £299,999 Total		151	6,978,890	46,218	17,021,684	112,726	98.7%	1.3%

S36 2 Total			289	10,161,712	35,162	24,784,662	85,760	96.5%	3.5%
S61 2	<£50,000 - £99,999	£60,000 - £79,999	13	387,265	29,790	944,549	72,658	100.0%	0.0%
	<£50,000 - £99,999 Total		13	387,265	29,790	944,549	72,658	100.0%	0.0%
	£100,000 - £299,999	£100,000 - £159,999	11	573,180	52,107	1,398,000	127,091	100.0%	0.0%
	£100,000 - £299,999 Total		11	573,180	52,107	1,398,000	127,091	100.0%	0.0%
S61 2 Total			24	960,445	40,019	2,342,549	97,606	100.0%	0.0%
Sundry*	<£50,000 - £99,999	<£50,000	28	453,368	16,192	1,105,776	39,492	92.9%	7.1%
		£50,000 - £59,999	453	10,175,984	22,464	24,819,473	54,789	98.2%	1.8%
		£60,000 - £69,999	102	2,865,590	28,094	6,989,244	68,522	97.1%	2.9%
		£70,000 - £79,999	151	4,546,642	30,110	11,089,371	73,440	97.4%	2.6%
		£80,000 - £89,999	91	3,235,932	35,560	7,892,518	86,731	100.0%	0.0%
		£90,000 - £99,999	269	10,559,805	39,256	25,755,621	95,746	99.6%	0.4%
	<£50,000 - £99,999 Total		1,094	31,837,321	29,102	77,652,003	70,980	98.4%	1.6%
	£100,000 - £299,999	£100,000 - £119,999	125	5,838,682	46,709	14,240,687	113,925	96.8%	3.2%
		£120,000 - £139,999	151	7,801,164	51,663	19,027,229	126,008	98.7%	1.3%
		£140,000 - £159,999	61	3,746,372	61,416	9,137,492	149,795	96.7%	3.3%
		£160,000 - £179,999	65	4,512,033	69,416	11,004,959	169,307	98.5%	1.5%
		£180,000 - £199,999	49	3,814,384	77,845	9,303,376	189,865	98.0%	2.0%
		£200,000 - £219,999	28	2,384,658	85,166	5,816,239	207,723	92.9%	7.1%
		£220,000 - £239,999	18	1,683,133	93,507	4,105,204	228,067	94.4%	5.6%
		£240,000 - £279,999	76	7,789,016	102,487	18,997,599	249,968	98.7%	1.3%
		£280,000 - £299,999	25	3,023,067	120,923	7,373,335	294,933	100.0%	0.0%
	£100,000 - £299,999 Total		598	40,592,509	67,880	99,006,120	165,562	97.7%	2.3%
	£300,000 - £499,999	£300,000 - £349,999	13	1,737,993	133,692	4,239,008	326,078	76.9%	23.1%
		£350,000 - £499,999	26	4,241,165	163,122	10,344,306	397,858	92.3%	7.7%
	£300,000 - £499,999 Total		39	5,979,158	153,312	14,583,313	373,931	87.2%	12.8%
Sundry Total			1,731	78,408,989	45,297	191,241,436	110,480	97.9%	2.1%
Grand Total			38,553	1,552,736,645	40,275	3,787,162,548	98,233	97.5%	2.5%

** Sundry dwellings are generally those located outside of main housing estates. For the purposes of the table above, the sundry category also includes any postal sectors where publication of valuation information would be disclosive of individual properties and this information could not be anonymised by merging intervening bands and/or merging the postal sector with other postal sectors in the same postal district. The table below shows the total number of sundry dwellings within each postal sector containing at least 10 sundry dwellings.*

Postal Sector/s	Total number social housing dwellings
S4 7	862
S20 4	289
S17 3	142
S7 1	54
S10 2	28
S4 8	27
S2 4	22
S3 9	21
S8 0	21
S6 2	19
S11 8	19
S5 6	17
S6 3	17
S6 5	14
S9 4	14
S9 1	10
S12 4	10
S13 8	10
All Other Sectors	135
Grand Total	1,731

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SHEFFIELD CITY COUNCIL Report to Council

Report of: Director of Human Resources and Customer Services

Date: 20 February 2023

Subject: Appointments to Chief Officer Posts – Approval of Salary Packages

Author of Report: Mark Bennett (Director of Human Resources and Customer Services)
Tel: 0114 273 4081

Purpose of Report:

This report provides details of the recruitment exercises being conducted in relation to certain Chief Officer posts and seeks the approval of full Council to those salary packages which are above £100,000.

Recommendations: That the Council:-

- (a) notes the information contained in the report on the recruitment exercises for certain Chief Officer posts; and
 - (b) approves the salary packages for the posts of Chief Operating Officer and Strategic Director of Children's Services, which are above £100,000.
-

Background Papers: NONE

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial & Commercial Implications
YES
Legal Implications
YES – Cleared by Andrea Simpson
Equality of Opportunity Implications
YES
Climate impact
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
YES
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 & BACKGROUND

1.	The Council has introduced two new roles, of Chief Operating Officer and Strategic Director of Children's Services, which attract a salary over £100,000.
2.	Following an extensive national recruitment campaign, during the month of December, the Senior Officer Employment Sub-Committee, with cross-party membership drawn from the Senior Officer Employment Committee conducted interviews for Chief Operating Officer role on 9 February 2023 and is conducting interviews for Strategic Director of Children's Services in the next few months.
3.	The Council's Pay Policy Statement was approved by the Council at its Budget meeting held on 2 March 2022. Annexe 1 of the Statement sets out the officer posts which are covered by the Policy Statement. As the posts being recruited to are new roles, they are not listed in Annexe 1.
4.	The Pay Policy Statement also states, at paragraph 25, that "the Authority will ensure that, at the latest before an offer of appointment is made, any salary package for any post (not including schools) that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any fees, routinely payable allowances and benefits in kind that are due under the contract." In preparing its Pay Policy Statement, the Council has had regard to the Department for Communities and Local Government's guidance under Section 40 of the Localism Act 2011, <i>Openness and Accountability in Local Pay</i> .
5.	In relation to these recruitment exercises, the Senior Officer Employment Sub-Committee has the authority to appoint a Chief Officer. After the offer of appointment has been accepted, the appointment will be reported to the next available meeting of the Council for information.
6	<p>However, as stated in paragraph 5, full Council is required to approve the salary packages for those posts which attract salary packages of £100,000 and above. Therefore, Council is asked to approve the salary packages as set out below:-</p> <p>Chief Operating Officer - £118,693 to £130,461.</p> <p>Strategic Director of Children's Services - £118,693 to £130,461.</p> <p>This pay rate is at the job evaluated rate for each role.</p>

3.	RISK ANALYSIS & IMPLICATIONS
3.1	<u>Legal Implications</u>
3.1.1	Under the provisions set out in the Localism Act 2011 all councils are required to approve and publish a Pay Policy Statement on an annual basis. The guidance supporting the Pay Policy provisions requires that councils seek approval of payments of salary and benefit packages or termination payments in excess of £100,000. This guidance is reflected in the Council's statutory Pay Policy Statement which requires that all pay and benefits packages in excess of £100,000 are approved by full Council.
3.2	<u>Financial and Commercial Implications</u>
3.2.1	The posts are within the budgeted establishment and provision has been made to fund the salaries on appointment.
3.3	<u>Equality of Opportunity Implications</u>
3.3.1	These are vacant posts, which we are recruiting to. We will positively promote the Council as an employer of choice and encourage diversity by ensuring that our recruitment practices are designed to attract and recruit talented people from all sections of the community.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 These roles have been evaluated to establish the job rate and salary for the roles.

5. REASONS FOR RECOMMENDATIONS

- 5.1 Based on the job evaluation, it is recommended that Full Council approves these salary packages, which are above £100,000.



SHEFFIELD CITY COUNCIL Report to Council

Report of: Interim Director of Legal and Governance

Date: 20 February 2023

Subject: Changes to the Constitution

Author of Report: Jason Dietsch, Head of Democratic Services

Purpose of Report:

This report (a) seeks approval for (i) proposed revisions to the Terms of Reference for the Health and Wellbeing Board, to maintain the historic co-chairing arrangement between the Council and local NHS, (ii) several consequential changes to be made to the Council's Petitions Scheme and its operation at full Council meetings, (iii) proposed revisions to the Officer Employment Procedure Rules and the Officers' Code of Conduct, to improve accessibility and clarity and (iv) several further minor or consequential changes to be made to the Council's Constitution; and

(b) provides details of a minor change that has been made to the Council's Constitution by the Interim Director of Legal and Governance during December 2022, relating to the arrangements for substitution at committee meetings.

Recommendations:

That the Council (i) approves the changes to the various Parts of the Constitution, as outlined in sections 3.1 to 3.7 of the report and as set out in appendices B to J; and

(ii) notes the minor change to the Council Procedure Rules in Part 4 of the Constitution that had been made by the Interim Director of Legal and Governance, as outlined in section 4 of the report and as set out in appendix K.

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
Climate impact
NO
Tackling Health Inequalities Implications
YES – Section 3.1
Human rights Implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO – Sections 3.3 – 3.5
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 (a) seeks approval for (i) proposed revisions to the Terms of Reference for the Health and Wellbeing Board, to maintain the historic co-chairing arrangement between the Council and local NHS, (ii) several consequential changes to be made to the Council's Petitions Scheme and its operation at full Council meetings, (iii) proposed revisions to the Officer Employment Procedure Rules and the Officers' Code of Conduct, to improve accessibility and clarity and (iv) several further minor or consequential changes to be made to the Council's Constitution; and

(b) provides details of a minor change that has been made to the Council's Constitution by the Interim Director of Legal and Governance during December 2022, relating to the arrangements for substitution at committee meetings.

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. In approving the Constitution, the Council authorised the Director of Legal and Governance to undertake any minor and consequential drafting changes as may be necessary as the new system is embedded.

- 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 The Council has a legal duty to keep its constitution up to date. 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 It is proposed to make an additional change to the Terms of Reference of the Sheffield Health and Wellbeing Board, relating to its chairing arrangements.
- 3.1.2 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.
- 3.1.3 Changes to the Board's Terms of Reference were approved by the Council at its meeting held on 2 November 2022. This followed a review, commissioned by the Board, of its role and activities, particularly in light of NHS and City Council governance reforms.
- 3.1.4 However, one matter remained to be resolved, relating to the chairing arrangements for the Board. The report submitted to full Council on this matter stated that 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 had been seen as a powerful statement of partnership working. However, at the time of approving the changes to the terms of reference, it had not 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. Discussions with partners and the Board were to 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.
- 3.1.5 A report on this matter, seeking approval to maintain the historic co-chairing arrangement between the Council and local NHS, was submitted to the meeting of the Board on 8 December 2022. The Board agreed that chairing of the Board will be shared between the Chair of the Sheffield City Council Adult Health and Social Care Policy Committee, and the NHS Sheffield Director with responsibility for clinical leadership, and proposed that the necessary changes to the Board's Terms of Reference be submitted for approval by Full Council at the next available opportunity.
- 3.1.6 The report submitted to the Board's meeting on 8 December 2022 is appended for information (Appendix A). The proposed changes to the Board's Terms of Reference are set out in Appendix B to this report. The Council is asked to approve those changes to the Terms of Reference.

- 3.1.7 Also, at its meeting on 2 November 2022, the Council approved a consequential amendment to section 10.1 of Article 10 to define the role of the Board by reference to its statutory role. The Better Care Fund was given in that amendment as an example of arrangements under section 75 of the National Health Service Act 2006 but the word “including” was omitted, giving the misleading impression that all such arrangements came within the Better Care Fund. The Council is asked to approve a further amendment to Article 10.1 correcting this omission, as set out in Appendix C to this report.

3.2 Petitions Scheme

- 3.2.1 Consequential changes are proposed to be made to the Council's Petitions Scheme, contained in Part 5 (Codes and Protocols) in the Constitution, to (a) correct the deadline for submission of petitions, to bring it in line with the deadline stated in the Council Procedure Rules (i.e. by 9.00 a.m. two working days prior to the meeting), which is the deadline published on the Council's website and being operated since May 2022, (b) include references to petitions being able to be submitted to Policy Committee Sub-Committees (i.e. Finance Sub-Committee, Charity Trustee Sub-Committee, and Health Scrutiny Sub-Committee), to provide enhanced clarity and reflect current practice and (c) update the references in the Scheme to Executive Directors in view of changes made in recent months to the senior management structure of the Council.
- 3.2.2 Linked to paragraph (b) in the previous paragraph, the Council Procedure Rules (CPRs) in Part 4 of the Constitution also refer to petitions (at CPR 13), but no mention is included of Policy Committee Sub-Committees. It is therefore proposed to include an appropriate reference to the Policy Committee Sub-Committees within paragraph 13.1 of that Rule, to similarly provide enhanced clarity and reflect current practice.
- 3.2.3 It is also proposed to amend the wording in CPR 13 in a couple of areas where it outlines the courses of action available to the Council following its receipt, or debate, of a petition. The changes being proposed are designed to remove an ambiguity whilst also reflecting the practice operated since May 2022 under the Council's committee system of governance. The Rule currently states that the Council may refer a petition to another body, which now tends to be to an appropriate Policy Committee. In practice, it is the subject matter of a petition, not the petition itself, that is referred on from full Council following its presentation either as an ordinary petition, or (in the case of petitions with over 5,000 signatures) it being debated by Council. The present wording of the CPR, however, could be interpreted to mean that the petition may be re-presented at a meeting of the receiving Committee. This is not the case - petitioners do not have a further right to present their petition for a 2nd time, although the committee chair does have the discretion to invite the petitioners to a meeting and invite them to

participate, as deemed appropriate. In order to remove this potential for confusion, it is proposed to change the referral references from “refer the petition” to “refer the matter”.

- 3.2.4 The proposed changes to be made to the Petitions Scheme and to the Council Procedure Rule, are set out in Appendices D and E to this report.

3.3 Officer Employment Procedure Rules

- 3.3.1 It is proposed to make amendments to the Officer Employment Procedure Rules in Part 4 of the Constitution to simplify and provide enhanced clarity to those Rules, particularly in relation to disciplinary action.
- 3.3.2 The Officer Employment Procedure Rules were revised in 2015 to incorporate the changes in respect of disciplinary action against the Statutory Officers (Head of Paid Service, Monitoring Officer and Chief Finance Officer) made by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and have not been substantively amended since then. The current procedure, though compliant with the Regulations, is over-complicated, particularly in respect of the role of the Independent Panel which has been treated as an intermediary throughout the disciplinary process.
- 3.3.3 The procedure has been reviewed by the Director of Human Resources and Customer Services and the Interim Director of Legal and Governance, taking into account the JNC for Local Authority Chief Executives model procedure, and simplified so that the Senior Officer Employment Committee has more control over the process and the Independent Panel’s role is clarified as being an advisory committee in respect of matters relating to the dismissal of those Statutory Officers. In addition, some drafting of the Procedure Rules has been simplified and the disciplinary process for both Statutory and other Chief Officers has been made clearer with the advisory role of the Director of Human Resources and Customer Services noted. The Rules remain compliant with the 2015 Regulations and earlier regulations that remain in force.
- 3.3.4 The proposed changes to the Officer Employment Procedure Rules are set out in Appendix F to this report. The amendments also show that the reference to the Executive Director, People, in the list of Statutory Chief Officers has been amended to the Director of Children’s Services, as agreed by Full Council in September 2022.

3.4 Officers’ Code of Conduct

- 3.4.1 It is proposed to make amendments to the Officers’ Code of Conduct in Part 5 of the Constitution to improve accessibility and clarity of the Code by removing all but one of its appendices.

3.4.2 Historically, the Officers' Code of Conduct has included, as appendices, several HR and other Council policies, extending the total length of the document by about 100 pages. The policies themselves are all available on the HR pages of the Council's Intranet but updated versions have not necessarily been updated in the Constitution, which may cause confusion as to which version of the policy is applicable. It is proposed that the Code of Conduct in the Constitution exclude the appendices (with the exception of the policy on politically restricted posts – see section 3.5 of this report), while referring to and listing the relevant policies. The standard of conduct expected remains clear to Officers and other readers of the Constitution and the document is more accessible as a result of the change.

3.4.3 The proposed changes to the Officer's Code of Conduct (excluding the appendices) are set out in Appendix G to this report.

3.5 Politically Restricted Posts

3.5.1 The Council's policy on politically restricted posts is currently attached to the Officers' Code of Conduct as Appendix J. It is not an HR policy but a statement of how the Council meets the requirements on politically restricted posts in section 2 of the Local Government and Housing Act 1989, together with a list of such posts. It is proposed to retain this document in the Constitution as the sole Appendix to the Officers' Code of Conduct in Part 5.

3.5.2 The policy has been updated to reflect changes to the Council's management structure and statutory officers, governance arrangements, and service delivery, including that the reference to the Executive Director, People, in the list of Statutory Chief Officers has been amended to the Director of Children's Services, as agreed by Full Council in September 2022.

3.5.3 The proposed changes to the Politically Restricted Posts policy are set out in Appendix H to this report.

3.6 Transport, Regeneration and Climate Policy Committee Terms of Reference

3.6.1 Minor changes are proposed to be made to correct the name of the Transport, Regeneration and Climate Policy Committee (established with that name at the annual meeting of the Council on 18th May 2022) within the Committee's terms of reference within the Constitution, to remove the word "Change" which appears within three references to the name of the Committee.

3.6.2 The proposed changes are in Part 3.3 (Matters Delegated to Committees and Sub-Committees), specifically in section 3.3.1 (Policy

Committees), and are set out in Appendix I to this report

3.7 Article 17 (Suspension, Interpretation and Publication of the Constitution)
- Definition of “Executive Director”

3.7.1 A consequential change is proposed to be made to Article 17 (Suspension, Interpretation and Publication of the Constitution) of the Council’s Constitution, relating to the definition of “Executive Director”.

3.7.2 Since the Constitution was approved by Council in May 2022 there have been interim changes to the senior management structure which mean that the definition of “Executive Director” no longer accurately describes all the Officers at that level who may carry out the functions of an “Executive Director” as the term is used throughout the Constitution. The proposed change to the definition rectifies this problem without requiring wholesale changes elsewhere in the Constitution.

3.7.3 The proposed change to be made to Article 17 is set out in Appendix J to this report.

4. Minor or Consequential Changes Previously Made To The Constitution

4.1 Arrangements Relating To The Appointment of Substitutes on Committees

4.1.1 A minor change to the Council Procedure Rules in Part 4 of the Constitution was made on 14 December 2022 by the Interim Director of Legal and Governance, in consultation with the Lord Mayor and the Whips of the political groups on the Council, under the authority granted by the Council at its annual meeting held on 18 May, 2022. The change related to the arrangements for substitution at committee meetings.

4.1.2 Council Procedure Rule 33 is “Appointment of Substitutes on Committees”. The Rule includes a requirement that the Chief Executive (or his/her representative) must be notified in writing of an intended substitution at least one full working day before the day of the Committee. The change made to that Rule by the Interim Director of Legal and Governance was to add a clause giving authority to the Monitoring Officer, in consultation with the relevant Chair, to permit a substitute if the one full working day notice has not been given, if satisfied there is a good reason why the required notice was not given. This additional provision would, for example, enable a late substitution to be made if a member of a committee becomes ill on the night before, or on the day of, a meeting of the committee.

4.1.3 The changes made to Council Procedure Rule 33 are set out in Appendix K to this report.

5. Risk Analysis and Implications of the Recommendations

5.1 Legal Implications

5.1.1 Except where delegated by Council as indicated at paragraphs 2.1 and 2.4, variations to the Constitution may only be made by Full Council.

5.1.2 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.

5.1.3 Other legal implications are stated in the body of the report.

5.2 Financial and Commercial Implications

5.2.1 There are no financial or commercial implications.

5.3 Equality of Opportunity Implications

5.3.1 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.

5.3.2 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.

5.3.3 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.

5.3.4 The proposed changes to the Board's Terms of Reference, to maintain the historic co-chairing arrangement between the Council and local NHS, will assist it to fulfil those roles.

- 5.3.5 There are no equality of opportunity implications associated with the other changes proposed to be made to the Constitution, as these are mainly cosmetic changes, or, in the case of the changes proposed to be made to the Officer Employment Procedure Rules, merely seek to simplify and provide enhanced clarity to the disciplinary procedures.

5.4 Human Resources Implications

- 5.4.1 There are no Human Resources implications arising from these changes. The amendments to the Officer Employment Procedure Rules simplify drafting, clarify procedures and bring the disciplinary procedure for Statutory Officers fully in line with the Model Procedure agreed by the JNC for Local Authority Chief Executives.
- 5.4.2 The amendments to the Officer Code of Conduct do not change the standard of conduct but make it easier to follow. The amendments to the Policy on Politically Restricted Posts do not change the policy but update it in respect of the posts involved and current Council arrangements for management structure, governance and service delivery.

6. **ALTERNATIVE OPTIONS CONSIDERED**

- 6.1 The Council could choose not to approve the proposed changes to the terms of reference of its Health and Wellbeing Board. However, this would mean that the benefits of the co-chairing arrangements between the Council and local NHS would be lost.
- 6.2 The Council could choose not to approve the other, mainly cosmetic, changes being recommended, but this would mean that several ambiguities and drafting errors would remain and efforts to simplify the disciplinary procedures and improve the accessibility of the Constitution would be stalled, and conflict with the Council's aim to keep its constitution under review and its duty to keep it up to date.

7. **REASONS FOR RECOMMENDATIONS**

- 7.1 The approval of the updates to the Council's Constitution will enable the Council to meet its duty to keep its Constitution up to date. This is especially relevant and important as the Council's new committee system form of governance develops over the coming months and early years ahead.
- 7.2 Approval of the proposed changes (in section 3.1) to the terms of reference of the Council's Health and Wellbeing Board, to maintain the historic co-chairing arrangement between the Council and local NHS, is seen as a powerful statement of partnership working.

- 7.3 Approval of the proposed changes (in section 3.3) relating to the procedures in respect of disciplinary action against the Statutory Officers, whilst remaining compliant with the 2015 Regulations and earlier regulations that remain in force, will offer the Senior Officer Employment Committee more control over the process and clarify that the Independent Panel's role is as an advisory committee in respect of matters relating to the dismissal of those Statutory Officers.

HEALTH AND WELLBEING BOARD PAPER

FORMAL PUBLIC MEETING

Report of: Greg Fell

Date: 8th December 2022

Subject: Health & Wellbeing Board Chaining Arrangements

Author of Report: Dan Spicer, 273 4554

Summary:

This paper sets a proposed change to the Board's Terms of Reference to maintain the historic co-chaining arrangement between the Council and local NHS, following the Board's previous discussion on Terms of Reference changes in September 2022.

Questions for the Health and Wellbeing Board:

N/A

Recommendations for the Health and Wellbeing Board:

The Board are recommended to:

- Agree that chaining of the Board will be shared between the Chair of the Sheffield City Council Adult Health and Social Care Policy Committee, and the NHS Medical Director for Sheffield; and
- Propose the necessary changes to the Board's Terms of Reference to Full Council at the next available opportunity.

Background Papers:

- [Board Review and Terms of Reference Update](#)

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?

Health & Wellbeing Board Steering Group

HEALTH & WELLBEING BOARD CHAIRING ARRANGEMENTS

1.0 SUMMARY

- 1.1 This paper sets a proposed change to the Board's Terms of Reference to maintain the historic co-chairing arrangement between the Council and local NHS, following the Board's previous discussion on Terms of Reference changes in September 2022.

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 CHAIRING ARRANGEMENTS FOR THE HEALTH AND WELLBEING BOARD

- 3.1 At their September meeting, the Health and Wellbeing Board agreed to recommend to Full Council a number of changes to their Terms of Reference, based on the outcome of a review conducted over the last year. These changes have now been approved by Full Council at their meeting on 2nd November 2022, and been incorporated into the Council's Constitution.
- 3.2 One outstanding issue remains that could not be agreed at the Board's September meeting: that of chairing arrangements for the Board's meetings. Since its inception the Board has been co-chaired by an elected member of the Council and the Chair of the Clinical Commissioning Group Governing Body, with this shared arrangement seen as an important symbol of partnership working.
- 3.3 With the recent changes to NHS governance following the Health and Care Act 2022, there is a need to identify a new co-chair if this shared approach is to be maintained. At their September meeting, the Board were offered two options for consideration but were unable to make a decision on a preferred approach. As a result of this the Board's Steering Group were asked to consider the issue and propose a way forward.
- 3.4 The Steering Group have discussed the issue at length, considering the following issues:
- The value of the statement of partnership
 - The limited number of Sheffield-specific non-executive roles in the new NHS governance structures
 - The issue of executive accountability to governance structures
 - A desire to maintain primary care clinical input into the Board
 - The potential for a co-chair who is independent of the major statutory organisations
- 3.5 Following these discussions the Steering Group have agreed that to balance all of these aims, they propose that the co-chairing arrangement be maintained, with the role

being shared between the Chair of the Sheffield City Council Adult Health and Social Care Policy Committee, and the Medical Director for Sheffield Place, South Yorkshire Integrated Care Board.

- 3.6 The Steering Group make this proposal as the best available option to manage the trade-offs set out above, with a particular focus on the clinical primary care experience and expertise that the current occupant of the role can offer. However, in acknowledgement of the possibility that a different occupant of this may not offer the same skill set, it is recommended that this arrangement is reviewed whenever there is a change in personnel in these roles.
- 3.7 The Health and Wellbeing Board are now asked to agree this proposal, and put it to Full Council at the next available opportunity for incorporation into the Board's Terms of Reference.

4.0 RECOMMENDATIONS

4.1 The Board are recommended to:

- Agree that chairing of the Board will be shared between the Chair of the Sheffield City Council Adult Health and Social Care Policy Committee, and the Medical Director for Sheffield Place, South Yorkshire Integrated Care Board;
- That this arrangement will be reviewed whenever there is a change in personnel in the relevant role(s); and
- Propose the necessary changes to the Board's Terms of Reference to Full Council at the next available opportunity.

SHEFFIELD HEALTH AND WELLBEING BOARD

Terms of Reference

Approved by Full Council on 2nd November 2022

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:
 - 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 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 Sheffield³
 - 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 functions⁴;

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

⁴ Under Section 116B LGPIHA 2007

- 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. This will include signing off quarterly and annual Better Care Fund submissions.

2. Membership

2.1 The membership of the Board is as follows:

- Chair of Sheffield City Council Adult Health & Social Care Policy Committee
- Chair of Sheffield City Council Education, Children & 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

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

- Sheffield City Council Executive Director, City Futures as the Executive Director with responsibility for economic development
- Sheffield City Council Director of Public Health appointed under section 73A National Health Service Act 2006
- NHS South Yorkshire Executive Director for Sheffield
- 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 a VCF organisation working citywide
- Representative from a VCF organisation working within a locality
- Representative from a VCF organisation working with a specific group
- Representative of South Yorkshire Police
- Chair of Healthwatch Sheffield
- Representative of University of Sheffield
- 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 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.
- 2.4 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 Chair of the SCC Adult Health & Social Care Policy Committee and the NHS Sheffield Director with responsibility for clinical leadership, with chairing of meetings generally alternating between them.

3.43.2 [These are chosen to ensure chairing of the Board is done with an understanding of the democratic decision-making process, and with clinical primary care experience and expertise in mind. Chairing arrangements will be reviewed whenever the individuals occupying those roles changes in order to maintain this.](#)

3.23.3 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.

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

3.43.5 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 will have the casting vote. All votes shall be taken by a show of hands unless decided otherwise by the Chair.

3.53.6 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.

3.63.7 Accountability and scrutiny: As a Council committee, the Board will be formally accountable to Full Council.

3.73.8 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 Health and Care Partnership, 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, 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 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. 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 Chair will agree the agenda for each meeting, supported by 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

- 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:
- Prioritising their attendance at Board meetings 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.
 - 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 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

- 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 all other Board members 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 to engage with the public on the issues affecting health and wellbeing in Sheffield through a range of means. 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.
- 6.4 The Board will work with Healthwatch Sheffield and voluntary sector organisations to ensure the output from 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.

7. Review

- 7.1 These Terms of Reference will be reviewed annually.

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 (including 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.

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.

Sheffield City Council Petitions Scheme

Introduction

The Council welcomes online and paper petitions and recognises that they are one way in which people can let us know their concerns. Petitions can be organised or signed by anyone who lives, works or studies in Sheffield. More information and guidance is available on the Council's website

[Sign or start a petition \(sheffield.gov.uk\)](https://www.sheffield.gov.uk)

A petition can relate to any issue on which the Council has powers or duties or on which it has shared delivery responsibilities through a partnership. Petitions must state the subject of the petition and what action the petitioners want the Council to take, the contact and address details of the organiser, along with the names, addresses and signatures of people supporting the petition. There must be at least 5 signatures. For the petition to be valid, everyone who signs it will need to provide their name and address.

Petitions can be sent or presented to the Council. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 14 days of receipt. This acknowledgement will set out what we plan to do with the petition.

Petitions may be presented to meetings of the Council, Policy Committees or their Sub-Committees, Regulatory Committees or Area Committees. Petition organisers should contact Democratic Services in advance for advice about which Body is most appropriate. If the topic is on the work programme for a particular Policy Committee then the petition organiser may wish to present the petition at a meeting when the topic is on the agenda, but may choose to attend another meeting (or a meeting of another Policy Committee) or to present the petition at Full Council.

You will need to give advance notice of your petition in writing by 9.00 a.m. two working days prior to by 10.00 a.m. on the day of the meeting and you can either present your petition at the meeting or ask that it be submitted to the meeting on your behalf. If you attend the meeting, you will be able to speak for up to three minutes. Please contact the Democratic Services team by email committee@sheffield.gov.uk

What are the guidelines for submitting a petition?

Petitions submitted to the Council must include:

- A minimum of five signatures, from anyone who either lives, works or studies in Sheffield.
- A clear and concise statement covering the subject of the petition, to include what action the petitioners would like the Council to take.

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- Contact details, including a postal address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition (only the organiser's name will appear on the Council website).
- The name, postal address and signature of any person supporting the petition.

Data Protection

Use of individuals' personal data, including their addresses/email addresses, will be protected under the terms of the General Data Protection Regulation (GDPR) and will be held by us only for the purpose of corresponding in relation to the petition submitted.

By starting or signing a petition, an individual gives explicit consent to the Council to process personal data as part of the Council's Petition Scheme. This means Councillors and Council Officers can respond to the issue(s) raised, publish details about the petition's objectives in public reports and invite the lead petitioner (or representative) to speak at a Committee meeting. This use may include some personal details (eg the speaker's name and address) and the Council may publicly broadcast meetings that include personal statements made by those speaking.

Petitioners have the right to withdraw this consent at any time. However, withdrawing consent does not affect the processing that has occurred before this time.

We advise that for paper petitions, the following wording is included on each page of the petition that will contain signatures:

"Sheffield City Council (the Council) will become the data controller when the petition is deposited with the Council. The details you provide on this form will only be used for the purpose of this petition. Your information may be shared with the petition organiser, Council officers, Councillors or service providers."

E-Petitions

The Council welcomes e-Petitions which are created, signed and submitted through the website. E-Petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide their name, postal address and e-mail address. The e-Petition will also need to include:

- A date for the e-Petition to go live on the website.
- A closing date when the e-Petition will stop collecting signatures. We will host the e-Petition for up to 12 months, but expect that most petitions will be open for signatures for a much shorter period than this.
- The online form is submitted to Democratic Services.
- The Council is required by UK law to ensure that petitions that are published do not contain any defamatory or offensive material. Therefore we will need to review the petition before it is published on our website. Petitions will be reviewed and published during normal office hours. We expect to be able to publish a petition the same day provided that it is submitted by 12.00 noon.
- A petition must be submitted in good faith. It must not include:
 - potentially libellous, false or defamatory statements;

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- information protected by a court order (e.g. the identities of children in custody disputes); or in accordance with any other enactment;
- matters which are subject to appeal processes or legal actions (e.g. planning appeals, enforcement action or other legal actions in court etc.);
- material which is commercially sensitive, confidential or which may cause personal distress or loss;
- the names of individual officials of public bodies; or information where they may be easily identified, in relation to criminal accusations.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be published, but we will contact the petition organiser to explain the reasons so that they may change and resubmit your petition if they wish. If this is not done within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website, except in cases where this would be inappropriate.

Additional Information:

- The Council accepts no liability for the petitions published on its website and the views expressed in the petitions do not necessarily reflect those of the Council.
- A petition response will be e-mailed to everyone who has signed the e-Petition and also published on our website.

What will the Council do when it receives a petition?

We will send an acknowledgement to the petition organiser within 14 days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. Details of the petition will also be published in the Council Petitions Log, on our website.

If the Council can do what the petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition needs more investigation, the acknowledgement will set out the steps we plan to take.

Most petitions go to a public meeting where petitioners can present their petition and Councillors will decide how to respond. Petitions with 5,000 signatures will trigger a public debate at Full Council and those with 2,500 signatures can call for evidence by a Senior Officer at a Policy Committee.

If the petition has enough signatures to trigger a Council debate, or a senior officer giving evidence at a public meeting of one of the Council's Policy Committees, then the acknowledgement will confirm this and when and where the meeting will take place. If the petition needs more investigation, the acknowledgement will set out the steps we plan to take.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or relates to a matter where there is already an existing right of appeal such as Council Tax banding and non domestic rates, other procedures apply, outside of this Scheme. With specific reference to planning and licensing application petitions, the approach adopted in Sheffield is to permit the receipt of these by the Council or their presentation at Full Council or a Policy Committee, which will then trigger a referral to the Planning and Highways or Licensing Committee, as appropriate. The receipt and recording of the petition and actions to be taken will be administered in the same way, for consistency and in the spirit of the provisions of this Scheme.

We will not take any action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published in the Council Petitions Log, on our website except in cases where this would be inappropriate.

How will the Council respond to petitions?

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an enquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the relevant Policy Committee or Sub-Committee*
- writing to the petition organiser setting out our views about the request in question

*Policy Committees and their Sub-Committees can take decisions on or make recommendations to Full Council on changes to policy and the provision of Council services.

In addition to these steps, the Council will consider other specific actions it may be able to take on the issues highlighted in a petition. If your petition is about something over which the Council has no direct control (for example the local railway or hospital), we will aim to make representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to a petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this.

If a petition is about something that a different Council is responsible for, we will give consideration to what the best method is for responding to it. It might consist of simply forwarding the petition to the other Council but could involve other steps. In any event, we will always notify the petition organiser of the action we have taken.

Essentially there are three types of petitions:

- “Ordinary” petitions
- Petitions requiring debate
- Petitions to hold senior Council employees to account.

Ordinary Petitions

Ordinary petitions must be signed by at least **five** people. We will acknowledge the petition within 14 days of receiving it and let the petition organiser know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website. If the petition needs more investigation, we will set out the steps we plan to take.

In the vast majority of cases, the petition will be submitted to one of the Council’s formal Member meetings where elected Councillors will decide how to respond to the petition. These meetings will be held in public and petitioners are welcome to attend the meeting and observe the proceedings. The petition organiser will be given three minutes to present the petition at the meeting.

A petition can be submitted to the Council, ~~or a~~ Policy Committees or Sub-Committees, Regulatory Committees or Area Committees.

Full Council Debates

If a petition contains **5000** signatures or more, it will trigger a debate by the Full Council, in public, unless it is a petition asking for a senior Council officer to give evidence at a public meeting of one of the Policy Committees. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend.

For petitions that trigger a debate at Full Council, we require **seven** working days’ notice to be given prior to a Council meeting to ensure Councillors have adequate preparation time. The Council will endeavour to consider the petition at its next meeting, but due to other Council business, it may not be possible to debate every eligible petition at the next Council meeting, and it is unlikely that any more than two eligible petitions will be debated at any one meeting. Therefore, on occasions, an eligible petition may be debated at the next but one Council meeting.

The petition organiser will be given three minutes to present the petition at the meeting and the petition will then be discussed by Councillors. The Council will decide how to respond to the petition at this meeting. The Council may decide to take the action the petition requests, not to take the action requested for reasons put

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forward in the debate or to commission further investigation into the matter, for example by a relevant Committee.

The petition organiser will receive written confirmation of this decision. The decision will be published on the Council's website.

Officer Evidence

A petition may ask for a senior Council officer to give evidence at a public meeting of one of the Council's Policy Committees and about something for which the officer is responsible as part of their job. For example, your petition may ask a senior Council officer to explain progress on an issue or to explain advice given to Elected Members to enable them to make a particular decision. Petitions which call for evidence from a senior Council employee, and have at least **2500** signatures, will trigger that response.

Senior staff that can be called to give evidence are:

- Chief Executive
- A senior officer who reports directly to the Chief Executive
- ~~Executive Director – Resources~~
- ~~Executive Director – People Services~~
- ~~Executive Director – City Futures~~
- ~~Executive Director – Operational Services~~
- Directors or Heads of Service as considered appropriate by the relevant Policy Committee

You should be aware that the relevant Policy Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs.

What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser may:

- Make a complaint under the Council's Complaints Procedure if not satisfied with the way the petition has been administered
- Request that the appropriate Policy Committee review the steps taken in response to the petition if unhappy with the steps proposed or the way they have been taken
- Request that a petition that has not been presented to a Council meeting be considered at such a meeting

It is helpful to everyone, and can improve the prospects for review, if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

Extract From : Sheffield City Council – Constitution (May 2022)
Part 4 – Council Procedure Rules (amended December 2022)

Council Procedure Rule 13

13 Petitions

- 13.1 The Council recognises that the presentation of petitions is one way in which citizens can express their concerns and priorities to the Council. The Council's Petitions Scheme is at Part 5 of this Constitution. Petitions that can be presented to a meeting of the Council, Policy Committee (which, for the purpose of this Council Procedure Rule, includes any Sub-Committee of a Policy Committee), Regulatory Committee or Area Committee fall into three main types:-

(a) Ordinary Petitions

Comprising at least five signatures from members of the public requesting some form of action. As a courtesy, Democratic Services should be notified of the intention to present a petition at the earliest opportunity and no later than 9.00 a.m. two working days before the day of the meeting. The Council, on a Motion which need not be in writing and which shall be put without discussion, may (i) refer the matterpetition to the appropriate body for consideration or (ii) decide that no further action be taken on the matter. Where the appropriate Policy Committee Chair wishes to respond to the petition at the meeting, his/her speech shall be limited to 5 minutes.

(b) Petitions requiring a Council Debate

A petition containing 5,000 signatures or more will trigger a debate by Full Council. Seven working days' notice submitted to the Head of Democratic Services should be given prior to a Council meeting to ensure Members have adequate preparation time. The Council will endeavour to consider the petition at its next meeting, but due to other Council business it may not be possible to debate every eligible petition at the next Council meeting, and it is unlikely that any more than two eligible petitions will be debated at any one meeting. Therefore, on occasions, an eligible petition may be debated at the next but one Council meeting.

The debate will be conducted and concluded as follows:-

- A 25 minute time limit for the item, with Members able to speak for up to two minutes each, except for the appropriate Policy Committee Chair's initial contribution which shall be for up to five minutes.

- The petition representative will be given 3 minutes to present the petition at the beginning of the debate at the meeting.
- The Lord Mayor will facilitate discussion of the petition by Members, offering the relevant Policy Committee Chair and then the relevant Group Spokespersons the opportunity to make the first and next contributions. Members' contributions will be summarised within the minutes of the meeting in order for the reasons for any subsequent referral to another body to be captured and communicated along with the petition, or for the reasons for the Council subsequently deciding to take no action on the petition to be recorded.
- At the conclusion of the debate, the Lord Mayor will offer a "right of reply" to the representative of the petitioners so that he/she can respond for up to three minutes to any matters raised in the debate. With the consent of the Lord Mayor, the representative may nominate another representative, who is entitled to speak under the Constitution, to provide that reply.
- The Lord Mayor shall then offer a Right of Reply to the relevant Policy Committee Chair who shall respond for up to two minutes and then propose the course of action to be taken in response to the petition. The courses of action available to the Council will be either to:-
 - note and take no action for the reasons put forward in the debate, or
 - take the action requested by the petitioners (if it is within the Council's remit to do so), or
 - refer the ~~matter~~petition to either a Committee or an Executive Director for consideration having regard to the comments made by Members during the course of the debate.
- The Lord Mayor shall seek a seconder for the motion proposed by the relevant Policy Committee Chair, and then enquire whether any Member wishes to propose an alternative course of action. Any motion proposed will need to be seconded.
- If only one motion has been proposed and seconded, the Lord Mayor will call for a vote on that motion, which will either be carried or lost.
- Should multiple motions have been proposed and seconded, the Lord Mayor will outline each motion and then call for a vote on each motion in turn until a motion is carried and an outcome is achieved.

(c) Petitions requesting evidence from an Officer

A petition containing 2,500 signatures may ask that a Senior Officer gives evidence at a public meeting of a Policy Committee about something which falls within that Officer's remit.

- 13.2 Members of the public shall have an opportunity to address the Council or relevant Committee in respect of their petition for which they are the lead petitioner for a maximum of three minutes within the allocated time under Council Procedure Rule 15.1 for Public Question Time and Petitions, with the exception of petitions requiring a debate under Council Procedure Rule 13.1(b) in which a total of 25 minutes will be available for the debate, inclusive of the three minutes for the lead petitioner to present the petition.

OFFICER EMPLOYMENT PROCEDURE RULES

1. Officers

- a) For the purposes of Section 4 of the Local Government and Housing Act 1989 the Head of Paid Service shall be the Chief Executive.
- b) For the purposes of Section 5 of the Local Government and Housing Act 1989 the Monitoring Officer shall be the Director of Legal and Governance.
- c) For the purposes of Section 151 of the Local Government Act 1972 the Officer with responsibility for the administration of the financial affairs of the Council, the 'Chief Finance Officer', shall be the Director of Finance and Commercial Services.
- d) Chief Officer for the purpose of these Officer Employment Procedure Rules means the Head of Paid Service, Chief Finance Officer, any Executive Director, any Officer who reports **directly** to the Chief Executive, or any Statutory Chief Officer as defined in section 2 (6) (a), (c) or (d) of the Local Government and Housing Act 1989:
 - Director of Children's Services appointed under section 18 of the Children Act 2004, who shall be the [Director of Children's Services](#)~~Executive Director of People~~
 - Director of Adult Social Services appointed under section 6 of the Local Authority Social Services Act 1970, who shall be the Director of Adult Health and Social Care
 - Director of Public Health appointed under section 73A National Health Service Act 2006 (local authorities and NHS), who shall be the Director of Public Health.

[A](#)and any Officer who reports **directly** to any of the Officers listed above for all or most of their duties, but not any person whose duties are solely secretarial or clerical.

2. Recruitment and Appointment

2.1 Where the Council recruits officers, the Council will:

- (a) Draw up a job description, person and health specification which includes:
 - (i) The duties of the officer concerned;
 - (ii) Any skills, knowledge and attainments to be sought in the person to be appointed; and
 - (iii) The identification of any job duties which have a potential to cause harm to the employee's health.
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- (c) Make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request; and
- (d) Where no qualified person has applied, the Council shall review (a) and (b) above and where required shall make further arrangements for advertisement.

2.2 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant [Chief Officer](#) or an officer nominated by him/her.

2.3 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the
-

Council. The content of this paragraph will be included in any recruitment information. No Councillor will seek support for any person for any appointment with the Council; and

- (b) Councillors may provide a reference for a candidate if they are not directly involved in the recruitment process. However, any attempt by a Councillor to influence the process in the favour of the applicant will result in the applicant's disqualification.

2.4 Where a post has been advertised, the Council shall:

- (a) Interview all qualified applicants for the post, or
- (b) Select a shortlist of such qualified applicants and interview those included on the shortlist.

2.5 Where the Council is seeking to reduce the number of employees, the Council may seek to mitigate redundancy through internal recruitment processes.

3. Recruitment of Head of Paid Service and Chief Officers

- 3.1** Where the Council proposes to appoint a Chief Officer, [and it is not proposed that the appointment be made exclusively from among the Council's existing officers](#), the Council will — follow Procedure Rule 2 above.

4. Appointment of Head of Paid Service

- 4.1** The Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by ~~a committee or sub-committee of the Council's~~ [the Senior Officer Employment Committee or a sub-committee thereof \("the Committee"\)](#). Full Council will approve the appointment before an offer of appointment is made to that person.

5. Appointment of Chief Officers

- (a) ~~The~~ [A Committee or sub-committee of the Council](#) will appoint Chief Officers.

- (b) After the offer of appointment has been accepted, the appointment will be reported to the next available meeting of the Council for information.
- (c) Full Council ~~mustis to~~ approve any salary package for any post (not including schools) that is in excess of £100,000 and not within the approved Pay Policy Statement, before an offer of appointment is made.

6. Appointment of Director of Public Health

The Council is to act jointly with the Secretary of State for Health and Social Care when appointing a Director of Public Health. The Council is to follow its established Officer Employment Procedure [Rules](#), as set out here, and is also to:

- (a) Involve the UK Health Security Agency on behalf of the Secretary of State for Health and Social Care in all stages of the recruitment and appointment process and follow the guidance issued by the Secretary of State on appointing Directors of Public Health;
- (b) Engage with the Faculty of Public Health on the draft job description, person specification and advert to ensure it covers the statutory responsibilities of this role and necessary areas of professional and technical competence;
- (c) Ensure all candidates meet the statutory requirements for appropriate regulation and registration; and
- (d) Organise the Appointment Committee to include:
 - Members of the Committee at Procedure Rule 5 above
 - Chief Executive or his/her nominated deputy
 - UK Health Security Agency Regional Director or another senior professionally qualified member of Public Health Committee acting on his/her behalf
 - External professional assessor appointed after consultation with the Faculty of Public Health
 - Senior NHS representation.

7. Other Appointments

7.1 Officers below Chief Officer

Appointments of officers below Chief Officer (other than Assistants to Political Groups) are the responsibility of the Head of Paid Service, or his/her nominee, and may not be made by Councillors.

7.2 Appointment of Consultants in Public Health

The Council is to be supported by the UK Health Security Agency and follow the statutory guidance on appointing Consultants in Public Health and is to:

- (a) Incorporate Faculty of Public Health role template into the job description and person specification;
- (b) Ensure all candidates are appropriately qualified and formally regulated; and
- (c) Consider who is to be involved in the appointment process, having regard to the list provided in the statutory guidance.

7.3 Assistants to Political Groups

- (a) The Council can create up to three assistants for political groups, subject to certain qualifying criteria as defined in Section 9 of the Local Government and Housing Act 1989.
- (b) The Council can only allocate one Political Assistant post to each of the qualifying groups.
- (c) The Council shall only make an appointment to any Political Assistant post once it has allocated a Political Assistant to each of the qualifying groups.
- (d) Appointment of Political Assistants shall be an Officer Responsibility. The selection process may include members of the relevant Political Group.
- (e) The Chair of the recruitment process shall be an Officer and the final recruitment decision shall be an Officer Responsibility, i.e. it is a matter for the Council as employer, under Section 112 of the

Local Government Act 1972, to decide the terms on which the Political Assistant is employed.

- (f) The Political Assistant Post is a fixed term contract which must end at the first Annual Council meeting after the person has been in post for 3 years, as set out in the HR Protocol for Political Assistants held by the Director of Human Resources and Customer Services.

8. Disciplinary Action and Dismissal of Certain Officers: Head of Paid Service, Monitoring Officer and Chief Finance Officer

8.1 [Throughout this process the Committee will seek advice from the Director of Human Resources and Customer Services regarding guidance and procedures issued by the Joint Negotiating Committee \(JNC\) for Local Authority Chief Executives.](#)

8.18.2 Suspension – The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended [by the Committee](#) whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months [without review](#).

8.28.3 Investigation – ~~The Committee~~ **The Panel** ~~will be established as set out in Appendix A of these procedure rules and will be responsible for advising the Council on Dismissal. The Panel~~ will:

- [Consider whether the alleged misconduct requires investigation and, if so, Commission an independent Investigator person to carry out such an investigation of the alleged misconduct;](#)
- Hear the evidence from the relevant ~~O~~fficer;
- Consider the [report and](#) conclusions of the investigation;
- Decide ~~on whether dismissal is an~~ appropriate [disciplinary](#) action.

8.4 Outcome – The Committee may:

- [Take no further action;](#)
- [Recommend informal resolution or other appropriate procedure;](#)

- [Refer back to the Independent Investigator for further investigation and report;](#)
- [Take disciplinary action short of dismissal;](#)
- [Propose dismissal and refer to the Panel for review.](#)

8.38.5 [The Panel will be established as set out in Appendix A of these procedure rules and will be responsible for advising the Council on dismissal.](#) If the Panel considers dismissal to be the appropriate action they will:

- Formulate advice, views or recommendations;
- Present a report to Council, incorporating:
 - any advice, views or recommendations of the Panel;
 - the conclusions of any investigation into the proposed dismissal;
 - any representations from the relevant officer.

8.48.6 The Council will make the [final](#) decision on the dismissal, considering the above. The Panel's recommendations are **not binding** on the Council.

8.58.7 If the Panel [does](#) not consider dismissal to be appropriate [it will set out a clear rationale for this opinion in its report and, the Panel will](#) refer the matter [back](#) to the ~~Senior Officer Employment~~ Committee for a decision on any other disciplinary action.

9. Disciplinary Action and Dismissal of other Chief Officers

9.1 [Throughout this process the Committee will seek advice from the Director of Human Resources and Customer Services regarding guidance and procedures issued by the Joint Negotiating Committee \(JNC\) for Chief Officers of Local Authorities.](#)

9.19.2 **Suspension** – Chief Officers may be suspended whilst an investigation takes place.

9.2 ~~**Disciplinary Action and Dismissal** – The Senior Officer Employment Committee will take into account the recommendations of the report made by an Investigator appointed by the Committee and will make the~~

~~decision to dismiss Chief Officers (except for the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer).~~

9.3 Investigation – The Committee will consider whether the alleged misconduct requires investigation and, if so, convene a Disciplinary Hearing to investigate the matter. If the Committee considers it appropriate it may commission an Independent Investigator to investigate the alleged misconduct and report back to the Committee.

9.4 Outcome – The Committee will take into account the conclusions of the investigation and may:

- Take no further action;
- Recommend informal resolution or other appropriate procedure;
- Refer back to the Independent Investigator for further investigation and report;
- Take disciplinary action short of dismissal;
- Make the decision to dismiss the Officer.

9.39.5 Appeals against dismissal of these Officers will be heard by the members of the Senior Officer Employment Committee who were not involved in the original decision.

9.49.6 No decision to dismiss the Director of Public Health will be taken unless the Secretary of State for Health and Social Care (or the UK Health Security Agency on his behalf) has been consulted;

~~**9.5** That Committee will take disciplinary action against any Chief Officer, including the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer.~~

10. Disciplinary Action and Dismissal of other Officers

- (a) Councillors will not** be involved in the disciplinary action against any officer below Chief Officers, except where such involvement is necessary for any investigation or inquiry into alleged misconduct though the Council's disciplinary, capability and related procedures, as adopted from time to time, may allow a right of appeal to members in respect of disciplinary action.

- (b) **Appeal against Dismissal** for disciplinary, capability or other substantial reasons shall be to the Appeals and Collective Disputes Committee, which shall comprise of three Members who have ~~been accredited by~~ attend~~ing~~ appropriate training sessions.
- (c) **Appeals against dismissal by reason of redundancy** shall be to a panel of authorised Chief Officers.

Appendix A: The Panel

- 1.0 A statutory officer ([Head of Paid Service, Monitoring Officer or Chief Finance Officer](#)) cannot be dismissed unless these provisions relating to the Panel are complied with.
- 2.0 The Panel is appointed (under section 102(4) of the Local Government Act 1972) as an advisory committee of the Council [for the purposes of advising the Council on matters relating to the dismissal of certain officers of the Council](#).~~and shall be a sub-committee of the Senior Officer Employment Committee. The Panel is subject to all the legal requirements for committees, including the proportionality rules.~~
- 3.0 The Council must invite independent persons (who have been appointed by this or another authority under section 28(7) of the Localism Act 2011) to be considered for appointment to the Panel.
- 4.0 The Council must appoint to the Panel at least two independent persons who have accepted an invitation, in the following priority order:
 - an independent person who has been appointed by this authority and who is a local government elector;
 - any other independent person who has been appointed by this authority;
 - an independent person who has been appointed by another authority or authorities.
- 5.0 The remuneration, allowances or fees paid to an independent person appointed to the Panel must be no more than the level of the remuneration, allowances or fees payable to them for their role as an Independent Person for the Standards regime.
- 6.0 The Panel must be appointed at least 20 working days before a meeting of the authority to consider whether or not to approve a proposal to dismiss a statutory officer.
- 7.0 A decision to dismiss **must** be taken by Full Council. In making the decision Council **must** take into account the factors as specified:
 - a) any advice, views or recommendations of the Panel;
 - b) the conclusions of any investigation into the proposed dismissal; and
 - c) any representations from the relevant officer.

The Panel's recommendations are **not binding** on the Council

Sheffield City Council

Officers' Code of Conduct, ~~including appendices~~

Publication Date: September 2019

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Author: HR Service



Officers’ Code of Conduct

This Code of Conduct applies to all non-school based employees. The Code of Conduct adopted by the relevant Governing Body will apply to employees within schools.

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1.0 INTRODUCTION

About this Code of Conduct

- 1.1 In the Code of Conduct, when we use the word “you” we mean a Council employee, casual worker, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.**

When we use the words “we” or “us”, we mean the Council.

- 1.2 This Code of Conduct for Employees is based on key principles. These principles are developed from the work of the Nolan Committee for standards in public life.
- 1.3 In the Code of Conduct you will find the minimum standards that all Council employees must keep to. These standards also apply to casual workers, agency staff, contractors, volunteers, and consultants and self-employed people engaged in work for the Council.
- 1.4 If you are an employee, this Code of Conduct is part of your terms and conditions of employment. Some parts of the Council may have their own Codes in addition to this one.
- 1.5 If your service area has its own Code, you should keep to that Code as well as this Code. You also need to follow any security policies or Codes of Practice that the council has.
- 1.6 We believe that you are responsible for your own actions. That means it is your responsibility to read the Code of Conduct [and the Policies referred to in it and listed at Section 20 of this Code of Conduct](#), and any other Code which may apply to your job.
- 1.7 If there are any parts of this Code, or other Code, that you are unsure of or do not understand, you must ask your manager or someone in HR, to help you. This will ensure you are able to follow the Code.
- 1.8 You can find explanations for some of the words and phrases in this Code in the [Glossary section](#), on page [186](#) of this document.
- 1.9 This Code is not a full list of what you are expected to do or not to do. There may be other things that the Council will look at as misconduct, or gross misconduct. If there is anything that you are unsure about, please ask your manager or HR Adviser.
- 1.10 People who live in Sheffield expect you to have high standards of behaviour. If someone has suspicions that you could be influenced unfairly, this could damage confidence in the Council. You must not put yourself in a situation where anyone might think that you are dishonest.
- 1.11 The Council has the right to monitor employees. This includes surveillance. If the Council monitors employees in this way, it will keep within the laws that deal with monitoring.

1.12 You may have disciplinary action taken against you if you:

- Do not keep to this Code of Conduct.
- Commit a criminal offence.
- Do something we would classify as misconduct.
- Do something that may bring the Council into disrepute, whether during working hours or outside of them.
- Do not properly perform your duties as an employee.

Disciplinary action includes the possibility of being dismissed without notice being given.

1.13 This Code is in accordance with the rules in the Human Rights Act 1998.

2.0 PUBLIC DUTY, PRIVATE INTEREST, FRAUD AND THEFT

(i) General

2.1 Your duty as an employee and any interests outside your job must not conflict. If there is anything you are involved in outside of work which might affect your job, you must declare this to your manager. Read Declaration of Interests Policy ~~-(DOI)-~~ [Appendix A](#)

2.2 You must always do your job safely. To make sure you do not put the public, other employees or yourself at risk, you must follow Corporate and Directorate Health and Safety policies. You must also follow safe systems of work and any Codes of ~~P~~practice that apply to your job.

2.3 If you are a member of an organisation that:

- Is not open to the public
- Requires formal membership and an oath of allegiance
- Has any secrecy about its rules, the process of becoming a member, or conduct of members.

~~2.4~~ [y](#)You must declare this in writing to your Head of Service or Director. See Declaration of Interests Policy ~~Appendix A~~.

~~2.45~~ The Council has responsibility for the administration of public money. We emphasise to the public and to employees that we think honesty and that having proper control of finances is very important.

~~2.56~~ The Council is committed to the fight against fraud, whether an employee, a contractor, or a member of the public has committed the fraud.

- 2.67 You must not use the fact that you are a Council employee to obtain, gain directly or indirectly - for yourself, any business associates, your friends or your family. This is covered in the Council’s Anti-Bribery Policy ~~in Appendix B.~~
- 2.78 As the Council is committed to the prevention and detection of fraud, we have ~~an policy statement on Anti-~~Fraud and Corruption Policy Statement and Framework. ~~This is shown in Appendix B.~~
- 2.89 We also have a Gifts and Hospitality Policy and Procedure ~~Code of Practice. This is shown in Appendix C.~~
- 2.910 In addition to these two policies, we have a Whistleblowing Policy and Procedure, so that you can report any fraud or corruption more easily. ~~This is shown in Appendix D.~~
- 2.104 If you are using public funds, you must use them responsibly, and you must keep within the law. You must make sure that we use our resources sensibly and legally, and that the community gets value for money.
- 2.112 You must keep to the rules within the Council’s Standing Orders and Financial Framework. The Standing Orders and Financial Regulations are part of the Council’s Constitution, available on the Intranet or Council’s website ~~Internet site.~~
- 2.123 If you:
- Commit fraud against the Council, or any person or organisation, or try to.
 - Steal from the Council, or any person or organisation, or try to.
- 2.14 ~~t~~This will be considered misconduct and may be considered gross misconduct. This includes deliberately putting false information on time sheets, subsistence claims or mileage claims.
- 2.135 If you have concerns that someone is stealing, committing fraud or behaving in a way that might be unethical, you must report this to your manager, or someone named in the Whistleblowing Policy and Procedure. ~~This procedure is shown in Appendix D.~~
- 2.146 We know that it is not always easy to report on the behaviour of other people. We will give you full support if you raise concerns. If you wish to remain anonymous, we will make every effort to respect this.
- 2.157 We know there are two sides to a story, and we will ensure hearings are fair.
- 2.168 Sometimes allegations will turn out to be wrong. If you deliberately make false or malicious allegations, this will be treated as misconduct.

(ii) Financial Inducements, Gifts and Hospitality

- 2.179 You must never accept a financial payment, bribes or inducement from any individual, body, or organisation. For example: payments or inducements from contractors, developers, or consultants. This is covered in the Council's Anti-Bribery Policy ~~in Appendix B.~~
- 2.1820 To take financial payments or inducements is against the law. It is an offence under Section 117 of the Local Government Act 1972.
- 2.1924 You must refuse any gift or hospitality offered to you or your family that others may think could influence you.
- 2.202 You may accept gifts of small value such as pens, diaries and calendars.
- 2.213 For further guidance on gifts, hospitality and inducements, you can read the Gifts and Hospitality Policy and ~~Procedure Code of Practice. This is shown in Appendix C.~~
- 2.224 Any gifts or hospitality you have been offered, whether you have turned them down or accepted them, must be recorded. If you are unsure of the process of recording goods and hospitality in your service area, seek advice from your manager.
- (iii) Employee Declarations of Financial and other interests**
- 2.235 You have a legal duty to declare any financial or other interest in an existing or proposed contract. See Declaration of Interests Policy ~~(DOI) Appendix A.~~
- 2.246 If the Council gives support in the community, through financial help or other help, you must make sure that any advice you give is fair and balanced. You must make sure that there is no conflict of interest.
- 2.257 You are free to use all Council services. If you do so, you will not be treated more or less fairly because you work for the Council.
- 2.268 Members of the public expect you to be fair and treat people equally, no matter who you are delivering services to.
- 2.279 You must make sure you don't do anything in your job that might make people think you are being unfair or biased.
- 2.2830 You must not try and obtain services in a different way to the public because you work for the Council. This includes putting pressure on colleagues to get services.
- 2.2934 If you think there might be a conflict of interest, you must look at the Declarations of Interest Policy ~~-(DOI), Appendix A.~~ If you are not sure, you should ask your manager to help you.

2.3~~02~~ The Monitoring Officer will review any declarations that have been made every year. If the Monitoring Officer needs to make declarations, the Chief Executive will review them every year.

2.3~~13~~ The Director of Human Resources and Customer Services is responsible for making sure all the Employment Policies, Practices and Procedures that the Council has are kept to.

2.3~~24~~ Every Head of Service, Director and Executive Director is responsible for monitoring their employees activities, making sure they have kept to this Code and any other Codes and made declarations when they need to. Any monitoring will comply with all relevant laws.

3.0 CONTRACTORS

3.1 As part of your job, you may be required to supervise or engage contractors or have an official relationship with them. If you have any work relationship with contractors, or potential contractors, you must tell your Head of Service or Director in writing if you have ever had a private or domestic relationship with the contractors.

3.2 The orders we place and contracts we give should be given fairly. This means that we must award orders and contracts based on merit and fair competition against other tenders. You must not show favouritism in doing this. For example, if your friends, partners or relatives run a business, you could not award them a contract unfairly because of this. You must not discriminate against anyone unfairly if you deal with tenders, evaluation or awarding contracts.

4.0 RELATIONSHIPS WITH PROSPECTIVE AND CURRENT CONTRACTORS

4.1 If you are involved in the process of tendering and dealing with contractors you should understand that being a client and being a contractor are two separate roles. If you have a client or contractor responsibility, you need to be open and accountable for your actions.

4.2 If you work in a contractor or client unit you must be fair and impartial when you deal with customers, suppliers and any other contractors or subcontractors.

4.3 If you have access to any information about contracts or costs for contracts that is not public, you must not disclose that information to anyone unauthorised.

4.4 You must make sure that you don't show special favour to anyone who works for us or used to work for us when you award contracts. You must make sure you do not show special favour to anyone who is a partner, associate or relative of an employee when you award contracts.

4.5 If you are thinking about a 'management buyout', you must inform the Chief Executive as soon as you definitely intend to do it. You must also inform your Executive Director and

Head of Service or Director. You must withdraw from doing any work for us that includes preparation, tendering, evaluation, and awarding contracts or orders.

- 4.6 If Competitive tendering is being carried out, and you are involved in the process, you must let your Head of Service or Director know when you are a member of an organisation that is interested in tendering. You must also let your Head of Service or Director know if you have affiliation to an organisation that is interested in tendering.

5.0 INFORMATION GOVERNANCE, SECURITY AND SOCIAL NETWORKING

- 5.1 You are responsible for the information you handle for or on behalf of the Council and must ensure it is safe from unauthorised access, use, alteration, disclosure or deletion.
- 5.2 You must comply with the Council’s information policies and take the time to read and understand the Information Governance and Security Policy, ICT Acceptable Usage Policy and Data Protection Policy, ~~see Appendix E, F and G~~. If you are unsure about these policies, you should speak to your manager in one to one discussions /supervision’. The Council also has Information Management Officers who can help.
- 5.3 You are personally responsible for content that you publish on-line and must follow the Social Networking Policy, ~~Appendix H~~.
- 5.4 You must take time to read the Social Networking Policy and understand your responsibilities and behaviours expected, when using social networking in a personal or work capacity. Ask you manager if you are unsure about the Social Networking Policy and Guidance.
- 5.5 The City Council records the use of some electronic communication use in accordance with the law.
- 5.6 Failure to comply with Council policy and / or the misuse any City Council information or resources could result in disciplinary action.

6.0 USE OF COUNCIL SYSTEMS, PROPERTY AND FACILITIES

- 6.1 Anything that belongs to the Council, including:
- Telephones - including mobile phones, handsets, BlackBerry, smartphones
 - Computers - including laptops, tablets, i-pads
 - IT equipment – including monitors, cameras, memory sticks, hard drives
 - Stationery
 - Offices
 - Car parks
 - Vehicles
 - Facilities

can only be used for Council business unless permission is given by management.

- 6.2 If, with your managers’ permission, you use a Council telephone or mobile telephone to make private calls or text messages, or send private faxes using a Council fax machine, you must pay for this through the approved systems in place. If you are unsure about how to pay for calls, speak to your manager.
- 6.3 The Council has systems in place that log telephone, email and Internet usage. These systems may be used to identify any usage for private purposes. We may monitor any communications using Council systems. If we monitor your use of Council resources, we will do it within the law and Council policy.
- 6.4 You must keep to any Council system security measures.

7.0 OTHER EMPLOYMENT

- 7.1 If you do have any other employment whilst you are working for the Council, the work you do must not conflict with the interests of the Council or bring it into disrepute. You must only do other work outside of your working hours with the Council. You need formal prior permission of your manager to do any work outside your role with the Council. See [Appendix A: Declaration of Interests Policy](#).
- 7.2 If you do any work that is damaging to the interests or reputation of the Council, we may take disciplinary action against you, even if you have declared this work to your manager.
- 7.3 If you are a:
- School Governor
 - Councillor for another Local Authority
 - Member of a Voluntary Reserve Forces - Reservists and Adult Instructor of Cadets
 - Justice of the Peace
 - Member of an Employment Tribunal

~~T~~hese roles do not count as other employment. You should still make your manager aware of these duties and ask for any time off you need in a reasonable and timely manner. Unpaid voluntary work in the Community is not classed as other employment, but you still need to declare it to your manager, as there may be a conflict of interest with your Council job.

- 7.5 You can find further guidance on receiving payment or fees for other work in [the document “Other Employment Related Activities – Fees”](#). ~~Appendix F.~~

8.0 DISCLOSURE OF INFORMATION, CONFIDENTIALITY AND REFERENCES

- 8.1 You should be fair and open when you deal with others. You should make sure that elected members and members of the public have access to information they need

unless there is a good reason not to allow this, according to the Freedom of Information Act 2000.

- 8.2 You must act in accordance with the law when handling personal and other information. You must take special care when handling personal and confidential information, and never use it inappropriately. You may be prosecuted personally under the Data Protection Act 2018, so it is important you know what your responsibilities are. Please read the Council’s Data Protection Policy ~~at Appendix F~~. If you are unsure about this, consult your manager. The Council also has Information Management Officers who can help.
- 8.3 You must not disclose any confidential, personal or financial information about an employee to an unauthorised person. You must not disclose any personal or financial information about an employee to any external agency without their approval. If you are not sure who is an authorised person, you should consult the Director of Human Resources and Customer Services.
- 8.4 If you are asked for personal information for a reference, for example for a job or mortgage application, you may provide information only after you confirm the identity of the enquirer. To do this, you can reply in writing to the enquirer, or call them back to make sure they are who they say they are.
- 8.5 If the request is for a reference for a colleague or ex-employee, only the employee’s line manager can provide an employment reference. Any employee may give a reference in a personal capacity. If you misrepresent the Council, this will be treated as misconduct.
- 8.6 You must not disclose confidential information to a third party. This includes information relating to:
- Competitive tendering or tendering for work.
 - Exempt items under Schedule 12A of the Local Government Act 1972
 - An employee, elected member or service user.
- 8.7 You must not use any information that you get in the course of your employment for personal gain, or give it to anyone else who may use it in this way.
- 8.8 If in the course of your job, you deal with someone you’re related to, or have a close relationship with, declare it to your manager. You must be fair and act in a professional way.
- 8.9 Inappropriate disclosure of confidential information can be considered misconduct, and may be considered gross misconduct which can lead to dismissal.
- 9.0 COMMUNICATIONS WITH THE MEDIA**
- 9.1 All contact with the media that is about Council activities is handled by the Communications ~~S~~service, together with Heads of Service, Directors and Executive
-

Directors. If you have an idea for a positive story about something the Council is doing, or if a journalist approaches you, you must contact the Communications Service to get approval before you give any information. This includes giving information verbally, through e-mail or in writing.

- 9.2 If you are writing something that will be published, and it doesn’t talk about the Council but does relate to your job, you should tell your Head of Service or Director before it is published. An example of this might be an article in a professional journal.

10.0 POLITICAL NEUTRALITY

- 10.1 You must not allow your personal or political opinions to interfere with your work. Some posts are “politically restricted”. If this applies to you, you should already have been told about the restrictions separately.
- 10.2 More information on this is available in [the Politically Restricted Posts \(PoRP\) Policy, at the Appendix to this Code of Conduct-Appendix I](#). If you need any more advice or information, ask your manager or HR Adviser.
- 10.3 You work to all elected members and must ensure their rights are respected. You must not be biased in dealing with members of one political group rather than another.
- 10.4 If your job requires you to advise political groups, you must make sure you take a neutral stance and point of view.
- 10.5 If you have contact with an elected member, whether work related or of a personal nature, you must keep to the Protocol for Member/Officer Relations [in Part 5 of the Council’s Constitution](#).
- 10.6 If you are on Council business, you must not wear anything that shows you are in favour of or against a political party or a pressure group. You may not display any items showing political affiliation or opposition on your vehicle, or items like tools or other equipment.

11.0 THE LOCAL COMMUNITY AND SERVICE USERS

- 11.1 You must remember that you have a responsibility to people in Sheffield. You must make sure that you deliver services politely, efficiently and fairly to everyone in the community.
- 11.2 You should be as open as possible about what you do, and the work of the Council.
- 11.3 You must not do anything that might affect confidence in the Council.
- 11.4 You should make sure that you keep to the law and any other guidance.

- 11.5 We will not accept it if any employee physically or emotionally abuses a service user, member of the public or other employee. This includes any harassment, discrimination, victimisation or bullying.
- 11.6 We have an Equality, ~~and~~ Diversity and Inclusion Policy. You must keep to this policy at all times.
- ~~11.7~~ If you ~~do not act in this way~~ it may be decided that is misconduct or gross misconduct, which can result in disciplinary action including dismissal.
- 11.~~7~~8 When you work with young people or vulnerable adults you are in a position of trust. If you abuse that trust, it will be regarded as potential gross misconduct.
- 11.~~8~~9 Any sexual misconduct or assault will be regarded as potential gross misconduct.
- 11.~~9~~10 If you do not follow any policies or procedures meant to keep vulnerable service users or others safe, this will be regarded as potential gross misconduct.
- 11.~~10~~1 Any act of gross misconduct may lead to disciplinary action and the possibility of dismissal without notice.
- 11.~~11~~12 If you work with young people or vulnerable adults, you must read any relevant Codes of practice as well as this Code, and keep to them. You must keep to any relevant laws, such as the Children Act 1989 and the Child Protection and Adult Abuse Protection Procedures.
- 11.~~12~~3 If you see any abusive behaviour, you must report it to your line manager, or use the Whistleblowing Policy ~~(see Appendix D)~~ to report it.

12.0 RECRUITMENT AND OTHER EMPLOYMENT MATTERS

- 12.1 If you are involved in recruitment, you must take care not to discriminate against anyone, or in favour of anyone. You must keep to the Recruitment and Selection Code of Practice in full.
- 12.2 To make sure you are not acting unfairly, you must not be involved in any selection and appointment (for example, interviewing someone) when you are related to an applicant. You must not be involved in selection or appointment where you have a close relationship with an applicant- personal or business.
- 12.3 If you think there might be a conflict of interest, you must inform your manager or HR Adviser.
- 12.4 Decisions that you make at work should be fair and unbiased. You must not be involved with decisions to do with discipline, promotion, or pay for anyone who is related to you, or

someone you have a close relationship with. This includes personal relationships and business relationships.

- 12.5 If there are any reasons why 12.1-12.4 should not be followed, or you need help and advice with what to do next, you should contact the Director of Human Resources and Customer Services.

13.0 EQUALITIES

- 13.1 You must at all times make sure you keep to the Council's policies on equality, diversity and inclusion including behaving and working in a way which eliminates discrimination, harassment and victimisation, advances equality of opportunity and fosters good relations. See Dignity and Respect at Work Policy. ~~Appendix K~~
- 13.2 All employees, customers, elected members, partners, trade union representatives, and members of the public must be treated in a way that creates mutual respect. You should promote equality, diversity and inclusion by providing an environment and services free from harassment, discrimination, victimisation and bullying and by treating people with respect, regardless of their age, disability, race, religion/ belief, sex, sexual orientation or marriage/civil partnership.
- 13.3 At all times you must create an environment that, promotes fairness, equality, diversity and inclusion, promotes dignity and respect for all, recognises and values individual differences and the contributions of all and actively prevents and opposes intimidation, discrimination, harassment, bullying or victimisation.
- 13.4 The Equality Act 2010 provides the legal framework for the Council in relation to equality, diversity and inclusion.
- 13.5 Breaching equality policies and the law may be treated as misconduct, up to and including gross misconduct, which carries the possible penalty of dismissal without notice.

14.0 DRESS AND PERSONAL APPEARANCE

- 14.1 When you work for the Council, you are a representative of your service, and of the Council. You must dress in a way that is appropriate, or required, for your workplace and the work you are doing. You must be clean and tidy and make sure you have good personal hygiene.
- 14.2 If you are provided with clothing for uniform or health and safety reasons, you must wear it. This includes your name badge and other identity badges where provided.

15.0 HEALTH AND SAFETY

15.1 You have a responsibility to work safely and make sure your working environment is healthy and safe. You are required to keep to Corporate Health and Safety Policies. You are also required to follow any policy, regulations or Codes of ~~p~~Practice on Health and Safety that apply to your Portfolio or area of work.

15.2 You must keep to any relevant Health and Safety laws.

16.0 CRIMINAL CONVICTIONS/ BARRING

16.1 Before you started working for us, you must have told us about any unspent criminal and unprotected spent convictions and cautions. If you have more than one conviction or caution the rules of declaration apply to each individually, rather than all having to be automatically disclosed

If you applied for a role which involves working with children and vulnerable adults and your job is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the 2013 and 2020 Amendment Orders you must have told us about all convictions, formal cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the 2013 and 2020 Amendment Orders before you started working for us.

For information on which convictions are protected visit www.gov.uk/dbs and <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

If you do not have internet access or do not understand what this means to you please discuss this with your line manager.

You must tell us about :

- All unspent convictions
- Cautions relating to [specified offences](#) as listed by Government
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Similar offences committed overseas and in other legal jurisdictions

16.2 If you are required, under the Act, to provide us with your Disclosure and Barring Service (DBS) Certificate, we will ask you to:-

- Complete a DBS Application Form
- Or give written permission for us to check your status on-line
- Or give permission for us to view your personal file of a previous/other role within the Council to check the outcome from a recent Enhanced DBS check.

You must bring in your DBS Certificate to show and discuss with us, when required

- 16.3 If you have been barred from working with children and/or vulnerable adults and you seek employment to do so, this is a criminal activity and against the law and you will be dismissed without notice and immediately reported to the Police Authority.
- 16.4 If your work involves driving, you must tell your manager about any driving offences, or pending driving offences.
- 16.5 If you use your own vehicle for Council Business and carry passengers, you must also tell your manager about any driving offences or pending driving offences.
- 16.6 When employed by us, you must tell your manager, if you have any criminal proceedings pending against you, if you are bound over, receive a conviction, formal caution, reprimand or warning.
- 16.7 Once employed by us, you must tell your manager immediately, if you know that you are on, or will appear on, one or both of the DBS barred lists.
- 16.8 If you do not tell us about these convictions, formal cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations, this may be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice.
- 16.9 If you work with young people or vulnerable adults and you believe that you are or might be thought of as a risk to these groups it is extremely important that you seek advice from your manager. If you do not disclose this, this may be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice.
- 16.10 If you work in a childcare role, as part of early or later years childcare provisions, or are directly involved in the line management of such provision, you must not be disqualified from working in such provision. Certain cautions, convictions, care orders may mean that you are automatically disqualified from such work.
- 16.11 You must complete a childcare disqualification declaration in relation to yourself and discuss with us when required.
- 16.12 You must tell your manager immediately, if you receive any convictions, cautions or other orders that may lead to your disqualification under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

17.0 ALCOHOL, DRUGS AND SUBSTANCES

- 17.1 While you are at work, you must be in a condition to do your job safely.

17.2 The effects of drinking alcohol cause you to perform your work less well. It is a health and safety risk. Because of this, you must not drink alcohol:

- Before you start work
- During your working hours
- During a lunch break from work
- On any other break during your working day
- At functions such as conferences within working hours.

17.3 If you drink alcoholic drinks at these times, this may be regarded as misconduct or gross misconduct, which could lead to dismissal.

17.4 If you use substances, illegal drugs, or prescription drugs that have not been prescribed for you, or are not taken in accordance with your physician's directions, this will not be accepted. This may result in the Council contacting the police to report it. Use of illegal drugs or prescription drugs that have not been prescribed for you or are not taken in accordance with your physician's directions before or during work, on breaks or at functions may be considered misconduct or gross misconduct, which could lead to dismissal.

17.5 If you are concerned that you may have a dependence on alcohol, drugs or any other substances, you are encouraged to seek help and advice from your General Practitioner and speak to your manager in confidence, who will discuss actions, that you could take to address the problem. See Alcohol, Drug and Substance Misuse Policy, [Appendix L](#).

18.0 GENERAL CONDUCT

18.1 You must follow instructions, providing they are lawful. You must make sure you do not do anything that might affect the Council's legal position. You should show respect for service users, colleagues and elected members.

18.2 We expect you to use good judgement, and take account of other people's views. We expect you to take responsibility and decide your own view on any issue that comes up while you work for the Council.

18.3 If you need further information or advice about what to do in a situation, you should contact your manager, an HR Adviser or the Chief Internal Auditor.

18.4 You should read this Code together with the [policies referred to within it](#) [appendices](#), and any other Codes of Practice or policies that are about conduct or security.

19.0 DATE OF IMPLEMENTATION

Revised 4 September 2019 [\(minor amendment February 2023\)](#)

20.0 APPENDICES POLICIES REFERRED TO IN THIS CODE OF CONDUCT

The most recent versions of these Policies may be accessed from the HR pages of the Intranet.

- A Declaration of Interests Policy ~~(February 2016)~~
- B Anti-Fraud and Corruption Policy Statement and Framework (including the Anti-Bribery Policy and Procedures) ~~(May 2018)~~
- C Gifts and Hospitality Corporate Policy ~~(January 2018)~~ and Procedure ~~(April 2018)~~
- D Whistleblowing Policy and Procedure ~~(June 2018)~~
- E Information Governance and Security Policy ~~(July 2015)~~
- F ICT Acceptable Use Policy ~~(June 2015)~~
- G Data Protection Policy ~~(May 2019)~~
- H Social Networking Policy ~~(July 2015)~~
- I Other Employment Related to Activities – Fees ~~(July 2015)~~
- ~~J Politically Restricted Posts (April 2015)~~
- JK Dignity and Respect at Work Policy ~~(August 2011)~~ and Procedure ~~(November 2018)~~
- KL Alcohol, Drug and Substance Misuse Policy ~~(July 2015)~~

GLOSSARY TO CODE OF CONDUCT

Contractor- An individual, partnership, company or other service that has a contract with us to do or provide something. For example, to design, develop, manufacture, maintain or provide services.

Conflict of Interest- A conflict between private interests and your duties with the Council. This can exist whether or not money is involved, and whether the conflict is actual or just perceived.

Competitive Tender- Where several potential contractors are invited to prepare proposals to provide a project or service, on the basis of quality and price.

Disciplinary- Disciplinary action is action taken by an employer for violating policy or procedure (including the Code of Conduct). For more details on this, see the Council’s Disciplinary Policy.

Disrepute- To bring something into disrepute is to lower its reputation, damage its image.

Misconduct- Breaking the Code of Conduct, another Code or terms and conditions may be considered misconduct. There are different types of misconduct depending on the exact circumstances and consequences. The most serious type is **gross misconduct**. For more information on this, see the Council’s **Disciplinary Policy**.

Inducement- something that encourages you towards an action- an incentive. This could be money, food, gifts, or anything else that might benefit you. If you are offered or take something that people may think is an inducement, you could be accused of making decisions unfairly based on what you received.

Whistleblowing (also ‘whistle blowing’) - Revealing wrongdoing to someone in authority. For more information on this, see ~~Appendix D~~, the Whistleblowing ~~p~~Policy.

RELEVANT LAW

This section points to relevant law on some topics from the Code of Conduct. It should not be considered an exhaustive list as legislation frequently changes. If you are unsure about whether an action would be lawful, please investigate further.

Monitoring and Surveillance:

The Regulation ~~ionery and of~~ Investigatory Powers Act [2000](#), the Data Protection Act 2018, and the Human Rights Act 1998.

Use of IT Equipment:

The Data Protection Act 2018, The Obscene Publications Act 1959,
 The Computer Misuse Act 1980, The Theft Act 1968.

Equalities:

Equality Act 2010

APPENDIX J

Politically Restricted Posts (PoRPs) (Revised May 2012/Minor Amendments February 2013 and April 2015, [updated February 2023](#))

Legal Background

The Local Government and Housing Act 1989 ([LGHA](#)) introduced the principle of Politically Restricted Posts (PoRPs) in local authorities. This Act had the effect of restricting the political activities of certain local authority employees. ~~The LGHA was amended in 2009 by the Local Democracy, Economic Development and Construction Act 2009.~~

Restricted Posts

Posts may be politically restricted because:

- they are specified as PoRPs in accordance with the legislation; or
- it has been determined that they fall within the sensitive duties related criteria of the legislation

Specified Posts within Sheffield City Council

These post holders are politically restricted without the right of appeal

[Head of the Paid Service \(Chief Executive\)](#)
[Monitoring Officer \(Director of Legal and Governance\)](#)

Statutory [Chief Officers](#)

~~The Head of the Paid Service (Chief Executive)~~

Director of Children’s Services under Children’s Act 2004 ([Director of Children’s Services Executive Director People](#))

Director of Adult Services under LASSA 1970 (Director of Adult Health and Social Care)

Chief Finance Officer under Section 151 of LGA 1972 ([Director of Finance and Commercial Services Executive Director of Resources](#))

~~The Monitoring Officer (Director of Legal and Governance)~~

Director of Public Health under section 73A of the NHS Act 2006 (Director of Public Health)

Non Statutory Chief Officers

Officers reporting directly to the Head of the Paid Service excluding secretarial/clerical support.

Deputy Chief Officers

An officer reporting directly or is directly accountable to one or more of the statutory or non-statutory Chief Officers.

Officers Exercising Delegated Powers

Officers whose posts are specified by the authority in a list maintained in accordance with section 100G(2) of the Local Government Act 1972.

Assistants for Political Groups

Sensitive Duties Posts within Sheffield City Council

The duties of a post under a local authority fall within this subsection if they consist of or involve one or both of the following sensitive duties i.e.:

- giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; ~~or where the authority are operating executive arrangements, to the executive of the authority, to any committee of that executive; or to any member of that executive who is also a member of the authority~~
- speaking on behalf of the authority on a regular basis to journalists or broadcasters

These post holders can appeal against political restriction on the grounds that the criteria have been wrongly applied.

Teachers and Head ~~Te~~achers are exempt from political restriction, whatever their role.

A list of all Politically Restricted Posts within Sheffield City Council is held by the relevant Proper Officer (Chief Executive). Any modifications to this list must be reported and recorded accordingly.

Restrictions on Post Holders

Employees in PoRPs are debarred from standing for or holding elected office as:

- Local councillors
- MPs
- ~~MEPs~~
- Members of the Welsh Assembly
- Members of the Scottish Parliament

They are also restricted from:

- Canvassing on behalf of a political party or a person who is or seeks to be a candidate
- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party

Appeals against inclusion on the list of politically restricted posts

Post holders who are politically restricted because they hold specified posts have no right of appeal.

- Appeals are made to the Head of Paid Service
- Post holders of sensitive posts that are politically restricted may appeal on the grounds that the authority has wrongly applied the duties-related criteria
- Appeals may be made by the current post holder or by an individual who has been offered employment in a politically restricted post
- There is no timescale during which a post holder must make an appeal
- To appeal, employees should send a letter formally seeking exemption and a job description to the Monitoring Officer (Director of Legal and Governance), Town Hall, Pinstone Street, Sheffield, S1 2HH
- If the appeal is successful, the Monitoring Officer will notify HR ~~Connect at Capita~~, so that it may be noted on the records for the individual and for the post

Please Note: This document is a summary, if you require further details or are unsure about any of the content please contact the Director of ~~HR~~[Human Resources and Customer Services](#), Town Hall, Pinstone Street, Sheffield S1 2HH.

Extract From The Sheffield City Council Constitution:
Part 3 (Responsibility for Functions) - Part 3.3 (Matters Delegated to Committees and Sub-Committees) - Section 3.3.1 (Policy Committees)

TRANSPORT, REGENERATION AND CLIMATE ~~CHANGE~~ POLICY COMMITTEE

Council Functions

The following functions are within the remit of Transport, Regeneration and Climate ~~Change~~ Policy Committee:

- City Centre and Central Area Portfolio Development
 - Heart of the City 2
 - City Centre and Central Area major developments
- Investment, Climate Change and Planning
 - Regeneration
 - Strategic Development
 - Sustainable City
 - Flood Protection
 - Building standards and public safety
 - Planning policy
 - Strategic transport sustainability and infrastructure

Within its remit the Committee:

- Takes decisions on any reserved matter;
- Champions heritage;
- Is responsible for regular monitoring of data including performance and financial information and for monitoring the performance of services;
- Is responsible for working within the budget framework agreed by Council, including taking timely action to address any overspend within services;
- Is responsible for delivery against the Corporate Plan and any associated Annual Plans and reporting performance to Strategy and Resources Policy Committee;
- Must keep its work programme under review at each meeting;
- May consider any matters referred by an Area Committee.

The Committee may refer matters within its own remit (but not matters within the remit of any other Policy Committee) to Full Council only in exceptional circumstances. The Committee may refer matters to Strategy and Resources Policy Committee but to no other Policy Committee. It is responsible for delivery on matters referred by Strategy and Resources Policy Committee and, in the case of cross-cutting issues, for communication, through the Chairs, with any affected Policy Committee.

When devising policy, evaluating service delivery and taking decisions the Committee must consider:

- Public engagement in informing its work

- Equality, diversity and inclusion implications
- Climate and Bio-diversity

Matters Reserved to Transport, Regeneration and Climate ~~Change~~ Policy Committee

Functions arising from the Council's roles as Road Traffic Authority, including transport and parking matters, where these relate to:-

- The Capital Programme;
- policy statements;
- matters that have drawn objections from members of the public;
- schemes with a value in excess of £250,000.

Review and scrutiny of the exercise by risk management authorities of flood risk management functions under section 9JB of the Local Government Act 2000.

Article 17 - Suspension, Interpretation and Publication of the Constitution

17.01 Suspension of the Constitution

- (a) **Limit to suspension.** The Articles of this Constitution may not be suspended. The Rules in other Parts of this Constitution may be suspended as set out in and to the extent permitted within those Rules and the law.
- (b) **Procedure to suspend.** A motion to suspend any rules will not be moved without notice unless at least one half of the Councillors entitled to vote are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in Article 1.

17.02 Interpretation

The ruling of the Lord Mayor as to the construction or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Article 1.

17.03 Publication

- (a) The Monitoring Officer will ensure that copies are available for inspection at Council offices, libraries and other appropriate locations, and on the Council's website.
- (b) The Monitoring Officer will ensure that a summary of the Constitution is made widely available within the area and is updated as necessary.

17.04 Definitions

In this Constitution '**Executive Director**' means an Officer [who reports directly to the Chief Executive \(other than an officer whose duties are solely secretarial or clerical\) designated in the Council's Management Structure in Part 7 as an Executive Director.](#)

Details of Change approved by the Monitoring Officer on 14th December 2022

Extract From : Sheffield City Council – Constitution (May 2022)
Part 4 – Council Procedure Rules (amended & updated July 2022)

33 Appointment of Substitutes on Committees

Where an Appointed Member of a Committee is unable to attend a meeting of that Committee, he/she may arrange for a Substitute Member to attend, subject to the following conditions:-

- (a) a Committee Member wishing to be substituted will seek a substitute from the approved list for his/her Party Group;
- (b) the Chief Executive or his/her representative must be notified in writing of the substitution at least one full working day before the day of the Committee;
- (c) the substitution shall last for the duration of the meeting, including an adjourned meeting; ~~and~~
- (d) Substitute Members are not permitted to attend a meeting of Strategy and Resources Policy Committee; ~~and~~
- (e) the Monitoring Officer, in consultation with the relevant Chair, may permit a substitute if the notice under (b) above has not been given, if satisfied there is a good reason why the required notice was not given.

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

PRESENT

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 Alan Woodcock	19	<i>Nether Edge & Sharrow Ward</i> Nighat Basharat Peter Garbutt
2	<i>Beighton Ward</i> Kurtis Crossland Ann Woolhouse	11	<i>Ecclesall Ward</i> Roger Davison Barbara Masters Shaffaq Mohammed	20	<i>Park & Arbourthorne</i> Ben Miskell Nabeela Mowlana
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 Brian Holmshaw	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 Safiya Saeed	14	<i>Gleadless Valley Ward</i> Alexi Dimond Marieanne Elliot Paul Turpin	23	<i>Southey Ward</i> 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	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> Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Terry Fox Anne Murphy Sioned-Mair Richards	26	<i>Walkley Ward</i> 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	27	<i>West Ecclesfield Ward</i> Alan Hooper Mike Levery Ann Whitaker
				28	<i>Woodhouse Ward</i> Jackie Satur

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors Penny Baker, Mike Chaplin, Ben Curran, Craig Gamble Pugh, Maleiki Haybe, Mazher Iqbal, Mark Jones, Maroof Raouf, Mick Rooney, Gail Smith, Garry Weatherall, Sophie Wilson and Paul Wood.

2. DECLARATIONS OF INTEREST

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

3. HONORARY FREEDOM OF THE CITY OF SHEFFIELD - THE RIGHT HONOURABLE MR RICHARD CABORN

- 3.1 It was moved by the Lord Mayor (Councillor Sioned-Mair Richards), and seconded by Councillor Peter Price, that under and by virtue of the provisions of Section 249(5) of the Local Government Act 1972, the Honorary Freedom of the City of Sheffield be conferred by the Council on The Right Honourable Mr. Richard Caborn, in recognition of his contribution to the advancement of sport in Sheffield, nationwide and internationally, and, in doing so, rendering eminent services to the City.

- 3.2 After contributions from three other Members, the Motion was put to the vote, which was conducted by a show of hands, and it was:-

- 3.3

RESOLVED: That under and by virtue of the provisions of Section 249(5) of the Local Government Act 1972, the Honorary Freedom of the City of Sheffield be conferred by the Council on The Right Honourable Mr Richard Caborn, in recognition of his contribution to the advancement of sport in Sheffield, nationwide and internationally, and, in doing so, rendering eminent services to the City.
--

- 3.3.1 (NOTE: The members of the Labour and Liberal Democrat Groups, plus Councillor Lewis Chinchin, voted for the Motion. The members of the Green Group voted against the Motion, other than Councillors Christine Gilligan Kubo and Peter Garbutt, who abstained from voting.)

4. ESTABLISHMENT OF A TWIN CITY RELATIONSHIP WITH KHMELNYTSKYI, UKRAINE

- 4.1 The Lord Mayor (Councillor Sioned-Mair Richards) welcomed to the meeting Mr. Oleksandr Symchyshyn (Mayor of Khmelnytskyi, Ukraine) and Mr. Mykola Vavryshchuk (Deputy Mayor of Khmelnytskyi), together with Ms. Tanya Klymenko, and invited Mr. Symchyshyn to address the Council.
- 4.2 Mr. Symchyshyn, with Ms. Klymenko acting as interpreter, provided a brief overview of their city, their city's situation in respect of the current conflict in their country, and their desire to establish twin city relations with Sheffield.
- 4.3 Mr. Symchyshyn expressed his thanks to the people of the UK for the support and help provided to Ukraine during the conflict. He added that today was the 2,094th day since his country was at war, and it was a war for democracy, for human rights and for the survival of Ukraine. Conflict had first began almost nine years ago, but since February 2022 the lives of all Ukrainians had changed profoundly. All Ukrainians have had to mobilise themselves and put aside their disagreements and unite to work to defend their country and its democracy.
- 4.4 Mr. Symchyshyn stated that he was honoured to be attending a meeting where the City Council was bestowing a great honour on one of its citizens, and reported that a similar Council meeting had recently been held in Khmelnytskyi, where honours were awarded to 94 distinguished citizens, with the youngest being 18 years old and the eldest being 58 years old. Unfortunately, none of them were present at the meeting to receive their honours, as all of them had died in the war with Russia. He added that one of the worst outcomes of the war was that the country was losing some of its best people. Several days ago, Mr. Symchyshyn had returned from his latest visit to the front line of the war, travelling over 3,000 km, passing through many ruined villages and cities, in some places where not a single building has survived, and he had seen thousands of fresh graves. He stated, however, that Ukrainians were not giving up and were not yielding, and that the war was bigger than Ukraine and Ukrainians were not just fighting for their own victory, they were fighting for freedom, for democracy and for human rights, the most basic right being the right to be alive – and that was why Ukraine would win this war.
- 4.5 Mr. Symchyshyn expressed sincere thanks for this opportunity to start this new co-operation and partnership between Khmelnytskyi and Sheffield. He added that it was very important for his city to have this twinning agreement with a city in England given that the UK was one of the biggest supporters of Ukraine. Today's signing of the Memorandum of Understanding will signify

to the citizens of Khmelnytskyi and beyond that there is hope for its future and that, despite the terroristic attacks, the most recent of which being the nine missiles which exploded in Khmelnytskyi, there is a way forward and support from all civilised countries.

- 4.6 He stated that the situation in Ukraine is currently difficult and every day there are attacks targeting civilian infrastructure, the aim being to deprive Ukrainians of electricity, water and heating. However, what those terroristic attacks were achieving was to make Ukrainians more determined and more appreciative of the values of democracy and of a civilised and peaceful life.
- 4.7 Mr. Symchyshyn concluded his address by stating that, by signing the Memorandum of Understanding today, this will signal that you agree with us, believe in us and think the same as us, in that victory for Ukraine will mean victory for democracy, victory for the civilised world and hope for all that share those values. He stated “Glory to Ukraine”.
- 4.8 At the conclusion of his address, Mr. Symchyshyn presented to the Lord Mayor a national flag of Ukraine signed by members of the Ukrainian armed forces who were currently fighting at the front line of the war, and which included a message of thanks to Great Britain for supporting Ukraine.
- 4.9 The Leader of the Council (Councillor Terry Fox) responded and thanked Mr. Symchyshyn, Mr. Vavryshchuk and Ms. Klymenko for attending the meeting and he acknowledged and appreciated the work that had gone into organising the twinning arrangements and organising the visit to Sheffield. He stated that the City Council supported Ukrainians and in particular the citizens of Khmelnytskyi. He could only imagine how difficult life was in their country at the moment, referencing the fact he was in a call with Mr. Vavryshchuk at the time when those missiles were hitting Khmelnytskyi. He commented that he had visited many former battlefields in Europe and been moved by seeing the battle scars that had been left from previous conflicts and added that he couldn’t imagine just how difficult it would be to live through a conflict in progress. Thus he therefore welcomed this opportunity to enter into a Memorandum of Understanding between the great cities of Sheffield and Khmelnytskyi to discuss trade, acknowledging Sheffield’s pride in its “Made in Sheffield” tag and Khmelnytskyi’s pride in its “Made in Khmelnytskyi” tag, and, along with the cities’ universities, to promote education and dialogue. Also, the cultural experiences between the two cities can only, as mentioned by the Mayor of Khmelnytskyi, send a signal that democracy will, and should always, prevail, and it was important to get our two great cities to come together in a civic understanding. Councillor Fox concluded by stating that Sheffield is striving to be a fair and inclusive city and the Council

will not yield from that ambition, and that in our joint signing of the Memorandum of Understanding, in solidarity with Khmelnytskyi, it is hoped that not only in Sheffield and Khmelnytskyi, but also in Ukraine and across Europe, it will show that tyranny will not be tolerated.

- 4.10 The Lord Mayor invited other Members of the Council to speak, and additional contributions were made by Councillors Shaffaq Mohammed and Angela Argenzio.

- 4.11 It was then:-

RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Terry Fox and formally seconded by Councillor Shaffaq Mohammed, that the Lord Mayor be authorised to sign a Memorandum of Understanding with the city of Khmelnytskyi, Ukraine on behalf of the City Council and the citizens of Sheffield.
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- 4.12 The Lord Mayor of Sheffield and the Mayor of Khmelnytskyi then signed the Memorandum of Understanding.

- 4.13 The Lord Mayor, in concluding the meeting, thanked the Mayor and Deputy Mayor of Khmelnytskyi, and Ms. Klymenko, for their attendance.

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Minutes of the Ordinary Meeting of the Council of the City of Sheffield held in the Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH, on Wednesday 14 December 2022, at 3.00 pm (3.30pm - actual commencement), pursuant to notice duly given and Summonses duly served.

PRESENT

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
Alan Woodcock | 19 <i>Nether Edge & Sharrow Ward</i>
Nighat Basharat
Peter Garbutt |
| 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</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
Brian Holmshaw | 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
Safiya Saeed | 14 <i>Gleadless Valley Ward</i>
Alexi Dimond
Marieanne Elliot
Paul Turpin | 23 <i>Southey Ward</i>
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 | 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>
Mary Lea
Zahira Naz | 17 <i>Manor Castle Ward</i>
Terry Fox
Anne Murphy
Sioned-Mair Richards | 26 <i>Walkley Ward</i>
Tom Hunt
Bernard Little |
| 9 <i>Dore & Totley Ward</i>
Joe Otten
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Tony Downing
Kevin Oxley | 27 <i>West Ecclesfield Ward</i>
Alan Hooper
Mike Levery
Ann Whitaker |
| | | 28 <i>Woodhouse Ward</i>
Jackie Satur |

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors Penny Baker, Mike Chaplin, Ben Curran, Craig Gamble Pugh, Maleiki Haybe, Mazher Iqbal, Maroof Raouf, Mick Rooney, Gail Smith, Garry Weatherall and Paul Wood.

2. DECLARATIONS OF INTEREST

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

3. PUBLIC QUESTIONS AND PETITIONS AND OTHER COMMUNICATIONS

3.1 Stannington and Malin Bridge Gas Leak Incident

- 3.1.1 The Lord Mayor (Councillor Sioned-Mair Richards) invited the Leader of the Council (Councillor Terry Fox) to comment on the major incident that was affecting residents in the Stannington, Malin Bridge and Hillsborough areas. Councillor Fox stated that the major incident which had been declared was both a significant engineering challenge and a humanitarian issue. He and local Councillors had visited the affected areas on several occasions and witnessed the pain and suffering being endured by local residents and the tireless efforts of the employees of the Council and other agencies and companies who were responding to the incident. He expressed his thanks to those responding to the incident and asked the Chief Executive to give an update on the situation.
- 3.1.2 The Chief Executive stated that on Saturday 3rd December, 2022, a water main burst in the Stannington area of the city, which caused around 1.3m litres of water to enter the gas network in the area, resulting in around 3,000 properties in the Stannington, Malin Bridge and Hillsborough areas being left without gas. Remedial work was undertaken by Yorkshire Water to repair the water main, but the water ingress has caused serious, sustained disruption to residents and businesses across the area. Cadent, who own and were responsible for the gas network, have been working on site since 3rd December to restore gas to affected properties. This has required the pumping out of all of the water that entered the network, purging pipes before repressurising the network, and then making good damage to meters, boilers and gas appliances affected by the water ingress. This incident coincided with a Level 3 cold weather alert, freezing temperatures and snowfall across the area, which made the engineering work more difficult to complete than it would otherwise have been, and has also had a significant impact for residents who have been without heating for this very cold period.
- 3.1.3 She stated that to respond to the incident, the Council declared a major incident on Tuesday, 6th December, and had put in place a full incident structure. This had included twice daily multi-agency Tactical Coordinating Groups, regular

Strategic Coordinating Groups, and an on-site bronze commander based at Lomas Hall, and this would continue until the major incident was stood down. Working with Cadent and Yorkshire Water, the Council has been coordinating the humanitarian response to the incident, which has included providing electric heaters and blankets, and non-electric items such as blankets and thermal clothing to residents, undertaking door knocking and welfare checks on known vulnerable residents, and providing other support, such as emergency accommodation when required. Adult Social Care teams have undertaken checks on all people known, and referred, to social care services to ensure that they are safe and well. The Council has utilised its cost-of-living helpline to provide additional support to residents when needed, including accessing hardship schemes.

- 3.1.4 Because of the increased use of electric heaters etc., this resulted in additional pressure on the electricity network in some parts of the affected area during the course of last week which, in turn, resulted in disruption to electricity supplies for some households, adding to the difficulties that they have faced. In response, Northern Powergrid have provided free food from mobile vans in the area, with the Council subsequently taking over the running of these, with each van serving approximately 1,000 meals per day within their location. Cadent and Yorkshire Water have agreed a compensation package for those affected – details of this are available on the Cadent website and affected households should each have received leaflets through their door setting out how to claim this.
- 3.1.5 The situation as of this morning is that 196 properties remain without gas. These were primarily in the Malin Bridge area (Holme Lane) and are mainly (but not entirely) commercial and industrial properties. However, within the 196 there are around 87 across the affected area where Cadent have not been able to access the property. Once contact is made with the resident, Cadent will reconnect the supply to these households.
- 3.1.6 The Chief Executive added that this has been a challenging and dynamic incident and the Council cannot say for certain when all properties will be reconnected, although it is the case that the numbers of affected properties have reduced dramatically in the last few days and that most now have gas reconnected. The Council would continue the response until all properties have had gas reconnected. The Council would also be putting in place a recovery strategy to support the community in returning to normality. Full lessons learned/debrief would also be conducted once the incident has concluded.
- 3.1.7 She concluded by expressing her thanks to the many people involved on the ground in the response to the incident, which include many Council staff who have dropped their work and been redeployed to assist the response, and she also expressed thanks to the residents of the Stannington, Malin Bridge and Hillsborough areas who had shown incredible resilience and community spirit.
- 3.1.8 The Lord Mayor echoed those sentiments and expressed thanks to local Ward Councillors, MPs and other Members of the Council who have assisted the response to the incident.

3.2 Petitions and Public Questions

The Lord Mayor (Councillor Sioned-Mair Richards) reported that one petition and questions from eight members of the public had been received prior to the published deadline for submission of petitions and questions for this meeting. She reported that the question which had been received from Paul Wade had since been withdrawn by Mr. Wade and would be asked at the next meeting of the Council. She added that a question from another member of the public had been received immediately prior to the meeting, but she had decided not to permit the question to be asked on this occasion due to its late receipt, and instead had suggested that the question, which concerned the Council's budgetary position, be asked at either the Finance Sub-Committee or the Strategy and Resources Policy Committee, both of which had meetings in early to mid-January.

3.3 Petition Requesting the Council to Increase Payments for Residents Hosting People From Ukraine

The Council received an electronic petition containing 307 signatures, requesting the Council to increase the payments for residents hosting people from Ukraine.

Representations on behalf of the petitioners were made by Miranda Allen. Ms Allen stated that whilst the Council had advised that it was awaiting advice from the Government on any planned increase in the payment, numerous other local Councils had taken their own initiative, and had already increased their payments. In the light of the cost of living crisis, many hosts were struggling to find the extra costs required to house people which, in some cases, could result in hosts being forced to end the arrangements earlier than planned. It would be more cost effective to the Council to increase the payment in the long run as the alternative would be for the Council to find alternative accommodation for those who no longer had hosts. Since the beginning of the Hosting Scheme, in March 2022, the Government had provided very little publicity, and the Scheme was still in Phase 1, which indicated that there would be further phases, such as where the Government would match guests and hosts. This, however, had not happened and, in the meantime, more and more Ukrainians were finding themselves homeless which, given what many of them had already been through, was not acceptable. Ms Allen referred to recent comments made by Lord Harrington, who had helped set up the Scheme, and who had called for payments to be doubled for the second six months of hosting to try and keep down the number of homeless Ukrainians. There appeared to be no plans in place for when hosts were no longer able, due to the cost of living crisis or other reasons, to house people. People hosting larger families were finding it particularly difficult as the payment was the same, regardless of the number of people being hosted. The Scheme had been set up for three years, with funding specifically allocated for this. The war was showing no signs of ending, and the need for help was not reducing. Many Ukrainians were also finding it difficult to find jobs here, and had little chance of moving to live independently.

The Council referred the petition to the Housing Policy Committee. Councillor Douglas Johnson (Chair of that Committee) thanked Ms Allen for submitting the petition, and expressed his thanks to all the hosts in the city who had opened their homes to accommodate those Ukrainians who had fled war and persecution. The Council had consistently lobbied the Government on this issue, whilst being mindful of the need for fairness in terms of housing refugees from other parts of the world. Council representatives had also directly lobbied Lord Harrington, when he recently visited the city. Councillor Johnson stated that the Government had recently announced a package of measures, and one such measure included an increase in the payments to £500 per month, for a period of two years.

3.4 Public Questions

3.4.1 Question From Geoff Cox

Geoff Cox asked whether the leadership of Sheffield City Council would accelerate the production of the Decarbonisation Route Maps.

In response, Councillor Julie Grocutt (Co-Chair of the Transport, Regeneration and Climate Policy Committee) stated that the Council was keen to ensure that there was engagement and appropriation of the route maps with partners across the city, and this was deemed crucial to ensure their successful development and implementation. Whilst the timetable could be brought forward, the Council wanted to ensure that the maps had the full support of all stakeholders. As part of the consultation, the Council had held a climate summit in November 2022, which had been well attended by partners from the public, private and voluntary sectors. All the comments and suggestions raised as part of the consultation would be co-ordinated, and used as part of the development of the route maps. The delay in the development of the maps was not preventing action being taken, with the Transport, Regeneration and Climate Policy Committee, at its meeting on 24th November 2022, approving the scope for a £3.5m Local Renewable Energy Fund, and work commencing to identify buildings and to commission audits and feasibility work as part of this initiative. Approval had also been given to match-fund two funding applications to support the techno-economic feasibility studies of extending the two district heating networks in the city, as well as assessing opportunities to integrate waste heat sources to help the decarbonisation of heat in the city. This work builds on the Heat Network Zoning Pilot that the city has been engaged with this year. The Council had successfully completed £1.1m Public Sector Decarbonisation Scheme funded projects at the Town Hall, Acres Hill Store and the Moor Market, with further heat decarbonisation plans commissioned for other sites to enable bidding to future rounds of Public Sector Decarbonisation Scheme funding. The Council was also delivering housing energy improvement schemes through the Homes Upgrade Grant (HUG), Local Authority Delivery 2 (LAD2) and the Energy Company Obligations (ECO Flex), and had also recently submitted bids for further funding from the Social Housing Decarbonisation Fund and HUG 2, and was currently awaiting the outcome of those bids. In addition, the Council was working to improve the sustainability and mitigate the

climate impacts of decisions, projects and procurement through the development and implementation of a Climate Impact Assessment Tool. This year, the Council had also reported for the first time to the Carbon Disclosure Project (CDP), who ran the global disclosure system for companies, cities and regions to manage their environmental impacts. A score of “A-” (A minus) had been received - only one off the highest score of ‘A’ - meaning the Council was very much at the top end of reporting cities, demonstrating best practice standards across adaptation and mitigation, and have set ambitious goals and made progress towards achieving those goals. The main area for improvement identified through the CDP reporting, was the need to have a detailed climate risk and vulnerability assessment for the city, and the Council will be addressing this next year as it would participate in the Yorkshire and Humber Climate Commission’s Climate Resilience and Adaptation programme.

3.4.2 Question From Abdul Raheem

Abdul Raheem said that electric Hackney Carriage taxis were very expensive to buy and had some common faults which the manufacturing company might not be able to rectify before the implementation of the Clean Air Zone. If the vehicle was off the road whilst the faults were being rectified, the drivers would still be expected to pay very high monthly payments of more than £1,000. How could a driver still pay £1000 a month while the vehicle was off the road due to on-board computer problems?

Mr. Raheem said that there were private businesses who were willing to rent out electric Hackney Carriage taxis in Sheffield and asked whether this was something Sheffield City Council could give some consideration to.

With regard to utilising the funds received from Central Government to implement the clean air zone, Mr. Raheem said he had some ideas for this and asked whether an officer from the Taxi Licensing Department would afford him the opportunity to put forward his ideas, because the vast majority of Sheffield Hackney Carriage taxi drivers may not be able afford a £73,000 electric Hackney Carriage.

In response, Councillor Joe Otten (Chair of the Waste and Streetscene Policy Committee) stated that the Licensing Service was currently carrying out engagement sessions with the trade on revisions to the Hackney Carriage Vehicle Policy. He stated that arrangements would be made for an officer of the Licensing Service to meet with Mr Raheem to discuss his ideas on vehicles. Councillor Otten added that the Council was fully aware of the costs of new Hackney Carriage vehicles which were compliant with current Council policy, and the difficulties being faced by drivers in purchasing them. Whilst the Council would explore alternative vehicles, it was keen to maintain the current wheelchair access, which it considered important for people with disabilities.

(NOTE: Mr Raheem withdrew a second question which he had submitted, as he had received an answer to his satisfaction from the Leader of the Council, prior to the meeting.)

3.4.3 Questions From Jenny Carpenter

Jenny Carpenter stated that the Draft Local Plan must give a strong steer towards achieving the Council's target of net zero carbon emissions by 2030. The need for synergy between land use planning and public transport was evident if a 66% reduction in car use by 2030 is to be achieved, with 80% of journeys made by public transport, cycling or walking, and asked:-

- 1. Does the Council agree that the continued deterioration of bus services will only be reversed by bringing buses into public control?*
- 2. Will the Council therefore urge the South Yorkshire Mayoral Combined Authority to complete its franchising assessment as quickly as possible?*
- 3. In the meantime, will the Council encourage the South Yorkshire Mayoral Combined Authority to consider buying a bus operator so that it can create an operator of last resort to keep essential services running?*
- 4. Will the Council explore the legality of ring-fencing traffic offence fines and dedicating them to improving public transport, and then let the public know the outcome?*

In response, Councillor Julie Grocutt (Co-Chair of the Transport, Regeneration and Climate Policy Committee) stated that she agreed that the deterioration of bus services was having a devastating impact on residents and businesses. An attractive, reliable and affordable public transport system was key to the long-term aim of promoting sustainable transport, social inclusion and building for the future. The specific operational model for public transport is something that the Council was discussing with the Mayoral Combined Authority (MCA), both directly through the Mayor himself and through officer dialogue.

In relation to franchising, a number of Transport Authorities were looking into this, and she was sure that staff at the MCA were considering what this looked like for Sheffield and South Yorkshire. This piece of work had to be a priority, and the Council would be in touch with relevant officers at the MCA to expedite the matter.

Buying a bus operating company for public ownership was a complicated legal matter, but again, as the Council looked at the current network, it had to look at all options. This was something that the Council considered was worth exploring, and SYMCA officers would be asked for an update.

Any surplus income generated through certain infringements (parking charges and fines) on the highway were already ringfenced, by law, for specific purposes. This included the provision or operation of (or facilities for) public transport passenger services, environmental improvement schemes or highway improvement projects. Parking income was reported in public records.

The Council was also looking into the possibility of applying for Moving Traffic Offence enforcement, related to the Traffic Management Act, Part 6. The income generated from this would also be bound by the same legal framework as parking income, with public transport being an eligible spend.

3.4.4 Questions From John Wright and Mathew Killeya

The Lord Mayor stated that John Wright and Mathew Killeya were seeking to ask questions on the same topic and therefore she would invite them both to ask their questions and then invite the Leader of the Council to respond.

John Wright said the Council Elections on the 4th May, 2023 will be the first to require voters to show ID at the polling station. What plans are in place to ensure that does not exclude anyone entitled to vote, but might not have ID? Are the Council confident that there will be suitable ID available for everyone who needs it? I'm particularly worried that younger voters might be disincentivised from voting by the introduction of these new requirements.

Mathew Killeya said that the Government is bringing in Photographic ID as part of its Elections Act. This is set to take effect in time for next May's elections.

I, like many people, am concerned that this is being rushed through and that many voters will be disenfranchised because they aren't aware of the changes and don't have valid ID. I'm also worried that younger people specifically will be prohibited from voting since there are far fewer valid forms of ID that will be accepted than for older voters.

For those that don't have valid ID, it will become the duty of local councils to issue electoral ID documents so they can vote.

Has the Council started preparations for Photo ID and are officers confident that they have sufficient resources to implement this scheme, particularly given the lack of time they have been given by the Government and given the lack of clarity on the rules?

In response, the Leader of the Council (Councillor Terry Fox) said that he too was concerned about the situation and had been receiving regular briefings from officers in the Elections Service. He said that he had a two-page response to the questions, which he would email to the questioners after the meeting, but would outline the key points now. He said the Elections Act 2022 introduces a requirement for voters to show photographic ID before being issued with a ballot paper at polling stations. The task has been made more challenging due to the fact that Elections Services across the country were still awaiting the regulations. The City Council would run a communications campaign, alongside the national media campaign, giving details to those persons who do not possess any of the required documents as set in the list, how they would be able to apply in person or online for the voter authority certificate. He said that, assuming that Parliament make the necessary regulations live, the Act comes into force on the 16th January, 2023, which was not far away to make the necessary arrangements. Councillor Fox said that the Council would be carrying out training for its staff on the new processes and polling station training would be ongoing. He said the Government would be providing some additional funding to local authorities to cover the costs of these changes, but it was nowhere near enough. The core objective for the Council would be to ensure that, by May 2023, everyone eligible to vote would be able to do so.

- 3.4.5 (NOTE: The questions which had been submitted by Robin Hughes and Nesar Rafiq, but which had not been asked at the meeting due to their absence, would receive a written response from the Chairs of the relevant Policy Committees and be published on the website.)

4. MEMBERS' QUESTIONS

4.1 Urgent Business

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

4.2 South Yorkshire Joint and Combined Authorities

- 4.2.1 The Lord Mayor (Councillor Sioned-Mair Richards) reported that Councillor Jayne Dunn had given advance notice of three questions relating to the South Yorkshire Fire and Rescue Authority, and this had enabled Councillor Tony Damms, the Council's Spokesperson on the Fire and Rescue Authority, to make arrangements for a response to be provided at this meeting. She invited Councillor Dunn to ask her questions.
- 4.2.2 Councillor Dunn asked "Can the Fire & Rescue Authority please update Council on the prohibition notice served on Wicker Riverside building? When were inspections carried out, and what are the responsibilities on the landlord?"
- 4.2.3 In response, Councillor Damms stated that he had anticipated many more questions on this and had invited Andy Strelczenie, Assistant Chief Fire Officer (SYF&R Service), to attend the meeting to provide an update in relation to the Wicker Riverside building, and he invited Mr. Strelczenie to speak.
- 4.2.4 Mr. Strelczenie said that the Fire and Rescue Authority had been the enforcing authority and had issued a prohibition notice on the building, which currently had an enforcement notice in place which expires on 31st January, 2023. He said he had been working closely with Nine Developments Limited, who were the landlords of the building, the Right to Management Company, put in place by the residents in 2019, and also Love Your Block, who manage the building on behalf of the residents. He said that he had intended to bring some technical officers to the meeting to provide in depth technical advice but unfortunately they were unable to attend. Andy Strelczenie said that he was encouraged by the work carried out so far, mainly around securing the necessary funding to enable the remedial works to be carried out. He said the number one priority was the residents of the building, and he thanked Janet Sharpe, Director of Housing of the City Council, for the work she was carrying out should there be a need to decant the building after the 31st of January. At the moment, the prohibition notice was still in place. Every resident of the

building had received a letter outlining the plans for the building and there was to be a virtual call for all the residents to join over the next two evenings so that they could raise any questions they had. He said that the Fire Service was also willing to meet residents face to face should they so wish. He said that it must have been a nightmare for the residents of the building, and he appreciated the problems faced by them, but was encouraged with the dialogue carried out so far with the responsible persons and that continued to be the case. He said that, given the fact that this had been ongoing for the past two years, there needed to be a clear timeline of events and to secure funding for the prohibition notice. He said that this situation was long overdue, and it was time that it was concluded.

- 4.2.5 Councillor Martin Phipps thanked the Fire and Rescue Service and Council workers for the work already carried out on this and said that it was unfair for people to live in a building where they felt unsafe and that there was a need to bring this matter to a close. Andy Strelczenie gave an assurance that he would be quite happy to provide any further information should the situation change and should the necessary funding become available so that the works could be carried out, he would keep Councillor Phipps and residents fully updated.
- 4.2.6 Councillor Dunn asked if the Government had contacted the Fire Service and asked for evidence or were they sitting back and passing the buck, and was also interested to know how closely the Fire Service had worked with the Government and whether the Fire Service had sufficient resources to deal with this matter?
- 4.2.7 Andy Strelczenie said that he had been in direct contact with the Government and that they had telephoned him two or three times the previous week asking for an update. He said that he had sent to them all correspondence from residents and that the residents had been very supportive and received regular updates. They continued to ring and speak to him asking for a weekly update and were supportive of the work being carried out by the Fire Service.
- 4.2.8 Councillor Dunn stated that it was a long time since this started and asked if this had escalated in the last six to 12 months?
- 4.2.9 Andy Strelczenie said that it was close to the two-year anniversary of issuing the enforcement notice, and the reason for serving such notice had been to put pressure on the responsible persons to carry out remedial works, but clearly this had not been the case. He said that whilst it was not normal practice to put in place a forward-facing prohibition notice as the normal protocol would be to go to a building, find an issue with it and then serve an enforcement notice, it was thought appropriate to give as much advance notice as possible to residents to enable them to find alternative accommodation. He added that it was hoped to bring this to a satisfactory conclusion, but there needed to be some firm commitment to securing funding. The residents of the building continued to pay service charges and they deserved better.
- 4.2.10 Lord Mayor thanked Mr. Strelczenie for attending the meeting to provide the

update, and Councillor Damms also thanked him for attending the meeting and added that this was a serious issue that had been going on for too long and, in his opinion, the landlords need to understand that it was time that this matter was resolved.

- 4.2.11 There were no further 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).

4.3 Written Questions

A schedule of questions to Chairs of Policy Committees, submitted in accordance with Council Procedure Rule 16, and which contained written answers, was circulated. Supplementary questions, under the provisions of Council Procedure Rule 16.4, were asked and were answered by the appropriate Policy Committee Chairs.

5. ENDORSEMENT OF THE PUBLICATION DRAFT SHEFFIELD LOCAL PLAN ('THE DRAFT SHEFFIELD PLAN')

- 5.1 It was moved by Councillor Dianne Hurst and seconded by Councillor Minesh Parekh, that, as recommended in the report of the Executive Director, City Futures, published with this agenda, seeking approval to consult on Sheffield's Publication Draft Local Plan ('The Sheffield Plan'), it be RESOLVED: That this Council:-

- (a) approves the Publication Draft Sheffield Plan for the purposes of public consultation;
- (b) approves the consultation programme for seeking the public's view on the Publication Draft Sheffield Plan;
- (c) approves the list of 'submission documents' as defined in paragraph 4.3.3 of Appendix 1 and listed in paragraph 4.3.4 of Appendix 1 that will form part of the public consultation;
- (d) requests that any 'schedule of suggested amendments' (referred to at paragraph 1.11.2 of Appendix 1), compiled after the consultation on the Publication Draft Sheffield Plan, be approved by the Strategy and Resources Policy Committee and full Council prior to submitting the relevant documents to the Government;
- (e) delegates authority to the Chief Planning Officer, in consultation with the chair, deputy chair and spokesperson of the Transport, Regeneration and Climate Policy Committee, to approve any non-material amendments to the Publication Draft Sheffield Plan and consultation programme prior to public consultation and any adjustments to the list of

submission documents set out in paragraph 4.3.4;

- (f) approves the further minor amendments to the Publication Draft Sheffield Plan that are recommended by officers in paragraphs 1.6 to 1.21 (and detailed in Appendix 3); and
 - (g) approves the list of additional 'submission documents' listed in paragraphs 1.22 and 1.23 of this report that will form part of the public consultation.
- 5.2 Whereupon, it was moved by Councillor Tim Huggan, and seconded by Councillor Andrew Sangar, as an amendment, that the Motion now submitted be amended by the addition, at the end of paragraph (a), of the words "subject to the removal of clause (a) of policy NC12 relating to hot food takeaways".
- 5.3 It was then moved by Councillor Lewis Chinchin, and formally seconded by The Lord Mayor (Councillor Sioned-Mair Richards), as an amendment, that the Motion now submitted be amended by the addition of a new paragraph (h) as follows:-
- (h)(1) notes that Site SD04 in Deepcar has been allocated as a site for housing development;
 - (2) believes that the cumulative impact of developing Site SD04 – given that the adjacent Site SD05 already has outline planning permission – would:-
 - (i) cause irreparable damage to the local Green Network;
 - (ii) further harm the landscape character of the area;
 - (iii) merge the distinct settlements of Stocksbridge and Deepcar;
 - (iv) cause a deterioration in existing local flooding issues; and
 - (v) harm local wildlife and habitats;
 - (3) believes that these same objections apply to Site SD05 which is also an allocated site but acknowledges that this site already has outline planning permission; and
 - (4) considers that allocating Site SD04 as a site for housing development would not be appropriate and therefore proposes that it be removed from the Publication Draft Plan.
- 5.4 After contributions from five other Members, and following a right of reply from Councillor Dianne Hurst, the amendment moved by Councillor Tim Huggan was put to the vote and was lost.
- 5.4.1 (NOTE: The result of the vote was FOR - 24 Members; AGAINST - 41 Members; ABSTENTIONS – 0 Members.)
- 5.5 The amendment moved by Councillor Lewis Chinchin was then put to the vote and was carried.

- 5.5.1 (NOTE: The result of the vote was FOR - 56 Members; AGAINST - 10 Members; ABSTENTIONS – 0 Members.)
- 5.6 The original Motion, as amended, was then put as a Substantive Motion in the following form and carried unanimously:-

RESOLVED UNANIMOUSLY: That this Council:-

- (a) approves the Publication Draft Sheffield Plan for the purposes of public consultation;
- (b) approves the consultation programme for seeking the public's view on the Publication Draft Sheffield Plan;
- (c) approves the list of 'submission documents' as defined in paragraph 4.3.3 of Appendix 1 and listed in paragraph 4.3.4 of Appendix 1 that will form part of the public consultation;
- (d) requests that any 'schedule of suggested amendments' (referred to at paragraph 1.11.2 of Appendix 1), compiled after the consultation on the Publication Draft Sheffield Plan, be approved by the Strategy and Resources Policy Committee and full Council prior to submitting the relevant documents to the Government;
- (e) delegates authority to the Chief Planning Officer, in consultation with the chair, deputy chair and spokesperson of the Transport, Regeneration and Climate Policy Committee, to approve any non-material amendments to the Publication Draft Sheffield Plan and consultation programme prior to public consultation and any adjustments to the list of submission documents set out in paragraph 4.3.4;
- (f) approves the further minor amendments to the Publication Draft Sheffield Plan that are recommended by officers in paragraphs 1.6 to 1.21 (and detailed in Appendix 3);
- (g) approves the list of additional 'submission documents' listed in paragraphs 1.22 and 1.23 of this report that will form part of the public consultation; and
- (h) (1) notes that Site SD04 in Deepcar has been allocated as a site for housing development;

(2) believes that the cumulative impact of developing Site SD04 – given that the adjacent Site SD05 already has outline planning permission – would:-
 - (i) cause irreparable damage to the local Green Network;
 - (ii) further harm the landscape character of the area;
 - (iii) merge the distinct settlements of Stocksbridge and Deepcar;

- (iv) cause a deterioration in existing local flooding issues; and
- (v) harm local wildlife and habitats;

(3) believes that these same objections apply to Site SD05 which is also an allocated site but acknowledges that this site already has outline planning permission; and

(4) considers that allocating Site SD04 as a site for housing development would not be appropriate and therefore proposes that it be removed from the Publication Draft Plan.

6. NOTICE OF MOTION REGARDING "NO MORE EXCUSES ON HOUSING REPAIRS" - GIVEN BY COUNCILLOR RICHARD SHAW AND TO BE SECONDED BY COUNCILLOR SOPHIE THORNTON

6.1 It was moved by Councillor Richard Shaw, and seconded by Councillor Sophie Thornton, that this Council:-

- (a) notes with great sadness the death of Awaab Ishak in Rochdale, which was found by the Coroner for Manchester North to be a result of prolonged exposure to mould in his home which Rochdale Boroughwide Housing took no action to treat or prevent;
- (b) notes with concern that:-
 - (1) the Council currently has 6,193 overdue repairs logged, as of the 23rd of October;
 - (2) a significant number of the 6,193 overdue repairs are likely to relate to damp and mould, especially within the context of the Cost-of-Living crisis which has made it more challenging for tenants to heat their homes;
 - (3) several Councillors have reported that tenants suffering from damp and mould issues have felt blamed for the disrepair, rather than supported to manage the issues;
 - (4) customer complaints regarding the Repairs Service increased from 17 in 2020/21 to 115 in 2021/22;
 - (5) the Council has received more legal claims for disrepair as of the 18th of November (682) than it received for the whole of the 2021/2022 financial year (660);
 - (6) cuts to legal aid over the last decade have resulted in tenants finding it significantly more challenging to bring disrepair cases to court, with tenants' only option often being to use 'no win, no fee'

solicitors, who have targeted estates with high numbers of disrepair claims and often retain a large proportion of the awarded compensation; and

- (7) Council spending on legal fees and compensation for legal disrepair claims is currently overspending by £2.6m on its £2.6m budget, and the Housing Repairs service as a whole is overspending by £7.3m, contributing to the overall HRA overspend of £12.7m;

(c) notes that:-

- (1) the Social Housing Regulator has written to Chief Executives of all registered providers of social housing (including Sheffield City Council) requesting an assessment of the extent of damp and mould issues and hazards affecting our properties, what action we are taking to remedy these cases, and our procedures to ensure that individual damp and mould cases are identified and dealt with effectively, to be provided by the 19th of December 2022; and notes that the response to this will be brought to the Housing Policy Committee and published;
- (2) the Secretary of State for Levelling Up, Housing and Communities has similarly written to all Council leaders with a Housing Act 2004 Section 3(3) directive to provide an assessment of damp and mould issues affecting privately rented properties, an assessment of action that may need to be taken concerning this, and data on the above for the last three years, and notes that the response to this will be brought to the Housing Policy Committee and published;
- (3) the Housing Ombudsman issued a report in October 2021 (Spotlight on Damp and Mould: It's Not Lifestyle), which contained several recommendations for member landlords, including to "review our initial response to reports of damp and mould to ensure they avoid automatically apportioning blame or using language that leaves residents feeling blamed";
- (4) believes that workers in the Housing Repairs team are working hard to tackle the backlog, but that political mismanagement has led to the current issues facing the service; and
- (5) believes that Council tenants deserve repairs to be completed within a reasonable timeframe, and that fulfilling this requirement is critical to keeping our tenants healthy and safe;

This Council therefore resolves to:-

- (d) support Councillor Clement-Jones's recent call at the Audit and Standards Committee on the 17th of November for an enquiry into the

issues raised in paragraph (b);

- (e) request that the Housing Policy Committee considers whether to add to its work programme consideration of new approaches to handling disrepair issues, such as:-
 - (1) appropriate officers providing the Housing Policy Committee with a broad appraisal of council housing disrepair and a strategy for improvement, including how they will implement the recommendations of the Housing Ombudsman's 2021 report "Spotlight on Damp and Mould";
 - (2) creating an Alternative Disrepair Resolution Scheme, to give tenants an alternative to no-win, no-fee solicitors when seeking compensation for housing disrepair, as has been implemented by several other local authorities, including Lambeth and Southwark; and
 - (3) giving our tenants the right to directly employ an approved contractor if repairs are not carried out within an agreed time frame.

6.2 Whereupon, it was moved by Councillor Fran Belbin, and seconded by Councillor Nabeela Mowlana, as an amendment, that the Motion now submitted be amended by:-

- 1. the addition of the following sub-paragraphs under paragraph (c):-
 - (6) since 2010 government has significantly increased pressures on the HRA, through sustained lack of investment for local authorities and the public services which communities rely on;
 - (7) from 2010-2018 government put a cap on council borrowing for housebuilding, which significantly added to the pressure of housing waiting lists with the Council unable to build to meet demand, and that national policies such as 'right-to-buy' depletes housing stock; meaning less revenue generated for the HRA to better deal with issues related to housing repairs;
 - (8) believes it is outrageous that the last Decent Homes Standard was set in 2006 (with five Conservative prime ministers since then) and that the current government must deliver their long-awaited Decent Homes Standard for all social rented and private rented homes; and
 - (9) commits to working with all of the city's MPs in challenging government to bring forward this legislation;
- 2. the addition of the following sub-paragraphs under paragraph (e):-

- (4) an external review of Housing Repairs as part of the wider Housing Service review taking place next year, with the goal of fundamentally re-organising how the service is delivered, believing that the Council must do better in learning from other cities who are dealing with comparable problems, and ensure that best practice is being adopted throughout all housing services, including repairs; and
- (5) adopting Selective Licensing schemes throughout the city, noting that issues in private sector housing have a considerable impact on social housing with badly maintained neighbourhoods leading to even greater pressure on council housing repairs, and believing that the city's neighbourhoods are being let down by rogue private landlords; and

3. the addition of a new paragraph (f) as follows:-

- (f) affirms that the Council must ultimately provide a service which is geared around the needs of tenants and delivers for all of the city's neighbourhoods.

6.3 It was then moved by Councillor Douglas Johnson, seconded by Councillor Martin Phipps, as an amendment, that the Motion now submitted be amended by the deletion of paragraphs (d) and (e) and the addition of new paragraphs (d) to (g) as follows:-

- (d) notes that the Housing Policy Committee has been working cross-party to monitor progress on repairs handling and will continue to do so;
- (e) notes in particular that at its meeting on Thursday 15th December, the Committee will receive a report on the Council's actions on damp and mould, annexed to which is a letter to the Government setting out our actions and emphasising the need for government to fund significant action on this serious health risk;
- (f) believes that the political choice of austerity has limited this Council's ability to inspect a significant proportion of private rented properties; and
- (g) endorses this Council's request to the Government for additional resources to support an expansion of this particularly important agenda.

6.4 After contributions from seven other Members, and following a right of reply from Councillor Richard Shaw, the amendment moved by Councillor Fran Belbin was put to the vote and was carried.

6.4.1 (NOTE: The result of the vote was FOR - 65 Members; AGAINST - 1 Member; ABSTENTIONS – 0 Members. The Liberal Democrat Group Members voted for, but abstained on sub-paragraphs (6) & (7) of Part 1, and sub-paragraph (5) of Part 2 of the amendment. Councillor Lewis Chinchin voted against, but for sub-paragraph (9) of Part 1, Part 2 & Part 3 of the amendment.)

- 6.5 The amendment moved by Councillor Douglas Johnson was then put to the vote and was lost.
- 6.5.1 (NOTE: The result of the vote was FOR - 11 Members; AGAINST - 53 Members; ABSTENTIONS – 0 Members. Councillor Lewis Chinchon voted for, but against paragraph (f) of the amendment.)
- 6.6 The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) notes with great sadness the death of Awaab Ishak in Rochdale, which was found by the Coroner for Manchester North to be a result of prolonged exposure to mould in his home which Rochdale Boroughwide Housing took no action to treat or prevent;
- (b) notes with concern that:-
 - (1) the Council currently has 6,193 overdue repairs logged, as of the 23rd of October;
 - (2) a significant number of the 6,193 overdue repairs are likely to relate to damp and mould, especially within the context of the Cost-of-Living crisis which has made it more challenging for tenants to heat their homes;
 - (3) several Councillors have reported that tenants suffering from damp and mould issues have felt blamed for the disrepair, rather than supported to manage the issues;
 - (4) customer complaints regarding the Repairs Service increased from 17 in 2020/21 to 115 in 2021/22;
 - (5) the Council has received more legal claims for disrepair as of the 18th of November (682) than it received for the whole of the 2021/2022 financial year (660);
 - (6) cuts to legal aid over the last decade have resulted in tenants finding it significantly more challenging to bring disrepair cases to court, with tenants' only option often being to use 'no win, no fee' solicitors, who have targeted estates with high numbers of disrepair claims and often retain a large proportion of the awarded compensation; and
 - (7) Council spending on legal fees and compensation for legal disrepair claims is currently overspending by £2.6m on its £2.6m budget, and the Housing Repairs service as a whole is

overspending by £7.3m, contributing to the overall HRA overspend of £12.7m;

(c) notes that:-

- (1) the Social Housing Regulator has written to Chief Executives of all registered providers of social housing (including Sheffield City Council) requesting an assessment of the extent of damp and mould issues and hazards affecting our properties, what action we are taking to remedy these cases, and our procedures to ensure that individual damp and mould cases are identified and dealt with effectively, to be provided by the 19th of December 2022; and notes that the response to this will be brought to the Housing Policy Committee and published;
- (2) the Secretary of State for Levelling Up, Housing and Communities has similarly written to all Council leaders with a Housing Act 2004 Section 3(3) directive to provide an assessment of damp and mould issues affecting privately rented properties, an assessment of action that may need to be taken concerning this, and data on the above for the last three years, and notes that the response to this will be brought to the Housing Policy Committee and published;
- (3) the Housing Ombudsman issued a report in October 2021 (Spotlight on Damp and Mould: It's Not Lifestyle), which contained several recommendations for member landlords, including to "review our initial response to reports of damp and mould to ensure they avoid automatically apportioning blame or using language that leaves residents feeling blamed";
- (4) since 2010 government has significantly increased pressures on the HRA, through sustained lack of investment for local authorities and the public services which communities rely on; and
- (5) from 2010-2018 government put a cap on council borrowing for housebuilding, which significantly added to the pressure of housing waiting lists with the Council unable to build to meet demand, and that national policies such as 'right-to-buy' depletes housing stock; meaning less revenue generated for the HRA to better deal with issues related to housing repairs;

(d) believes that workers in the Housing Repairs team are working hard to tackle the backlog, but that political mismanagement has led to the current issues facing the service;

(e) believes that Council tenants deserve repairs to be completed within a reasonable timeframe, and that fulfilling this requirement is critical to keeping our tenants healthy and safe;

(f) believes it is outrageous that the last Decent Homes Standard was set in 2006 (with five Conservative prime ministers since then) and that the current government must deliver their long-awaited Decent Homes Standard for all social rented and private rented homes;

(g) commits to working with all of the city's MPs in challenging government to bring forward this legislation;

This Council therefore resolves to:-

(h) support Councillor Clement-Jones's recent call at the Audit and Standards Committee on the 17th of November for an enquiry into the issues raised in paragraph (b);

(i) request that the Housing Policy Committee considers whether to add to its work programme consideration of new approaches to handling disrepair issues, such as:-

(1) appropriate officers providing the Housing Policy Committee with a broad appraisal of council housing disrepair and a strategy for improvement, including how they will implement the recommendations of the Housing Ombudsman's 2021 report "Spotlight on Damp and Mould";

(2) creating an Alternative Disrepair Resolution Scheme, to give tenants an alternative to no-win, no-fee solicitors when seeking compensation for housing disrepair, as has been implemented by several other local authorities, including Lambeth and Southwark;

(3) giving our tenants the right to directly employ an approved contractor if repairs are not carried out within an agreed time frame;

(4) an external review of Housing Repairs as part of the wider Housing Service review taking place next year, with the goal of fundamentally re-organising how the service is delivered, believing that the Council must do better in learning from other cities who are dealing with comparable problems, and ensure that best practice is being adopted throughout all housing services, including repairs; and

(5) adopting Selective Licensing schemes throughout the city, noting that issues in private sector housing have a considerable impact on social housing with badly maintained neighbourhoods leading to even greater pressure on council housing repairs, and believing that the city's neighbourhoods are being let down by rogue private landlords; and

(j) affirms that the Council must ultimately provide a service which is geared around the needs of tenants and delivers for all of the city's

neighbourhoods.

- 6.6.1 (NOTE: The result of the vote was FOR - 65 Members; AGAINST - 0 Members; ABSTENTIONS – 0 Members. The Labour Group Members voted for, but against paragraph (d) of the Substantive Motion. The Liberal Democrat Group Members voted for, but abstained on sub-paragraphs (c)(4) and (5), and sub-paragraph (i)(5) of the Substantive Motion. Councillor Lewis Chinchon voted for, but against sub-paragraphs (c)(4) and (5) and paragraph (f) of the Substantive Motion.)

7. NOTICE OF MOTION REGARDING "ADOPTING THE ALL-PARTY PARLIAMENTARY GROUP (APPG) ON BRITISH MUSLIMS' DEFINITION OF ISLAMOPHOBIA" - GIVEN BY COUNCILLOR ABDUL KHAYUM AND TO BE SECONDED BY COUNCILLOR ABTISAM MOHAMED

- 7.1 It was moved by Councillor Abdul Khayum, and seconded by Councillor Abtisam Mohamed, that this Council:-

- (a) notes that as part of the response to the Race Equality Commission, the Council has committed to making continuous improvements, develop racial literacy and eradicate racial inequalities which exist within the Council and the services it delivers, across the diverse communities we serve, and as part of this has developed a three-year improvement plan to help the Council, and more widely the city, to become an anti-racist city;
- (b) believes that to better understand all facets of islamophobia it is important to have a clear definition and, therefore, suggests the All-Party Parliamentary Group (APPG) on British Muslims' definition of Islamophobia, that "Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness", together with the explanatory guidelines put forward by the Coalition Against Islamophobia, should be considered;
- (c) notes that Islamophobia is a growing issue, both locally and nationally; Muslims were targeted in 45% of all religious hate crime offences recorded in England and Wales in 2020/21;
- (d) notes that these national figures are borne out in Sheffield, with South Yorkshire Police reporting a 43% increase in reports of Islamophobic hate crimes in Sheffield in 2021 compared to the previous year;
- (e) notes that the records show that the majority of hate crimes targeting Muslims in Sheffield do not reach a resolution, whether that's a charge brought, a caution issued or a community-based resolution, with fewer than 15% of hate crimes in 2021 resolved in one of these ways;

- (f) agrees that, as per the Public Sector Equality Duty enshrined in the 2010 Equality Act, the Council must give due regard to the need to eliminate unlawful discrimination and advance equality of opportunity for members of communities with a protected characteristic, including Muslims and believes this should mean they are able to participate in society on an equal footing with their non-Muslim counterparts;
- (g) believes that Islamophobia is one of the principal barriers to the participation of Muslims in public, economic, political, and social spheres of life and must urgently be addressed;
- (h) believes that:-
 - (1) adopting a definition of Islamophobia is essential to tackling Islamophobia in a targeted and effective manner;
 - (2) without a definition of Islamophobia, one cannot identify how Islamophobia manifests itself and functions and therefore, cannot devise meaningful strategies to address it; and
 - (3) the Strategy and Resources Policy Committee should consider if this definition of islamophobia, and the supporting guidelines, is incorporated as part of its on-going work into the Race Equality Commission; and
- (i) requests that the Strategy and Resources Policy Committee considers whether to add to its work programme consideration of:-
 - (1) working with schools, transport companies, the police force, and other public and private bodies, to tackle Islamophobia at a local level;
 - (2) collaborating with the local Muslim community to challenge Islamophobia and to meet their needs such that they are encouraged and safe to participate in public life;
 - (3) taking further steps to tackle and raise awareness of Islamophobia, such as organising Islamophobia training, holding local events on the issue of Islamophobia, etc.; and
 - (4) working with other local stakeholders such as local MPs to raise awareness of Islamophobia in Parliament and urge the UK Government to adopt the APPG definition of Islamophobia.

7.2 Whereupon, it was moved by Councillor Ann Woolhouse, and seconded by Councillor Barbara Masters, as an amendment, that the Motion now submitted be amended by the addition of new paragraphs (b) to (d) as follows, and the relettering of original paragraphs (b) to (i) as new paragraphs (e) to (l):-

- (b) notes that this country is comprised of many different ethnic groups who

have joined over the centuries, that our country has rightly welcomed those who have faced persecution in their home country, and notes with pride Sheffield's role in becoming the first city of sanctuary;

- (c) welcomes the contribution at all levels of society made by immigrant communities and those born here, and regrets that prejudice holds back the contribution that they make to our society;
- (d) reaffirms that discrimination based on ethnicity, religion or sexual orientation and other protected characteristics has no place in our society;

7.3 After contributions from two other Members, and following a right of reply from Councillor Abdul Khayum, the amendment moved by Councillor Ann Woolhouse was put to the vote and was carried unanimously.

7.4 The original Motion, as amended, was then put as a Substantive Motion in the following form and carried unanimously:-

RESOLVED UNANIMOUSLY: That this Council:-

- (a) notes that as part of the response to the Race Equality Commission, the Council has committed to making continuous improvements, develop racial literacy and eradicate racial inequalities which exist within the Council and the services it delivers, across the diverse communities we serve, and as part of this has developed a three-year improvement plan to help the Council, and more widely the city, to become an anti-racist city;
- (b) notes that this country is comprised of many different ethnic groups who have joined over the centuries, that our country has rightly welcomed those who have faced persecution in their home country, and notes with pride Sheffield's role in becoming the first city of sanctuary;
- (c) welcomes the contribution at all levels of society made by immigrant communities and those born here, and regrets that prejudice holds back the contribution that they make to our society;
- (d) reaffirms that discrimination based on ethnicity, religion or sexual orientation and other protected characteristics has no place in our society;
- (e) believes that to better understand all facets of islamophobia it is important to have a clear definition and, therefore, suggests the All-Party Parliamentary Group (APPG) on British Muslims' definition of Islamophobia, that "Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness", together with the explanatory guidelines put forward by the Coalition Against Islamophobia, should be considered;

- (f) notes that Islamophobia is a growing issue, both locally and nationally; Muslims were targeted in 45% of all religious hate crime offences recorded in England and Wales in 2020/21;
- (g) notes that these national figures are borne out in Sheffield, with South Yorkshire Police reporting a 43% increase in reports of Islamophobic hate crimes in Sheffield in 2021 compared to the previous year;
- (h) notes that the records show that the majority of hate crimes targeting Muslims in Sheffield do not reach a resolution, whether that's a charge brought, a caution issued or a community-based resolution, with fewer than 15% of hate crimes in 2021 resolved in one of these ways;
- (i) agrees that, as per the Public Sector Equality Duty enshrined in the 2010 Equality Act, the Council must give due regard to the need to eliminate unlawful discrimination and advance equality of opportunity for members of communities with a protected characteristic, including Muslims and believes this should mean they are able to participate in society on an equal footing with their non-Muslim counterparts;
- (j) believes that Islamophobia is one of the principal barriers to the participation of Muslims in public, economic, political, and social spheres of life and must urgently be addressed;
- (k) believes that:-
 - (1) adopting a definition of Islamophobia is essential to tackling Islamophobia in a targeted and effective manner;
 - (2) without a definition of Islamophobia, one cannot identify how Islamophobia manifests itself and functions and therefore, cannot devise meaningful strategies to address it; and
 - (3) the Strategy and Resources Policy Committee should consider if this definition of islamophobia, and the supporting guidelines, is incorporated as part of its on-going work into the Race Equality Commission; and
- (l) requests that the Strategy and Resources Policy Committee considers whether to add to its work programme consideration of:-
 - (1) working with schools, transport companies, the police force, and other public and private bodies, to tackle Islamophobia at a local level;
 - (2) collaborating with the local Muslim community to challenge Islamophobia and to meet their needs such that they are encouraged and safe to participate in public life;

- (3) taking further steps to tackle and raise awareness of Islamophobia, such as organising Islamophobia training, holding local events on the issue of Islamophobia, etc.; and
- (4) working with other local stakeholders such as local MPs to raise awareness of Islamophobia in Parliament and urge the UK Government to adopt the APPG definition of Islamophobia.

8. NOTICE OF MOTION REGARDING "MOVING TOWARDS AN ETHICAL DEBT COLLECTION POLICY AND ENDING THE USE OF BAILIFFS" - GIVEN BY COUNCILLOR SOPHIE WILSON AND TO BE SECONDED BY THE LORD MAYOR (COUNCILLOR SIONED-MAIR RICHARDS)

8.1 It was moved by Councillor Sophie Wilson, and formally seconded by The Lord Mayor (Councillor Sioned-Mair Richards), that this Council:-

- (a) believes that, due to the ideologically driven actions of the Government over the past decade, alongside a crisis in global capitalism, ordinary people in Sheffield are facing a cost of living crisis and looming recession, and that, as a result, household debt has grown to unsustainable levels;
- (b) notes that over half of all adults in the UK are in debt or seriously worried about falling in to debt;
- (c) further notes that last year, Citizens Advice estimated that 3.5 million people were in arrears with their council tax across the country;
- (d) believes that the Autumn Budget has made clear that the Government are not interested in helping residents or councils deal with the cost of living crisis and the increase in debt, instead pushing councils to increase council tax, further exacerbating the financial struggles of ordinary people and attempting to pass the blame for financial hardship on to Local Authorities;
- (e) notes that Citizens Advice estimate that 33% of council tax problems are caused by the way that councils collect the payment;
- (f) further notes that analytics group Policy in Practice have recently presented evidence that stricter collection policies, including bailiff use, do not increase collection rates;
- (g) recognises that being visited by bailiffs is a distressing experience which can be devastating for people's mental health, and notes that over 50% of people in debt have mental health problems and people in debt are 8 times more likely to think about suicide;

- (h) notes that residents who face bailiff action are also liable for the fees they charge, which begin at £75 for the 'compliance stage' of enforcement (receiving a letter), and often rise to an average of £310 during the lifetime of a debt, and believes that, in Sheffield, this only serves to increase the level of indebtedness of many of our residents and siphons money out of our local economy, harming the city at large;
- (i) notes that in April 2018, Hammersmith & Fulham London Borough Council announced an end to bailiff action, and they have subsequently seen a rise in council tax collection rates;
- (j) further notes that Southwark LBC, Newham LBC and Bristol City Council have also recently implemented more ethical debt collection policies;
- (k) also notes that The Trussell Trust has reported in their 'State of Hunger' report that local government debt leads people to destitution and foodbank usage;
- (l) notes that the Debt Justice Campaign, using the National Audit Office's calculations to the Financial Conduct Authority, estimates that over indebtedness is costing the local and national government £9.7 billion per year in extra health, social care, employment and housing support, and believes that pushing residents into debt and poverty is a false economy for Sheffield;
- (m) also believes that ending debt collection practices such as bailiff use, makes financial sense; and
- (n) requests that the Strategy and Resources Policy Committee considers whether to add to its work programme consideration of what an ethical debt collections policy could mean in Sheffield, including, but not limited to:-
 - Payment Flexibility
 - Greater discretionary support
 - Identifying vulnerable households and data sharing between departments
 - Establishing whether or not residents can afford repayments
 - Ensuring everyone in debt is given free local debt advice
 - Removing in year collections targets
 - Having an irrecoverable debt policy which mitigates for that fact that a percentage of debt will not be recovered
 - Ending Bailiff use
 - Starting open communication with Hammersmith and Fulham Council to get feedback on how their policy is having a positive effect on the council's finances and the wellbeing of their residents.

8.2 Whereupon, it was moved by Councillor Minesh Parekh, and seconded by Councillor Bryan Lodge, as an amendment, that the Motion now submitted be

amended by the addition of new paragraphs (n) to (r) as follows, and the re-lettering of existing paragraph (n) as a new paragraph (s):-

- (n) believes that identifying issues early is of primary importance, and notes that a report on the review of the Council's debt management policy will be the subject of a report to the Strategy and Resources Policy Committee in the new year;
- (o) notes the work of the Council's cross-party Cost of Living Crisis Group, and the dedicated work of council employees in supporting residents through financial hardship, and believes that debt collection and the use of bailiffs, and its implications, need to be considered by this Group in investigating the adoption of an ethical debt collection service;
- (p) notes recent research from Martin Lewis's Money and Mental Health Policy Institute which found that 15% of people with mental health problems had missed at least three payments on one council tax bill, compared to 4% of people without a mental health problem;
- (q) believes that it is important to make the distinction between those who can't pay debt, and those who won't, when using bailiffs and that targeted support is essential as well as a compassionate understanding of each individual's circumstances, be that financial, social or health related;
- (r) believes that in the private rented housing sector, some tenants are at the mercy of rogue landlords and exorbitant rents, trapping people into a spiral of debt;

8.3 It was then moved by Councillor Shaffaq Mohammed, and seconded by Councillor Alan Hooper, as an amendment, that the Motion now submitted be amended by:-

- 1. the deletion, in paragraph (a), of the words "alongside a crisis in global capitalism";
- 2. the addition of new paragraphs (m) and (n) as follows and the re-lettering of original paragraphs (m) and (n) as new paragraphs (o) and (p):-
 - (m) notes that the Council has agreed to continue providing the Citizens Advice Bureau with grant money of £827k per year, and notes that Citizens Advice is currently not providing face to face support in most areas of Sheffield;
 - (n) welcomes the good work that Local Area Committees are doing to re-establish face to face advice services, and believes that providing face to face support is crucial to helping residents facing complex debt issues;
- 3. the substitution, in the new paragraph (o) [original paragraph (m)], of the

words “reducing the Council’s use of bailiffs over time”, for the words “ending debt collections practices such as bailiff use”;

4. the substitution, in the new paragraph (p) [original paragraph (n)], of the words “Reducing the Council’s use of bailiffs over time”, for the words “Ending bailiff use”; and
 5. the addition, in the new paragraph (p) [original paragraph (n)], of new bullet points as follows:-
 - Creating a targeted approach to tax collection, as has been trialled in Lewes District Council and Eastbourne Borough Council, to identify residents who are genuinely struggling to pay their debts versus those who have the ability to pay
 - Working closely with mental health services to provide additional assistance to people with mental health needs who are in council tax arrears
 - Working with the Citizens Advice Bureau to re-establish self-referral and face to face support for complex debt
 - Fully implementing the Stop the Knock campaign’s “Six Steps for Local Authorities”, which consist of:-
 - (i) making a clear public commitment to reduce the Council’s use of bailiffs over time;
 - (ii) reviewing the Council’s signposting to free debt advice, including phone/online channels;
 - (iii) adopting the Standard Financial Statement to objectively assess affordability;
 - (iv) putting in place a formal policy covering residents in vulnerable circumstances;
 - (v) exempting Council Tax Support recipients from bailiff action; and
 - (vi) signing the Council Tax Protocol and reviewing the Authority’s current practice against the ‘Supportive Council Tax Recovery’ toolkit.
- 8.4 After contributions from one other Member, and following a right of reply from Councillor Sophie Wilson, the amendment moved by Councillor Minesh Parekh was put to the vote and was carried.
- 8.4.1 (NOTE: The result of the vote was FOR - 59 Members; AGAINST - 0 Members; ABSTENTIONS – 0 Members. Councillor Lewis Chinchin voted for, but abstained on paragraph (o) of the amendment. Councillor Sophie Wilson voted

for, but against paragraph (q) of the amendment.)

- 8.5 The amendment moved by Councillor Shaffaq Mohammed was then put to the vote and was carried in part. Parts 1, 3 and 4 of the amendment were lost and Parts 2 and 5 of the amendment were carried.

- 8.5.1 (NOTE: The result of the vote was FOR - 46 Members; AGAINST - 10 Members; ABSTENTIONS – 1 Member. The Labour Group Members voted for, but against Parts 1, 3 and 4 of the amendment. Councillor Lewis Chinchin abstained, but voted for Parts 1 and 2 of the amendment.)

- 8.6 The original Motion, as amended, was then put as a Substantive Motion in the following form and carried:-

RESOLVED: That this Council:-

- (a) believes that, due to the ideologically driven actions of the Government over the past decade, alongside a crisis in global capitalism, ordinary people in Sheffield are facing a cost of living crisis and looming recession, and that, as a result, household debt has grown to unsustainable levels;
- (b) notes that over half of all adults in the UK are in debt or seriously worried about falling in to debt;
- (c) further notes that last year, Citizens Advice estimated that 3.5 million people were in arrears with their council tax across the country;
- (d) believes that the Autumn Budget has made clear that the Government are not interested in helping residents or councils deal with the cost of living crisis and the increase in debt, instead pushing councils to increase council tax, further exacerbating the financial struggles of ordinary people and attempting to pass the blame for financial hardship on to Local Authorities;
- (e) notes that Citizens Advice estimate that 33% of council tax problems are caused by the way that councils collect the payment;
- (f) further notes that analytics group Policy in Practice have recently presented evidence that stricter collection policies, including bailiff use, do not increase collection rates;
- (g) recognises that being visited by bailiffs is a distressing experience which can be devastating for people's mental health, and notes that over 50% of people in debt have mental health problems and people in debt are 8 times more likely to think about suicide;
- (h) notes that residents who face bailiff action are also liable for the fees they charge, which begin at £75 for the 'compliance stage' of enforcement

- (receiving a letter), and often rise to an average of £310 during the lifetime of a debt, and believes that, in Sheffield, this only serves to increase the level of indebtedness of many of our residents and siphons money out of our local economy, harming the city at large;
- (i) notes that in April 2018, Hammersmith & Fulham London Borough Council announced an end to bailiff action, and they have subsequently seen a rise in council tax collection rates;
 - (j) further notes that Southwark LBC, Newham LBC and Bristol City Council have also recently implemented more ethical debt collection policies;
 - (k) also notes that The Trussell Trust has reported in their 'State of Hunger' report that local government debt leads people to destitution and foodbank usage;
 - (l) notes that the Debt Justice Campaign, using the National Audit Office's calculations to the Financial Conduct Authority, estimates that over indebtedness is costing the local and national government £9.7 billion per year in extra health, social care, employment and housing support, and believes that pushing residents into debt and poverty is a false economy for Sheffield;
 - (m) notes that the Council has agreed to continue providing the Citizens Advice Bureau with grant money of £827k per year, and notes that Citizens Advice is currently not providing face to face support in most areas of Sheffield;
 - (n) welcomes the good work that Local Area Committees are doing to re-establish face to face advice services, and believes that providing face to face support is crucial to helping residents facing complex debt issues;
 - (o) also believes that ending debt collection practices such as bailiff use, makes financial sense;
 - (p) believes that identifying issues early is of primary importance, and notes that a report on the review of the Council's debt management policy will be the subject of a report to the Strategy and Resources Policy Committee in the new year;
 - (q) notes the work of the Council's cross-party Cost of Living Crisis Group, and the dedicated work of council employees in supporting residents through financial hardship, and believes that debt collection and the use of bailiffs, and its implications, need to be considered by this Group in investigating the adoption of an ethical debt collection service;
 - (r) notes recent research from Martin Lewis's Money and Mental Health Policy Institute which found that 15% of people with mental health problems had missed at least three payments on one council tax bill, compared to 4% of people without a mental health problem;

- (s) believes that it is important to make the distinction between those who can't pay debt, and those who won't, when using bailiffs and that targeted support is essential as well as a compassionate understanding of each individual's circumstances, be that financial, social or health related;
- (t) believes that in the private rented housing sector, some tenants are at the mercy of rogue landlords and exorbitant rents, trapping people into a spiral of debt; and
- (u) requests that the Strategy and Resources Policy Committee considers whether to add to its work programme consideration of what an ethical debt collections policy could mean in Sheffield, including, but not limited to:-
 - Payment Flexibility
 - Greater discretionary support
 - Identifying vulnerable households and data sharing between departments
 - Establishing whether or not residents can afford repayments
 - Ensuring everyone in debt is given free local debt advice
 - Removing in year collections targets
 - Having an irrecoverable debt policy which mitigates for that fact that a percentage of debt will not be recovered
 - Ending Bailiff use
 - Starting open communication with Hammersmith and Fulham Council to get feedback on how their policy is having a positive effect on the council's finances and the wellbeing of their residents
 - Creating a targeted approach to tax collection, as has been trialled in Lewes District Council and Eastbourne Borough Council, to identify residents who are genuinely struggling to pay their debts versus those who have the ability to pay
 - Working closely with mental health services to provide additional assistance to people with mental health needs who are in council tax arrears
 - Working with the Citizens Advice Bureau to re-establish self-referral and face to face support for complex debt
 - Fully implementing the Stop the Knock campaign's "Six Steps for Local Authorities", which consist of:-
 - (i) making a clear public commitment to reduce the Council's use of bailiffs over time;
 - (ii) reviewing the Council's signposting to free debt advice, including phone/online channels;
 - (iii) adopting the Standard Financial Statement to objectively assess affordability;

- (iv) putting in place a formal policy covering residents in vulnerable circumstances;
- (v) exempting Council Tax Support recipients from bailiff action; and
- (vi) signing the Council Tax Protocol and reviewing the Authority's current practice against the 'Supportive Council Tax Recovery' toolkit.

- 8.6.1 (NOTE: The result of the vote was FOR - 56 Members; AGAINST - 1 Member; ABSTENTIONS – 0 Members. The Liberal Democrat Group Members voted for, but abstained on paragraph (a) and voted against paragraph (o) and bullet point 8 in paragraph (u) of the Substantive Motion. Councillor Lewis Chinchin voted against, but for paragraphs (m), (n), (p), (r), (s) & (t), and bullet points 1 to 7 & 9 in paragraph (u) of the Substantive Motion and abstained from voting on paragraph (q) and bullet points 10 to 13 in paragraph (u) of the Substantive Motion.)

9. APPOINTMENT TO THE OFFICE OF SENIOR CORONER SOUTH YORKSHIRE (WEST)

- 9.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Richard Williams and formally seconded by Councillor Ruth Mersereau, that this Council, in accordance with the details set out in the report of the Executive Director, Operational Services, (a) notes that the written consent of the Lord Chancellor and Chief Coroner to the proposed appointment has been received and (b) appoints Tanyka Rawden to the office of Senior Coroner South Yorkshire (West) in accordance with the Coroners and Justice Act 2009.

10. MINUTES OF PREVIOUS COUNCIL MEETING

- 10.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst and formally seconded by Councillor Sue Alston, that the minutes of the meeting of the Council held on 2nd November 2022, be approved as a true and accurate record.

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

- 11.1 RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst 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:-

- | | | |
|---|---|--|
| Senior Officer
Employment
Committee | - | Councillor Dianne Hurst to replace Councillor Mike Chaplin with effect from 7 th November 2022. |
| South Yorkshire Local
Pension Board | - | Councillor Minesh Parekh to replace Councillor Mike Chaplin with effect from 28 th November 2022. |

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

- | | | |
|---|---|--|
| Housing Policy
Committee | - | Councillor Fran Belbin to replace Councillor Ben Curran as Spokesperson. |
| Senior Officer
Employment
Committee | - | (1) Councillor Mike Chaplin to replace Councillor Dianne Hurst; and (2) Councillors Steve Ayriss, Zahira Naz and Mick Rooney to replace Councillors Abtisam Mohamed, Joe Otten and Sioned-Mair Richards. |

(c) it be noted that the Senior Officer Employment Sub-Committee, at its meeting held on 15th November 2022, appointed Sean McClean to the post of Director of Regeneration and Development within the City Futures Portfolio and that Mr. McClean is expected to start in post on 15th December 2022.

12. URGENT ITEM OF BUSINESS - STATUTORY OFFICER DESIGNATION: CHIEF FINANCE OFFICER

12.1 The Lord Mayor (Councillor Sioned-Mair Richards) 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 the approval of the Council was required for the Interim Director of Finance and Commercial Services to be designated as the statutory Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972. The current Chief Finance Officer leaves the employment of the Council with effect from 31st December 2022, and therefore this designation needs to be approved at this meeting, as the next Council meeting on 1st February is too late.

12.2 The Lord Mayor added that a report on this matter had been produced and was

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

12.3

RESOLVED UNANIMOUSLY: On the motion formally moved by Councillor Dianne Hurst and formally seconded by Councillor Sue Alston, that this Council, in accordance with the details set out in the joint report of the Council's Monitoring Officer and Director of Human Resources and Customer Services:-

- (a) notes the appointment of Tony Kirkham as Interim Director of Finance and Commercial Services with responsibility for management of the Finance and Commercial Services Directorate and line management of the other Directors in the Resources portfolio as a member of the Council's Senior Leadership Team;
- (b) agrees the designation of Tony Kirkham as Chief Finance Officer (Section 151 Officer) in accordance with Section 151 of the Local Government Act 1972 with effect from 1st January 2023;
- (c) notes that any specific references to the "Director of Finance and Commercial Services" throughout the Constitution include an interim appointment to that role;
- (d) agrees that the references to "Executive Director, Resources" as a Proper Officer at Part 7A and in the Management Structure at Part 7B of the Constitution be read as "Interim Director of Finance and Commercial Services"; and
- (e) agrees that generic references to Executive Directors throughout the Constitution be deemed to include the Interim Director of Finance and Commercial Services.