

# Strategy and Resources Policy Committee (Extraordinary meeting)

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**Wednesday 19 April 2023 at 2.00 pm**

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

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

## **Membership**

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Councillor Terry Fox  
Councillor Julie Grocutt  
Councillor Angela Argenzio  
Councillor Dawn Dale  
Councillor Douglas Johnson  
Councillor Shaffaq Mohammed  
Councillor Zahira Naz  
Councillor Joe Otten  
Councillor Martin Smith  
Councillor Richard Williams  
Councillor Paul Wood

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## PUBLIC ACCESS TO THE MEETING

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The Strategy and Resources Policy Committee comprises 11 Members and has the following responsibilities:

- Cross-cutting responsibility for development and submission to Full Council for adoption of the Budget and Policy Framework
- Providing strategic direction to the operation of the Council by developing and recommending the Corporate Plan (including determination of the priorities set out therein) to Full Council and making decisions on cross-cutting policies and practice where such decisions are not reserved to full Council
- Responsibility for any issue identified as being of significant strategic importance or financial risk to the Council (which is considered to be by its nature cross-cutting)
- Responsibility for any policy matter not otherwise allocated to a Committee
- Considering reports which an Ombudsman requires to be published by the Council where it is proposed that the Council take the recommended action

Meetings are chaired by the Leader of the Council.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the Council [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.

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

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

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

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

advance of the date of the meeting, by email to the following address:  
[committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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

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

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## FACILITIES

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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.

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**STRATEGY AND RESOURCES POLICY COMMITTEE AGENDA  
19 APRIL 2023**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements
- 2. Apologies for Absence**
- 3. Exclusion of the Press and Public**  
To identify items where resolutions may be moved to exclude the press and public.
- 4. Declarations of Interest** (Pages 7 - 10)  
Members to declare any interests they have in the business to be considered at the meeting.
- 5. Public Questions and Petitions Relating to the Issues to be Discussed**  
To receive any questions or petitions from members of the public **relating to the issues to be discussed** at the meeting.

(NOTE: In accordance with the arrangements published on the Council's website, questions/petitions (**relating to the issues to be discussed**) at the meeting are required to be submitted in writing, to [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), by 9.00 a.m. on Monday 17 April 2023. Questions/petitions submitted after the deadline will be asked at the meeting subject to the discretion of the Chair.)

**Formal Decisions**

- 6. Capital Approvals - Month 11 2022/23** (Pages 11 - 40)  
Report of the Acting Director of Finance and Commercial Services
- 7. City Goals** (Pages 41 - 62)  
Report of the Director of Policy and Democratic Engagement
- 8. Annual Equality Report including the Workforce Report** (Pages 63 - 160)  
Report of the Director of Policy and Democratic Engagement
- 9. Equality Awareness Days Report** (Pages 161 - 208)  
Report of the Director of Policy and Democratic

Engagement

10. **Sheffield's All-Age Mental Health and Emotional Wellbeing Strategy** (Pages 209 - 232)  
Report of Director of Adult Health and Social Care
11. **Progress with Transitions Improvement Plan** (Pages 233 - 244)  
Report of Acting Executive Director Children's Services
12. **Household Support Fund** (Pages 245 - 256)  
Report of the Executive Director, Operational Services
13. **Local Authority Housing Fund (LAHF)** (Pages 257 - 304)  
Report of the Executive Director, Operational Services

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its 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](mailto:david.hollis@sheffield.gov.uk).

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## Report to Policy Committee

### Author/Lead Officer of Report:

Damian Watkinson,  
Finance Manager

Tel: 0114 273 6831

**Report of:** *Tony Kirkham*

**Report to:** *Strategy & Resources Committee*

**Date of Decision:** *19<sup>th</sup> April 2023*

**Subject:** *Capital Approvals for Month 11 2022/23*

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

### Purpose of Report:

*This report provides details of proposed changes to the existing Capital Programme as brought forward in Month 11 2022/23.*

**Recommendations:**

- (i) That the committee approve the proposed additions and variations to the Capital Programme listed in Appendix 1
- (ii) Approve the acceptance of grants as detailed in appendix 2 conditional upon the final grant terms not differing materially from those outlined.

**Background Papers:**

None

**Appendix 1, Appendix 2**

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Liz Gough</i>
		Legal: <i>Rahana Khalid</i>
		Equalities & Consultation: <i>N/A</i>
		Climate: <i>N/A</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b>	<i>Tony Kirkham</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Zahira Naz</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Damian Watkinson</i>	<b>Job Title:</b> <b>Finance Manager</b>
	<b>Date:</b> <i>27/03/23</i>	

## **1. PROPOSAL**

- 1.1 The proposed changes to the Capital programme will improve the recreational leisure facilities, schools, roads and homes used by the people of Sheffield, and improve the infrastructure of the city council to deliver those services

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 By delivering these schemes the Council seeks to improve the quality of life for the people of Sheffield.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Any appropriate consultation was carried out at the original approval of the schemes included

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### 4.1 Equality Implications

- 4.1.1 Any Equality implications are the responsibility of the service area under which the approval falls. An Equalities Impact Assessment was submitted with each Business Case

### 4.2 Financial and Commercial Implications

- 4.2.1 A number of schemes have been submitted for approval in line with the Council's capital approval process during the Month 10 reporting cycle. This report requests the relevant approvals and delegations to allow these schemes to progress.

- 4.2.2 Below is a summary of the number and total value of schemes in each approval category:

- 6 additions of specific project to the capital programme creating a net increase of £8.4m
- 11 Variations to schemes creating a net reduction of £1.672m
- 1 Reprofile of expenditure with no impact on cost

Further details of the schemes listed above can be found in Appendix 1

#### 4.3 Legal Implications

- 4.3.1 Any specific legal implications are identified on a per scheme basis in appendix 1 in relation to schemes to be delivered and Appendix 2 in relation to grants to be accepted.

#### 4.4 Climate Implications

- 4.4.1 Any specific Climate implications are identified on a per scheme basis in appendix 1. A Climate Impact Assessment was submitted with each Business Case

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

- 5.1 A number of alternative courses of action are considered as part of the process undertaken by Officers before decisions are recommended to Members. The recommendations made to Members represent what Officers believe to be the best options available to the Council, in line with Council priorities, given the constraints on funding and the use to which funding is put within the Revenue Budget and the Capital Programme.

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

- 6.1 The proposed changes to the Capital programme will improve the services to the people of Sheffield
- 6.2 To formally record changes to the Capital Programme and gain Member approval for changes in line with Financial Regulations and to reset the capital programme in line with latest information.

Scheme name / summary description		Value £'000	
A	<b>Transport Regeneration &amp; Climate Change</b>		
	New additions		
	None		
	Variations and reasons for change		
Page 15	<p><b>Beighton 20mph zone</b></p> <p><b>Scheme description</b></p> <p>Through the City's Transport Strategy, the Council has a corporate objective to increase participation in active modes of transport. 20mph area schemes contribute to the creation of a safer residential environment, which will allow easier access to local facilities for all. This in turn promotes healthier lifestyles whilst encouraging vibrancy in local areas and supports access to public transport. The Corporate Plan states that the aim is for all residential areas to have a 20mph speed limit by 2025.</p> <p>Through recent consultations such as the 'big city conversation' and the 'transport vision,' it is clear that local communities value the impact of transport improvements from both a movement and safety perspective. Slower speeds will contribute to the creation of a safer residential environment and may also bring about a reduction in the number and severity of traffic collisions.</p> <p>This project is for a 20mph sign only area in Beighton.</p> <p><b>What has changed?</b></p> <p>Following the completion of the design, implementation of the project is to progress with an expected commencement date of summer 2023.</p> <p>The full cost of the scheme is £98k which is a reduction of £47.6k from the previous estimate.</p> <p><b>Variation type: -</b></p> <ul style="list-style-type: none"> <li>Budget decrease</li> </ul>		-47.6
	<b>Funding</b>	Local Transport Plan	
	<b>Approval Route</b>	Sheffield Local Transport Plan Report - TRC Committee 15.06.22	
	B	<b>Communities Parks &amp; Leisure</b>	

New additions															
Page 16	<p><b>Hillsborough Park Accessible Toilets</b></p> <p><b>Why do we need the project?</b> Over 250,000 severely disabled people across the UK do not have access to public toilet facilities that meet their needs. Changing Places toilets open public places to this group and their families, enabling them to enjoy the same experiences as everyone else.</p> <p>Changing Places toilets are larger accessible toilets for severely disabled people, with equipment such as hoists, privacy screens, adult-sized changing benches, peninsula toilets and space for carers. Working with local partners and voluntary and community groups, Parks and Countryside have identified a potential site to install a new Changing Places toilet in Hillsborough Park Pavilion.</p> <p><b>How are we going to achieve it?</b> To convert the current downstairs disabled toilet into the changing places toilet by knocking through the existing plaster stud wall into the changing room next door in order to meet the most suitable size and layout for a Changing Places toilet. This includes changes making to the downstairs external door in corridor to allow access to use the facility via a radar key as well as maintaining multi key for evening security.</p> <p><b>What are the benefits?</b> Accessible WC and changing facilities Review of designs and efficiencies to be identified allowing works to align with identified budget</p> <p><b>When will the project be completed?</b> October 2023</p> <p><b>Funding</b></p> <table border="0"> <tr> <td>Changing Places Grant</td> <td>£100K</td> </tr> <tr> <td>Hillsborough Local CIL</td> <td>£10K</td> </tr> <tr> <td>Revenue Contribution to Capital</td> <td>£15K</td> </tr> <tr> <td><b>Total</b></td> <td><b>£125.0K</b></td> </tr> </table>						Changing Places Grant	£100K	Hillsborough Local CIL	£10K	Revenue Contribution to Capital	£15K	<b>Total</b>	<b>£125.0K</b>	+125
	Changing Places Grant	£100K													
	Hillsborough Local CIL	£10K													
	Revenue Contribution to Capital	£15K													
<b>Total</b>	<b>£125.0K</b>														
<b>Funding Source</b>	See Funding Section above	<b>Amount</b>	£125K	<b>Status</b>	Grant accepted 11.08.22 Local CIL confirmed 21.02.23 RCC available on Balance Sheet	<b>Approved</b>	Communities, Parks & Leisure PG 13.03.23								
<b>Approval Route</b>		Grant was bid endorsed September 21													
Variations and reasons for change															



Page 17	<p><b>Family Hubs Transformation</b></p> <p><b>Scheme description</b></p> <ul style="list-style-type: none"> <li>To provide improvements to physical infrastructure and IT capability within the existing Family Centres</li> <li>To ensure Family Centre buildings are accessible and appropriately furnished</li> <li>Reasonable adjustments to demonstrate and model inclusion for those with Special Educational Needs and Disabilities</li> </ul> <p><b>What has changed?</b> The costs predicted in Year 1 – 22/23 have reduced due to lower than anticipated IT charges and approval from the funder to carry forward any underspend into Year 2, which hadn't been agreed previously.</p> <p><b>Variation type:</b> Reprofile</p> <p><b>Costs</b> No change from the Outline Business Case.</p> <p><b>Budget</b> Current 22/23 Budget £50.5K - £36.8K = £13.7K Current 23/24 Budget £117.4K + £36.8K = £154.2K <u>Current 24/25 Budget £97.7K + £0.0K = £97.7K</u> Total 22-25 Budget £265.6K + £0.0K = £265.6K</p>		<p>22/23 -37</p> <p>23/24 +37</p>
	<b>Funding</b>	Family Hubs/ Start for Life Programme (DfE)	
	<b>Approval Route</b>	Communities Parks and Leisure Committee 13 <sup>th</sup> June 2022	
	<p><b>Woodbourn Road Football Hub</b></p> <p><b>Scheme description</b> SCC are developing the Woodbourn Road Football Facility as the fourth hub site in Sheffield with large scale investment in the site securing its long-term future as a community football facility under the National Football Trust Hub portfolio. 3G Pitches: Manufacture, supply and installation of 8 x 3G pitches with performance infill as per the Generic Employers Requirements, Artificial Grass Pitches to engineered base level for others to provide surface system solutions: including new fencing, hardstanding and floodlighting</p> <p>Pavilion: Address existing building condition issues, improve environmental performance (Building Regulations), and create an operational building for service use and management of the 3G pitches.</p>		<p>+119</p>

**What has changed?**

Both contract awards were approved in 2022 but subject to the signing of the Football Foundation Deed of Grant being signed. The Deed of Grant includes the requirement for the site (pitches and pavilion) to be leased to the National Football Trust. Due to unforeseen property issues relating to areas of the pavilion building being demised to Sheffield Hallam University, there has been a delay whilst property and legal work took place to provide sufficient comfort to SCC to sign up to the grant conditions.

- Heads of Terms are now in place with Sheffield Hallam University
- Following negotiation with the Football Foundations, some grant conditions are now either pre-claim or pre-opening conditions to allow further work to complete these to take place.

Due to the lengthy delays, costs have inevitably increased on both contracts.

**Variation type:** Budget increase

Costs	FBC	Now	
Pitch	£822.5K	£861.6K	= £+39.0K
Pavilion	£1,462.7K	£1,542.8K	= £+80.1K
Total			£+119.1K

**Budget**

Total Project Budget £2,863.6K + £119.1K = £2,982.7K

**Funding**

£2,069.9K Football Foundation Grant  
 £500.0K Prudential Borrowing SCC Match  
 £293.7K Revenue Contribution to Capital\*  
£119.1K Further Revenue Contribution to Capital\*  
 £2,982.7K

**Funding**

As shown above  
 \* funded from risk allowance held which is no longer needed as responsibility for the site will be signed over to the National Football Trust

**Approval Route**

Principle approved by Co-operative Executive April 22

**C Waste and Street Scene**

New additions

	None	
	Variations and reasons for change	
	None	
<b>D</b>	<b>Adult Health &amp; Social Care</b>	
	New additions	
	None	
	Variations and reasons for change	
	None	
Page 19	<b>Housing</b>	
	New additions	
	<p><b>Local Authority Housing Fund (LAHF) Acquisitions</b></p> <p><b>Why do we need the project?</b> On 14 December 2022 the government made several announcements to support the ongoing Homes for Ukraine Scheme. One element of the announcement was the provision of a £500 million Local Authority Housing Fund to support property acquisitions and redevelopment. Capital funding will be provided directly to English councils in areas that are facing the most significant housing pressures from recent Ukrainian refugee arrivals. SCC has been awarded £2.8m via the Local Authority Housing Fund for this purpose.</p> <p><b>How are we going to achieve it?</b> Properties to be acquired for council use. Initially they will support the demands of the Homes for Ukraine and Afghan resettlement schemes, but the properties will ultimately be absorbed as general let council housing stock.</p> <p><b>What are the benefits?</b> SCC will benefit from ownership of up to 35 additional properties for housing and acquisition of £4.8m in property assets, with repayments met from rental income over a 30-year period.</p> <p><b>When will the project be completed?</b> November 2023</p>	+4,814

Page 20	<p><b>Costs</b>                  Purchase Price £4,334.2K                  Legal Costs £118.0K                  Refurbishment £361.9K                  Total £4,814.1K</p> <p><b>Budget</b>                  22/23 Budget £1,917.9K                  23/24 Budget £2,896.2K                  Total £4,814.1K</p> <p><b>Funding</b>                  Local Authority Housing Fund £2,803.0K                  HRA Borrowing (SIP Contingency) £2,011.1K                  Total £4,814.1K</p>						
	<b>Funding Source</b>	See Funding Section above	<b>Amount</b>	£4,814.1K	<b>Status</b>	Grant accepted at S&R Committee 15.03.23	<b>Approved</b>
	<b>Approval Route</b>		Grant acceptance and principle endorsed Strategy & Resources 15 <sup>th</sup> March 2023				
Variations and reasons for change							
<p><b>Council Housing Heating Breakdowns</b></p> <p><b>Scheme description</b>                  This is the next 2-year programme from May 2023 to replace all heating systems that fail within our housing stock and are unable to be repaired as a responsive repair, ensuring our customers are not left without a fully operational heating systems and are only relying on gas / electric fires for heating their homes.</p> <p>The programme will ensure that when a system is renewed, where possible it will be replaced with an alternative heat source replacements (Air Source Heat Pump/Ground Source Heat Pump etc.) and ensure that gas will be renewed with an A rated energy efficient boiler. It will also replace gas fires with electric fires to help work towards net zero and reduce annual servicing costs.</p> <p><b>Scope</b></p> <ul style="list-style-type: none"> <li>To complete an estimated upgrade of boilers to 820 properties in year one and a further 429 properties in year two.</li> <li>Due to the current obsolete heating programme being paused for 23/24 it is expected that there will be a further 50% of properties with boiler failures needing replacement as part of this programme in 23/24.</li> </ul>							+3,154

Page 21	<ul style="list-style-type: none"> <li>Whilst completing the renewal of the heating system any gas fires will be renewed with electric fires to move towards SCC net zero ambitions and reduce annual servicing costs.</li> </ul> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Reduced Carbon impact</li> <li>Reduced repairing and maintenance costs</li> <li>Increased tenant satisfaction</li> <li>Customers have a continuous service</li> </ul> <p><b>Outcomes</b> To move SCC towards a net zero approach exploring all sources of alternative heat.</p> <p><b>Variation type:</b> Budget increase</p> <p><b>Budget</b> 23/24 Budget £2,036.4K 24/25 Budget £1,118.0K Total £3,154.4K</p>		
	<b>Funding</b>	HRA via Block Allocation for Energy Efficiency	
	<b>Approval Route</b>	Part of the Housing Investment Programme approved at S&R Committee 20.02.23	
	<p><b>External Wall Insulation 3</b></p> <p><b>Scheme description</b> The period around the late 1940's and 1950's witnessed the development of various types of housing systems based on pre-cast concrete, insitu-cast concrete and cast-iron constructions. Whilst most systems were intended to provide permanent, long-term housing solutions, in practice these dwellings did not prove any cheaper to build, or maintain, than a traditional house. The pre-cast concrete structures currently suffer from poor insulation values and risk future deterioration; therefore, the objectives of this project are:</p> <ul style="list-style-type: none"> <li>to understand and remove the risk of structural failure of the existing concrete panels</li> <li>to bring the dwellings in line with current Building Regulations by adding external wall insulation to increase the thermal performance</li> <li>to accept the benefit created by the increased number of energy efficient homes within the Sheffield estate and contribute to Sheffield's aim in reducing carbon emissions by 2035</li> </ul> <p><b>What has changed?</b> In general terms, a combination of the impacts of Brexit and the Covid-19 pandemic have presented the construction industry with a range of extremely difficult challenges to navigate over the course of the last 3 years or so. Not only have these factors had a significant impact on both the material and</p>		+1,455

<p>labour supply markets, but the volatile nature of the fluctuation in market costs have made the estimating of construction costs, even in the short to medium term, extremely difficult.</p> <p>With reference to this particular project, around 8 months have elapsed between the preparation of the Construction Cost Plan back in May 2022 and the time at which this tender process has been conducted and tenders ultimately submitted in the latter part of January 2023. At the time of preparing the Construction Cost Plan, it was envisaged that a tender process would commence within several months, but due to numerous unforeseen delays to the project programme this period has been extended.</p> <p>Ultimately this delay, along with the unpredictable nature of the current construction industry has contributed to the variation in comparative costs between the estimate, and the current tender price submissions.</p> <p><b>Variation type:</b> Budget increase</p> <p><b>Budget</b></p> <table border="0"> <tr> <td>Previous Yrs Actuals</td> <td>£428.2K</td> <td></td> <td>£428.2K</td> </tr> <tr> <td>Current 22/23 Budget</td> <td>£383.9K -</td> <td>£0.7K =</td> <td>£383.2K</td> </tr> <tr> <td>Current 23/24 Budget</td> <td>£5,231.5K +</td> <td>£4,885.1K =</td> <td>£10,116.6K</td> </tr> <tr> <td>Current 24/25 Budget</td> <td>£4,375.0K -</td> <td>£3,429.2K =</td> <td>£945.8K</td> </tr> <tr> <td>Total Project Budget</td> <td>£10,418.6K +</td> <td>£1,455.2K =</td> <td>£11,837.8K</td> </tr> </table>	Previous Yrs Actuals	£428.2K		£428.2K	Current 22/23 Budget	£383.9K -	£0.7K =	£383.2K	Current 23/24 Budget	£5,231.5K +	£4,885.1K =	£10,116.6K	Current 24/25 Budget	£4,375.0K -	£3,429.2K =	£945.8K	Total Project Budget	£10,418.6K +	£1,455.2K =	£11,837.8K	
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<b>Funding</b>	HRA via Block Allocation for Energy Efficiency																				
<b>Approval Route</b>	Part of the Housing Investment Programme approved at S&R Committee 20.02.23																				
<p><b>HRA Block Allocation for Council Housing Heating, Energy Efficiency &amp; Carbon Reduction</b></p> <p><b>Scheme description</b> Block allocation of funding for energy efficiency schemes on the SCC Housing stock.</p> <p><b>What has changed?</b></p> <ol style="list-style-type: none"> <li>1. An Outline Business Case for the next 2 years of the heating breakdown/ obsolete heating programme has been submitted (see above). To support these costs £3,154.4K needs drawing down from this allocation.</li> <li>2. A Final Business Case for the External Wall Insulation Package 3 project has been submitted with increased costs (see above). Therefore £1,455.2K needs drawing down from this allocation to allow the contract to be awarded.</li> </ol> <p><b>Variation type:</b> Budget decrease</p>	-4,610																				

	<p><b>Budget</b>                  Current 23/24 Budget £3,850.0K - £2,050.0K = £1,800.0K                  Current 24/25 Budget £6,472.8K - £1,104.4K = £5,368.4K                  Current 25/26 Budget £10,845.5K - £1,455.2K = £9,390.3K                  Total 23-26 Budget £21,168.3K - £4,609.6K = £16,558.7K</p>	
	<p><b>Funding</b> HRA Major Repairs Reserve</p>	
	<p><b>Approval Route</b> Part of the Housing Investment Programme approved at S&amp;R Committee 20.02.23</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 23</p>	<p><b>Council Housing Adaptations 2020-2025 Contract</b></p> <p><b>Scheme description</b>                  The current Adaptations contract delivers adaptations for council housing residents residents with disabilities without suitable facilities within the home necessary to meet their needs. Sheffield City Council is presently engaged in a contractual mechanism to fulfil this need and to meet the adaptation requirements for residents living with disabilities in its housing stock.</p> <p>The contract that the Sheffield City Council is currently engaged with has been let with the present term of this agreement running from March 2021 to March 2024 with an option to extend for a further 1 + 1 years up to March 2026.</p> <p><b>What has changed?</b></p> <ul style="list-style-type: none"> <li>a) The decision has been made to extend the contract for a further 2 x 12month with the contractor to secure the continued delivery of the service.</li> <li>b) Sheffield City Council have recently agreed a contractual uplift on the agreed schedule of rates in line with the BCIS forecast for June 2023 at a 9.31% increase. In addition to this a further 3% uplift to any provisional sum works has also been agreed to cover inflationary rises. Whilst this is more than anticipated at the time of letting the contract it has been agreed upon the basis that the contractual requirements and triggers have been met satisfactorily.</li> </ul> <p><b>Variation type:</b> Budget increase</p> <p><b>Costs</b>                  An additional £5,455.9K will be required to deliver the service at current demand levels continuing the contract to 2026</p> <p><b>Budget</b>                  Current 25/26 Budget £0.0K + £5,455.9K = £5,455.9K                  Total 21-26 Budget £10,894.5K + £5,455.9K = £16,350.4K</p>	<p>+5,456</p>

Page 24	<b>Funding</b>	HRA via Allocation for Adaptations and access		
	<b>Approval Route</b>	Part of the Housing Investment Programme approved at S&R Committee 20.02.23		
	<p><b>HRA Block Allocation for Council Housing Adaptations &amp; Access</b></p> <p><b>Scheme description</b> Block allocation of funding for adaptation and access schemes on the SCC Housing Stock.</p> <p><b>What has changed?</b> A variation has been submitted to extend the current Adaptations contract to 2026 and uplift the budget within agreed schedule of rates and inflation (see above). Therefore £5,455.9K needs drawing down from this allocation</p> <p><b>Variation type:</b> Budget decrease</p> <p><b>Budget</b>                  Current 25/26 Budget £3,008.4K - £3,008.4K = £0.0K                  Current 26/27 Budget £3,130.0K - £2,447.5K = £682.5K                  Total 25-27 Budget £6,138.4K - £5,455.9K = £682.5K</p>			
<b>Funding</b>	HRA Major Repairs Reserve			
<b>Approval Route</b>	Part of the Housing Investment Programme approved at S&R Committee 20.02.23			
<p><b>Block Allocation for Gleadless Valley Masterplan Delivery</b></p> <p><b>Scheme description</b> Block allocation of funding for Gleadless Valley schemes.</p> <p><b>What has changed?</b> An Initial Business Case to carry out feasibility at Spotswood Road Open Space has been submitted and requires funding to proceed. Therefore £19.0K needs drawing down from this allocation for a budget in revenue for this purpose.</p> <p><b>Variation type:</b> Budget decrease</p>				-19



	<b>Budget</b> Current 23/24 Budget £219.6K - £19.0K = £200.6K		
	<b>Funding</b>	HRA	
	<b>Approval Route</b>	Draft Gleadless Valley Masterplan approved Co-operative Executive March 22	
Page 25	<b>Block Allocation for Council Housing Stock Increase Programme</b>		-2,011
	<b>Scheme description</b> Block allocation of funding for SCC Housing stock increase schemes.		
	<b>What has changed?</b> A Final Business Case has been submitted for the Local Authority Housing Fund scheme (see above), which requires funding from the HRA as well as the grant awarded. Therefore £2,011.1K needs drawing down from the 2028/29 allocation.		
	<b>Variation type:</b> Budget decrease		
	<b>Funding</b>	Various including HRA Borrowing, HRA Capital Receipts, S106 and Grants	
	<b>Approval Route</b>	Part of the Stock Increase Programme approved at S&R Committee 20.02.23	
<b>F</b>	<b>Education Children &amp; Families</b>		
	New additions		
	<b>Watercliffe Meadow Primary School Retaining Walls</b>		+179
	<b>Why do we need the project?</b> There are multiple areas where the existing retaining walls on the site are showing signs of deterioration. In order to mitigate any potential associated Health and Safety risks remedial works are required		
	<b>How are we going to achieve it?</b>		
	<ul style="list-style-type: none"> <li>○ Retain and restabilise areas where the timber logs have failed using a combination of steel piles and landscaping works.</li> <li>○ To remove and reinstate existing steel weldmesh fencing as required to facilitate the works.</li> </ul>		

Page 26	<ul style="list-style-type: none"> <li>○ To install adequate drainage as part of the reinstatement works.</li> <li>○ To remove and reinstate the existing cycle shed as required.</li> <li>○ To isolate and reconnect any electrical services as required.</li> </ul> <p><b>What are the benefits?</b></p> <p>Maintaining safe access to SCC services for the public and school users.</p> <p><b>When will the project be completed?</b></p> <p>25/08/2023</p>							
	<b>Funding Source</b>	DfE Condition Allocation	<b>Amount</b>	£179k	<b>Status</b>		<b>Approved</b>	
	<b>Approval Route</b>		Part of Education Estate maintenance responsibilities					
	Variations and reasons for change							
	<p><b>Abbey Lane Primary Roof Planks Replacement</b></p> <p><b>Scheme description</b></p> <ul style="list-style-type: none"> <li>● A structural inspection of the ceiling slabs at Abbey Lane Primary School confirmed the use of Reinforced Aerated Autoclaved Concrete (RAAC) roof planks in Roofs R7 and R9 &amp; R10 of the 1960s extension block. R7 covers a classroom; R9 and R10 cover the kitchen.</li> <li>● The Standing Committee on Structural Safety issued an alert regarding the risks associated with this type of construction. RAAC planks installed at Abbey Lane have now exceeded their estimated 30-year lifespan and investigative surveys have been carried out to determine the most appropriate action to take (including a structural inspection report, a measured building survey and a feasibility study into replacing the RAAC planks).</li> <li>● This variation requests approval to deliver the recommendations to address the risks posed by the RAAC roof planks summarised in the RIBA Stage 2 Feasibility Report, taking the total cost from £520k to £620k.</li> </ul> <p><b>What has changed?</b></p> <p>Following the initial scoping of the scheme the following additional costs have been identified:</p> <ul style="list-style-type: none"> <li>○ Inclusion of extra storage to accommodate school requirements - £2k.</li> <li>○ Increase in temporary accommodation to accommodate extra requirements in relation to temporary kitchen toilet / staff changing and office - £30k.</li> <li>○ Additional drainage runs to temporary accommodation - £10k.</li> <li>○ New permanent drainage to relieve existing overload - £1k.</li> <li>○ Removal and disposal of 2 existing canvas and steel canopies - £2k.</li> <li>○ Trimming of tree in location of temporary kitchen - £0.5k.</li> </ul>							+100

	<ul style="list-style-type: none"> <li>○ Amended treatment to raised section of roof to removed glazed area increasing thermal performance and reducing maintenance – £10k.</li> <li>○ New powder coated aluminium gutters and downpipes to enhance performance and reduce maintenance - £5k.</li> <li>○ SI survey to increased temporary accommodation footprint - £3k.</li> <li>○ Covered temporary walkway to provide continuous access adjacent the working area as required by the school to provide continuous access - £25k.</li> <li>○ Contingency against amendments - £11.5k.</li> <li>○ Total increase: £100k</li> </ul> <p><b>Variation type: -</b></p> <ul style="list-style-type: none"> <li>● Budget increase: cost increase of £100k over the original budget of £520k, due to the extra cost of the amendments identified above.</li> </ul>			
	<table border="1"> <tr> <td data-bbox="192 564 333 616"><b>Funding</b></td> <td data-bbox="333 564 2016 616">DfE Condition Allocation</td> </tr> </table>	<b>Funding</b>	DfE Condition Allocation	
<b>Funding</b>	DfE Condition Allocation			
	<table border="1"> <tr> <td data-bbox="192 632 566 683"><b>Approval Route</b></td> <td data-bbox="566 632 2016 683">Scheme initially approved Finance Sub-committee 7th November 2022</td> </tr> </table>	<b>Approval Route</b>	Scheme initially approved Finance Sub-committee 7th November 2022	
<b>Approval Route</b>	Scheme initially approved Finance Sub-committee 7th November 2022			
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 27</p>	<p><b>Talbot-Seven Hills Special Educational Needs and Disabilities (SEND) provision: (Talbot Bridge Building &amp; Production Kitchen)</b></p> <p><b>Scheme description</b></p> <ul style="list-style-type: none"> <li>● Original scope: to provide 40 SEND places at Talbot school (car park site of Learn Sheffield facility)</li> </ul> <p><b>What has changed?</b></p> <ul style="list-style-type: none"> <li>● Following the recently requested £91k budget increase there is currently a requirement for £188.2k of additional funding to complete the works (including additional works to implement the production kitchen).</li> </ul> <p><b>Variation type: -</b></p> <ul style="list-style-type: none"> <li>● Budget increase: as summarised in table below:</li> </ul>	<p>+188.2</p>		

Talbot	Budget (£)	Forecast (£)	Variation (£)
Modular Construction	2,000,000	2,080,000	80,000
External Works	879,000	1,050,000	171,000
Servery Kitchen	-	20,900	20,900
School Furniture	60,000	64,600	4,600
Stats	-	25,500	25,500
Fees	109,000	227,500	118,500
Talbot Bridge Works	26,000	144,000	118,000
Production Kitchen		41,655	41,655
Contingency	301,000	-	-342,655
CAF Increase (Feb)	91,000	-	-
<b>Total</b>	<b>3,466,000</b>	<b>3,654,155</b>	<b>188,155</b>

- Scope changes:
  - Bridge Building:
    - Division of classroom to offset space needed for kitchen (school operation)
    - Security changes to entrance lobby (school operation)
    - Building regulation works
    - Addition to dining room floor specification for damp
  - Inclusion of Servery and Production Kitchen works.
  
- Programme update:
  - External works package will be completed by the end of March 2023.
  - The works for the Bridge Production kitchen are planned for the April holiday 2023.
  - Modular works package will be completed by the end of April 2023 due to the need to execute these during school holidays.
  - Final overall payment is anticipated to be May 2023.

**Funding** DfE High Needs Capital Fund

**Approval Route** Original scheme approved Cabinet Feb 21

**G Strategy & Resources**

New additions

**Transport Efficiency Vehicle Replacement Programme – Year 4**

+2,514.5

**Why do we need the project?**

- To replace old, inefficient vehicles/plant with newer greener vehicles/plant thus reducing the city of Sheffield’s air pollution, whilst also making 95 per cent of the fleet CAZ (Clean Air Zone) compliant. A total of 476 vehicles/plant have been replaced in the first 3 years of the replacement programme.
- The Council has also previously declared a climate emergency which necessitates a move away from the use of traditional fossil fuelled vehicles to cleaner technologies such as electric and hybrid powered units.
- Council fleet replacement has been identified in the Council’s 10-point plan for climate action under point 4 “We will work towards reducing Council emissions to net zero by 2030.”
- The council’s vehicle replacement programme had been on hold until 2019/20, this was due to previous austerity measures, The impact of this was the fleet was made up of old inefficient vehicles that are costly to maintain.
  
- We need to address the aging fleet issue in line with our city’s air quality agenda; doing nothing is not a viable option.
- Whilst we cannot progress with a fully electrified fleet due to market limitations and existing charging infrastructure limitations this year, we will continue to look at incorporating ULEVs into our fleet wherever possible.

**How are we going to achieve it?**

- Purchase new greener replacements for the older vehicles and plant currently held.
- Continue with the fleet refresh programme for year four using capital borrowing to support the investment. All vehicles not currently compliant with the proposed air quality standards were brought forward to be replaced in year three of the programme. EVs (Electric Vehicles) will be considered within purchasing decisions depending upon specifications, availability, cost, and suitability.

**What are the benefits?**

- A CAZ compliant fleet.
- Reduced emissions – significant air quality impact: over 0.752 tonnes of carbon dioxide and 0.861 tonnes of NOx per km will have been saved because of this investment.
- Maintenance costs should be reduced by a further £42,484
- By decarbonising our transport, we can improve air quality and so improve health and reduce the number of deaths associated with poor air quality in Sheffield.
- Reduction in NOx and CO2 the first 3 years of the vehicle replacement programme has seen the following reductions in NOx and CO2 emissions.
  
- Estimated emissions savings based on the vehicles upgraded in years 1-3 of the programme is detailed below. The calculation is based on average mileage of 8,500 miles (13,679 Km) per vehicle per year and emissions benefits have been verified by our air quality specialists.

Investment Summary	Year 1	Year 2	Year 3	Total
<b>No of vehicles replaced</b>	176	110	108	<b>394</b>
<b>Plant items replaced</b>	39	29	14	<b>82</b>

Page 30	<table border="1"> <tr> <td><b>Emissions Saving CO2 tonnes</b></td> <td>0.721</td> <td>0.545</td> <td>0.575</td> <td><b>15,640</b></td> </tr> <tr> <td><b>Emissions Saving NOx tonnes</b></td> <td>0.471</td> <td>0.177</td> <td>0.208</td> <td><b>7,310</b></td> </tr> </table>				<b>Emissions Saving CO2 tonnes</b>	0.721	0.545	0.575	<b>15,640</b>	<b>Emissions Saving NOx tonnes</b>	0.471	0.177	0.208	<b>7,310</b>	
	<b>Emissions Saving CO2 tonnes</b>	0.721	0.545	0.575	<b>15,640</b>										
	<b>Emissions Saving NOx tonnes</b>	0.471	0.177	0.208	<b>7,310</b>										
	<p>For each vehicle that needs replacing a hierarchical approach is used.</p> <ol style="list-style-type: none"> <li>1. Is a suitable ULEV ( Ultra-Low Emission Vehicle) available, is it affordable, does it suit the duty cycle of the vehicle, can it be charged easily?</li> <li>2. If a ULEV cannot be found to match the criteria or there is no such vehicle on the market, then a petrol vehicle is sourced.</li> <li>3. If a ULEV or petrol vehicle cannot be found to match the criteria or there is no such vehicle on the market then a diesel vehicle is sourced but this must have the highest emissions standards available, currently this is Euro 6.2</li> </ol> <p>The replacement programme is a rolling programme that enables us to take advantage of any future developments in vehicle clean air technology, meet the changing needs of council services and contribute towards the city’s air quality agenda that is set out in the councils 10-point plan for climate action.</p> <p><b>When will the project be completed?</b> Vehicles and Plant to be procured by 31/03/2024</p> <table border="1"> <tr> <td><b>Funding Source</b></td> <td>Prudential Borrowing</td> <td><b>Amount</b></td> <td>£2,514.5k</td> <td><b>Status</b></td> <td></td> <td><b>Approved</b></td> <td></td> </tr> </table> <p><b>Approval Route</b>      Scheme endorsed Finance Sub-committee 21/02/23</p>					<b>Funding Source</b>	Prudential Borrowing	<b>Amount</b>	£2,514.5k	<b>Status</b>		<b>Approved</b>			
<b>Funding Source</b>	Prudential Borrowing	<b>Amount</b>	£2,514.5k	<b>Status</b>		<b>Approved</b>									
<p><b>Abbeyle Weir Structural Repairs (feasibility)</b></p> <p><b>Why do we need the project?</b> The condition of the weir has deteriorated significantly over the last 13 years and there is a risk that its condition could worsen during flood conditions. The purpose of the weir is to provide sufficient head of water to the machinery at Abbeyle Industrial Museum. Further deterioration of the weir would result in a reduction in water supply to the museum, whilst total failure of the weir would remove the supply completely.</p> <p><b>How are we going to achieve it?</b> Implement temporary stabilisation measures initially, temporarily halting the deterioration of the weir, whilst a feasibility study is undertaken to be able to design and implement permanent repairs to the weir.</p> <p><b>What are the benefits?</b> Feasibility study to inform suggested design to best implement permanent repairs to the weir.</p>					+153										

<b>When will the project be completed?</b> Feasibility completed 31/12/2023; estimated completion of ensuing works 31/03/2025.							
<b>Funding Source</b>	Capital Receipts Corporate maintenance allocation	<b>Amount</b>	£153k	<b>Status</b>		<b>Approved</b>	
<b>Approval Route</b>		Corporate maintenance responsibility					
Variations and reasons for change							
None							
HP Page 31	<b>Economic Development &amp; Skills</b>						
	New additions						
	<b>Sustainable Community And Cultural Assets</b> <b>Why do we need the project?</b> The Sustainable Cultural and Community Facilities programme will provide capital grant funding to improve the energy efficiency and environmental performance of public facing buildings and spaces in Sheffield with an initial focus on buildings used primarily for community and/or cultural purposes. In addition energy efficiency grants will be considered to support the upgrade of training facilities used for providing 'low carbon skills'.  <b>How are we going to achieve it?</b> In order to determine the activity an Energy Audit will be required to take place and form part of a grant application. This will set out bespoke interventions and also identify cost and carbon savings.  Acting as Accountable Body Sheffield City Council (SCC) will establish eligibility criteria and run a Call for Proposals to seek applications for upgrades to Community and Cultural buildings plus low carbon training facilities. A small team will administer the grant programme. There also remains an option to engage South Yorkshire Community Foundation to facilitate delivery of small grants (eg less than £20k) to community groups. This service will be provided at cost.  Once a grant has been awarded the successful applicant will procure the interventions as prescribed in the Energy Audit in accordance with the UKSPF guidelines. For larger organisations payment of grant will be paid in arrears upon submission of a claim and evidence of payment. For smaller organisations there remains an option to pay them in advance or to pay contractors direct upon submission of invoice  Works will likely include: - Replacement windows (double or triple glazing)						
							+614.2

- Installation of heat pumps and associated works (underfloor heating/replacement radiators)
- Solar panels and associated works
- Electricity Storage (battery)
- Insulation
- Carbon capture (landscaping)
- Ancillary works where appropriate

**What are the benefits?**

Short Term:

Reduce the energy costs associated with running community or cultural facilities in Sheffield to contribute to long term sustainability of the organisations and activities taking place within the facility. This immediate objective will help to mitigate the Cost-of-Living Crisis and loss of income following the Covid pandemic.

Medium Term:

Ensure that local communities and individuals, particularly those that are hard to reach to have easy access to local facilities and amenities where they the opportunities to receive advice, training and general support that should enable engagement or improved with the local economy.

Help existing cultural facilities contribute to the vibrancy of the City thereby encouraging economic benefits through direct employment, enhancing the visitor economy and maintaining a positive image of the City for investment.

Provide facilities for residents to secure training and skills to access employment in the energy efficiency and low carbon sectors.

Long Term:

Reduce the carbon emissions from the improved buildings thereby contributing to the mitigation of climate change.

The properties can be either in public or private ownership with the determining factor being the primary use of the building.

The total value of the project is expected to be £2.2m, however funding is only released on an annual basis therefore £614k represents the amount of funding that has been confirmed for 2023/24

**When will the project be completed?**

All projects completed March 2025

<b>Funding Source</b>	UK Shared Prosperity Fund	<b>Amount</b>	£614.2k	<b>Status</b>		<b>Approved</b>	
<b>Approval Route</b>	In-principle use of funding for this activity was approved by Finance Committee on 7th November 2022 and Economic Development and Skills Committee on 18th January 2023.						



	Variations and reasons for change
	None

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	Scheme name / summary description of key terms	Funder	Value £'000
<b>A</b>	<b>Transport Regeneration &amp; Climate Change</b>		
	<p><b>Transforming Cities Fund – Housing Zone North</b></p> <p><b>Background</b></p> <p>The scheme is to encourage access to and from Kelham Island and Neepsend area to use sustainable transport options, whilst diverting traffic to utilise the Northern Inner Ring Road, including creation of a Dutch style roundabout.</p> <p>Although the main terms and conditions of the Grant Agreement have been agreed by both SYMCA and the Council, the final draft of the agreement is yet to be agreed. Should any of the terms and conditions described in this report subsequently change or should the agreement materially differ to the agreement described in this report following negotiation with SYMCA, further Council approval will be sought.</p> <p>The Grant Agreement provides a detailed operational breakdown of activities and costs that are eligible to be funded by the Grant.</p> <p><b>Financial and Commercial Implications</b></p> <p><u>Financial Terms and Conditions</u></p> <ul style="list-style-type: none"> <li>• The Grant is a mixed capital and revenue payment of £14,579,387 from South Yorkshire Mayoral Combined Authority (“SYMCA”) to Sheffield City Council (“SCC”).</li> <li>• The Grant is the Stage 3 allocation for the Project and the terms and conditions of the Grant Agreement must be considered alongside the terms and conditions for Stage 1 and Stage 2 of the Project.</li> <li>• The Grant value is calculated as £16,055,333 less any amounts allocated to SCC for Stage 1 (£188,360) and Stage 2 (£1,287,586) of the Project, totalling a net figure of £14,579,387.</li> <li>• The Grant is subject to clawback if Project does not achieve Outputs/Outcomes.</li> </ul>	South Yorkshire Mayoral Combined Authority	14,579

- The Grant is to be allocated as follows in each financial year, to be allocated to specific activities relating to the Project (see details):

Financial Year	Amount (£)
23/24	7,057,910
24/25	7,521,476

- SYMCA may make grant payments to SCC in advance, at its absolute discretion.
- SCC must notify SYMCA in writing by 31st December of each financial year, if the relevant annual grant allocation will not be spent in full.
- The Grant is subject to 5% retention, to be retained by SYMCA and paid to SCC on satisfactory completion of Project Outputs/Outcomes. The 5% will be released as follows (subject to resolution of all project outcomes and compliance with the learning review procedure):

Relevant Release	Release Date
2.5%	On certificated practical completion of the Project
2.5%	On delivery in full of the Project Outputs/Outcomes

- SCC to notify SYMCA in advance of intention to apply for third party funding,
- SCC cannot recover more than 35% overheads for internal administration costs.
- SCC to Inform SYMCA if grant claims profile changes.

General Terms and Conditions

- The Grant must be used to achieve Project Outputs/Outcomes, including Social Value Outcomes
- SCC must comply with the project learning review procedure specified in the Grant
- Commencement/Completion Dates as per Schedule 2
- Closure Date/Funding Cessation Date as set out in Schedule 2
- Grant shall not be used for any other purpose without SYMCA permission.

	<ul style="list-style-type: none"> <li>• Only claim Qualifying Expenditure defrayed from Commencement to Completion Date. Qualifying Expenditure outside these dates is ineligible.</li> <li>• SCC shall neither apply for/ accept duplicate funding re: any part of the Project/related administration costs funded by SYMCA.</li> <li>• SCC is responsible for any match funding shortfalls etc</li> <li>• No Project changes) without SYMCA approval</li> <li>• SCC to ensure VFM in procurement of goods/services funded by the Grant.</li> <li>• SCC ensure that the Project planning and operation reflects sustainable development principles.</li> <li>• Project Outputs/Project Outcomes are achieved by the Completion Date.</li> <li>• To the extent that use of the grant funding is subject to the Subsidy Rules, SCC shall not breach the Subsidy Rules.</li> <li>• SCC to inform SYMCA of other public funding used against the Eligible Costs</li> <li>• SCC is to comply with the accounting audit, quarterly and other monitoring and reporting requirements specified in the grant agreement</li> <li>• SCC must commence the Project three (3) months from the date of the Grant Agreement.</li> <li>• SCC must comply with the publicity requirements of the Grant Agreement</li> <li>• SCC must comply with the detailed performance management, project evaluation and key performance indicator requirements specified in the Grant Agreement</li> <li>• SCC must comply with the risk management obligations contained in the Grant Agreement and maintain an appropriate risk</li> <li>• Grant maybe subject to External Audit.</li> <li>• Grant is subject up to 100% total Clawback to the extent that the Project Outputs/Outcomes are not achieved in full by the Completion Date.</li> <li>• SCC shall certify the full Project costs defrayed (by S151 Officer).</li> <li>• SCC must submit a full project reconciliation at Practical Completion of the Project signed by the s.151 Officer .</li> <li>• On Completion Date SYMCA, may take account of the extent to which the Project Outputs/Outcomes have been achieved.</li> <li>• The Final Review Date will be in March 2026.</li> <li>• Retention period for records: to March 2030</li> </ul>		
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<p><u>Commercial Implications</u></p> <ul style="list-style-type: none"> <li>• All public sector procurement is governed by and must be compliant with the Grant Agreement and UK National Law. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).</li> <li>• CSO requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase / acquire services, goods or works must go via a competitive process, comply with the Local Government Transparency Code 2015. The Portfolio / Service Grant Manager will need to contact the Commercial Services Team for detailed guidance on adherence to these rules when spending the Grant.</li> </ul> <p><b>Legal implications</b></p> <p>This decision is to approve the Council becoming the Accountable Body in respect of the grant on behalf of the SYMCA Transforming Cities Fund and is subject to the grant agreement being materially similar to the grant agreement terms and conditions set out in this report.</p> <p>Should the grant agreement proposed be materially different to the final agreed grant agreement, further approval to act as Accountable body must be sought.</p> <p>Once executed, the Council must ensure that it acts in accordance with the grant agreement.</p> <p>The Council has a duty and a power under the Traffic Management Act 2004 to to make sure traffic moves freely and quickly on their roads and the roads of nearby authorities.</p> <p>The exercise of this power under TMA 2004 will go some way to fulfilling its corresponding duty under TMA 2004.</p>		
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<b>B</b>	<b>Communities Parks &amp; Leisure</b>		
	None		
<b>C</b>	<b>Waste and Street Scene</b>		
	None		
<b>D</b>	<b>Adult Health &amp; Social Care</b>		
	None		
<b>E</b>	<b>Housing</b>		
	None		
<b>F</b>	<b>Education Children &amp; Families</b>		
	None		
<b>G</b>	<b>Strategy &amp; Resources</b>		
	None		
<b>H</b>	<b>Economic Development &amp; Skills</b>		
	None		

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## Report to Policy Committee

### Author/Lead Officer of Report:

Diana Buckley, Director of Economy, Skills & Culture

James Henderson, Director of Policy and Democratic Engagement.

**Report of:** *Chief Executive*

**Report to:** *Strategy and Resources Committee*

**Date of Decision:** *19<sup>th</sup> April 2023*

**Subject:** *Sheffield City Goals*

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 type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

### Purpose of Report:

The report sets out progress toward the development of City Goals, a joint project led between partners across the City of Sheffield.

It describes the framework and activities planned as part of that process, and the role that the council is asked to play.

**Recommendations:**

Strategy and Resources are asked to:

1. Note the progress of the City Goals project delivery
2. Note the plans for the engagement part of the process in the coming months
3. Endorse the approach to developing the City Goals during the next phase of the project with the support of the Council to ensure we play our part alongside partners in the city to enact them.

**Background Papers:**

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

<b>Lead Officer to complete:-</b>									
1	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">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.</td> <td style="width: 50%; vertical-align: top;">Finance: Tony Kirkham, Interim Director of Finance</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Legal: Robert Parkin, Assistant Director Legal and Governance.</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Equalities &amp; Consultation: Ed Sexton, Equalities and Involvement Officer</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Climate: Jessica Rick, Sustainability Programme Officer</td> </tr> </table>	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: Tony Kirkham, Interim Director of Finance		Legal: Robert Parkin, Assistant Director Legal and Governance.		Equalities & Consultation: Ed Sexton, Equalities and Involvement Officer		Climate: Jessica Rick, Sustainability Programme Officer
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	Legal: Robert Parkin, Assistant Director Legal and Governance.								
	Equalities & Consultation: Ed Sexton, Equalities and Involvement Officer								
	Climate: Jessica Rick, Sustainability Programme Officer								
	<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	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>SLB member who approved submission:</b></td> <td style="width: 50%;">Kate Josephs</td> </tr> </table>	<b>SLB member who approved submission:</b>	Kate Josephs						
<b>SLB member who approved submission:</b>	Kate Josephs								
3	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Committee Chair consulted:</b></td> <td style="width: 50%;">Cllr. Terry Fox, Leader of the Council and Chair of Strategy and Resources Committee</td> </tr> </table>	<b>Committee Chair consulted:</b>	Cllr. Terry Fox, Leader of the Council and Chair of Strategy and Resources Committee						
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4	<table border="1" style="width: 100%;"> <tr> <td colspan="2">I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</td> </tr> <tr> <td style="width: 50%; vertical-align: top;"><b>Lead Officer Name:</b> Diana Buckley  James Henderson</td> <td style="width: 50%; vertical-align: top;"><b>Job Title:</b> Director of Economy, Skills and Culture &amp;  Director of Policy and Democratic Engagement</td> </tr> <tr> <td colspan="2"><b>Date:</b> 6<sup>th</sup> April 2023</td> </tr> </table>	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.		<b>Lead Officer Name:</b> Diana Buckley  James Henderson	<b>Job Title:</b> Director of Economy, Skills and Culture &  Director of Policy and Democratic Engagement	<b>Date:</b> 6 <sup>th</sup> April 2023			
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<b>Lead Officer Name:</b> Diana Buckley  James Henderson	<b>Job Title:</b> Director of Economy, Skills and Culture &  Director of Policy and Democratic Engagement								
<b>Date:</b> 6 <sup>th</sup> April 2023									

## 1. PROPOSAL

### Shared strategic goals for our city

- 1.1 In the work we do as a Council and in partnership with colleagues across the city and beyond, we have lacked a description of our shared ambitions and common purpose as a city, a shared blueprint for where we want to get to that paves the way for a set of actions to help us deliver on that vision collectively. This was discussed at the [Sheffield City Partnership Board](#) (SCPB), where representatives of the public, private and voluntary sector, including the Council, come together to discuss city-wide issues and projects. In November 2021, the Partnership Board agreed that partners needed to come together to develop a 'City Strategy' to give that high-level city-wide set of ambitions, now known as the 'City Goals'.
- 1.2 For Sheffield City Council, the City Goals offer an excellent opportunity to work with communities, partners and stakeholders on a shared narrative that describes where we all want the city to be. Through our SCC plans and strategies, our services and investments and the work we do every day, we will then be able to demonstrate how we contribute to the pursuit of those shared goals. The City Goals will become a driving force to support our council improvement journey and delivery planning. The City Goals work will also incorporate an inclusive economic framework.
- 1.3 The recent LGA Peer Challenge report<sup>1</sup> identified that the Council should:
- “Build on the commitment and willingness of local partners to develop the place vision and City Goals so that they are co-owned and have clear lines of responsibility and accountability for delivery - with the Council as one partner albeit with a leading role”.*
- 1.4 The LGA recognised that having a place vision for Sheffield will help ensure that partners and stakeholders have a legitimate and shared responsibility to deliver for Sheffields. This will then inform the priorities and commitments in our own SCC corporate strategies.
- 1.5 As part of SCC's response and action plan following the LGA Peer Team's report, Strategy and Resources Committee agreed that SCC should continue to develop the City Goals with the intention of seeking Council approval for the Goals later in 2023.

The overall aim is to ensure that we are pursuing a joined-up approach to developing one coherent plan for the future of Sheffield within the city and enable us to discuss this in a range of forums as a unified voice.

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<sup>1</sup> Agreed by Strategy and Resources Committee alongside SCC's response in March 2023, <https://democracy.sheffield.gov.uk/ieListDocuments.aspx?CId=641&MId=8355&Ver=4>

- 1.6 Having a shared purpose in the form of the City Goals is vital step forward in Sheffield's strategic development, giving us a clear articulation of the city's future. However, the process of developing the Goals is as important as the Goals themselves – bringing together voices from across the city's communities, networks and sectors to give us the best chance of having goals that reflect the things which unite and drive us together as a city. The City Goals will be:
- **Our North Star** – shared, long-term strategic direction for the city
  - **Co-produced and co-owned** – a fresh and open approach, involving more people than ever in developing a vision for the future of Sheffield which builds on a common narrative that we can all recognise.
  - **Built on evidence, insight and local expertise** – utilising our new economic evidence base, voice and insight gathered in communities, engagement with city stakeholders and bringing in new thinking and evidence from cities across the UK and globally.
  - **Underpinned by clear measurable outcomes** – so we can track progress against delivery of the goals we set.
  - **Linked with and informed by other key agendas in Sheffield** – providing coherence to a range of live policy agendas and new and existing strategies in Sheffield. By linking these to the delivery of a clear set of goals we can capitalise on the opportunities we are currently pursuing and make them work for us as a city.
  - **Help us to capitalise on regional and national opportunities** – for example, for the SYMCA's South Yorkshire Renewal Fund, SCC needs to develop a City Investment Plan setting out investment priorities for Sheffield and how they will help to deliver the priorities of South Yorkshire's Strategic Economic Plan. Developing the two plans alongside each other means the Investment Plan can be informed by the work to develop the City Goals.
  - **A catalyst for collective action and delivery** - implementation of the goals needs to be at the forefront of our plans. Organisations in Sheffield will need to understand their role in developing, adopting, and delivering the goals.

- 1.7 **Working together – what we've done so far**  
The City Goals work was initially proposed at Sheffield City Partnership Board (SCPB)<sup>2</sup> in November 2021 meeting. The Board, agreed to

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<sup>2</sup> Sheffield City Partnership Board is the strategic board for Sheffield which brings together the public, private and voluntary sector to discuss non-sector specific city wide issues and provide a collaborative approach. The SCPB

commission work on a new inclusive economic framework which would act as the new City Goals.

- 1.8 The City Partnership agreed to the formation of a working group to help further develop the work. The working group was formed on a voluntary basis with a wider membership than the City Partnership, it includes representatives from other community focused organisations and work such as the Green Estate and the Race Equality Commission. The working group has met regularly and is keen to ensure the work captures the breadth of the Sheffield's communities and that the work is representative and of the city.
- 1.9 To create robust foundations to the City Goals which reflect our communities and our city's economy, partners have initiated two vital projects:
- **Local Economic Assessment** - commissioned and reported back to both the City Partnership Board and the Economic Development and Skills Committee<sup>3</sup>.
  - **Collaborative Conversations** - The Council has commissioned the Collaborative Conversations work which is being run by Voluntary Action Sheffield. This is ensuring in-depth conversations with some of those voices who would not ordinarily be captured in work by the main institutions.
- 1.10 Those projects provide a solid evidence base from which the City Goals can develop. The Partnership has also commissioned external support to help us drive the City Goals work forwards and provide vital capacity to the project and independent challenge to our thinking. Each of the pieces of work will have impact further than the development of the City Goals. For the economic assessment this will feed into an inclusive economic framework for the city. Beyond the City Goals the Collaborative Conversations work should provide an opportunity and a basis for establishing a collaborative network, enabling us to better connect to Sheffield's communities that we don't always hear from.

### **Next steps and timeline for developing the Goals**

- 1.11 The activity in the early part of this year has been focused on partners working together on the approach to developing the City Goals and how the goals will be produced with partners and communities. The work on co-developing the Goals is now underway.
- 1.12 The City Partnership and the City Goals Working Group are committed to a strong level of engagement and involvement for communities, stakeholders and partners to make our City Goals genuinely of our city

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originated out of the Local Strategic Partnership, which in Sheffield was called the Sheffield First Partnership, and specifically the Sheffield First Executive Board. This was reviewed in 2015 and rebranded with the introduction of an independent Chair, Lord Blunkett. Full membership can be found on the website:

<https://www.sheffieldcitypartnership.org/board-members>

<sup>3</sup> The Local Economic Assessment was presented to the Economic Development and Skills Committee in June 2022 and is available here (Item 9) <https://democracy.sheffield.gov.uk/ieListDocuments.aspx?Cid=646&Mid=8320&Ver=4>

and our communities. This process will involve co-design, with participants actively involved in the drafting of the goals.

- 1.13 As described above, the Goals themselves are an important outcome. But, the process and approach that the city is taking by engaging partners and Sheffielders is an important demonstration of the city’s intent to inclusive and collaborative policy and strategy making, working with the city for the future of it.
- 1.14 The table below sets out the engagement phases in the coming months. Members of the Committee are encouraged to engage where possible around the PERP dates and restrictions and to engage more fully over the summer.

<b>Timescale</b>	<b>Engagement Activity</b>
February/March	Engagement Phase 1 <ul style="list-style-type: none"> <li>• Communications and digital survey</li> <li>• Hold first round of engagement workshops</li> </ul>
By March 24th (pre-PERP)	<ul style="list-style-type: none"> <li>• Drop-in sessions for elected Members.</li> </ul>
April - May	<ul style="list-style-type: none"> <li>• Community workshops</li> <li>• Community pop-ups</li> <li>• Beginning to draft City Goals</li> </ul>
May - June	Engagement Phase 2 <ul style="list-style-type: none"> <li>• Second round of partner/stakeholder workshops</li> <li>• Second phase of community pop-ups</li> <li>• Member workshop</li> <li>• Co-development of the City Goals (digital tool)</li> </ul>
June/July	<ul style="list-style-type: none"> <li>• Further iteration of City Goals for approval across the partners and those involved</li> </ul>

- 1.15 The Strategy and Resources Committee is therefore asked to support and endorse the engagement process and development of the City Goals, with the City Council playing an important and active role alongside partners and communities.
- 1.16 It is suggested that S&R Committee will receive a further report once the Goals have been developed.

**2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The One Year Plan previously contained a commitment to SCC collaborating with citizens and partners on a new vision and shared purpose for the city, setting out ambitions for the city’s future and the challenges we need to tackle together. The Delivery Plan emphasised this and the development of the City Goals in an inclusive way with Partners across the city delivers against this commitment.

- 2.2 Once finalised, the Goals will provide an overarching ambition for the city which any future Corporate Strategies for the Council will need to contribute to.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Consultation is a key part of the process as outlined above and will be carried out in the coming months. This report is not about a finished product but an update on the process which engagement and consultation the predominant part of.
- 3.2 The consultant team are facilitating workshops in the city and then will be producing a facilitation pack to enable conversations to be held across Sheffield in a range of communities and with partner networks. As well as the consultation exercise being carried out by the consultant team and partners through the City Goals work there is the additional Collaborative Conversations work which is taking place.
- 3.3 Collaborative Conversations is being led by Voluntary Action Sheffield (VAS) to enable conversations about the City Goals to take place across the city. These conversations will take place in communities and use methods and approaches which work best to enable a diverse range of people, to have a real voice and give their valuable insight. This is about capturing the citizen voice in Sheffield and targeting communities who do not always have a voice.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

- 4.1.1 An Equality Impact Assessment on the development of the City Goals has been created and a further Impact Assessment will be undertaken on the Goals themselves once they are established. During the process of developing the Goals we are seeking opportunities to eliminate discrimination, promote fairness and foster good relations between communities. The Collaborative Conversations work is one element which we are hoping will enable this and the consultation as a whole will also aim to ensure a representative and inclusive development process.

#### **4.2 Financial and Commercial Implications**

- 4.2.1 There are no direct financial implications arising from this report. Resources are being aligned to support the City Goals development process and have already been designated from Government funding to cover the costs of the consultants running the work.

#### **4.3 Legal Implications**

4.3.1 There are no direct legal implications arising from the recommendations on the process of developing the City Goals.

#### 4.4 Climate Implications

4.4.1 Climate colleagues have been consulted and in discussion with the consultants concluded that a CIA would be best created on the findings and responses from the engagement process so this will be carried out at that stage of the City Goals development.

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

5.1 The alternatives to consider would be firstly to do nothing, continue without a shared city vision and fail to have a collective perspective on the city's future. Ultimately this would lead to a lack of strategic cohesion, a fragmented view of the future and missed opportunities for investment. This was rejected as it is not in the city's best interests.

5.2 The other alternative is to have the Goals develop without SCC endorsement - enabling partners to continue the work but without SCC support. This option was rejected as we are the civic leader of place, we are ambitious for our city and our determination to deliver a bright future for Sheffield can only be achieved with and alongside our communities and our partners.

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

6.1 Having a shared vision for the city is a vital part of Sheffield's future, creating a collective purpose and focus for everything the city's institutions do with and alongside our communities and businesses.

6.2 Public, private and voluntary, community, faith and social enterprise sector partners have come together with a real sense of ambition to listen to Sheffield's communities and articulate a shared story and set of priorities which will become the focus for our collective action, leadership and investment over the coming years.

6.3 As Sheffield's civic leader, SCC is one partner but has a significant role to play, connecting our democratic and community leadership to the shared vision for the future. The recommendations for S&R to endorse the development of the City Goals are therefore a vital statement to citizens and partners of our commitment to supporting the development of a new vision for the city.

6.4 SCC's support for and involvement in the City Goals work also ensures that we are delivering against the commitments made in the recent LGA Peer Challenge Action Plan.



## Part A

### Initial Impact Assessment

**Proposal name**

City Goals Development

#### Brief aim(s) of the proposal and the outcome(s) you want to achieve

The aim of this work is to produce a set of City Goals for Sheffield, which establish the shared ambitions and missions for the city to collectively work towards. This will be owned by the city, embedded within communities and with partners and reflect their priorities.

#### Proposal type

Budget  non-Budget

#### If Budget, is it Entered on Q Tier?

Yes  No

If yes what is the Q Tier reference

#### Year of proposal (s)

21/22  23/23  23/24  24/25  other

#### Decision Type

- Coop Exec
- Committee (e.g. Health Committee)
- Leader
- Individual Coop Exec Member
- Executive Director/Director
- Officer Decisions (Non-Key)
- Council (e.g. Budget and Housing Revenue Account)
- Regulatory Committees (e.g. Licensing Committee)

**Lead Committee Member**

CLlr Terry Fox

**Lead Director for Proposal**

Diana Buckley and James Henderson

**Person filling in this EIA form**

Jennifer Rickard

**EIA start date**

06/06/2022

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### Equality Lead Officer

- Adele Robinson
- Bashir Khan
- Beverley Law
- Ed Sexton
- Louise Nunn
- Richard Bartlett

### Lead Equality Objective ([see for detail](#))

<input checked="" type="radio"/> Understanding Communities	<input type="radio"/> Workforce Diversity	<input checked="" type="radio"/> Leading the city in celebrating & promoting inclusion	<input checked="" type="radio"/> Break the cycle and improve life chances
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## Portfolio, Service and Team

### Is this Cross-Portfolio

- Yes
- No

### Portfolio

City Futures and PDE

Is the EIA joint with another organisation (eg NHS)?

- Yes
  - No
- Please specify

## Consultation

### Is consultation required (Read the guidance in relation to this area)

- Yes
- No

### If consultation is not required please state why

### Are Staff who may be affected by these proposals aware of them

- Yes
- No

### Are Customers who may be affected by these proposals aware of them

- Yes
- No

### If you have said no to either please say why

This EIA covers the period of development of the City Goals. Part of this development is engaging with communities and partners to talk to them about the goals. This engagement has commenced but has not been completed.

### *Staff*

The City Goals will be the key overarching strategy for the city and as such will affect staff as they support delivering the goals. Work has already been carried out to communicate the project to staff:

- A workshop was held at the SCC Leadership Conference in November 2022.
- City Goals was the focus of the Employee Events taking place in February 2023, with a video of the event available to staff on the intranet.
- A link to the survey (which forms part of the first phase of engagement) has been shared with Council staff through the Chief Executive's Weekly Message email.

Staff will continue to be involved in both engagement phases of the work.

### *Customers*

The City Goals will be owned by the city and embedded in communities. This work is taking a broad approach to involving communities in City Goals development, with formal consultation forming only one element of this. In order to achieve this, we are committed to developing a community engagement plan to ensure that we reach and listen to a wide range of people from across the city in a consistent and inclusive way.

A key part of this approach is a targeted piece of engagement work with communities, called 'Collaborative Conversations'. A working group made up of Sheffield City Council (SCC), Voluntary Community Sector (VCS), public sector and academic partners have overseen the delivery of this workstream and ensure that it is informed by existing work and best practice. Voluntary Action Sheffield (VAS) have been commissioned to co-ordinate the work which is being delivered through a group of community organisations, with support from our academic partner. The purpose of this workstream is to deliver conversations about the City Goals in communities, using places, methods and approaches which work for them and reach a diverse range of people, targeting people who SCC have not engaged with before. The working group will work with VAS to ensure that a diverse range of organisations are commissioned as part of this process, supporting us to reach different geographical communities and communities of interest.

Alongside this targeted work we will use the community engagement plan to seek out further opportunities to engage more widely across the city, again ensuring that we include a wide variety of voices, reflecting our diversity as a city and including those with protected characteristics.

## Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Identify Impacts

**Identify which characteristic the proposal has an impact on tick all that apply**

<input checked="" type="radio"/> Health	<input checked="" type="radio"/> Transgender
<input checked="" type="radio"/> Age	<input checked="" type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> Voluntary/Community & Faith Sectors
<input checked="" type="radio"/> Pregnancy/Maternity	<input checked="" type="radio"/> Partners
<input checked="" type="radio"/> Race	<input checked="" type="radio"/> Cohesion
<input checked="" type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input checked="" type="radio"/> Sex	<input type="radio"/> Armed Forces
<input checked="" type="radio"/> Sexual Orientation	<input type="radio"/> Other

## Cumulative Impact

**Does the Proposal have a cumulative impact**

- Yes  No

<input type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input checked="" type="radio"/> Other

*If yes, details of impact*

This proposal has a cumulative impact because it links to other plans and strategies within SCC which have either been agreed/endorsed or are in development. These include the Delivery Plan, the 10 Point Plan for Climate Action, the Business Recovery Plan, the Culture Collective Strategy, the forthcoming Corporate Plan, the report of the Race Equality Commission and the Local Skills Improvement Plan.

**Proposal has geographical impact across Sheffield**

- Yes  No

*If Yes, details of geographical impact across Sheffield*

**Local Area Committee Area(s) impacted**

- All  Specific

*If Specific, name of Local Committee Area(s) impacted*

## Initial Impact Overview

**Based on the information about the proposal what will the overall equality impact?**

The purpose of the City Goals is to address key challenges and opportunities facing the city, including health, economic and social inequalities. We recognise that embedding the City Goals process within communities will be a key element of delivering a plan and set of actions which will be genuinely owned by our city and reflective of our diverse needs, priorities and ambitions. In considering these issues and ensuring community engagement runs through the development of the goals, the impact of this proposal is considered to be positive. The aim is that the City Goals will bring positive impacts to our communities in Sheffield, by providing that united voice for the City when any individual partner talks of Sheffield, making a stronger case for investment and buy in. We hope the goals will bring positive impacts in equalities for the city and through engaging with a range of individuals with protected characteristics be a representative and thorough process of development.

**Is a Full impact Assessment required at this stage?**  Yes  No

**If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.**

## Initial Impact Sign Off

**EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?**

Yes  No

Date agreed

Name of EIA lead officer

## Part B

### Full Impact Assessment

#### Health

**Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?**

Yes       No      *if Yes, complete section below*

#### Staff

Yes       No

#### Customers

Yes       No

#### Details of impact

Evidence from the Local Economic Assessment, which will be used to inform the City Goals, suggests strong links between health and wellbeing and people's ability to participate in the economy. For example, 'The Marmot Review: Ten Years On' found that people from marginalised groups are more likely to be unemployed or employed in 'bad' work therefore at greater risk of poor mental and physical health.

The City Goals will explore this relationship and set missions for the city to address. Its development will be informed by communities and professionals in the health sector.

One of the aims of the Community Voice and Insight work is to reach a diverse range of people, including those that SCC has not spoken to before. We are also working with public health and other health partners as part of the Working Group for this commission and will be calling on their expertise in terms of applying existing best practice and identifying overlaps and/or gaps in knowledge. As well as involving diverse communities in the engagement work, health partners will also be involved in stakeholder workshops.

#### Comprehensive Health Impact Assessment being completed

Yes       No

*Please attach health impact assessment as a supporting document below.*

#### Public Health Leads has signed off the health impact(s) of this EIA

Yes       No

**Name of Health  
Lead Officer**

#### Age

#### Impact on Staff

Yes       No

#### Impact on Customers

Yes       No

### Details of impact

The Local Economic Assessment outlined a number of issues affecting younger people, particularly as a result of the COVID pandemic. 88% of young people reported loneliness during the pandemic (MIND. (2021). Children qualifying for free school meals are falling behind in terms of GCSE/Key Stage 4 attainment. Educational attainment is one of the wider determinants of health and addressing this worrying trend is important if Sheffield is going to address inequalities.

We will seek to engage with all age groups, however as part of our community engagement plan, we will ensure that there is targeted work to involve young people, including inviting representatives (e.g. through the Youth Council) to stakeholder events and the reference group. We also aim to hold a dedicated event for young people, working with relevant experts and partners to ensure that this is tailored to their interests and needs.

We will consider how to engage further with other age groups too through groups and networks and utilising the organisations involved as partners in the work to consider the current discourse around skills shortages in middle age groups with the retirement of skilled workers.

### Disability

#### Impact on Staff

Yes       No

#### Impact on Customers

Yes       No

### Details of impact

The City Goals development process will explore inequalities within Sheffield, including advancing opportunities for disabled people. The Local Economic Assessment found that in Sheffield, 48% of people aged 16-64 living with disabilities are employed compared to 75.7% of the non-disabled population, resulting in a disability employment gap of 27.7%.

We will work with our equalities partnership and relevant organisations to ensure that disabled peoples' voices are included as part of the community engagement workstream of this work. Alongside this our partners who sit on the Sheffield City Partnership Board such as the DWP as well as some private sector representatives will be engaged, enabling involvement of organisations who have been successful in increasing their disability workforce profile. Particularly we can try and learn from the Access to Work scheme and encourage engagement with individuals to ensure the goals are influenced by existing expertise within the city.

### Pregnancy/Maternity

#### Impact on Staff

Yes       No

#### Impact on Customers

Yes       No

**Details of impact**

We will work with our equalities partnership and relevant organisations to ensure that we are doing our best to give all people with protected characteristics an appropriate opportunity to engage. By engaging with progressive employers the work can be influenced by best practice in the city.

Also see Sex characteristic below.

**Race****Impact on Staff**

Yes       No

**Impact on Customers**

Yes       No

**Details of impact**

It is anticipated that reducing inequalities will be a focus of the City Goals, including deep-rooted inequalities experienced by BAME communities. For example, the Local Economic Assessment found that the employment rate in Sheffield for ethnic minorities is 61.2% compared to the city average of 74.6%. This employment rate is lower than the national average. Emerging findings from the Sheffield Race Equality Commission have highlighted the experiences of BAME communities, workforce pipeline issues and a lack of diversity at senior/board level across the city.

As part of the process to develop the City Goals, the evidence coming out of the Local Economic Assessment and Collaborative Conversations workstream will be used. The Collaborative Conversations work is aiming to engage with people who do not normally engage with SCC by delivering the conversations in communities. We will ensure these communities represent the racial diversity of the city and that this is also considered in our wider community engagement plan.

The work being linked to the Sheffield City Partnership Board and several key partners in the city involved in the Race Equality Commission also means there is consideration of the outcomes of the report and ensuring that a diverse and representative voice is shown across the engagement process to enable buy in and development of the goals with all communities.



## Religion/Belief

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

We will work with our equalities partnership and relevant organisations to ensure that we are doing our best to give all people with protected characteristics an appropriate opportunity to engage.

We are working on improving diversity of representation of all protected characteristics on Sheffield City Partnership Board, so will also be engaging through that route. We will also engage with the ongoing Faith Compact work occurring in the city. Currently the Dean of Sheffield sits on the Partnership board and is involved in the compact work so we will aim to engage further with a range of religious groups through those networks.

## Sex

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Local Economic Assessment found that as a group, women were particularly affected by the impact of the COVID pandemic, resulting in a widening gap in equality with men. Women account for 90% of single parents and this group were more likely to be impacted by job loss, reduced hours or furlough during the pandemic compared to coupled parents. Single parents earn half the weekly wage of coupled mothers and were less likely to work from home.

More generally, a Fawcett Society report (*Making Devolution Work for Women 2019*) found over 42,000 women in Sheffield were missing from the labour market and average earnings were £10k less a year than men. Sheffield has an average gender pay gap of 12.6%, which is slightly lower than the national average. The Fawcett Society explain the gender inequalities are caused by caring responsibilities (adult and child) and high costs of childcare which impact Sheffield women's career progression and financial security.

Addressing these inequalities will form part of the City Goals, and the consultation and engagement to inform the goals must involve both sexes. This will be considered as part of the Voice and Insight Commission (when the Working Group considers which community groups should be commissioned) as well as the wider engagement activity. For the latter, this may mean considering the timing of events and ensuring people without access to childcare are still able to take part.

Also see pregnancy/maternity characteristic above.

## Sexual Orientation

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

We will work with our equalities partnership and relevant organisations to ensure that we are doing our best to give all people with protected characteristics an appropriate opportunity to engage. We hope to learn from organisations involved in the work who are highly rated in Stonewall's employers index and utilise this best practice throughout the work to provide opportunities for engagement.

## Gender Reassignment (Transgender)

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

We will work with our equalities partnership and relevant organisations to ensure that we are doing our best to give all people with protected characteristics an appropriate opportunity to engage. As above we hope to learn from organisations involved in the work who are highly rated in Stonewall's employers index and utilise this best practice throughout the work to provide opportunities for engagement.

## Carers

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

We will work with relevant organisations to ensure that we are doing our best to give this group an appropriate opportunity to engage and engage with Sheffield Carers via the equalities partnership.

## Voluntary, Community & Faith sectors

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

Central to community engagement in this project is the Collaborative Conversations project is being delivered by a group of community organisations across the city. The purpose of this project is to develop an approach to engagement with communities through the VCF sector, using the City Goals to test the approach. As well as harnessing the value of community

infrastructure to inform policy making, Collaborative Conversations is also designed to build capacity in the sector to use this new approach.

Both the Collaborative Conversations and the wider City Goals engagement work recognises the need to compensate the VCF sector for this sort of work, and expenses for this sector are offered for those participating.

## Partners

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

The City Goals will be partner-owned and the process for developing the strategy will reflect this. Moreover, the issues that the City Goals are likely to address are cross-cutting and to address them will require a joined up approach across different city partners. This is reflected in the governance and engagement plans for the goals.

The Sheffield City Partnership Board will oversee the development of the City Goals and each of the partners, including SCC, will own the goals and be accountable for the high-level commitments within it. A task and finish group made up of city partners will lead on the development of the goals, and a reference network to facilitate wider engagement with organisations across the city.

Stakeholder workshops will also inform the content of the City Goals and will involve a wide range of city partners.

## Cohesion

### Staff

Yes       No

### Customers

Yes       No

### Details of impact

As noted above, if we are to develop City Goals which is truly owned by our residents and reflects our diverse communities and their needs, then the process of developing that goals needs to be embedded through open and honest conversations with those communities. In doing so we will need to reflect on the wide variety (and sometimes contradictory) of different visions and ambitions for our city which our residents will hold. We will also need to reflect on how we can all come together as a city to deliver on those. It is therefore important that we understand the implications of these conversations and processes on community cohesion both during the development phase and when we move to delivery.

With this in mind we will ensure that the work we do is consistent with our cohesion strategy (and that of our partners) and that we engage with Cohesion Sheffield, as well as other relevant partners including South Yorkshire Police/Police Crime Commissioner, our Local Area Committees and Community Safety Partnership.

## Poverty & Financial Inclusion

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Please explain the impact

The Local Economic Assessment found that child and food poverty have increased faster than the national average in deprived areas of Sheffield since the COVID-19 pandemic.

Given the rising cost of living and concerns about the impact it will have on household incomes, addressing poverty is likely to be at the forefront of considerations for the City Goals along with the inequalities relating to household income in general.

Ensuring the engagement process includes people on low incomes is important in order to understand the experiences of poverty. These experiences can then help to inform the goals. As already noted, for individuals and representatives from the VCF sector, expenses will be offered through the engagement activity linked to the City Goals. It is also worth noting that the Sheffield City Partnership Board has already established a Financial Cliff Edge Working Group which we will consult and engage as part of the wider community engagement plan and we will also link in with the ongoing partner work on the cost of living crisis to ensure that we are capturing those insights.

## Armed Forces

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

## Other

*Please specify*

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

## Details of impact

## Action Plan and Supporting Evidence

**What actions will you take, please include an Action Plan including timescales**

Action	Timescale
<b>Community engagement:</b> Ensure the 'Collaborative Conversations' workstream engages with a wide variety of groups and communities. This will include a targeted commission and a wider engagement plan.	March 2023 onwards
<b>Stakeholder workshops:</b> Ensure these are inclusive (in terms of their accessibility) and representative (in terms of their attendance)	March – June 2023
<b>Wider public engagement:</b> Using a community engagement plan to identify gaps in engagement and carry out additional activity. Ensure this phase of work is accessible and continues the approach used by the Collaborative Conversations work by trying to engage with people using different approaches to gain a richer understanding of people's views.	April 2023 onwards.

We note the potential impacts on a wide range of protected characteristics of the work and will engage further with the points set out in this EIA such as utilising expertise in organisations and looking in more depth at associated projects.

**Supporting Evidence** (Please detail all your evidence used to support the EIA)

The Local Economic Assessment, otherwise known as the Economic Evidence Base, has been used to provide evidence of impact. This is available on request from [jennifer.rickard@sheffield.gov.uk](mailto:jennifer.rickard@sheffield.gov.uk).

## Detail any changes made as a result of the EIA

An engagement plan needs to be drafted as a priority which can map planned activity and help to identify gaps. This EIA will contribute towards the drafting of the plan. Ensuring organisations involved utilise their expertise in engaging with individuals with protected characteristics is part of this learning.

Following mitigation is there still significant risk of impact on a protected characteristic.  Yes  No

If yes, the EIA will need corporate escalation? Please explain below

### Sign Off

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?

Yes  No

Date agreed 06/04/2023

Name of EIA lead officer Ed Sexton

### Review Date

01/08/2023

This EIA will be reviewed when the Goals are drafted and go to Committee next. The EIA will be revisited and reviewed throughout the development process of the Goals.



## Report to Policy Committee

**Author/Lead Officer of Report:**

Annual Report - Bev Law  
 Workforce Report - Richard Bartlett  
 Senior Equality and Engagement Officers  
 (Equalities and Engagement Team)

**Tel:** 0114 205 3502

**Report of:** Adele Robinson Equalities and Engagement Manager  
**Report to:** Strategy and Resources Committee  
**Date of Decision:** 16<sup>th</sup> April 2023  
**Subject:** Annual Equality Report – including Workforce for 2021-22.

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? An initial assessment only 1510				
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: -				

**Purpose of Report:**  
 Our Annual Equality Report gives an overview of how we are meeting our Public Sector Equality Duty (PSED). This summarises our actions and progress on improving equality, in the way we serve the people of Sheffield and how we behave as an employer.

The report includes more detailed information about some of our areas of work and highlights areas of persistent inequality. The examples in the report are only a selection of the ways in which we work to improve equality and to meet the Equality Duties.

The report also includes the council’s annual Workforce Data Report as Appendix C. This is part of meeting the Specific Duty under the PSED to publish equality information on our employees. Producing this report enables us to identify any disparities in our workforce profile, understand how fair our workforce policies are and identify any differences in the experiences of different groups in our workforce.

The work undertaken contained in the annual report is monitored and overseen by the Strategic Equality and Inclusion Board (SEIB).

**Recommendations:**  
 It is recommended that the Strategy and Resources Committee:

- 1) Consider and note progress made in meeting our Statutory Equality Duties including our Equality Objectives 2019 – 2023
- 2) Consider and note our latest workforce diversity data and outstanding challenges.
- 3) Consider the areas of persistent inequality that will require continued attention.
- 4) Consider and agree the priorities for future action as set out in the report.  
These are under each equality objective and cover 6 key areas of focus.

- Better data collection, analysis and use of service equality monitoring information.
- Work with services to ensure service plans reflect equality goals and commitments.
- Utilise EIAs more effectively and robustly, ensuring they are undertaken at the right time with good evidence and in a proportionate way.
- Strengthen relationships with and understanding of the diverse communities within the city both online and in person across all characteristics.
- Carry out staff surveys to assess the morale of the workforce including assessing satisfaction levels of different groups of employees.
- Develop a more inclusive culture within the Council including via learning & development for staff and Members.

5) Give suggestions for future areas of focus for equalities work in 2023

### Background Papers:

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

[Our Commitment to Equality | Sheffield City Council](#)

[SCC Race Equality Commission Response](#)

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: Matthew Arden, <i>Senior Finance Manager</i>	
	Legal: Nadine Wynter, <i>Legal Services Manager</i>	
	Equalities & Consultation: Bashir Khan Senior Equalities and Engagement Officer	
	Climate: Jessica Rick	
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b> Kate Josephs, <i>Chief Executive</i>	
3	<b>Committee Chair consulted:</b> <i>Cllr Terry Fox, Chair of Strategy and Resources Committee</i>	
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<table border="1"> <tr> <td><b>Lead Officer Name:</b> Beverley Law</td> <td><b>Job Title:</b> Senior Equality and Engagement Officer</td> </tr> </table>	<b>Lead Officer Name:</b> Beverley Law
<b>Lead Officer Name:</b> Beverley Law	<b>Job Title:</b> Senior Equality and Engagement Officer	
<b>Date:</b> 4th April 2023		



# Annual Equalities Report April 2021 July 2022

## 1. Purpose

- 1.1 Our Annual Equality Report gives an overview of how we are meeting our Public Sector Equality Duty (PSED). This summarises our actions and progress on improving equality, in the way we serve the people of Sheffield and how we behave as an employer.
- 1.2 The report includes more detailed information about some of our areas of work and highlights areas of persistent inequality. The examples in the report are only a selection of the ways in which we work to improve equality and to meet the Equality Duty.
- 1.3 The report also includes our annual Workforce Data Report as Appendix C. This is part of meeting the Specific Duty under the PSED to publish equality information on our employees. Producing this report enables us to identify any disparities in our workforce profile, understand how fair our workforce policies are and identify any differences in the experiences of different groups in our workforce.

## 2.0 Why is the report important for Sheffield City Council?

- 2.1 The city of Sheffield is home to approximately 565,000 people, comprising of many diverse communities. Sheffield City Council (SCC) serves all our communities which can differ in terms of background, ethnicity, age, spoken languages, household income, employability, disabilities and health conditions, sexual orientation, gender identity, religion and belief and family makeups etc.
- 2.2 SCC also employs around 8000 staff who also differ in terms of the above characteristics. See Appendix C for detail.
- 2.3 Under the Equality Act 2010, Sheffield City Council is subject to the Public Sector Equality Duty (PSED) general duty in relation to the 9 protected characteristics\* to
- 2.4 Eliminate discrimination, harassment, victimisation.  
Advance equality of opportunity.  
Foster good relations between groups of people.
- 2.5 Having due regard to the need to advance equality of opportunity involves:  
  
Removing or minimising disadvantages suffered by persons, taking steps to meet the needs of persons that are different and encouraging people to participate in public life or other activity when participation is disproportionately low.
- 2.6 Having due regard to the need to foster good relations involves the need to tackle prejudice and promote understanding.
- 2.7 We also under the PSED have a specific duty to set Equality Objectives and we have committed to the following five 2019-23:

**Objective 1:** Strengthen knowledge and understanding of our communities.

**Objective 2:** Ensure our workforce reflects the people that we serve.

**Objective 3:** Lead the city in celebrating diversity and promoting inclusion.

**Objective 4:** Break the cycle of inequality and improve life chances.

**Objective 5:** An Anti-Racist Organisation and City.

- 2.7 We added the 5<sup>th</sup> Objective last year in response to the Sheffield Race Equality Commission. The Commission and the SCC response to the REC report, agreed by the Strategy and Resources Committee in December 2022 noted the importance of cultural competency and literacy in helping us to meet our ambition to become an inclusive, anti-racist city and organisation.

- 2.8 We also have a specific duty to publish information on an annual basis which demonstrates how we are meeting our statutory duties under the [Equality Act 2010 and associated Public Sector Duties \(PSED\)](#). This includes publishing information relating to citizens and employees with protected characteristics to ensure we continue to create a fairer city for all.

### **3 Governance**

- 3.1 The Strategic Equality and Inclusion Board (SEIB) which has recently been refreshed has oversight of Equality related work in SCC. It is chaired by the Chief Executive, with the Executive Director of Operational Services being the Deputy Chair. It also has director, trade union and staff representatives and the three Members from the largest political parties also sit on the board. They are collectively responsible for holding the organisation to account as required.
- 3.2 Feedback is collected for the report from the SEIB and from across the Council on the work undertaken to meet the duties. We also run an annual workforce breakdown the results of which are included as Appendix C. There has not been a further staff survey undertaken in past year. However, there is one planned that will feed into any annual workforce report.

### **4. HAS THERE BEEN ANY CONSULTATION?**

- 4.1 No not on this annual report as whole, as this is a report on all the activity undertaken over the year. We will however communicate about the report and what we are doing to meet the Duties both to staff and citizens.
- 4.2 There is a duty to publish the report on our website and we have published the information. We will engage further following the Committee with staff and residents to talk about the report.

### **5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **Equality Implications**

- 5.1 As noted above the Council as a public sector organisation is subject to the Public Sector Equality Duty (Section 149 of the Equality Act 2010). It also applies to services and functions that we contract to who are carrying functions on our behalf. The Equality Act 2010 does not give any one protected characteristic a greater weighting over another.
- 5.2 The Equality Act 2010 identifies the following groups as protected characteristics: age; disability; gender reassignment; marriage and civil partnership (discrimination

only); pregnancy and maternity (employment only); race; religion or belief; sex and sexual orientation.

- 5.3 There are also other equality implications outside of the Equality Act protected characteristics that the Council commits to responding within our Equality Impact Assessment (EIA) process such as socio-economic disadvantage, armed forces, and carers.

## **6.0 Financial and Commercial Implications**

- 6.1 This is a review of the work undertaken already and as such does not have any financial implications. There are recommendations for priorities going forward but should these be agreed, the implementation would be from existing budgets.

### **Legal Implications**

- 6.2 This report does not have any legal implications other than the ones that have already been set out in the report.

### **Climate Implications**

- 6.3 This paper outlines how we are meeting our Equality Duties and as such the report does not have any specific climate implications. However, it's important to acknowledge that some groups, especially the most vulnerable, are likely to be disproportionately affected by climate change impacts. There is a clear area of cross over between EIA's and Climate Impact Assessment's.

Some groups are more vulnerable to climate impacts such as extreme heat or other weather events, flooding etc, (e.g., by age, young children and older people, disabled people, and those with other health conditions and people who are socio-economically disadvantaged. Potentially in the longer term there could be economic impacts around changes to the jobs market etc which will impact some more than others. We will look to explore these issues as part of the review of the Equality Objectives in 2023.

## **10 ALTERNATIVE OPTIONS CONSIDERED**

- 10.1 The do-nothing option was discounted when discussing this paper as it is a Specific Statutory Equality Duty to report annually on how we are meeting our General and Specific Duties.

## **11. REASONS FOR RECOMMENDATIONS**

- 11.1 We recognise we have some big challenges ahead we know from the findings of the Race Equality Commission report and work from this report that currently, communities in Sheffield don't feel the city is fair or inclusive and they don't feel empowered or included.
- 11.2 We therefore need to be committed to providing more inclusive and accessible services, that meet the needs of all our communities in Sheffield. We must continue to listen, learn and embed equality into everything that we do for our residents, visitors, and workforce.
- 11.3 Although there are many inequalities, colleagues across SCC are working hard to tackle these. Many are because of national factors that impact on the city that are

outside our control. We want to thank our colleagues for working together to help make Sheffield a fairer, accessible and a more inclusive place to live and work in.

## 12 Recommendations

1. Consider and note progress made in meeting our Statutory Equality Duties including our Equality Objectives 2019 – 2023
2. Consider and note our latest workforce diversity data and outstanding challenges.
3. Consider the areas of persistent inequality that will require continued attention.
4. Consider and agree the priorities for future action as set out in the report. These are under each equality objective and cover 6 key areas of focus.
  - Better data collection, analysis, and use of service equality monitoring information.
  - Work with services to ensure service plans reflect equality goals and commitments.
  - Utilise EIAs more effectively and robustly, ensuring they are undertaken at the right time with good evidence and in a proportionate way.
  - Strengthen relationships with and understanding of the diverse communities within the city both online and in person across all characteristics.
  - Carry out staff surveys to assess the morale of the workforce including assessing satisfaction levels of different groups of employees.
  - Develop a more inclusive culture within the Council including via learning & development for staff and Members.
- 5) Give suggestions for future areas of focus for equalities work in 2023.



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Sheffield City Council

# Workforce Data Report

2021/2022







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Throughout this report, direct hyperlinks to the related subjects are **highlighted**



# Introduction

Sheffield's diversity is one of its many strengths and makes this City a great place to live, work, study and socialise. Sheffield City Council is committed to achieving a workforce which reflects and benefits from the diversity of Sheffield's citizens, and this report is one of the ways in which we can make informed decisions about how to create and support a truly representative workforce. The information in this report allows us to measure how well we are doing in diversifying our workforce and being an inclusive employer.

Following the **Our Sheffield - One Year Plan** in 2021 which outlined the Council's commitment to the people and communities of Sheffield, in July 2022 Elected Members outlined their 6 strategic goals for the city. These will become the basis for the Council's future planning, alongside an underlying aim to be a good Council and deliver high quality services for all:

- Fair, inclusive and empowered communities
- Strong and connected neighbourhoods which people are happy to call home
- Tackling inequalities and supporting people through the cost-of-living crisis
- Healthy lives and wellbeing for all
- Clean economic growth
- Happy young people who have the start they need for the future they want

For 2022/23 we have developed a Delivery Plan which identifies urgent performance challenges that the Council will prioritise and intensively focus on in the coming year, to improve services for Sheffields. These strategic goals are underpinned by the primary goals to be

- A good Council, offering
- High quality services for all

Being a good Council means having a diverse workforce, which is one of our equality objectives. Key to delivering high quality services is having a workforce that understands the experiences of the communities they serve. Employing people from those communities will help to gain this insight. It also allows us to draw from a wider pool of talent and aptitudes and inspire confidence in service users.

## Our Values

Alongside the 6 strategic goals, primary goals and Delivery Plan the Council has also refreshed its values. Our values have been developed by employees, for employees. They guide how we do things each day, individually and together, irrespective of our role or location, helping to make our organisation a positive and productive place to work.

Our plans set out what we will do; our values underpin how we will do it. Developed collectively by team members from across the Council, our values describe why we come to work and what we stand for. They guide how we do things, both individually and collectively, and apply to everyone working for Sheffield City Council, whatever our role or level.

If we all apply these values, the citizens and communities of Sheffield will benefit, and so will we:

- People are at the heart of what we do
- Openness and honesty are important to us
- Together we get things done

## Race Equality Commission (REC)

In June 2020 Sheffield City Council commissioned an independent Race Equality Commission (REC) to provide a non-partisan strategic assessment of the nature, extent, causes and impact of race inequality in the city and to make recommendations on how to tackle them. The REC was published in July 2022 and gave several key recommendations and actions around workforce. Prior to the launch of the REC report the Council had already begun to implement some key changes in its ways of working to improve areas such as learning and development and recruitment to support Black, Asian and Minority Ethnic (BAME) employees in the workplace.

As part of the Council's response to the REC Report it has developed several key objectives to support its work in meeting the report's recommended actions

### Our Staff

- Empowering and educating our staff
- Diversifying our workforce and leadership
- Tackling racism and discrimination within our organisation to be an inclusive workforce that reflects the city we serve

### Our Services

- Debiasing systems and decision making
- Maximising data and intelligence to drive out inequality and discrimination in our service delivery
- Connecting and being genuinely in and of our communities in everything we do

### Our role as city leader

- Working with anchor institution partners to drive whole-place challenge each other to improve
- Support and coinvest in Legacy Body to provide independent challenge and hold us to account for delivering the REC recommendations

## Our Workforce

It is important to note that Sheffield City Council and its workforce numbers are subject to change each year. The workforce numbers (known as headcount) and percentages in this report reflect the position as at 31st March 2022. This makes sure that we are counting people rather than Full-Time Equivalent (FTE) which is relative to the total number of hours worked rather than individual employees. If an employee has multiple jobs, they will be counted more than once. This report excludes the following workers:

- Casual workers, as these workers do not have an employment relationship with the Council as they are engaged on a sessional basis, with no mutuality of obligation,
- Bank-Pool employees, due to the monthly fluctuations in working hours,
- School based employees,
- Agency employees.

## Workforce Census

Every year the Council encourages its workforce to update their demographic information to support the Council in understanding its employees. This information includes equality monitoring on the protected characteristics in the Equality Act 2010. Outside of the information on Age and Sex (male and female as this does not include individual gender identities) which is mandatory and collected for HMRC purposes, responses and declarations on the other categories are voluntary and employees can choose which questions they wish to answer. We have recently updated the Workforce Census and the categories we collect. This is so it is in line with the Office of National Statistics (ONS) Inclusive Data Standards, and we can compare our data against more national data sets, such as the Family Resources Survey and the Health and Lifestyle Survey (HLS), alongside the National Census. Details of known information for each category are shown on page 5. Where employees have not completed or have chosen not to declare equality monitoring information, this is excluded from Workforce Diversity figures. Therefore, the level of unknown data affects the validity of this report and highlights the further work we need on how we communicate the benefits of collecting this data from our workforce.

### Age & Sex

We know the age and sex (self-identified male and female) of all employees as this is a necessary legal requirement for employment. We have updated the categories we collect around gender identity to ensure that as an organisation we stay relevant to our communities. However, this information is not the same as the sex information that is collected for tax and payroll purposes. In terms of the new gender identity categories, the question is not mandatory, and employees can choose not to answer it while we will still have accurate information on the workforce relating to sex from our employment records. We continue to monitor non-binary and other gender options in the census results and although we have employees that identify as the new gender identities, we cannot publish those as the numbers declaring are too small at present. We expect this to change in the future and will continue to encourage declaration.

## Workforce Diversity: Direction of Travel

The Council has continued a positive trajectory in terms of the diversity of the organisation across all protected characteristics. There have been very positive movements for some protected characteristics in Chief Officer grades. The introduction of person-centred approaches to working flexibly, especially post-pandemic, appears to be having a positive impact, particularly in non-statutory areas such as unpaid carers. Opening up workplace adjustments to employees outside of our statutory obligations continues to signify the organisation's intent to operate an inclusive workplace to both current and potential employees.

### Key points:

- Employees who identify as Black, Asian or Minority Ethnic (BAME) continues to trend upwards and are now 16.6%, up from 15.7% last year. However, it is still not in line with the local population and there is greater underrepresentation in professional and management grades 6-11, TARAs and manager development programmes. This has likely resulted in less representation in progression and promotion and higher grades.
- Employees who have declared themselves as disabled have again increased and are now 12.2% of the overall workforce. This is up from 11.6% the previous year, despite an overall drop on headcount. We know that high proportions of our disabled employees are in the higher age ranges (46+) and that White British employees are more likely to declare a disability than BAME colleagues.
- Employees who identify themselves as unpaid carers have risen for another year from 14.2% to 15.9%. We think this is due to the additional and/or increased caring responsibilities during the pandemic and a general shift around work/life balance that increased remote working has allowed. This flexibility has allowed employees to continue to act as carers, improvements in HR processes, such as the Workplace Adjustment Passport, paid carers' leave, have increased and employees have updated their profile to reflect this change in their personal circumstances.
- Employees who identify themselves as LGB+ have again slightly increased and are now at 4.7%, including identifying with the new categories we have introduced this year.
- There have been some positive changes among Chief Officer grades. There has been a small increase to 10.5% for BAME employees. LGB+ employees at these grades have increased from 3.3% to 6%. Disabled employees have increased from 4.5% to 8.4% and unpaid carers have jumped to 17.9% from 10.7%.

### Note on Intersectionality

At Sheffield City Council we recognise that separating individual identities into single categories does not represent the lived experience of all those in our workforce. Whilst many parts of our identities present us with privilege it is highly unlikely that at some point in our lives we won't all have part of our identity that is marginalised and presents us with barriers. We are endeavouring to understand the needs of our employees in the fullest sense and the monitoring for this report represents the start of that understanding. Improving our data sets and our monitoring to ensure that we understand the experiences of our workforce and their journeys means that we can address issues as they arise and continue to provide a safe, supportive and relevant working environment so that our workforce can provide the best possible services to the communities we serve. As our understanding grows, we will seek to provide deeper analysis on the intersectionality of our workforce and be able to report on such key areas as career trajectories of women of colour and our BAME and disabled employees in the future.

## Summary of Workforce Diversity information

The total Sheffield City Council workforce headcount at the 31st March 2022 is 8,136 employees.

This is a decrease of 76 employees from the previous year. Workforce diversity percentages are based on the proportion of total employees for which equality data is known. Therefore, our known workforce diversity percentages are as follows:

Sheffield City Council Workforce Diversity Figures 2021-2022									
Carers	15.9%	Disabled	12.2%	BAME	16.6%	Male	39.4%	LGB+ **	4.7%
Non-Carers	84.1%	Non-Disabled	87.8%	White British	83.4%	Female	60.6%	Heterosexual	95.3%

Sheffield City population (age 16-65) percentages are also illustrated below. We are currently using the city's 16-65 working age population figures based on the 2011 Census as a comparator. However, we are very aware that these are now over ten years old and we know the 2021 Census will see significant demographic changes when the data is published in late 2022 and early 2023. We are anticipating that there will be an increase in population growth, particularly in the proportions of BAME, carers, LGBT+, disabled and younger people. For some protected characteristics this is likely to be due to increased accessibility of the National Census for some more marginalised groups.

Sheffield Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles									
Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

Sheffield All Age Diversity Figures Based on 2011 Census and SCC Community Profiles									
Carers	10.2%	Disabled	20.6%	BAME	25.5%	Male	50%	LGB+	5-7%
Non-carers	89.8%	Non-Disabled	79.4%	White British	74.5%	Female	50.7%	Heterosexual	95.5%





\*\* Please note the Trans data is collected and displayed separately to LGB+ (see pages 14/15).

At the time of writing this report only limited data from the 2021 National Census has been made available. This means that the local population data used to compare against the workforce data is currently very out of date for those in the 16-65 working age bracket. We have included the early indicative demographic data for all age groups. However, we are aware that there is likely to be higher representations for some protected characteristic (BAME) and lower in others (disability, carers) in younger age groups which make direct comparisons difficult at this stage. Early indications have also shown that the mid-year estimate data that has been produced to anticipate any changes in the local population has also been shown to be inaccurate making it very difficult for the Council to predict what the diversity of the local population will look like. According to the current known data, our workforce does not fully reflect the demographics of the city in relation to all categories shown above, with notable discrepancies in the areas of disability, male and BAME representation. Due to the nature of some of the work the Council undertakes in areas such as social care and the prevalence of part-time working means that we have an over-representation of females. Also, as the workforce reduces over time this has presented fewer opportunities for younger people to join the organisation, although we have apprentice and graduate schemes to mitigate against this it does present a long-term issue.

## Overall Workforce Diversity

The table below shows the overall diversity of our employees. Where numbers fall short of the organisational employee headcount of 8,136, this is because employees have chosen not to answer the question in the relation to a protected characteristic. These are not included in our workforce diversity data. The level of unknowns is shown overleaf.

All employees in SCC		Employees in Chief Officer Grades (those in Director Grade 7 roles or above)	
BAME 16.6% 1,270 employees	White British 83.4% 6,392 employees	BAME 10.5% <10 employees	White British 89.5% 77 employees
Disabled 12.2% 890 employees	Non-Disabled 87.8% 6,405 employees	Disabled 8.4% <10 employees	Non-Disabled 91.6% 76 employees
LGB+ 4.7% 334 employees	Heterosexual 95.3% 6,787 employees	LGB+ 6.0% <10 employees	Heterosexual 94.0% 79 employees
Unpaid Carers 15.9% 1069 employees	Non-Carers 84.1% 5,645 employees	Unpaid Carers 17.8% 14 employees	Non-Carers 82.1% 64 employees

	Workforce diversity has again increased this year in all areas despite a small reduction in the overall headcount		Diversity of top earners has increased significantly when looking at disabled employees and employees who are carers
	However, it is anticipated that diversity will not have kept pace with Sheffield's demographic trends as per the Census 2021 data		Diversity of top earners has increased when looking at females, LGB+ and BAME

	Workforce	Part time	Full time	SCC overall	Chief Officers
	Male	21.7%	50.0%	39.4%	52.8%
Sex	Female	78.3%	50.0%	60.6%	47.2%
Total numbers	8136	3042	5091	8136	89

### Sheffield Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

## Workforce Census response rates

We ask employees to update their personal information in MyHR, which includes equality monitoring data, as their circumstances change and we issue reminder messages before we extract the data in early summer each year. Some employees choose not to answer each question but we encourage employees to do so where possible. Missing data impacts on the validity of this report and therefore the action we can take to improve the diversity of our workforce, the experiences of employees with protected characteristics and ultimately the services we provide to our customers, the citizens of Sheffield.

Those who have 'preferred not to say' or have left the question blank are not counted in any other percentages in this report as we do not know their characteristics.

We are currently reporting on binary options to reflect an employee's sex taken from employment records. We recognize the validity of non-binary identities and monitor them in our own census, but HMRC requires us to record the (self-identified) binary sex of each member of employees for tax purposes.

### Age & Sex

We know 100% of this data as this is mandatory for employment

### Ethnicity

Our ethnicity data continues to improve year on year

### Carers

Fewer employees have answered the Carers question this year compared to 2020/21

### Transgender

Responses to the Trans question have continued the historical trend of being very low in comparison to other PCs

Protected Characteristic	Declaration	Prefer Not to Say	Prefer to self-describe
Age & Sex (Male/Female)	100.0%	0.0%	0.0%
Sexual Orientation	91.7%	4.4%	0.1%
Carer Status	84.0%	1.7%	0.0%
Disability Status	91.5%	2.0%	0.0%
Ethnicity	95.5%	1.4%	0.0%
Gender Identity	84.0%	1.5%	0.2%
Relationship Status	88.1%	3.1%	0.2%
Religion/Belief	92.5%	6.1%	0.2%
Transgender	22.5%	2.5%	0.0%



## Workforce Diversity Trends

The overall trend when looking at previous years' data is a continued improvement on the Council's diversity figures. It is anticipated, however, that it is unlikely to have kept pace with the changes in Sheffield's diversity and the wider UK when the Census 2021 data sets are finally published in late 2022 and early 2023. The increase in the diversity at Chief Officer grades is a positive although there are some improvements that do need to be made, particularly around BAME representation and how BAME employees are able to access development opportunities and progress through the organisation.

Another key positive is that the Council's disability representation continues to be high in comparison with similar organisations and is something of an outlier in this area. As the most recent DWP data states that as only 52.7% of disabled people are in paid employment nationally it will always be challenging for the Council to be truly representative of disabled people. However, ongoing work around disability and accessibility is good as improvements to how reasonable adjustments and other discretionary adjustments are made available continue to be made and the high percentage of employees declaring disabilities does allow the Council to start undertaking more detailed work in this area. There are still some challenges around general comprehension of impairment categories which need to be understood.

<b>Female employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	60.5%	60.1%	60.0%	60.8%	60.6%
<b>BAME employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	14.5%	15.0%	15.6%	15.7%	16.6%
<b>Disabled employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	9.8%	11.6%	11.3%	11.6%	12.2%
<b>LGB+ employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	3.9%	4.1%	4.0%	4.3%	4.7%
<b>Carers- Unpaid</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	10.4%	10.6%	12.8%	14.2%	15.9%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

### Sheffield City Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Hetrosexual	93-95%

## Analysis by Protected Characteristics

### Age

#### Median Age

49

Our workforce diversity looks very different when you analyse it by age. Our younger workforce looks very different to our older workforce. Given the sex and age profile of the organisation, with high numbers of females and people over the age of 45, this is likely to give us a high prevalence of unpaid carers and people with disabilities.

It is important to understand the experiences of employees at all life stages. Furthermore, looking at the profile of our younger employees can give us an idea of the future workforce, which is more likely to see an increase of other protected characteristics. This means it is likely that there will be greater ethnic diversity within the workforce and a more diverse range of gender identities and sexual orientations. New employees from younger age groups and apprentices that have entered the organisation are already showing greater diversity than those older groups within the organisation. A majority of those joining the organisation are under 36 and with this has come a more diverse range of groups across all protected characteristics.

<b>Female Employees</b>	<b>48</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		4.8%	15.8%	23.4%	29.8%	24.2%	2.0%
		237 Employees	777 Employees	1156 Employees	1469 Employees	1194 Employees	98 Employees
<b>Male Employees</b>	<b>49</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		7.3%	14.4%	20.9%	25.1%	29.3%	3.0%
		233 Employees	461 Employees	671 Employees	803 Employees	938 Employees	97 Employees
<b>BAME Employees</b>	<b>44</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		19.6%	18.8%	20.3%	15.9%	13.1%	5.6%
		88 Employees	185 Employees	319 Employees	337 Employees	241 Employees	13 Employees
<b>Disabled Employees</b>	<b>51</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		9.2%	10.0%	10.8%	13.9%	13.5%	12.4%
		39 Employees	91 Employees	146 Employees	294 Employees	264 Employees	21 Employees
<b>LGB+ Employees</b>	<b>40</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		6.2%	9.3%	5.7%	3.6%	2.1%	0.6%
		27 Employees	104 Employees	93 Employees	71 Employees	38 Employees	<10 Employees
<b>Unpaid Carer Employees</b>	<b>53</b> Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		3.1%	6.2%	12.4%	20.9%	22.5%	8.7%
		11 Employees	64 Employees	190 Employees	392 Employees	399 Employees	13 Employees

## Relationship status

Under the Equality Act 2010 people who are legally married or in a registered civil partnership share the protected characteristic of marriage and civil partnership. People who are single, cohabiting, divorced or who have had their civil partnership dissolved do not share this protected characteristic and are therefore not covered by the Act. The Act provides protection for those covered by the protected characteristic against direct and indirect discrimination in employment only.

### Relationship status of all employees in SCC

Married	50.4%	3499 Employees
Single	27.7%	1921 Employees
Co-habiting/Other	15.4%	1067 Employees
Civil Partnership	1.1%	73 Employees
Widowed	0.7%	48 Employees

### Sheffield age 16-65 relationship status percentages

Married	38.6%
Single	49.5%
Co-habiting/Other	0%
Civil Partnership	0.2%
Widowed	1.2%

Sheffield City Council has an overrepresentation of married people and people in registered civil partnerships in comparison to the general population of Sheffield.

## Parental leave

### Number on Parental Leave by Sex

#### Female

1.0%

81 Employees

#### Male

0.01%

<10 Employees

We have lower proportion of men taking parental leave, though it compares to the national picture and remains generally the same year on year.

## Maternity

We are required by law under the Public Sector Equality Duty to report on the number of employees who take maternity leave and who return to work under different terms and conditions. However, the number of employees who would fall into this description is too low to report on for the purposes of this report.

## Ethnicity and Diversity

	Number	Percentage	Census 2011 Comparator
Asian/Asian British	370	4.8%	7.5%
Black/Black British	363	4.7%	3.4%
Mixed/Multi Heritage	220	2.9%	2.2%
Other Ethnic Group (including White Other)	317	4.1%	6.4%
White	6392	83.5%	80.5%
Prefer not to say	107	n/a	n/a
Unknown	367	n/a	n/a
<b>Grand total</b>	<b>8136</b>		

When exploring our ethnicity diversity, we have an under representation of employees describing their ethnicity as Asian or Asian British, which is the largest ethnic group in the city. A deeper dive into ethnicity data has shown that there are potential issues around recruitment and selection, particularly for Asian/Asian British and for other ethnic groups where there appears to be a significant drop off for both groups from application to appointment.

There is an over representation of employees describing their ethnicity as Black/Black British and Mixed/Multi Heritage categories. White Other is included in 'Other Ethnic' group and this category is currently underrepresented.

There are 367 employees who have not declared their ethnicity. Early indications from the 2021 National Census have shown that there was a 96% completion rate locally, so our ethnicity data is somewhat in line with this although 1.3% of employees selected 'prefer not to say.' Therefore, we need to continue to ensure that when we undertake the next Workforce Census that we encourage employees to update their census data with MyHR. It is important that we continue to send out a clear message and rationale as to why this data is so important to us and how it can inform and support the Council to take positive steps to become a more inclusive and diverse organisation.

\*The percentages of 'Prefer not to Say' and 'Unknown' and not used in the overall calculation for ethnicity.

## Religion and Belief

Relationship status of all employees in SCC		Sheffield City Council employees - Religion and Belief		
Christian	37.7%	Christian	43.7%	3090 employees
No Religion	52.5%	No Religion	47.1%	3324 employees
Muslim	7.5%	Muslim	5.6%	395 employees
Other	0.5%	Other	2.6%	186 employees
Buddhist	0.6%	Buddhist	0.3%	19 employees
Hindu	0.2%	Hindu	0.2%	14 employees
Sikh	0.9%	Sikh	0.2%	15 employees
Jewish	0.1%	Jewish	0.1%	<10 employees

We have an underrepresentation of employees who are Muslim. This is somewhat in line with the underrepresentation we have under ethnicity for Asian/Asian British as Muslim communities are predominantly made up from people of these ethnic groups. It is also worth noting that there is underrepresentation for Sikhs and Buddhists. Although they are smaller religious communities, they would also be expected to be made up predominantly of people from Asian/Asian British ethnic groups.

## Disability and Diversity

71% of our disabled workforce have shared with us the nature of their disability/impairment.

Disability/Impairment	SCC	National Statistics
Visual	1.6%	9%
Learning	13.8%	12%
Other	23.0%	20%
Hearing	17.2%	8%
Mental Ill Health	35.3%	39%
Mobility or physical	0.0%	40%

We have used the national Annual Family Resources survey (working age population) to compare our data as this uses the impairment categories taken from the ONS Inclusive Data Standards and gives us more national and local data sets to compare against. As the Council has a high number of disability declarations in comparison with other similar public authorities it does give the Council an opportunity to have a greater understanding around the needs of its employees and supports the organisation's anticipatory work around disability and the duty to make reasonable adjustments.

When exploring our disability and diversity, we have an underrepresentation in all impairments with the exception of 'hearing'. Some of the under-representations are so stark that they require further investigation to understand. For example, it is highly unlikely that there are no employees with mobility impairments given the prevalence of these impairments in wider society and the size of the workforce. Previous engagement work has shown that there may be a lack of understanding in the workforce around impairment types and that employees may be recording their impairments under 'long-term illness or health condition' since there is overrepresentation in that category.

In our Workforce Census, the following impairment types are also listed to select. These are not selections in the Annual Family Survey and therefore we are limited to how we measure the data:

- Communication – 1.6%
- Development – 8%
- Long-term illness or health condition – 54%

Over half of our total disabled workforce describe their disability as a long-term illness or health condition. The following impairment categories were not used by staff.

Not Used	
Dexterity	2.3%
Memory	0.9%
Socially or behaviourally	3.4%
Stamina or breathing or fatigue	5.8%
None of the above	9.7%

## LGB+ and Diversity

<b>Lesbian/Gay Women</b>	<b>Bisexual</b>
1.3% 92 Employees are lesbian/gay woman	1.8% 129 Employees are bisexual
<b>Gay Men</b>	<b>Other minority sexual orientations</b>
1.2% 84 Employees are gay men	0.4% 29 Employees identify as having a sexual orientation other than heterosexual, gay or bisexual.

\*NEW Overall, we have more employees that identify as bisexual than either Lesbian/Gay Women or Gay Men. Although in terms of headcount there are more Lesbian/Gay Women than Gay Men in real terms there is a greater percentage of our male employees who identify as LGB+ than females.

We are aware that not all our LGB+ employees will be out at work and that there may be some under declaration in this protected characteristic. We have started to include new categories under sexual orientation that some employees have declared as their identity however these numbers are currently too low to report on.

<b>Transgender</b>	<b>Gender Identity</b>
0.5 % (<10) employees are Transgender.	Less than 20 employees have shared non-binary options (other than male or female) in the question relating to gender identity. We have updated the categories around gender identity to make them more relevant however declarations are currently too low to report on. This is 0.2 % of the workforce.
The city comparator is estimated at 0.6 %.	
We know that the response rate to this question is very low which affects the reliability of this data.	

## Diversity by Employment Grade

### Grade 1 - 5 trends to 2017 - 22

	2017/18	2018/19	2019/20	2020/21	2021/22
<b>Female employees</b>	68.6%	68.0%	61.6%	63.5%	62.5%
<b>BAME employees</b>	16.4%	16.4%	17.4%	16.6%	18%
<b>Disabled employees</b>	11.2%	12.5%	11.7%	12.2%	12.2%
<b>LGB+ employees</b>	3.4%	3.7%	3.5%	3.8%	4.7%
<b>Carers-Unpaid</b>	11.4%	11.5%	12.4%	14.5%	15.7%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

## Chief Officer trends 2017-22

<b>Female employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	39.2%	38.8%	48.0%	46.9%	47.2%
<b>BAME employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	8.5%	6.4%	7.4%	9.9%	10.5%
<b>Disabled employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	6.2%	6.4%	5.2%	4.5%	8.4%
<b>LGB+ employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	2.9%	2.7%	2.6%	3.3%	6.0%
<b>Carers- Unpaid</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	16.5%	17.3%	17.3%	10.7%	17.9%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

There have been some very encouraging increases in diversity at senior management level. There have been increases across all marginalised groups at this level with small increases for BAME and female employees. There have been more substantial increases for employees who are disabled, LGB+ and unpaid carers in the last year, with numbers almost doubling in all of these areas. While absolute numbers of employees at this level are small, they are in highly visible roles which presents greater opportunity for positive role modelling and driving more inclusive practice across the organisation. A diverse and engaged leadership is vital for positive transformative change.

## Grades 6-9 trends 2017-22

<b>Female employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	63.3%	59.4%	58.4%	59.1%
<b>BAME employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	14.6%	15.3%	16.1%
<b>Disabled employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	11.3%	11.5%	12.5%
<b>LGB+ employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	4.2%	4.4%	4.4%
<b>Carers- Unpaid</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	13.3%	14.2%	16.1%

The 21/22 data includes some employees who have been insourced into SCC and, for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

\*Data for these grades and protected characteristics only started being reported on in 2019/20.

For this year's report we have also started to look back at previous data around diversity at the grades 6-9 so that we can better see any changes in how employees from the different characteristics migrate and develop through the organisation. Outside of sex, we only have data that goes back to 2019/20 although already this is giving us some idea of how people from marginalised groups are progressing through the organisation and whether we have areas of concern. As these are professional officer and management grades it is important to monitor this information as the employees at these grades are increasingly influential in the organisation as they increase in seniority. They are also likely to be more visible across the organisation and be responsible for leading teams and recruiting other employees.

There have been some positive developments in these areas since reporting began with representation across most protected characteristics generally in line the Council's overall profile and no real areas for concern.

## Grades 10-11 trends 2017-22

<b>Female employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
		57.6%	57.0%	58.6%	62.8%
<b>BAME employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	12.7%	12.6%	14.5%
<b>Disabled employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	9.9%	9.0%	11.3%
<b>LGB+ employees</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	6.4%	7.1%	6.3%
<b>Carers- Unpaid</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	N/A*	N/A*	13.3%	12.9%	15.8%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

\*Data for these grades and protected characteristics only started being reported on in 2019/20

As with grade 6-9 we are now reporting on the senior management grades 10-11 where we have been disaggregating diversity data for the last few years. As with other management grades it is important that we monitor and report on diversity at this level as it allows us to see whether or not employees from marginalised groups are developing within the organisation and progressing to these more influential senior roles.

There are some positive areas in this data with LGB+ employees being overrepresented and also some good data for females at this level. There is underrepresentation for BAME and disabled people that we will want to continue to monitor although the trending is positive in these grades as it is for unpaid carers.



## Salary Grades

**37.2%**

Over a third of the Council's workforce work in the lowest grades (up to grade 5) whilst over half are in the grades 6-9. A greater percentage of the overall female workforce make up this group (grades 1-5).

**7.3 - 1**

This is the ratio between the median salary and the top salary in Sheffield City Council's workforce. This means the top salary is more than 7.3 times greater than the average salary. This compares favourably to other Local Authorities

### Percentage of employees at each grade groups

Grades 1 to 5: £18,333 to £26,446	37.23%
Grades 6 to 9: £26,975 to £44,624	51.72%
Grades 10 to 11: £45,648 to £55,665	9.96%
Chief Office Grade: £61 ,249 and above	1.09%

Female			Male	
38.37%	1892 Employees	Grades 1 to 5	35.44%	1135 Employees
50.46%	2488 Employees	Grades 6 to 9	53.70%	1720 Employees
10.32%	509 Employees	Grades 10 to 11	9.40%	301 Employees
0.85%	42 Employees	Chief Office Grade	1.47%	47 Employees

### Sheffield Age 16-65 Sex Diversity Figures Based on 2011 Censuss

**Male**  
50%

**Female**  
50%

### Sheffield City Council Workforce Diversity Figures 2021-2022 by grading group

	Female	Male	BAME	Disabled	LGB+	Carer
Grades 1 to 5	62.5%	37.5%	18.0%	12.2%	4.7%	15.7%
Grades 6 to 9	59.1%	40.9%	16.1%	12.5%	4.4%	16.1%
Grades 10 to 11	62.8%	37.2%	14.5%	11.3%	6.3%	15.8%
Chief Office Grades	47.2%	52.8%	10.5%	8.4%	6.0%	17.9%
SCC	60.6%	39.4%	16.6%	12.2%	4.7%	15.9%

## Part-time\* working

\*Part time in this context is any employee who works less than 37 hours per week.

### Percentage of male and female workforces who are working part-time

Female	Male
48.3%	20.7%
2381 female employees work part time	661 male employees work part time

There has been a decrease in the percentage of both women and men working part time and there is still nearly 4 times as many women working part time than men.

### Percentage of part-time workers by sex

Female	Male
78.3%	21.7%

Almost four-fifths of Sheffield City Council's workforce is female. The workforce age profile, the accessibility of flexible working options for employees and the increased likelihood of females having caring responsibilities that would be facilitated by the ability to work part-time and more flexibly is likely to have led to this disparity. Work does continue to encourage more males to take up part time opportunities.

## Age distribution of part-time working by Sex

The information below shows the age ranges of the entire male and female part time workforce.

Female			Male	
2.1%	49 Employees	25 and under	2.4%	16 Employees
12.1%	288 Employees	26-35	9.1%	60 Employees
25.1%	598 Employees	36-45	15.3%	101 Employees
29.4%	701 Employees	46-55	19.8%	131 Employees
27.8%	661 Employees	56-65	41.6%	275 Employees
3.5%	84 Employees	Over 65	11.8%	78 Employees
There are considerably more females who work part time in every age group up to age 65, although the gap has closed for employees under the age of 36 and over the age of 55.			Over 50% of the part time male workforce is 56 and above and there has been a slight increase in this area in the last 12 months.	

### Sheffield City Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Hetrosexual	93-95%

### Sheffield Age 16-65 Sex Diversity Figures Based on 2011 Censuss

Male	Female
50%	50%

## Apprentices

Sheffield City Council has an established apprenticeship programme, bringing new skills into our organisation, changing our age profile and widening diversity with the aim of building a workforce for the future.

Apprenticeships play a vital role in supporting communities and changing the diversity of our workforce, and in addressing some of the inequalities within our city. The SCC apprenticeship programme has opened up entry routes into employment within our organisation and career pathways for our new apprentices as well as providing an opportunity for existing employees to develop and progress in their careers. SCC offers apprenticeships ranging from Level 2 up to Level 7 in a variety of areas including Plumbing, Plastering, Electrician, Social Care, Social Work, Accountancy, Surveying, Public Health, Business Administration, Customer Services, Housing Service roles, HR, Horticulture and many more.

Our aim is to ensure that our apprentices are supported to successfully complete their apprenticeship and then move into a destination position, enabling them to secure permanent employment within SCC and ensuring that SCC retains the talent it has have invested in.

### Number of Apprentices by Sex

#### Female

28.3%

36 Employees

#### Male

71.7%

91 Employees

### Number of Apprentices by Age

25 and under

85%

26 - 35

14.2%

36 - 45

0.8%

## Apprentices by Protected Characteristic

Ethnicity		Disability		Sexual Orientation	
BAME	9.2%	Disability Declared	9.6%	LGBT+	9.2%
White British	90.8%	Non-Disabled	90.4%	Hetrosexual	90.8%
There is a concerning trend around ethnicity and apprentices. Although work has been undertaken to improve the number and diversity of applications there has been a significant drop off in the percentage of applications from BAME groups from 25.4% in 2019/20. Work is ongoing to understand and address this issue.		There are fewer apprentices who are disabled than our wider workforce, however this is still much higher than the city's disabled population of the same age and also much higher than many comparable public authorities' overall workforces. At 9.6% it is a significant increase on the 4.5% from 2020/21 and local population data of 4.8%.		There is a high number of apprentices who are LGB+ in our workforce, and compared to the national figures of 6.6% of all 16- to 24-year-olds. It currently stands at 9.2% which is an increase from 4.4% last year.	

Sheffield Age 15 - 24 Diversity Figures							
Disabled	4.8%	BAME	24.9%	Male	52%	LGB+ *	6.6%
Non-Disabled	95.2%	White British	75.1%	Female	48%	Hetrosexual	95.3%

This is a national figure as we do not have this data for Sheffield\*

We have worked to increase the diversity of our apprentices by reaching the communities across Sheffield with our adverts through our 7 Local Area Community Contacts. We have restarted the face-to-face apprentice recruitment fairs to advertise our apprenticeships and give those interested an opportunity to come and talk to us and are looking at how we can better use the right social media platforms to reach our target audience. We have encouraged managers to run apprentice adverts for longer so that it reaches more people. Some recruitment drives have offered virtual information sessions about the opportunities, and we have also offered support with applications through opportunity Sheffield to increase the applicants' chance at application stage. As our apprentice activity starts to increase as we recover from the pandemic, we are looking at how we can use targeted work experience and traineeships to support wider access to our apprenticeships.

# The Workforce and HR

Sheffield City Council’s Human Resources takes an active role in working to improve the diversity of our workforce. Working with colleagues in the portfolios and the Equalities and Engagement Team undertaking activities such as:

- monitoring recruitment practices
- analysing workforce profile data
- analysing case work by protected characteristic.

## Organisational Structure

Sheffield City Council is structured by portfolios. We recognise that there are differences across the Council’s portfolios demonstrating a continued need to target work where there is greater disproportion in relation to specific protected characteristics. The graph below demonstrates the differing workforce diversity. This data is a snapshot of the organisation in August 2022. This is because of delays in employees completing the new Workforce Census. The organisational structure changed in the new financial year and the Place portfolio was replaced by the City Futures and Operational Services portfolios.

Portfolio	Proportion of Female Employees	Proportion of BAME Employees	Proportion of Disabled Employees	Proportion of LGB+ Employees	Proportion of Unpaid Carer Employees
City Futures	48.3%	13.8%	12.3%	4.2%	11.6%
Operational Services	40.8%	12.4%	10.4%	3.3%	15.3%
People	77.8%	20.9%	13.1%	5.4%	16.5%
Resources*	65.4%	15.2%	14.5%	6.5%	16.9%
SCC	60.6%	16.6%	12.2%	4.7%	15.9%

Resources\* includes Chief Executives Office and PPC

The main differences in each portfolio are:

**People** forms 44.0% (3,581 employees) of our workforce. This portfolio has the highest proportion of female employees and BAME employees. There is a slight overrepresentation of BAME in comparison 2011 Census data although it is anticipated that diversity for this protected characteristic will have increased in the 2021 Census data. Employees who are disabled, unpaid carers and LGB+ are also higher than the SCC overall profile.

**Operational Services** forms 39.1% (3,184 employees) of the workforce. This portfolio has the highest proportion of male employees and the lowest proportions of female employees. There are lower proportions of employees who are LGB+, disabled, and BAME in comparison to the other portfolios.

**City Futures** forms 3.6% (292 employees) of the Council’s workforce. It is the smallest of all the portfolios and has a lower percentage of females than most of the other portfolios except Operational Services. Although the portfolio has a slightly higher representation of disabled employees than the organisation as a whole it does not reflect the organisation under the other characteristics, with a particularly low percentage of carers in comparison.

**Resources / Policy Performance & Communications** forms 13.3% (1,079 employees) of our workforce and has slightly higher proportions of employees who are disabled, LGB+, women and carers. It does have lower proportions of male employees and BAME employees compared to the workforce as a whole.

## HR Casework – Employee Led

In 2020/21 the Council restarted it's HR casework after it was stood down for a period during the COVID 19 pandemic. The worked was stepped up over this period in negotiation with Trade Unions to ensure that employee wellbeing was considered and the best interests of the employees involved. The Council is now back to being able to hold face-to-face meeting with employees and Trade Unions whilst also having the added flexibility of hosting meetings online.

### Dignity and Respect cases by protected characteristic

There is a disproportionate number of employees who are male and BAME who are raising dignity and respect concerns, however it is a low number overall and under 10 employees per protected characteristic. It would be useful to consider trending over a longer period of time around casework and to use data from comparator authorities and similar local public authorities to help us understand where the organisation is. There has been a substantial increase in cases for BAME employees and a considerable drop in the number of cases for disabled employees. However, data can be quite volatile due to the low numbers involved.

Female		Male		BAME	
28.6%	<10 cases	71.4%	<10 cases	42.9%	<10 cases
Disabled		LGB+		Carers	
41.3%	<10 cases	0.0%	0 employees	0.0%	0 employees

### Grievance cases by protected characteristic

There is a disproportionate number of employees who are female, BAME and/or disabled who are making a complaint in relation to a grievance, but it is a low number of cases overall and under 10 employees per protected characteristic. As with other HR casework, monitoring longer term trends is more useful here - this shows there has been a drop in female and disabled employees and an increase in males and carers in comparison to last year's data.

Female		Male		BAME	
87.5%	<10 cases	12.5%	<10 cases	50.0%	<10 cases
Disabled		LGB+		Carers	
33.3%	<10 cases	0.0%	0 employees	25.0%	0 employees

## HR Casework - Employer Led

90 employees were involved in employer-led casework in 2021/22. It is important to note that the number of employees who are in employer-led casework is a small proportion of the workforce as a whole and is around 1% of the whole organisation.

### Sickness Procedure cases by protected characteristic

There is a high representation of employees who are disabled and male in a sickness procedure where HR is supporting the case, (HR attends formal meetings with the employee). Trending around this issue would be useful to gain a greater understanding as to whether there are any patterns or causes for concern in this area, especially around the recording of disability sickness data and how disabled people are supported in the workplace and if they have suitable reasonable adjustments.

We also need to consider the workforce age profile when looking at disability and carers. It is important to note that over a third of our disabled workforce are disabled through ill health and their sickness could be related to this.

Female		Male		BAME	
43.8%	21 cases	56.3%	27 cases	15.0%	<10 cases
Disabled		LGB+		Carers	
21.1%	0 employees	0.0%	0 employees	9.1%	<10 cases

### Disciplinary or Performance cases by protected characteristic

There is an overrepresentation of employees who are BAME or/and male in disciplinary or performance cases supported by HR. As with other areas of HR casework, numbers do tend to be quite low and are therefore subject to some fluctuation year-on-year, so it is useful to understand what the trending looks like over longer periods of time to identify if there are any underlying issues that require further investigation.

Female		Male		BAME	
53.1%	26 cases	46.9%	23 cases	25.0%	11 cases
Disabled		LGB+		Carers	
27.9%	12 cases	9.3%	<10 cases	7.5%	<10 cases

When considering casework (Employee- and Employer-led), we need to look at variations in our workforce diversity to identify if issues of high representation remain. Differences such as portfolio and service diversity, age diversity and grade diversity are all influencing factors which may have an impact on these figures.

## Leavers and New Starters

The information below monitors leavers and new starters to Sheffield City Council. This demonstrates where the number of leavers with protected characteristics are leaving at a greater rate than those who are starting employment with the same protected characteristics.

<b>817</b>	Employees left Sheffield City Council in 2021/22.	<b>785</b>	Employees joined Sheffield City Council in 2021/22.
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There were 32 more employees who left Sheffield City Council than who joined in 2021/22. This number does not include employees who have joined the Council under TUPE arrangements, which explains the difference between leavers and new starters and changes in overall headcount.

## Leavers and New Starters by Sex

More females left employment at Sheffield City Council than started and a slightly higher number of males joined the organisation than left in 2021/22

Leavers		Starters		Reason for Leaving*	
Female	62.9%	Female	60.6%	<b>Female</b>	
Male	37.1%	Male	39.4%	Employee Led	92.4%
				Employer Led	5.6%
				<b>Male</b>	
				Employee Led	86.5%
				Employer Led	10.9%
514 female employees and 303 male employees left the Council during the reporting period		476 female employees and 309 male employees joined the Council and remained employed by the Council at the end of the reporting period		More males left for employer-led reasons than females	
*Where percentages fall short of 100% in leaving reason above, this is where there are other reasons associated with a leaver.					

## Leavers and New Starters by Ethnicity

21.6% of the Council's new starter were from BAME communities which is higher than the Census 2011 profile for BAME communities is Sheffield. It is also higher than the number of BAME employees who left the organisation. Continuing a trend such as this will lead to less underrepresentation of BAME communities within the organisation.

More employees who are BAME started employment with Council than BAME employees who left and the percentage of new BAME starters is slightly over city's BAME demographics.



Leavers		Starters		Reason for Leaving (BAME)	
BAME	15.4%	BAME	21.6%	<b>Employee Led</b>	89.0%
White British	84.6%	White British	78.4%	<b>Employer Led</b>	9.3%
				<b>Other</b>	0.8%
118 BAME employees left the Council during the reporting period		162 BAME employees joined the Council and remained employed by the Council at the end of the reporting period		This very slightly increases the percentage of BAME employees	

### Leavers and New Starters by Disability

Again this year more employees who are disabled left employment with the Council than those who started employment. Although there are a number of positives for the Council around support for disabled employees and high declaration levels, it would be prudent to monitor this and understand why disabled employees are leaving the organisation. As the Council has an older workforce who are more likely to acquire a disability because naturally as people age they become more susceptible to acquiring impairments, this is likely to account for a number of employees as they reach retirement age and leave the organisation. It would be useful, however, to understand this data in more detail so that there are no causes for concern among younger age groups leaving the organisation prematurely.

Leavers		Starters		Reason for Leaving (Disabled)	
Disability Declared	13.9%	Disability Declared	11.8%	<b>Employee Led</b>	79.0%
Non-Declared	86.1%	Non-Declared	88.2%	<b>Employer Led</b>	18.0%
				<b>Other</b>	3.0%
100 disabled employees left the Council during the reporting period		86 disabled employees joined the Council and remained employed by the Council at the end of the reporting period		This slightly reduces our workforce diversity for Disability	

### Leavers and New Starters by Sexual Orientation

More employees who are LGB+ started employment with the Council than those who left. Younger people have a higher prevalence of identifying as LGB+ so as more younger people join the organisation and older members of the workforce retire it is anticipated that this will increase the number of LGB+ people within the organisation. This can be seen in the number of LGB+ people we have recruited as apprentices and the higher proportion of people under 36 through general recruitment. Monitoring sexual orientation of the workforce by age would give us a greater understanding of prevalence within the organisation and whether or not we need any age specific support for people from these groups.

Leavers		Starters		Reason for Leaving	
LGBT	3.8%	LGBT	5.8%	<b>Employee Led</b>	88.5%
Hetrosexual	96.2%	Hetrosexual	94.2%	<b>Employer Led</b>	3.8%
				<b>Other</b>	7.7%
26 LGB+ employees left the Council during the reporting period..		42 LGB+ employees joined and stayed with the Council during the reporting period.		This slightly increases our workforce diversity for LGB+	

### Leavers and New Starters by Carer Status

More employees who are carers (unpaid) left the Council than carers who started employment with the Council. This does have the potential to be a concerning trend given the Council's age and sex profile so it would be prudent to try to understand why more unpaid carers are leaving the organisation. There are already interventions in place that should help to support unpaid carers in the workplace and the Council should look at ways to continue to offer adjustments and flexibility to employees who need their support with caring responsibilities to remain in the workplace.

Leavers		Starters		Reason for Leaving	
Unpaid Carer	15.8%	Unpaid Carer	9.4%	<b>Employee Led</b>	92.5%
Non-Carerer	84.2%	Non-Carerer	90.6%	<b>Employer Led</b>	6.6%
				<b>Other</b>	0.9%
106 employees who are carers left the Council during the reporting period		56 employees who are carers joined the Council and remained employed by the Council at the end of the reporting period		This reduces our workforce diversity for carers. This will need to be monitored to make sure that employees are available to advantage of the Workplace Adjustment Passport so they can meet their caring needs and that the Council is not losing valuable experienced employees where flexibility to support them is available.	

## Leavers and New Starters by Age

There are high proportions of employees leaving the Council are aged 56 and above. The highest proportion of new employees who have started employment with the Council are aged under 36. There is greater diversity amongst the younger population of Sheffield, particularly around BAME and LGB+ communities, and as younger people continue to access opportunities to enter the workforce this could also have a positive impact on the Council's diversity.

Sheffield City Council Leavers			Sheffield City Council Starters		
25 and under	70 employees	8.6%	25 and under	146 employees	18.6%
26 - 35	108 employees	13.2%	26 - 35	226 employees	28.8%
36 - 45	97 employees	11.9%	36 - 45	183 employees	23.3%
46 - 55	130 employees	15.9%	46 - 55	153 employees	19.5%
56 - 65	309 employees	37.8%	56 - 65	74 employees	9.4%
Over 65	103 employees	12.6%	Over 65	3 employees	0.4%
<b>56</b>	Median age of employees who left Sheffield City Council in 2021/22.		<b>37</b>	Median age of new starters in 2021/22.	

## Proportion of leavers in each age group who left for employer-led reasons

Most employees left the Council for employee-led reasons.

Leavers - Employee Led			Leavers - Employer Led		
25 and under	53 employees	7.2%	25 and under	17 employees	27.4%
26 - 35	103 employees	14.0%	26 - 35	<10 employees	8.1%
36 - 45	89 employees	12.1%	36 - 45	<10 employees	9.7%
46 - 55	119 employees	16.1%	46 - 55	<10 employees	11.3%
56 - 65	276 employees	37.4%	56 - 65	24 employees	38.7%
Over 65	97 employees	13.2%	Over 65	<10 employees	4.8%

In addition, a small number left for reasons categorised as 'other'.

# Recruitment and Selection

<b>Adverts 562</b>	<b>Applied 7,876</b>	<b>Short-listed 1,814</b>	<b>Offered Post 624</b>
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The information below tracks those who have applied for jobs with Sheffield City Council and measures success rates. The request for equality monitoring information appears at application stage and at appointment. Equality monitoring information is not included as part of the assessment process, although as the Council is a Disability Confident Level 2 Employer, we do operate a Guaranteed Interview Scheme for those applicants who declare a disability and meet the minimum essential criteria of a job role. Applicants' information is anonymised where appropriate to lessen the risk of bias entering the process. The information in this section is based on what is declared at application stage. We know that between 25% and 40% of candidates are choosing not to share some, or all, equality monitoring information. We aim to work on encouraging declaration.

We also know that for those where job offers have been made, those not sharing information drops to between 6% and 18%. Therefore, we know more about the diversity of those successful in our recruitment.

**42.8%**  
of all jobs were offered to those under 36

## Applicants by age group

	<b>Applicants</b>	<b>Shortlisted</b>	<b>Offers Made</b>
	Of those who applied and declared this information.	Of those who were shortlisted and declared this information.	Of those who were recruited and declared this information.
25 and Under	17.2% 626 Applicants	14.8% 210 Applicants	14.0% 81 Applicants
26 - 35	31.7% 1157 Applicants	27.6% 392 Applicants	28.8% 166 Applicants
36 - 45	23.4% 854 Applicants	24.1% 342 Applicants	25.0% 144 Applicants
46 - 55	20.4% 744 Applicants	24% 340 Applicants	22.4% 129 Applicants
56 - 65	7.0% 254 Applicants	8.9% 126 Applicants	9.5% 55 Applicants
Over 65	0.4% 15 Applicants	0.6% <10 Applicants	0.3% <10 Applicants

### Sheffield profile age 16-65 - 2011 Census and other estimates sources where required

16 - 25	27.4%	36 - 45	17.5%	56 - 65	14.8%
26 - 35	21.2%	46 - 55	19.1%		

Female		Male	
Applications	58.3%	Applications	41.7%
Short-listed	63.7%	Short-listed	36.3%
Offers made	63.4%	Offers made	26.6%

Female applicants are more represented at shortlisted and appointment stages of the recruitment process. There is less representation at shortlisted and appointment stages for males.

The amount of part time roles advertised may have a significant impact on the number of female applicants., reflecting employment trends of females generally applying for and occupying more part time roles than males.

BAME applicants		Disabled applicants	
Applications	27.1%	Applications	8.4%
Short-listed	23.7%	Short-listed	9.1%
Offers made	20.7%	Offers made	9.0%
<p>Applicants who are BAME are highly represented at application stage.</p> <p>Offers of employment are fewer but still higher than overall BAME workforce percentages. There is a significant decrease between applications and appointment which is worth investigating given then lack of promotion and progression, TARAs and management development for BAME colleagues.</p>		<p>Applicants who are disabled are underrepresented at application stage.</p> <p>Offers of employment to disabled applicants are higher than applications but still lower than disabled workforce percentages.</p>	
LGB+ applicants		Applicants who are unpaid carers	
Applications	7.1%	Applications	14.9%
Short-listed	6.5%	Short-listed	16.9%
Offers made	7.4%	Offers made	13.7%
<p>Applicants who are LGB+ are more represented than the Council average at the application stage.</p> <p>Offers of employment to LGB+ applicants are well represented and higher than our current workforce percentages.</p>		<p>Applicants who are unpaid carers are less representative at all stages in the recruitment process.</p>	

## Progression and Promotion\*

The table below looks at the ways people move upwards through the organisation and whether or not those from marginalised groups are as likely to progress. It is clear that in the main there is an underrepresentation in the last 12 months amongst employees from some groups (BAME, disabled, females) in comparison to those who are part of centred groups (white, male), with the exception of employees from LGB+ groups who are slightly overrepresented.

<b>BAME</b> 13.7% 151 Employees	<b>White British</b> 86.3% 949 Employees
<b>Disabled</b> 10.0% 108 Employees	<b>Non-Disabled</b> 90.0% 967 Employees
<b>LGB+</b> 4.9% 51 Employees	<b>Hetrosexual</b> 95.1% 1000 Employees
<b>Unpaid Carer</b> 11.1% 113 Employees	<b>Non-Carers</b> 88.9% 906 Employees
<b>Female</b> 44.3% 508 Employees	<b>Male</b> 55.67% 638 Employees

\* Contract Changes identified that would assume either progression or promotion are: Grade and Hours Increase, Grade Increase, Grade Increase-Hours Decrease, Temporary Grade Increase

## Temporary Additional Responsibility Allowance

Sometimes our employees are asked to temporarily act up and take on more senior responsibilities when opportunities arise. They are given a temporary additional responsibility allowance (TARA) for doing so. These can sometimes be referred to as Honorariums. The data below demonstrates that TARAs have underrepresentation for BAME and disabled employees with regard to workforce profile, although the data for disabled employees is only slightly under the workforce profile and therefore less of a concern. It would be useful to understand the portfolios in which TARAs are offered and undertaken as this may help understand the data further. There is a slight underrepresentation of unpaid carers although improvements in the Council's offer around flexible working should help to address this.

	Count	
BAME	95	14.0%
White British	586	86.0%
Unknown	9	
Prefer not to say	20	
<b>Grand total</b>	<b>710</b>	

	Count	
Disability Declared	79	11.8%
Non-Disabled	589	88.2%
Unknown	42	
Prefer not to say	710	
<b>Grand total</b>	<b>558</b>	

	Count	
LGBT+	33	5.1%
Heterosexual	610	94.9%
Prefer to self-describe	1	
Prefer not to say	33	
Unknown	33	
<b>Grand Total</b>	<b>710</b>	

	Count	
Unpaid Carer	91	14.6%
Non-Carer	534	85.4%
Unknown	7	
Prefer not to say	78	
<b>Grand total</b>	<b>558</b>	

	Count	
Female	422	59.44%
Non-Carer	288	40.56%
<b>Grand total</b>	<b>710</b>	

	Count	
Grades 1 - 5	237	33.4%
Grades 6 - 9	352	49.6%
Other Grades	107	15.1%
Senior Grade	14	2.0%
<b>Grand total</b>	<b>710</b>	

## Learning & Development

### Recruitment, Selection & Retention

Focused recruitment, selection and retention activity are cornerstones of our aim to have a workforce that is reflective of our customers, the citizens of Sheffield.

<b>624</b>	Number of offer letters sent	<b>28</b>	Managers accessing recruitment and selection training (4.5%)
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Our recruitment and selection learning and development offer has been refreshed this year. It has been updated to include a greater focus on the principles of inclusive recruitment and improved information on equality, diversity and how bias can negatively impact on recruiting decisions. The training is now mandatory for all managers who wish to undertake recruitment activity for their teams as the Council is looking to remove bias from these processes and apply its recruitment processes more consistently.

### Induction to Sheffield City Council

There were 725 new starters in the reporting year and just over half of new starters completed their full induction. There is work being undertaken in HR to improve the onboarding and induction of new employees. Recruiting managers are encouraged to ensure that all elements of inducting new employees are completed, including objective setting, introductions to systems and processes and regular 1-2-1s. We also know that a large proportion of employees complete this course later on in their employment with SCC.

392 (54.1%) new starters completing this course

462 (63.7%) all employees completing this course

### Percentage of Personal Development Reviews completed

8.1% employees went through the PDR process in the reporting year compared to 10% the year before. This is extremely low and work is already being undertaken to address this issue. Since April 22 the number of PDRs completed has already exceeded the totals for the last two financial years. It is important to monitor this and to analyse the disaggregated equality monitoring data. There is an underrepresentation for BAME employees in key areas for personal development that will impact on BAME employees' ability to progress through the organisation and become more representative in management and chief officer grades. We aim for all employees to have annual PDRs to support their Learning and Development plan.



## Manager Development Programmes

Sheffield City Council is committed to investing in its managers, and upskilling managers in good diversity and inclusion practices. The Middle Manager Development Programme gives managers, or those aspiring to be middle managers, access to the development opportunities needed to perform at their best, as part of a modern, flexible and creative organisation. Due to the pandemic these programmes did not run during this reporting period but have resumed during the Autumn of 2021 with Leadership and Middle Manager Conferences both taking place, and this data will be reflected in the 2021-2022 Workforce Employee Report.

### Institute of Leadership and Management courses (Level 2 – 5)

83 employees attended these courses gaining the skills and knowledge to lead, organise and motivate teams.

<b>Female</b>	<b>63.9%</b>
<b>Male</b>	<b>36.1%</b>
<b>BAME</b>	<b>13.4%</b>
<b>Disability Declared</b>	<b>13.9%</b>
<b>LGBT+</b>	<b>5.1%</b>
<b>Unpaid Carer</b>	<b>13.7%</b>

When measuring diversity of employees completing these courses, there is an underrepresentation of employees who are BAME and also of those who are unpaid carers. The data is positive for LGBT+ and disabled employees who are overrepresented here in comparison to the workforce profile. However, these courses are not currently running.

The following information looks at numbers on courses. The data sets only reflect training completed in the reporting year and therefore some employees may have completed the course over the last few years. It is not currently necessary to repeat courses. However, we would encourage employees to refresh their knowledge periodically.

It is important to note that some learners complete more than one course, and they are counted each time they complete a course. The data below reflects employees undertaking the EDI courses available throughout this reporting period for both managers and employees, and the courses were:

<b>1304</b>	<b>Equality, Diversity &amp; Inclusion for Managers (2 courses)</b> Number of Managers in the workforce	<b>1000</b>	% of Managers that Attended (76.7%)
<b>6832</b>	<b>Equality, Diversity and Inclusion training</b> Number of employees in the workforce (excluding 1304 managers)	<b>6209</b>	% of employees completing this training (90.9%)

## Leadership Conferences

In 2021-22 the Council held conferences for middle managers and senior leadership. There were 214 attendees at the Middle Manager conference. And 69 at the Senior Leadership Conference:

Attendees by Age Range				
26-35	36-45	46-55	56-65	Total
3.89%	28.62%	43.46%	24.03%	100.00%

Attendees by Sex		
Female	Male	Grand Total
57.60%	42.40%	100.00%

Attendees by Ethnicity			
BAME	Unknown	White British	Grand Total
8.83%	2.83%	88.34%	100.00%

Attendees by Disability Status			
Disability Declared	Non-Disabled	Unknown	Grand Total
7.77%	88.69%	3.53%	100.00%

## Gender Pay Gap 2021

The pay gap has remained at 3.12. The mean Gender pay gap is now standing at 0.94 in favour of females from 4.26% in favour of males in 2018.

Since the first Pay Gap submission in 2018 there has been incremental progression in place. This has allowed for an even distribution of progression across the grade bandings.

## Median Pay Gap 2021

Median	Number of Males	Median Male Basic	Number of Females	Median Female Basic	Difference %
lower quartile	765	£10.39	1257	£10.63	-2.30
lower middle quartile	769	£13.71	1148	£13.71	0.00
upper middle quartile	902	£16.06	1069	£16.53	-2.94
upper quartile	693	£23.13	1269	£22.58	2.36
Total SCC	3129	£15.10	4743	£14.63	3.12

- The median pay gap is the middle point of earners for both sexes. There is a disparity in the media is higher for males. This is likely due to males taking up a higher proportion of full-time roles which means that this would present them with greater opportunities to progress through the organisation as females take up a greater proportion of part time employment within the lower grades, particularly in customer facing roles, and as females are more likely to pick up caring responsibilities this can mean less flexibility and opportunities for development.

## Mean Gender Pay Gap 2022

Mean	Number of Males	Average Male Basic	Number of Females	Average Female Basic	Difference %
lower quartile	765	10.63	1257	10.84	-2.01
lower middle quartile	769	13.74	1148	13.64	0.75
upper middle quartile	902	16.67	1069	16.90	-1.37
upper quartile	693	24.49	1269	23.83	2.73
Total SCC	3129	16.21	4743	16.36	-0.94

## Disability Pay Gap 2021/22

Mean Disability Quartile	Number of Non-Disabled	Median Non-Disabled	Number of Disabled Declared	Median Disabled Declared Basic	Difference %
lower quartile	1520	10.80	208	10.80	0.03
lower middle quartile	1542	13.68	213	13.64	0.31
upper middle quartile	1612	16.79	201	16.78	0.06
upper quartile	1586	24.17	207	23.38	3.28
Total	6260	16.44	829	16.12	1.95

- Where there is a positive figure at each quartile this shows the percentage points by which non-disabled people are paid more than disabled people. For example, the grand total shows that on average non-disabled people are paid 1.95% more than disabled people. Although there has been some positive movement in grade 10-11 and Chief Officer grade they are still underrepresented at this level and in progression and promotion and recruitment appointments.

Median	Number of Non-Disabled	Median Non-Disabled	Number of Disabled Declared	Median Disabled Declared Basic	Difference %
lower quartile	1520	10.60	208	10.60	0.00
lower middle quartile	1542	13.71	213	13.71	0.00
upper middle quartile	1612	16.26	201	16.06	1.25
upper quartile	1586	23.13	207	22.58	2.36
Total	6260	15.12	829	15.04	0.54

- The median shows the middle point of earners so £15.04 shows that 50% of the disabled workforce earns above this amount per hour which is 0.54% lower than the median for non-disabled staff. The key disparities remain in the Upper Middle and Upper Quartiles due to underrepresentation amongst the higher earning grade particularly grades 10-11 and Chief Officer grades.

## Ethnicity Pay Gap

### BAME Median Pay Gap 2021/22

BAME Quartile	Number of White British	Median White British Basic	Number of BAME	Median BAME Basic	Difference %
lower quartile	1488	10.60	307	10.73	-1.26
lower middle quartile	1542	13.71	311	13.71	0.00
upper middle quartile	1591	16.26	295	16.52	-1.61
upper quartile	1589	23.13	288	22.58	2.36
Total	6192	15.12	1201	14.63	3.25

- The median is the middle value in terms of wage earners so in terms of the grand total of BAME staff earn 3.25% less than their White British colleagues at the median – so 50% of earners are above and below this point in the workforce.

### BAME Mean Pay Gap 2021/22

BAME Quartile	Number of White British	Mean White British Basic	Number of BAME	Mean BAME Basic	Difference %
lower quartile	1488	10.78	307	10.90	-1.10
lower middle quartile	1542	13.68	311	13.63	0.38
upper middle quartile	1591	16.80	295	16.84	-0.22
upper quartile	1589	24.17	288	23.39	3.25
Total	6192	16.48	1201	16.06	2.54

- This table shows the mean basic wage for staff in the 4 quartiles. Although BAME staff in the Lower Quartile and Upper Middle Quartile earn more than their White British colleagues the significant gap in the Upper Quartile means that overall White British staff earn 2.54% more than their BAME colleagues.

## Ethnicity Median Pay Gap 2022

- This table shows the breakdown for the median pay gap in terms of Ethnicity with headcounts for each ethnicity and quartile. Asian/Asian British is substantially lower than White British at 9.35% lower, Black/Black British is 2.55% lower and Other Ethnic Group outperform White British by 6.20% due to a higher proportion of staff from this ethnicity in the upper quartile of earners. Conversely, since there is a greater number of Asian/Asian British staff in the lower quartile of earners, this has a significant impact on the median hourly rate.

	Asian/Asian British		Black/Black British		Mixed/Multi Heritage		Other Ethnic Group		White British		Asian/Asian British	Black/Black British	Mixed/Multi Heritage	Other Ethnic Group
	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate				
lower quartile	110	10.60	73	10.60	43	11.20	72	10.81	1471	10.60	0.00	0.00	-5.74	-2.00
lower middle quartile	84	13.71	90	13.71	44	13.71	67	13.71	1463	13.71	0.00	0.00	0.00	0.00
upper middle quartile	59	16.06	97	16.95	59	16.53	84	16.26	1672	16.26	1.25	-4.23	-1.65	0.00
upper quartile	70	21.56	64	21.66	46	23.13	96	23.13	1601	23.13	6.80	6.34	0.00	0.00
Total	323	13.71	324	14.74	192	15.12	319	16.06	6207	15.12	9.35	2.55	0.00	-6.20

## Proportion per Ethnicity Group 2022

- This table shows the comparison between ethnicities in terms of the percentages of the workforce that sits in each quartile with a higher percentage of Asian/Asian British in the lower quartile and Other Ethnic Group in the Upper Quartile.

	Asian/Asian British	Black/Black British	Mixed/Multi Heritage	Other Ethnic Group (Including White Other)	White English/Welsh/Scottish/British/Northern Irish
lower quartile	30.88%	23.17%	18.69%	27.12%	24.03%
lower middle quartile	28.53%	28.15%	29.91%	17.65%	24.61%
upper middle quartile	16.18%	29.91%	30.37%	23.86%	25.68%
upper quartile	24.41%	18.77%	21.03%	31.37%	25.66%

# Terminology

Certain words and phrases have particular meanings when used in connection with Workforce equality data. To assist with the understanding of information in this report, the definitions of these words/phrases are explained below.

## Appendix 1 Terminology

<b>Portfolio</b>	The Council structure is broken down into 3 sections known as portfolios and a smaller group of employees who support the Chief Executive's Office (includes Policy, Performance & Communications).
<b>Headcount</b>	The number of Sheffield City Council employees regardless of hours worked.
<b>The Equality Act 2010</b>	The legislation that legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.
<b>Protected characteristics</b>	<p>The protected characteristics definitions are in accordance with the Equality Act 2010.</p> <p>Protected groups covered by the Act are:</p> <ul style="list-style-type: none"><li>Age</li><li>Disability</li><li>Sex reassignment</li><li>Pregnancy and maternity</li><li>Race (colour, ethnicity and nationality)</li><li>Sex (women and men)</li><li>Sexual orientation</li><li>Marriage and civil partnership (eliminate discrimination only)</li><li>Religion or belief (including no religious belief)</li></ul>
<b>BAME Employees</b>	We use the census definition of employees who are Black, Asian or Minority Ethnic (all non-white British people including White Irish or White other).
<b>LGB+ Employees</b>	Employees who self-define as lesbian, gay, bisexual, or other (all other non-heterosexuals).
<b>Disabled employees</b>	Employees who define themselves as disabled
<b>Definition of disability</b>	A person is disabled under the Equality Act 2010 if they have a

**under the Equality Act 2010**

physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities.

'Substantial' is more than minor - eg, it takes longer to complete a daily task

'Long-term' usually means 12 months or more - but can mean other conditions which due to treatment surgery may be shorter.

**Gender Re-assignment/  
Transgender**

Under the Equality Act 2010, a person has the protected characteristic of gender reassignment if they are proposing to undergo or are undergoing or have undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex.

**Carers**

An employee who has caring responsibilities at home other than parental responsibilities. A carer is unpaid and looks after or supports someone else who needs help with their day-to-day life, because of their age, a long-term illness, disability or substance misuse. This includes parents a disabled child.

**Difficult to measure data**

Throughout this report we compare certain sample data to the workforce. Sometimes the sample is too small to do this properly. For example: 11.3% of all employees in Sheffield City Council who replied to the question: "Do you consider yourself to have a disability?" answered "yes". If we looked at another smaller service with 4 employees and all 4 completed their census information, If one of them replied that they have a disability, we couldn't meaningfully compare the 25% "yes" response from that small team to the 11.3% "yes" response for the whole of SCC

**HR Employee/  
Employer Led Process**

An Employee Led process is a procedure initiated by an employee that has HR involvement other than general advice, i.e. Dignity and Respect or Grievance. An Employer led process is a procedure initiated by Management with support from HR i.e. Performance, Disciplinary, Managing Absence.

**Chief Officers**

Chief Officers are the most senior Officers in the Council and paid on the Directors Grading structure. Data in this report relating to Chief Officers also now includes some most senior officers on "Other Grades" due to other terms and conditions associated with their job.

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Sheffield City Council  
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Sheffield City Council

# Annual Equalities Report

2021/2022



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# Foreword

We are passionate about Sheffield and our diverse communities, and our people are the heart of our city, whether you live, work here or are visiting our vibrant city. Fairness and tackling inequality are at the centre of our values, recognising that everyone should be safe, well and have a fair chance to succeed. However, we know from the findings of the Race Equality Commission report and work from this report that currently, communities in Sheffield don't feel the city is fair or inclusive and they don't feel empowered or included.

We are therefore committed to providing more inclusive and accessible services, that meet the needs of all our communities in Sheffield. To do this we need to better understand the diversity of our communities to ensure we are meeting these needs adequately and appropriately. Equality is about everyone, but people are individuals, and their needs will be met in different ways. Some people, especially the most vulnerable, or those who face additional barriers will need a bit more support from us than others.

Our Annual Equality Report covers the period between April 2021 and July 2022 and provides an update on each of our Equality Objectives, including some examples on how we are delivering on these.

**Section 1** of this report details information on the changing population of Sheffield and covers released data from the 2021 Census. Knowing who lives in Sheffield and who our customers are, is fundamental to how we plan and deliver services. This relates to Equality Objective 1 - Strengthen knowledge and understanding of our communities.

**Section 2** details examples of how we are meeting our Public Sector Equality Duty commitments through our processes such as carrying out Equality Impact Assessments and information about our commitment at leadership with our Strategic Equality and Inclusion Board.

**Section 3** shows examples of how we are meeting our Equality Objectives and where we need to improve with our priorities for 2022/23.

**Section 4** covers some reflections from the pandemic from an equality perspective, including how we responded in an accessible and inclusive way to support the wellbeing of our city. This work is integral to Equality Objective 4 – Break the cycle of inequality and improve life chances.

**Section 5** sets out some next steps with regards to looking ahead into the next year.

**Appendices** to this report includes Member equality monitoring, a report on AccessAble and the largest report is our Workforce Equality Report. This sets out in more detail work on Objective 2 - Ensuring the diversity of our workforce reflects the people that we serve. This also includes additional information as part of the Public Sector Equality Duty. We recognise we have some big challenges ahead and that we need to continue to learn and embed equality into everything that we do for our residents, visitors, and workforce.

Thank you to all colleagues and organisations for working together to help make Sheffield a fantastic place as we strive to be fairer, accessible and a more inclusive place to live and work in.



A handwritten signature in black ink, appearing to be 'Terry Fox'.

Leader of Sheffield City Council  
Councillor Terry Fox



A handwritten signature in black ink, appearing to be 'Kate Joseph'.

Chief Executive  
Kate Joseph

## Section 1: Sheffield and our Residents

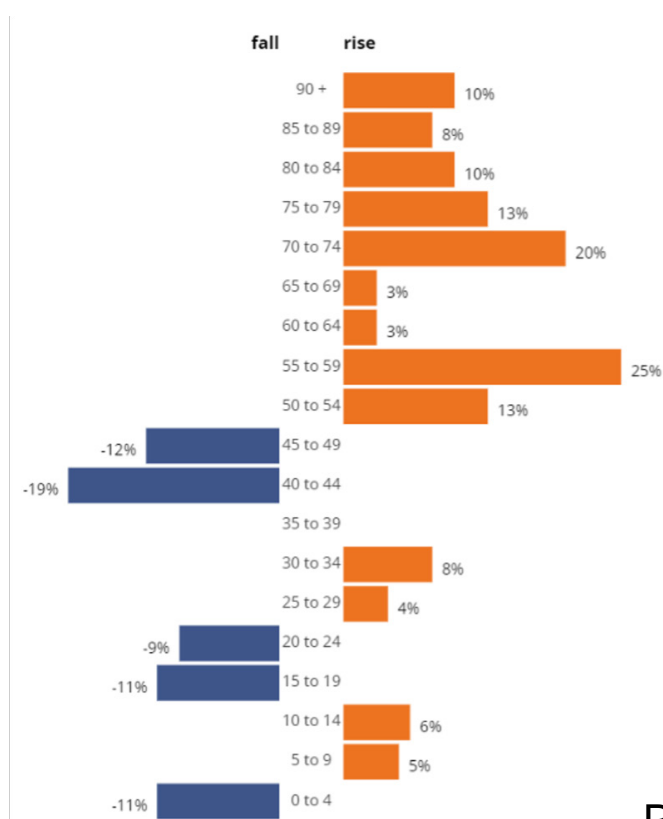
The release of data from the Census 2021 will be invaluable as we develop our services for the future. This is vital to the work we undertake to achieve Objective 1, Strengthen knowledge and understanding of Our Communities. The new data will help us to know more about the people of Sheffield and this is a key opportunity to use the data to support service planning, service redesign and respond to different needs. We will also use this data in key areas such as adult social care, disability services, children and family services, education, housing, neighbourhood services, our recreation services such as playgrounds, country walkways, sports and leisure centres, and our City Futures services.

Over the next year, the release of more granular census data will allow us to understand in more detail than ever before, people who live in Sheffield. It will be possible to look at a range of characteristics, the geographical distribution of different communities and intersectionality across all the protected characteristics as set in our Equality Act 2010. This will help us to understand our diverse communities further and the changes in these communities over the last decade.

The importance of being able to understand this by age group will also support the way we plan service re-design, and such changes can be considered carefully with good reliable quantitative evidence-based information. We can also look at emerging trends and map changes in the diversity of Sheffield over the next decade to help build services fit for the future that are accessible and inclusive.

### Demographic

According to 2021 census estimates, Sheffield has a population of 556,521. This is an increase of 0.7% from the 2011 census; lower than the overall population increase for England (6.6%) and for Yorkshire and the Humber (3.7%). There are slightly more females in Sheffield than there are males; 282,327 compared to 274,194. 100,270 people in Sheffield are aged 0-15. The number of people aged 16-64, sometimes called the 'working age population' is 361,428, and the number of people aged 65+ is 94,821.



The chart across shows the population change by age group in Sheffield, from 2011 to 2021. It indicates that Sheffield's population is getting older, with especially large increases in the percentage of people in their fifties, and aged 70+. This is likely to have significant consequences on demand for services used by older people in the city.

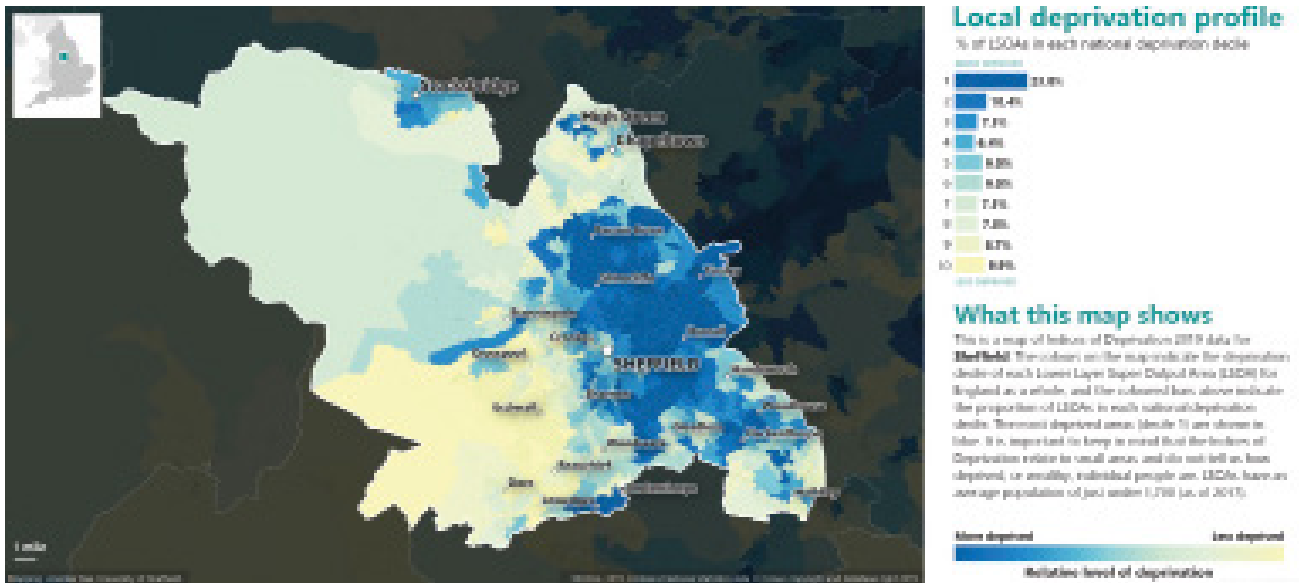
There was a fall in the number of children aged 0-4, indicative of a fall in the birth rate in recent years.

It is possible that the fall in the numbers of people in the 15-24 age groups is a result of the circumstances that the Census was conducted during the coronavirus (COVID-19) pandemic.

This fall in this age group, especially in the student age range may not be accurate and we will need to assess this further.

## Deprivation in Sheffield

In the 2019 Indices of Deprivation Sheffield was ranked as the 57th most deprived local authority in England (out of a total of 317), but the second least deprived of the 8 English core cities. In general, the east of the city tends to be more deprived than the west.

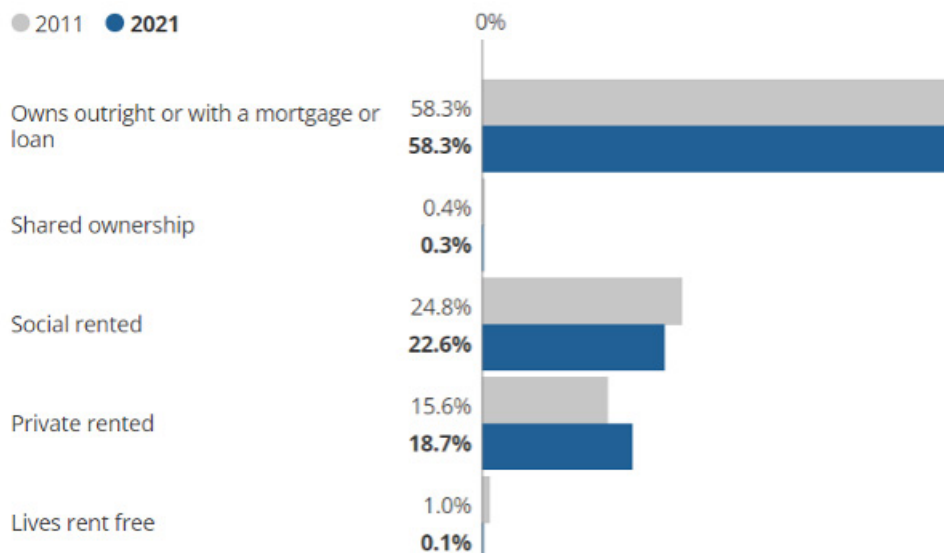


## Housing

Sheffield saw Yorkshire and the Humber's largest percentage-point fall in the proportion of households in the social rented sector, decreasing from 24.8% in 2011 to 22.6% in 2021. Despite the fall, Sheffield was in the highest 15% of English local authority areas for the share of households in the social rented sector in 2021.

The proportion of people who owned their house outright or with a mortgage stayed around the same, at 58.3%.

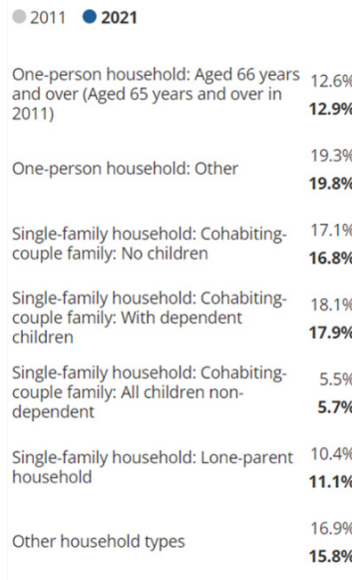
## Percentage of Households by Housing Tenure



## Family

Of Sheffield households, 16.8% included couples but no children in 2021, down from 17.1% in 2011. In 2021, just over one in six households (17.9%) included couples with dependent children, compared with 18.1% in 2011. The percentage of single-family households including couples living with only non-dependent children increased from 5.5% to 5.7%.

### Percentage of households by household composition type



The fall in the percentage of households including couples but no children was greater across Yorkshire and the Humber (1.0 percentage points, from 18.7% to 17.7%) than in Sheffield (0.3 percentage points).

Across England, the percentage fell by 0.9 percentage points, from 17.6% to 16.8%.

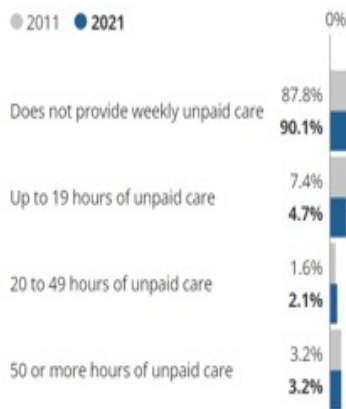
## Health

In 2021, 44.5% of Sheffield residents described their health as “very good”, increasing from 43.0% in 2011. Those describing their health as “good” rose from 34.1% to 34.4%. These are age-standardised proportions.

The proportion of Sheffield residents describing their health as “very bad” was 1.5% (similar to 2011), while those describing their health as “bad” fell from 5.6% to 5.1%. Census 2021 was conducted during the coronavirus (COVID-19) pandemic. This may have influenced how people perceived and rated their health, and therefore may have affected how people chose to respond.

## Unpaid Carers

In 2021, 4.7% of Sheffield residents (aged five years and over) reported providing up to 19 hours of unpaid care each week. This figure decreased from 7.4% in 2011. These are age-standardised proportions.<sup>1</sup>



The fall in the proportion of people (aged five years and over) providing up to 19 hours of weekly unpaid care in Sheffield (2.7 percentage points) was similar to the fall across Yorkshire and the Humber (2.7 percentage points, from 7.1% to 4.4%). Across England, the proportion fell by 2.8 percentage points, from 7.2% to 4.4%.

As the Census 2021 was undertaken during the coronavirus (COVID-19) pandemic, this

may have influenced how people perceived and managed their provision of unpaid care, and therefore affected how people chose to respond. Caution should also be taken when making comparisons between 2011 and 2021 because of changes in question wording and response options. Age-standardised proportion of usual residents (aged five years and over) by hours per week of unpaid care provision.

## Employment

Of Sheffield residents aged 16 years and over, 50.4% said they were employed (excluding full-time students) in 2021, a similar percentage as in 2011 (50.6%).

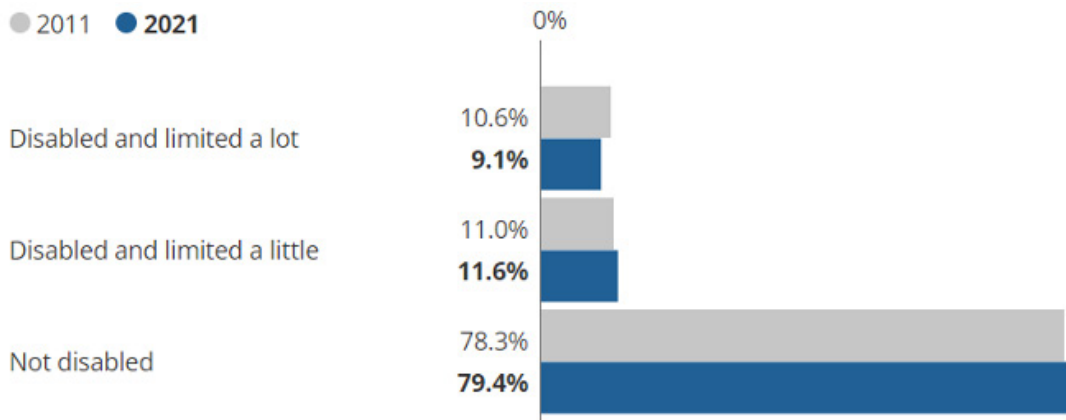
In 2021, just over 1 in 40 people (2.8%) said they were unemployed, compared with 4.3% in 2011. The percentage of retired Sheffield residents fell from 20.2% to 20.1%.

## Disability

In 2021, 20.6% of people in Sheffield identified as being disabled. Within this figure 9.1% of Sheffield residents identified as being disabled and limited a lot. This figure has fallen from 10.6% in 2011. These are age-standardised proportions. In 2021, just over one in nine people (11.6%) also identified as being disabled but limited a little, compared with 11.0% in 2011.

The proportion of Sheffield residents who were not disabled rose from 78.3% to 79.4%. The fall in the proportion of residents who identified as being disabled and limited a lot in Sheffield (1.5 percentage points) was similar to the fall across Yorkshire and the Humber (1.7 percentage points, from 9.9% to 8.2%). Across England, the proportion fell by 1.6 percentage points, from 9.1% to 7.5%. Caution should be taken when making comparisons between 2011 and 2021 because of changes in question wording and response options.

## Age-standardised proportion of usual residents by long-term health condition or illness



## Religion

In 2021, 43.4% of Sheffield residents reported having “No religion”, making it the most common response (up from 31.2% in 2011). Because the census question about religious affiliation is voluntary and has varying response rates, caution is needed when comparing figures between different areas or between censuses.

In 2021, 38.5% of people in Sheffield described themselves as Christian (down very significantly from 52.5%), while 10.3% described themselves as Muslim (up significantly from 7.7% the decade before).

There are many factors that can cause changes to the religious profile of an area, such as a changing age structure or residents relocating for work or education. Changes may also be caused by differences in the way individuals chose to self-identify between censuses. Religious affiliation is the religion with which someone connects or identifies, rather than their beliefs or religious practice.



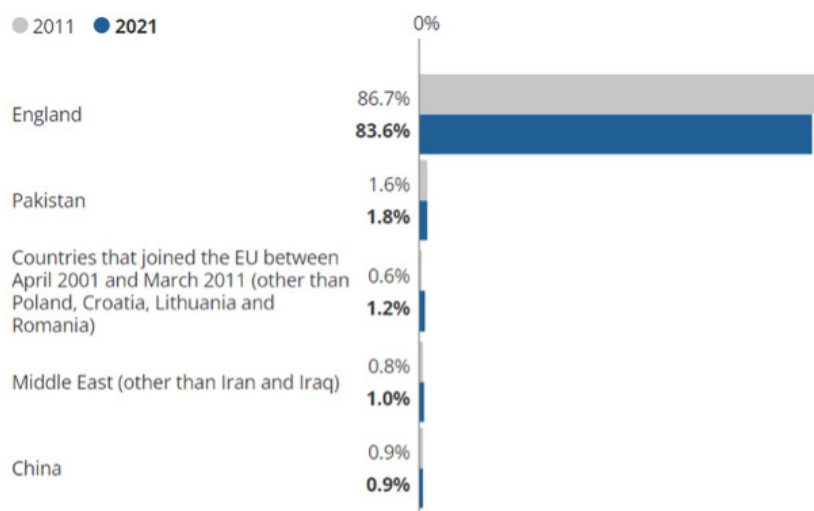
## Country of Birth

In 2021, around 465,400 Sheffield residents said they were born in England. This represented 83.6% of the local population. The figure has decreased from around 479,400 in 2011, which at the time represented 86.7% of Sheffield's population.

Pakistan was the next most represented, with around 9,900 Sheffield residents reporting this country of birth (1.8%). This figure was up from just over 8,700 in 2011, which at the time represented 1.6% of the population of Sheffield.

The number of Sheffield residents born in countries that joined the EU between April 2001 and March 2011 (other than Poland, Croatia, Lithuania and Romania) rose from around 3,200 in 2011 (0.6% of the local population) to around 6,900 in 2021 (1.2%). There was very little change in the percentage of people in Sheffield from China, which remained at around 0.9% of the population.

## Percentage of usual residents by country of birth



## National Identity

In 2021, 9.1% of Sheffield residents did not identify with any national identity associated with the UK. This figure increased from 7.3% in 2011.

Just under 1 in 50 people (1.9%) identified with both a UK and non-UK national identity, compared with 0.7% in 2011. The percentage of residents in Sheffield that identified as “British only” increased from 17.7% to 57.5%. In the Census 2021, “British” was moved to the top response option for the question on national identity and this may have influenced how people answered.

## Ethnic Group

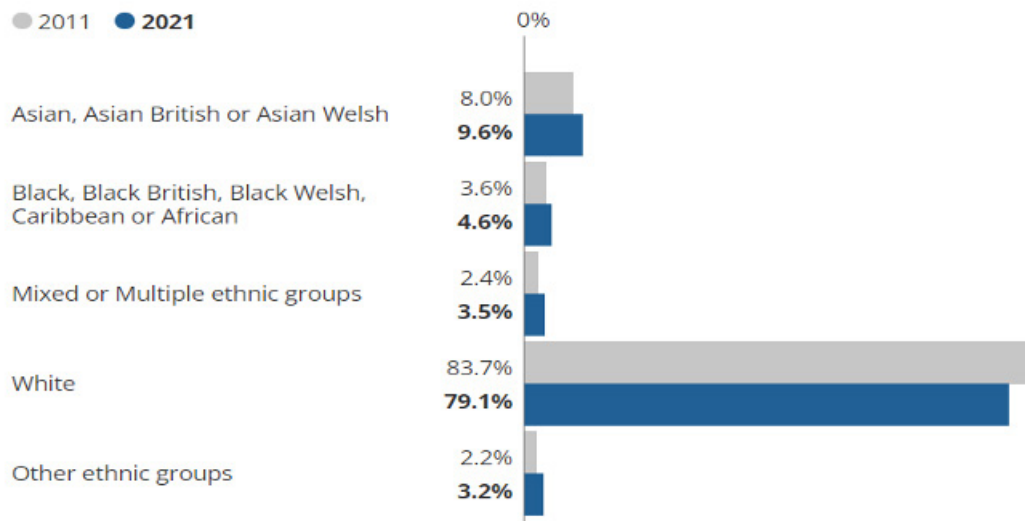
In 2021, 79.1% of people in Sheffield identified their ethnic group within the “White” category (compared with 83.7% in 2011).

4.6% identified their ethnic group within the “Black, Black British, Black Welsh, Caribbean or African” category (compared with 3.6% the previous decade).

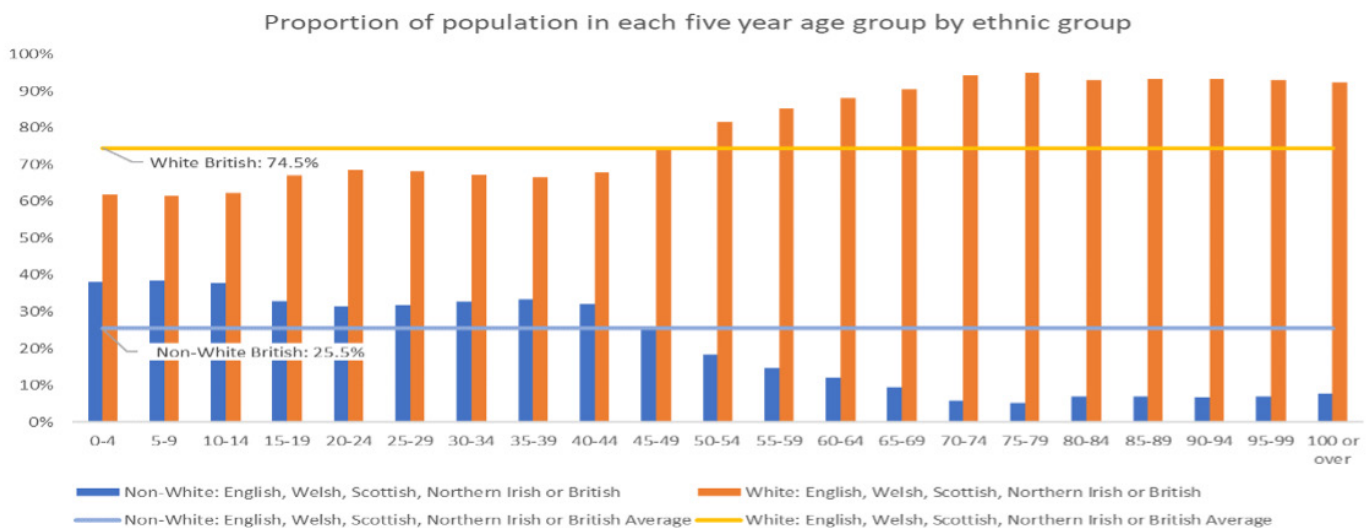
9.6% of Sheffield residents identified their ethnic group within the “Asian, Asian British or Asian Welsh” category, up from 8.0% in 2011. The 1.6 percentage-point change was the largest increase among high-level ethnic groups.

The percentage of people who identified their ethnic group within the “Mixed or Multiple” category increased from 2.4% in 2011 to 3.5% in 2021.

### Percentage of usual residents by ethnic group



The chart below shows Sheffield’s population broken down by 5-year age groups and ethnicity, with people who identify as White British shown alongside people from all other ethnic groups (including white people of other backgrounds, and non-white British people). White British people tend to be older than people in other ethnic groups; 21.3% of White British people are over 65, compared with only 4.6% of people in other ethnic groups, whereas 15.0% percent of White British people are aged under 16, compared with 26.9% of people in other ethnic groups.



Based upon a person’s ethnic group and cultural background, those describing their ethnicity as White British is 74.5% of the city’s population overall (Black, Asian and/or minoritized ethnic). The non-White British groups totals 25.6% in Sheffield.

We know that of this figure, 20.9% are non-white and 4.6% are those who are White non-British.

## Marriage and Civil Partnership

The percentage of adults who were married or in a civil partnership decreased from 41.9% in 2011 to 40.1% in 2021. The percentage of adults who had never married or registered a civil partnership in Sheffield increased from 41.2% to 44.2%, while the percentage of adults who had divorced or dissolved a civil partnership decreased from 7.9% to 7.8%.

## Sexual Orientation

For the first time, the Census 2021 included a voluntary question about sexual orientation for people aged 16+. People were given the opportunity to define their sexual orientation according to predefined options, or to define as something else. Note this is self-identity, of the people who chose to answer the question on sexual orientation, 4.48% identified as LGB+.

Sexual Orientation	People aged 16+	% including not answered	% Excluding not answered
Straight or Hetrosexual	401537	88.01%	95.52%
Gay or Lesbian	7395	1.62%	1.76%
Bisexual	9018	1.98%	2.15%
Pansexual	1562	0.34%	0.37%
Asexual	445	0.10%	0.11%
Queer	257	0.06%	0.06%
All other sexual orientations	147	0.03%	0.03%
Not Answered	35889	7.87%	
Total 16+	456250		
Total 16+ (excluding not answered)	420361		

## Gender Identity

The question on gender identity in the Census 2021 was also asked for the first time and was optional and shows that 0.81% of people in Sheffield who answered the question said that their gender is different to the sex registered at birth. This will again help us when planning and commissioning services as well as our workforce representation.

Gender Identity	People aged 16+	% including not answered	% Excluding not answered
Gender identity the same as sex registered at birth	423911	92.91%	99.19%
Gender identity different from sex registered at birth but no specific identity given	1526	0.33%	0.36%
Trans Women	550	0.12%	0.13%
Trans Man	524	0.11%	0.12%
All other gender identities	857	0.19%	0.20%
Not answered	28881	6.33%	
Total 16+	456249		
Total 16+ (excluding not answered)	427368		

## Section 2: Our Commitment to the Public Sector Equality Duty (PSED)

A local authority or those who exercise public functions (e.g. our contracted partners who deliver our services) must, in the exercise of its functions, have due regard to:

- Eliminate discrimination, harassment, victimisation.
- Advance equality of opportunity.
- Foster good relations.

This means we need to understand the effect of our policies and practices on equality. This will involve looking at evidence, engaging with people, staff, service users and others and considering the effect of what we do on the whole community. Having due regard to the need to advance equality of opportunity involves:

- Removing or minimising disadvantages suffered by persons.
- Taking steps to meet the needs of persons that are different from others.
- Encouraging people to participate in public life or other activity in which participation is disproportionately low.

Having due regard to the need to foster good relations involve the need to, tackle prejudice and promote understanding. The steps involved in meeting the needs of disabled persons, in particular taking account of disabled persons' disabilities (reasonable adjustments) and compliance with the duties may involve treating some persons more favourably than others.

The relevant protected characteristics (PCs) are Age, Disability, Race (includes ethnic or national origins, colour, or nationality), Religion or belief (or no religious belief), Gender Reassignment Pregnancy and Maternity (employment only), Sex, Sexual orientation and Marriage and Civil Partnership (only in relation to eliminating discrimination).

In essence, the Act protects everyone against unfair treatment. Understanding intersectionality is an important part of practicing inclusion, promoting equality and reducing discrimination.

### **The Specific Duties are to publish:**

- Equality objectives every four years.
- Information annually to demonstrate compliance with the General Duty.
- Information relating to employees who share a protected characteristic and others affected by our policies and practices (such as service users).
- Information in a way that is accessible to the public.
- Gender Pay Gap information annually.

Sheffield City Council carries out Equality Impact Assessments (EIAs). These are a way of carrying out an equality analysis of our service proposals for change and a way of demonstrating how we comply with the Public Sector Equality Duty. These should be always carried out prior to implementing a policy, project or change to identify potential impacts on equality. As we undertake these assessments to promote inclusivity and remove any barriers or potential disadvantage, we also assess the impact on other areas that are not protected characteristics. These include the voluntary community and faith sector (VCF), poverty, carers, armed forces and health and wellbeing. This gives us our wider understanding of the impacts of policies and projects in the city.

Our EIA process also enables us to consider cumulative impacts, which could be cumulative year on year or due to different proposals impacting on the same group. Our approach helps us identify these impacts and to make positive changes where possible.

An example on measuring the equality impact can be shown using the introduction of Local Area Committees and the Committees System (Leader and Cabinet Model pre-April 2022). Our EIA was informed by feedback from groups, and this informed an EDI plan of action for the setup of these Committees.

We take a proportionate approach to carrying out EIAs, focussing on those areas of high impact and risk. Through our 'live' EIA process we try to monitor closely any adverse equality impacts, as reductions and changes in provision can occur during implementation and delivery. 245 EIAs were created over the reporting period. All EIAs are also available on request. Due to this being an area for improvement in practice, we have developed a new online reporting function that will launch in 2023 and should be able to help us to improve our performance in this area.

**Strategic Equality and Inclusion Board (SEIB)** is the Council Board with oversight of Equality, Diversity and Inclusion (EDI). Meeting approximately every 2 months chaired by the Chief Executive with an Executive Officer acting as Deputy Chair, the Board is attended by Members, directors, officers and trade unions. Providing strategic leadership, it aims to manage performance by:

- Ensuring we meet our Statutory Equality Duties and Consultation Duties.
- Providing oversight on our progress against the Equality Objectives.
- Championing and developing opportunities to be a Leader for EDI.
- Ensuring EDI and engagement are integral to SCC priorities.
- Ensuring joined up consistent approach to EDI, working with partners to deliver outcomes.
- Ensuring our commissioned or procured services promote and champion EDI and engagement.
- Oversee our action plans to address the Race Equality Commission recommendations and our Disability Confident and Age Friendly City ambitions.

In 2021/22 reports taken to Board included the following areas: equality monitoring, apprenticeships, workforce data and the annual report, support for deaf customers, the National Disability Strategy, AccessAble work, Race Equality Commission, engagement work, reviewing the SEIB, staff engagement/networks and awareness days/events.

**Member Equality Training** - We are currently working to review, refresh and update the Equalities and Consultation training for Members with an offer of delivery for all Members each year. Induction for new Members was delivered in May followed by training for the Licensing Committee in June. A knowledge awareness session on the PSED and Consultation was delivered in July.

We have also set up an anonymous Member equality monitoring survey which run annually to monitor trends in the diversity of Members. 69% of Members responded and the results are in Appendix A.

## Section 3: Our Objectives Progress and Challenges

**Our Equality Objectives** cover the broad range of services we deliver and commission. We use them to embed Equality Diversity and Inclusion (EDI) into all our projects, policies and strategies and when we work in partnership with other organisations and our communities. They guide us when carrying out work in the city and show our commitment to challenging inequality and promoting a fair and inclusive city. By law, we are required to set our Equality Objectives 2019 - 2023 every four years and we have 3 aims under each broad objective. We will demonstrate how we are meeting these aims below through some relevant examples.

Where our examples show that little progress has been made, we will work with services further to strengthen this commitment. Sometimes progress is slow despite carrying out a large amount of work and can be impacted by external factors such as government policies or events outside of our control, such as the Pandemic. We are refreshing and updating the Objectives in 2023.

### **Objective 1: Strengthen knowledge and understanding of our communities.**

**Aim 1: We will improve the data we hold about people who use our services in terms of consistency and robustness. This will include capturing improved equality monitoring data to enable us to better understand people's needs and levels of satisfaction.**

**Equality Monitoring information** helps us to understand the diversity of our customers ensuring that we are reaching the people requiring our services and to identify where we are not. We developed an equality monitoring form to capture information about the people using online services, but we know that collecting this data is inconsistent across services. By piloting the new form in some services such as corporate complaints and self-isolation payments, we now know that completion rates are about 10%. We are planning to integrate equality monitoring into our new customer relationship management system. This area was also highlighted as an issue in the Race Equality Commission response and in a report to the Strategic Equality and Inclusion Board. We will monitor and evaluate progress to inform future decisions. We know we need to improve our practice as it is currently too inconsistent.

**Raising awareness** on the importance of capturing equality monitoring information is needed and targeted work is required. This is also a priority under the Race Equality Commission recommendations. A new equality monitoring toolkit for staff has been produced to help raise awareness of the importance of this and encourage standard practice across services. We are keen to embed effective monitoring across all areas of the council, through working closely with services and our staff networks.

**Good practice in capturing equality information** can be seen in some of our services. We are still learning and will reflect on how we can ensure equality in all we do and reflecting on areas where we do this well. Business Sheffield has been making continuous improvements in its inclusivity and accessibility over the last two years in response to the pandemic and learning from the Race Equality Commission findings and Employment and Business hearing.

The service continues to learn and to embed this within service delivery and design. They support individuals to assess if our business idea is viable, and to support indigenous small to medium size enterprises from all sectors to remain viable, succeed and grow. This is through business advice and access to productivity, digital adoption, and carbon reduction measures in the business.

**Ethnicity data of businesses accessing Business Sheffield** helps us to understand how accessible the service is and whether this is reflective of the business population in Sheffield. Business Sheffield Customer Relationship Management includes data collection from individuals and businesses, including ethnicity information. Between 1st April 2021 to 31st July 2022, Business Sheffield recorded working with 1070 businesses and individuals at pre-start stage, of which 21% identified themselves as Black, Asian or Minoritised Ethnic. \*Please note 247 of the respondents, 23% chose not to disclose their ethnicity.

<b>Ethnic Group</b>	<b>Number</b>	<b>%</b>
White / British	647	79%
Mixed multiple ethnic groups	12	1.5%
Asian / Asian British	44	5.5%
Black / African / Caribbean / Black British	68	8%
Other ethnic groups	52	6%
	833	100%

**Business Sheffield** has expanded significantly and worked with 10 times more businesses. Temporary Business Information Officers have been recruited to engage with more businesses. Opening to a larger business base and expanding our team and delivery model has allowed us to better understand the needs of businesses and positive impacts in Sheffield. During this period, we provided clear accessible communications and resources to a wider and diverse business base. This included guidance on restrictions and opening safely and information of how to apply for financial support available for businesses to survive. We coordinated with other teams including Business Sheffield, Health Protection Teams, Licensing, City Centre Management and Business Rates and Local Community Response Teams to produce accessible information in a variety of different ways such as:

- Using social media, radio, digital promotion of surveys, direct mails to accountancy services and grants flowcharts
- Engaging with Black, Asian or Minoritized Ethnic businesses using video business case studies with a specific focus on BAME business owners, community newsletters, local newspapers and community radio.
- Business checklists and posters produced in nine different community languages were available on- line and distributed to businesses by the Business Information Officer Team.

**Aim 2: We will work with the people of Sheffield and our partner organisations, including the voluntary, community, and faith sector, to ensure data and knowledge are used to deliver joined up approaches to the big challenges that affect the city and our communities. Data on equalities will also be used to ensure we set a fair and evidence-based budget for the council.**

**Census Data** included in Section 1 will provide us with up-to-date information about our diverse population to support us to inform Equality Impact Assessments, service planning, and the commissioning of further services.

**Equality Impact Assessments (EIAs)** are attached to all budget proposals. We also ensure we provide an overview EIA considering all proposals and cumulative impact. These are monitored and reviewed each year to inform decision-making and the achievement of financial savings. See PSED Section 2 for EIAs and see the annual budget report in [February 2022](#). Although we undertake this we have identified that in practice these could be improved both in terms of consistency and the quality of analysis.

**Aim 3: We will improve the information we hold about our diverse communities including around influence, engagement, and cohesion. We will continue to undertake a broad range of consultation and engagement activities to inform decision making and will support underrepresented communities to raise issues and put forward solutions.**

**The Sheffield Equality Partnership (SEP)** supports us to meeting Equality Duties, with a specific focus on individuals and communities with protected characteristics which helps to foster good relations as outlined in the Equality Act. Working together with partners, communities, and stakeholders, we aim to promote a fair and inclusive Sheffield. The Partnerships are grant funded and they work as a critical friend with the shared goal of creating a more inclusive and representative city for all. Each year we review these to ensure they are aligned to meeting the needs of our city. The organisations in the partnership are:

- Together Women
- Carers Centre
- Disability Sheffield
- Faith Star /Diversity
- LGBT Sheffield
- Age UK and SCC youth service (formerly Sheffield Futures)

**Aims of this work are:**

- To amplify underrepresented voices and empower individuals from our diverse communities.
- Encouraging joint working on shared themes or issues with policy makers, officers, and partners.
- To challenge the Council and other organisations ensuring that due regard to equality and diversity is embedded in services, strategies, policies, and employment opportunities.
- To raise issues of concern, create meaningful relations and engage with the wider public ensuring we continue to promote equality, understand the challenges from their perspective, reduce barriers to accessing opportunities and creating a fairer society for all.

In 2021/22, the partnerships examples of work included supporting the BAME public health groups, feeding into COVID recovery work and into the equality considerations of various projects such as setup of Local Area Committees and the Committee System and awareness raising such as Holocaust Memorial Day and Pinknic events.

**Local Area Committees (LACs)** have been created to promote the involvement of local people in the democratic process and to bring decision making closer to local people. The 7 locally based Committees are fundamental connecting points with communities, with community-led plans and have devolved powers and resources. In setting these up, we aimed for these workforce teams to reflect the diversity of the city, however we do recognise more work needs to be done.

We worked with colleagues to develop Equality Impact Assessments (EIAs) for each LAC and also on the Committee system and we supported the [LAC survey](#) and their engagement plan. In the reporting period, 28 public meetings have been held in accessible community settings bringing together residents and partners to share their voice on local issues, meet their local councillors and engage in interactive discussions to help shape the Community Plan. Other activities held by the Local Area Committees have included Local Jobs Fairs, International Women’s Day, Community Fun Days, Youth activities and Cultural Awareness Days.



**Policy Committees** - In the setup of the LACs and Policy Committees, we ran an equality subgroup to better understand the equality concerns in relation to committees in general, such as accessibility of venues and meetings. We developed an action plan and worked closely with our partners such as Disability Sheffield.

**Sheffield's City Partnership Board (SCPB)** aims are "working together to build a Sheffield that works for everyone". The partnership is committed to effective collaboration, bringing together key partners from the private, voluntary and public sector. There is a shared focus on driving down inequality to make the Sheffield economy work better for its people.

Over the past year, the Board has focussed on shaping and supporting Sheffield's recovery from Covid-19, the impact of VCS in Sheffield during the pandemic and beyond, as well as improving voice and representation on the Board and engagement around equalities.

**Digital engagement** - Citizenspace allows us to host a large variety of consultations through surveys. 297 surveys were carried out gathering 240,730 responses in the reporting period.

7,000 Sheffielders took part in our local area survey in autumn 2021. We had 4612 online surveys and 2700 paper surveys, and this feedback has shaped community plans in each area. These were agreed at public meetings in March 2022, focusing on local priorities such as the environment, communities and neighbourhoods, crime and community safety, transport and highways, and employment. Other surveys carried out were on topics such as Grass Verge Management and Parking, Introductory Tenancies and the Sheffield Sport and Leisure Strategy.

Through Citizenspace, we can monitor respondents' protected characteristics and other equality data for individual surveys. However, it doesn't allow us to 'aggregate' data to gain an overview across all activity. We will seek to address this in the next tender for a digital engagement platform in 2022-23.

### **Objective 1: Overview and Priorities for Improvement 2023**

Although we have completed a lot of activity regarding Objective 1, there is still a long way to go to comprehensively meet the standards we aspire to. Our practice is inconsistent in several areas but especially the collection of equality monitoring information. Some services collect and use information to enhance services well, such as grant reporting but others in areas we do not. We recognised the need for improvement in digital engagement last year, and we have procured a new platform.

- As outlined in the Race Equality Commission recommendations we need to improve equality monitoring data on who uses our services and make this consistent across the Council and across characteristics.
- We will work to assess the changes in the diversity of Sheffield following the 2021 Census so we can build services that are fit for the future, are fair, accessible, and inclusive.
- We need to continue to strengthen our relationship with our communities and partners, so we have better information to deliver joined up services for the big challenges ahead.
- We will develop the new engagement platform to open up engagement opportunities, to hear a variety of the voices at all levels, so we are confident in our engagement activity.
- We will ensure EIAs are carried out for all Council decisions and within these have accessible and meaningful data and attach these to all relevant decision-making documents that are published. e.g., meetings of the Councils Policy Committees

**Objective 2: Ensure our workforce reflects the people that we serve.** (See the Workforce Data Report in Appendix C to demonstrate how we are meeting this Objective)

**Aim 1: We will work towards achieving Disability Confident at Level 3 (currently level 2). We will also undertake work to further understand and respond to lower morale scores for disabled staff to try and bring them in line with non-disabled staff.**

**Disability Confident** is about creating a movement of change and has encouraged us to think differently about disability and take action to improve how we support, recruit, retain and develop disabled people. This opportunity will help us to lead the way in Sheffield in providing accessible services. As a Level 2 organisation, we know that our practices are inconsistent, and we need to do better. We need to assess ourselves annually and be in a good position before we make a submission for Level 3 Leader status.

**Our staff-led Disability Confident Working Group** supports us on this journey and will continue to ask for necessary feedback on issues as low morale, recruitment, progression, development, and workplace adjustments. The group acts as an influential voice on disability issues for customers as well as staff.

**Workplace Adjustments** for disabled people are part of specific legal rights, the Equality Act 2010 refers to these as reasonable adjustments. Our Workplace Adjustments passport supports staff to request adjustments including the right to request flexible working. We will monitor requests being made and approval rates to identify issues in this process and improve this practice further.

**Access to work training** has been delivered to more than 100 staff by the Department of Work and Pensions Advocacy Team and Able Futures which included Mental Health support.

**Employee Opinion Surveys** are important as these help us to gain insight from employees of satisfaction and morale levels in the workforce. We are also aware that experiences differ, and the results and analysis of the data helps us to understand possible causes and issues we must address. We carried out an employee survey in 2020 which focused on the impact of Covid and hybrid working had on our workforce.

Coming out of the COVID-19 restrictions in 2021, the priority was for employee communications and therefore a satisfaction general survey didn't take place. We have identified a need to review our approach to employee engagement and an independent review was commissioned and carried out in 2022. Recommendations were considered and we are working on a revised employee opinion survey, which we aim to launch in 2023.

**Aim 2: We will work to increase the diversity of top earners from the following groups, BAME (Black Asian Minoritised Ethnic), women, disabled people and LGB+ and trans people; based on Chief Officer grade and equivalent.**

**Workforce diversity** has increased amongst our top earning employees. Over the past year there has been a small increase to 10.5% from 9.9% for BAME employees. LGB+ employees at these grades have increased from 3.3% to 6%. Disabled employees have increased from 4.5% to 8.4% and unpaid carers have increased to 17.9% from 10.7%. The data set is too small to measure to diversity of smaller groups such as those who identify as trans or diversity within protected characteristics. Women remain underrepresented at Chief Officer grades although it has risen.

**Recruitment and selection training** has been refreshed with mandatory requirements for those on recruitment panels. This is to help develop knowledge of accessible and inclusive recruitment practices and the need to remove biases. Excellent feedback from those who have completed the training has been received. Recruitment processes and systems have been updated allowing for the increased anonymisation of applicants to remove potential bias and identifying information in the shortlisting process.

**Inclusive language** in job adverts, job descriptions and person specifications has been encouraged. There is also encouragement to use fewer essential criteria, have more than one assessment process and to consider reasonable adjustments at all stages of recruitment. We promote comprehensive feedback be offered to all applicants.

**Positive Action** when advertising vacancies is being encouraged to attract a diverse pool of applicants. We are looking at internal career progression and talent management opportunities.

Our “Putting People First” Leadership conference supported senior managers to lead teams with confidence, clarity and strengthened capability to build a fair, inclusive organisation that reflects the diversity of the city we serve and tackle discrimination and prejudice. Some highlights included:

- Why and how we need to talk about race.
- What does equality mean and being a good ally.
- The importance of inclusive culture in the workplace and what we can achieve together.
- Employee lived experiences and facilitated reflection.
- Coaching workshop on Increasing Inclusion.
- What does good looks like: Our practice as leaders within the organisation.
- What does good looks like: Our aspiration to be a Council ‘in and of our communities’, empowering and engaging the people we serve across the city.

Some delegates feedback as follows:

“The content was thought provoking and very relevant and made you stop and think as to your own practice, relationships and how you influence or not. The working environment from an anti-racist perspective was well thought out and I took away challenges to enable a working environment that is reflective of my working community and community at large”

“The conference focused on setting out the challenge that we face in becoming an anti-racist organisation and the reasons why we must face. For me, that objective was achieved very well”.

“I really wanted more opportunity to have more time to think and reflect and discuss with colleagues. I think it would have been valuable to spend more time discussing and exploring the issues”.

**Service specific work** continues, for example, the Streetscene and Regulations service surveyed their staff in January 22 to gain a useful insight into knowledge and awareness of EDI and to hear their experiences. Following this, the Director shared clear expectations and commitments with the whole service.



**Equality, Diversity, and Inclusion training** has been reviewed and we commissioned the online training provider Skillboosters to provide this. During 2021/22, 58% of our workforce completed this mandatory training. Over 600 employees extended their learning further engaging in other EDI topics such as Disabled Adventures in Customer Services, Sexual Orientation training, and the Effective Bystander. To support our workforce who are digitally excluded and often out in the communities, we also delivered in person EDI training, and we offered tailored training for our Customer Services staff.

**Staff Equality and Inclusion Networks** are groups of employees interested and striving to promote equality, diversity and inclusion. These groups help us to influence inclusion and accessibility across the council and is part of our employee engagement. These continued to develop in portfolios and as well as groups covering specific interests, for example race, disability, menopause, LGB+ and carers. The Staff Race Equality Network has also developed over this period meeting every 2 weeks with a particular focus on Race Equality. All groups have access to an on-line sharing forum via Microsoft Teams.

	%
City Futures	66.10%
Operational Services	46.84%
People	60.76%
Resources and PPC	94.82%
Other	71.43%
Customer Services*	59.01%
<b>Total</b>	<b>58.96%</b>

**The Staff Equality Newsletter** is now shared via email, monthly, to the workforce highlighting equality related information. Originally introduced in our Resources and PPC portfolio, we aim to share positive inclusion and equality messages with our workforce. It aims to be a learning tool highlighting current conversations and themes. We have also used the newsletter to share events that we have supported and arranged in partnering with others. Previous editions have included information on personal pronouns and destigmatising discussions around the menopause.

**Our Menopause Café** supports our workforce as we know that over 50% of our female workforce are aged 46+. After meeting some female employees and listening to their concerns and issues, we encouraged male managers to support us and understand more about the Menopause and how this may affect some of their colleagues. Over 20 well-attended sessions were held. The café conversations have developed and are so important to attendees as these not only support their menopause journey, but it also gives them advice and confidence to speak out and share their experiences. We continue to build awareness to break the cycle of the Menopause being a “taboo” subject. We have in depth information and support channels available on the intranet to support our employees.

**Aim 3: We will increase awareness about the support available to carers within our workforce. In response to lower morale scores, we will undertake further work to understand the challenges carers are facing and what can be done in response, with a view to bringing scores in line with non-carers.**

**Our Staff Carers’ group** helps us to understand how our employees who are unpaid carers are supported at work. This is also an opportunity to hear carers’ experience of our paid carers leave scheme and flexible working requests as part of the Workplace Adjustment Passport.

**Paid Carers’ leave** we introduced this since we set the objectives and it continues. We communicate this regularly alongside other forms of leave such as the new Foster Care Leave.

**Carers’ week** was promoted with a wide range of supportive information, internally and externally, including our employees who are unpaid carers sharing their personal stories and lived experiences.

## **Objective 2: Overview and Priorities for Improvement 2023**

Although we have again completed a lot of activity regarding Objective 2, there is still a long way to go to comprehensively meet the standards we aspire to. We have met the aims in relation to carers that we outlined as noted above, but we now also need to focus on some key areas such as race and disability. We very recently have had the new Census information that we are now analysing to better inform our activity. We have not undertaken a comprehensive staff survey since the start of the pandemic, we need to do this to better understand the needs of our diverse staff groups.

Our practice is inconsistent across several areas such as utilizing EIAs fully when we are reviewing or developing policies or activity this will help us debias our processes as for example we know there is disproportion in application of procedures, we must take a deeper look to improve outcomes.

We aim to retain our Disability Confident accreditation but feel our practice is inconsistent. We have brought in the new workforce passport, and we will use the staff survey and staff networks to learn more about where we need to improve.

- To improve help outcomes, we will take a deeper look at data relating to recruitment and selection, learning and development, new starter and leaver information and HR casework etc
- We will take findings from the new City Census and workforce data to look at appropriate benchmarking with other Councils and Core Cities and will aim to use this to build a workforce that is reflective of our city and the customers we serve for future years.
- We will carry out a staff survey with equality monitoring in place so we can assess satisfaction levels of different groups of employees. We will engage in other activities and opportunities for employees to feedback to learn from their lived experiences and how, as an organisation, we can make the Council a more inclusive place to work.
- We will develop evidence based positive action in recruitment further so working towards having a workforce reflective of our city and the customers we serve. This includes at all levels and all career progression routes.
- We need to ensure there are robust equality, diversity and inclusion (EDI) controls and processes in place that removes any form of bias.
- We need to look at our apprenticeship offer in our workforce and manage this activity further to mitigate disadvantage.
- We will look at improving staff engagement including staff networks, so they are fit for purpose and offer valuable engagement opportunities.
- We will invest and improve the offer of EDI training and development for all employees including prioritising senior level and service specific training.
- We will assess our current work on Disability Confident employer and hope to retain this accreditation. This will include working with disabled colleagues, disability organisations in the city and those who are seeking to employment with the Council.

## Objective 3: Lead the city in celebrating diversity and promoting inclusion

**Aim 1: We will work with our partner organisations across all sectors, to celebrate and promote our diverse city locally and nationally. We will support and promote events and activities that celebrate and raise awareness with our diverse communities.**

We continue to seek and understand differences, even within the same communities as such cultural norms and customs, language, gestures and body language, health issues, dress, food, religion, belief systems and customs. This helps us to engage with all residents of Sheffield effectively and efficiently. As a city we need to understand, embrace, and celebrate cultural differences.

We continued to promote, celebrate, and raise awareness support campaigns such as IDAHOBiT, Trans Day of Remembrance and Disability History Month through the Manager Bulletin, the Chief Executive's weekly blog, and internally and externally via social media. We are developing an annual awareness day calendar that will be shared in 2023. Further examples of joint work are:



To commemorate [Holocaust Memorial Day](#) an online vigil took place again in January 2022 where a diverse range of speakers were present who positively contributed to its success. The theme this year was One Day and the speakers included, the Lord Mayor and Council Leader, Sheffield Jewish Orthodox Community, Sheffield Jewish Reform Community, Disability Sheffield, SAYIT, Youth Cabinet Members and Sheffield Cathedral. We also included work from local school children and Roma young people.

**October - [Black History Month](#)** We supported the [African Caribbean Markets](#) with Adira and partners which took place during October half term (25th – 30th October) alongside a full month of art and performances in the Moor Market from the 4th of October 2021.

**National Windrush Day** and the Windrush Day Grant Scheme is part of Department for Levelling Up, Housing and Communities work to create more resilient communities. Different religions, cultures and opinions are celebrated, underpinned by a shared set of values that champion the Windrush Generation and the contributions and legacies they have introduced to society. In March 2022, we were successful in securing £14k as part of a consortium bid to fund various projects across the city to spread the work and raise awareness of the Windrush Generation. In 2021 this included a Dementia Project, Community Sports Day, community days and projects, Jamaica Independence Day celebrations, a screening of the film 'Passing the Baton' and a project run by a nursery to educate younger children about their ancestors' history.

**The launch of Windrush activities** in June at [at SADACCA Twitter Photos](#) centre where we held performances, a Caribbean lunch, a screening of the Sheffield produced short film [Passing the Baton film on Youtube](#). Links to pictures - click [on google drive are here](#). Also on the 25th, a Windrush Picnic was held which was a family fun day in Mount Pleasant Park organised by The Independent Caribbean Collective. Pictures are [available on google drive](#).

**Eid Fest – 16th and 17th** celebrated 2 festivals to mark Eid in Norfolk Park and in the U-Mix Centre.

**Remembering George Floyd** is in May, and we supported a community event to raise the profile of this event and keep a focus on anti-racist work that is happening across the city of Sheffield.

**Remembering Srebrenica** - We worked in partnership with Remembering Srebrenica to host a commemoration in the Peace Gardens in July for the Bosnian men and boys who were murdered in the genocide at Srebrenica in 1995. Local faith leaders, the Lord Mayor, residents and speakers came to share their thoughts, prayers and hopes for those involved and future generations.

**Gypsy, Roma and Traveller History Month** - has been held in June since 2008, celebrating with people from across the UK. Through celebration, education and raising awareness, Gypsy, Roma and Traveller History Month helps to tackle prejudice, challenge myths and to amplify the voices of Gypsies, Roma and Travellers in wider society. We supported and funded local community organisations to produce 'Hidden Histories' by co-creating an exhibition on the Roma Holocaust with young Roma and local families at the Millennium Gallery.

**International Women's Day – 8th March 2022** - the theme last year was #Breakthebias. We supported the Together Women event and community celebration in Darnall at the Starworks community centre. In collaboration with the communications team, we launched a social media campaign that spotlights women that have broken the bias and continue to do so by sharing their personal stories. A Lunchtime Learning session for employees was also held.

**Interfaith Week - 14th-21st November** - We supported an interfaith trail with the Sheffield Religion and Belief Equality Partnership. This aimed to educate, improve cohesion, share and experience different ways of life through visiting different places of worship, observing a service, listening to the key values/fundamental pillars of a particular religion whilst also having the opportunity to ask questions. There was also an interfaith event which looked at the fantastic work undertaken by faith communities in the pandemic; there was an excellent video to accompany this.

**Pinknic Does Pride - 16th July 2022** we supported a family fun day with information stalls, activities for children, face painting and performances to celebrate and raise awareness of our LGBT+ Communities here in Sheffield.

[Pinknic does Pride Google Photos](#)  
[Sheffield Council Instagram for Pinknic](#)

We also supported other events like **Trans Day of Remembrance** in Nov and **IDAHOBiT** in May.

**Aim 2: We will continue our work to tackle poverty and promote social justice, including through the Fairness and Tackling Poverty Partnership and Making Sheffield Fairer Campaign Group. We will raise awareness of the Fair Employer Charter and Living Wage with employers in the city; and will ensure our commissioning processes are fair and inclusive.**

The Cost-of-Living crisis is disproportionately impacting vulnerable groups, such as children and families, older people, disabled people and those with health issues. Rising energy costs and wider inflation is resulting in difficulties in managing day-to-day living costs, such as food and energy for residents. The COVID Response Hub service transitioned to support the cost-of-living crisis. The service includes a team of project staff to assist in scoping and developing support, as well as staff from the COVID Community Helpline, to provide continued direct support and signposting to residents in need, via a dedicated telephone line. Through the Helpline team and



ongoing access to the Household Support Fund, we have been able to continue to provide one-off hardship support payments for vulnerable households for essential needs, such as food and energy.

**Access to the Household Support Fund** helps us to deliver proactive support for families with children and pension age households, who are disproportionately likely to be affected by cost-of-living increases.

**Food vouchers** continued in the school holidays for approximately 32,000 families in receipt of free school meals, or early years support and for care leavers. As part of the Sheffield Healthy Holiday scheme, free holiday activities also continued.

**One-off payments** of £100 have also been agreed for approximately 17,000 vulnerable pension-age households, identified as in need via receipt of Pension Credit or Council Tax Support.

**The Income Management & Financial Inclusion Team (IMFIT)** work to tackle poverty and social justice for our tenants. In the reporting period we have:

- Awarded more than £621,000 Discretionary Housing payments.
- Helped tenants claim more than £800,000 as part of Yorkshire Water's Support scheme.
- Supported 3,951 tenants to be part of the low premium insurance scheme with accidental damage cover also included.
- Offered budgeting accounts for tenants with Sheffield Credit Union.
- Funded a dedicated Debt Support Worker at the Citizens Advice bureau, to ensure independent and expert advice to those with the most challenging financial problems.
- Worked with foodbanks to provide support and advice for those in financial hardship, including being present on their sites, ensuring tenants have direct access to their service.
- Provide direct support to tenants in local communities by attending Tenants and Residents Associations meetings, LAC meetings as well as many other events organised by local groups.
- Tailored support to vulnerable groups such as older tenants in sheltered schemes, gypsy and travellers, tenants in temporary accommodation facing potential homelessness and Housing First tenants.

We will continue to support our most vulnerable tenants with:

- Additional hardship funding - agreed by Members for 23/24.
- Pre-tenancy chats with all prospective new tenants, to ensure they understand the financial responsibilities of taking on a tenancy, therefore setting them up to succeed.
- Early contact and budgeting advice support for all new Universal Credit claimants.
- Setting up agreed payment methods such as direct debit, advance payments from the DWP and support with managing rent increases.
- Advice and support to claim funds and benefits, such as Discretionary Housing Payments, Council Tax Support, Yorkshire Water Support, Universal Credit and Housing Benefit, as well as other eligible funds such as the Household Support Fund.
- Support for those in temporary/ interim accommodation helping them to claim housing benefit and other associated costs and to manage rent increases.

We are also working with the Government, and a small number of other large authorities, to identify ways to improve the take up of household insurance for social housing tenants. We continue to promote preventative measures to avoid legal recovery action wherever possible. This includes most tenants having the opportunity, prior to legal action commencing, to have a pre-legal appointment with a member of our Court Team, to try and avoid legal action wherever possible. This approach saw the number of tenants evicted in 21/22 continue to fall and represents the lowest levels of tenant evictions for rent arrears for over 20 years.

We have improved the balance and payment options for tenants, including online and text options and alerts now available, making it easier to identify arrears or payments due, helping tenants to better understand and manage their rent account.

**Ethical Procurement policy** - we work with our partners, services, and providers to promote the Council's commitment to pay the Foundation Living Wage (FLW). All Council tenders issued include a link to the Ethical Procurement policy which supports organisations to pay the Foundation Living Wage. This will need further work to enhance equality diversity and inclusion within the framework. Procurement was an area highlighted by the REC recommendations report as an area for improvement.

**Aim 3: We will continue to support citywide work to ensure our city is an inclusive and accessible place to live and visit. We will work with our partner organisations to raise awareness of hate crime and how it can be reported; and will continue to challenge discrimination, bullying and harassment.**

[AccessAble](#) is an online site to access information of venues across the UK. We contracted with them to publish access information for 344 venues in Sheffield including Council buildings, leisure venues, restaurants, and shops. Last year 21,593 people viewed this site and there were 38,783 page views of pages relating to Sheffield City Council venues. We have also requested regular venues used for public meetings are surveyed to ensure all Council public meetings are accessible. See Appendix B for further information.

**The Access Liaison Group** (ALG) is supported by a Council Access officer and by Councillor and officer involvement. Independently chaired, it works on accessibility issues across Sheffield either with new projects or in how we deliver our services.

**Changing Places grant funding** is part of the Department for Levelling up. We worked together to submit a bid and secured £100,000 in Housing and Communities Changing Places grant funding. With the support of our partners Disability Sheffield, we chose Hillsborough Park as the proposed location for the new Changing Places facility, improving overall access to the park complementing the refurbishment of the Coach House by Age UK and improving the Park's facilities use for the disability group Cycling 4 All. We have been successful again in late 2022 for additional venues which we will report on next year.

**Hate Crime in Sheffield** is one of the priorities of Safer Sheffield, the city's Community Safety Partnership. Partner responses to hate crime are coordinated by a dedicated Partner Theme Group reporting progress back to Safer Sheffield. The Theme Group closely monitors levels of hate crime across the city, and targets resources to specific issues and areas of the city. This includes supporting voluntary and community groups to prevent and tackle issues. As well as preventing incidents, encouraging individuals and groups to report hate crime is a major driver for Safer Sheffield.

In Sheffield, this work has included the introduction of 'third party reporting centres' where members of the public can safely report incidents and receive support. Referrals can be made

from these centres into agencies and organisations who provide tailored support. Training programmes have been introduced to increase the knowledge of staff from statutory organisations, universities, charitable organisations, and schools. These programmes empower staff to be able to better spot the signs of hate crime, support individuals involved and increase confidence around reporting. Hate crime will remain a key priority for Safer Sheffield in 2023/4, with an expansion in work to prevent incidents occurring and maintain support for victims and perpetrators.

### **Objective 3: Overview and Priorities for Improvement 2023**

Again, we have completed a large amount of activity relating to this Objective especially in promoting awareness days and events but there is still a long way to go to comprehensively meet the standards we aspire to, with regard to being an accessible city for all.

Disabled people still face daily barriers getting about the city and enjoying all what it offers people, this can be on transport, in shops and leisure activities etc. We will continue to work with partners such as the Access Liaison Group, AccessAble and the Disability Partnership to improve as we develop the city. Issues around translation, interpretation including BSL and easy read are emerging issues which will need follow up.

For the last couple of years the Equality Partnership organisations have focused on responding to the pandemic, but we will work with them to ensure we listen more to the diverse range of communities within the city, both larger and smaller. We will provide a further report on activity in the next report.

The cost-of-living increases have impacted massively on people in the city and although we have undertaken a lot of work, we know we have to continue to improve and make sure we target and help gets to people that need it most.

- We will develop and refocus the Equality Partnership and the new engagement platform to help ensure we hear a variety of voices both online and in person in the most effective way for people
- We will work together with our partners on, relevant duties, standards and awareness events to ensure sharing good practice and learning through others.
- We will work with services to ensure our commissioning and procurement processes are fair and inclusive, enhancing EDI within the Ethical Procurement Policy.
- We will work with services to ensure the effectiveness of taking poverty measures are fair and inclusive for those that need support.
- We will look at further at developing the usage of Sheffield City Council's accessibility guides.
- We will also need to address issues of accessibility in relation to translation, interpretation including British Sign Language and easy read.

## **Objective 4: Break the cycle of inequality and improve life chances.**

**Aim 1: We will focus on improving health and wellbeing in the city, especially for groups that experience poorer outcomes. We will ensure decent, inclusive, and accessible housing that promotes wellbeing.**

Health inequalities will also be a key focus of our revised Health and Wellbeing Strategy. We will join up and improve health and social care services to provide high quality and accessible care.

**The new adult social care strategy** builds on citywide commitments for the next 10 years and aims to ensure everyone, regardless of the support they need, is entitled to: “live in the place we call home with the people and things that we love, in communities where we look out for one another, doing things that matter to us”. Not enough people in Sheffield who need support in their daily lives are able to live the life they want to live. We need to act now to deliver a better future for everyone in Sheffield. We will report on this further in next year’s report.

**Sheffield’s Joint Health & Wellbeing Board** is a committee of the council partnering with the NHS, and a range of partners in the city, the Board aims to deliver a single approach to improving the health & wellbeing of Sheffield residents and to reduce health inequalities. It also runs a small number of conferences and engagement events on specific topics. The Joint Health & Wellbeing Strategy underpins the work, ensuring it is fit for purpose.

Recent changes to the Board’s membership, aimed in part at making it more representative of the city, is underway, resulting in new places to be recruited to at the start of 2023. The Board has also received a range of items addressing health inequalities in Sheffield with lessons for making services more accessible in general, to longer term work to address infant mortality, which has seen Sheffield’s rate improve to be better than the national average.

**People Keeping Well Community Partnerships** is about ‘making every contact count’ and connecting people to a range of local non-medical services to improve health and wellbeing. The partnerships meet regularly to consider how they can work together to support the community to live well and tackle local issues. Each partnership is led by a local voluntary sector organisation which works with a wide range of people who live or work in that community. Here are some of their work, and the contributions they have made to residents.

### **Parson Cross Initiatives/ Projects, Sheffield and Rotherham Wildlife Trust**

**Staff/volunteer’s comments:** It has been wonderful to see confidence increase so much over the last few months and to hear about all the amazing things she is getting involved in now. Her help and advice with the pocket garden project have been invaluable. I can’t wait to see what’s next for her!

**Group member’s comments:** I now have a purpose I have found skills and information that I didn’t know I had, they just needed encouragement to come out, and working with Anna and other well-being coaches has teased the skills out. I’m living my best life and feel that things are only gonna get better my get up and go has come home to roost.

**Community Dementia Support** offers more than 40 different Dementia-specific and Dementia-friendly groups across the city for people with Young Onset Dementia aged Under 65, and for 65+ including:

- Memory Cafés - activities, entertainment, and information
- Accessible Dementia carers groups
- Singing groups and choirs
- Allotment, gardening and farming sessions
- Chairobics, bowling and exercise classes
- Social dining and coffee morning
- Sporting memories
- Culturally sensitive groups for men and groups for women.

### **Group member's letter of thanks**

I came to the Dementia sessions on the Allotment with my granddaughter. Not sure about this as it had been ages since we had gone out and about. It seemed a long way to go, but when I arrived, I was met with the most beautiful group of people; so caring, so understanding that I may have forgotten that I have told you things more than once. The welcome is second to none. The care and hospitality to be seen to be believed. The lovely link worker looks after everyone! Even my granddaughter got something out of this for herself.

We so look forward to coming – and do you know what? I have even found my love of drawing again. My family have brought me an art set so I can continue drawing. It doesn't matter which of these groups I go to I feel truly loved and cared for – like I have never known other than at home.



### **Group Member's daughter & carer comments:**

“As primary carer I am constantly on my guard to protect my beautiful Mum. On a recent visit to the Dementia group Mum started to present a particular trait which the team picked up on, and instantly intervened to bring Mum back to a happy safe place mindfully. Knowing she is with a trusted caring team who truly understand Mum's (and my) needs gave me respite while watching Mum laugh and dance. I simply cannot thank the team enough for such treasured times.

### **Dementia Café - Volunteer's comments:**

“A gentleman came to the Dementia Café, who appeared very bewildered and with great difficulty finding words. But gradually it was possible to communicate by writing words down for him to read; and to use images, our memory of places and Sheffield life to piece together his stories of using the lido at Longley Park, the paddling pools up the Rivelin valley, and his part in erecting the steel framework that supports the Cole Brothers building. And he came to life and said: ‘I'd rather go here than anywhere else’.

## **SHINDIG (Sheffield Dementia Involvement Group)**

Gives an opportunity for people with Dementia and their carers to share opinions and experiences of living with Dementia and using the services. It had been meeting online but has returned to face-to-face meetings. In 2021 the SHINDIG members wrote a poem about what SHINDIG means to them, and how it feels when they are involved.

We are the SHINDIG crew, get your oar in the groove,  
If we all pull together, we can make things move!  
SHINDIG is the anchor that keeps us all together,  
Sailing through all kinds of weather  
This is a place, a safe space.  
To come together, be involved  
To share our voice, share our views.  
Alongside others sitting in the same boat.  
This is a place. It is our safe space.  
To tell our story, share with others.  
Our voice is strong and better together,  
Make a difference for influence and change.  
So, let's take today and celebrate, our past, present, and future.  
Let's gather Laugh and chat, have some fun!  
After all, with this party atmosphere this really is a party.

## **Comment from the Young Onset Dementia Day Service**

“Before attending our Dementia Day Activities service for Under 65s, one of our clients who lives alone with Young Onset Dementia was suffering from isolation and anxiety, feeling cut off from their community, their confidence and mental acuity were suffering. They were worried that they were losing their cognitive abilities and felt closed off and depressed. They also felt afraid in their own home. The service gave this person a place where they could socialise with others and take part in activities which helped them regain their confidence and practice skills to help maintain their cognitive abilities. They now come up with and lead some of their own activities and feel much less isolated. They say they feel safe at the centre, the staff are pleasant, and they feel like they are approachable.

**Aim 2: We will work with partners to ensure there are effective pathways into education, training, and employment (including apprenticeships) to enable young people to fulfil their ambitions. We will continue to work with schools and partner organisations from early years onwards, to ensure children have a great start in life and to close attainment gaps for disadvantaged pupils and children with special educational needs and disabilities (SEND).**

**Lifelong Learning and Skills** delivers across the breadth of age groups to provide pathways across the whole family. Family Learning works in conjunction with primary schools, community groups, and Family Centres; it has a particular focus on Early Years with the rollout of the 50 things to do before you are 5.

**The settling of Ukrainian refugees in 2021** enabled the service to get involved with classes to support adults with English skills and family cohesion for those with young children settling into school.

**The wider Family Learning offers** curriculum for parents to support their children at Key Stage 1 and KS2 with focus on English, maths, science and digital – including elements of basic coding.

**Sheaf Training** has grown its offer for SEND and High Needs up to age 25, with a 120% increase of its intake prior to 2021. The offer is supportive and effective in preparing young people with the skills for life, working and independence. In addition, pilot work with disengaged 15-year-olds has proven effective in their transition to post 16 and supporting the reduction of not in education or training. This is now a 'first choice' destination for young people in Sheffield. The service works in partnership with schools, specialist deliverers of SEND provision, the Sheffield College as well as with parents and carers.

**Start for Life Sheffield** will be part of a new early year's strategy for 2023 and we know that our parent/carer voice is key to shaping future services, so we have asked Sheffield Parent/carer forum to help us with this engagement. This strategy will be integral to Sheffield's wider health priority of enabling good health and wellbeing throughout life.

**Pathways and progressions** focuses on Careers Education, Information, Advice and Guidance in schools. This includes key partnerships and funding with the Mayoral Authority and the Careers Enterprise Company, reinforcing the modernised approach to high quality and impartial careers guidance in schools. The business alliance relationships supporting the 'See It, Be It' offer is critical and have been successfully developed, including the projects delivered to enhance knowledge around the world of work with the Sheffield Company of Cutlers in Hallamshire and key business sector leaders.

**FACES, the adult learning team, works** with those aged 19+ to deliver the adult education budget across the city utilising key partnerships that can target the most vulnerable or marginalised groups. There is a strong and adaptable English for Speakers of Other Languages (ESOL) offer, as well as basic skills and employment skills. The ESOL provision is pivotal in supporting new arrivals in the city with their resettlement, working in partnership with wider partners in Housing, Voluntary Action Sheffield (VAS) partners, Migration South Yorkshire, DWP/ JCP, College and the wider adult training sector.

The service has successfully transitioned to working effectively with the South Yorkshire Mayoral Combined Authority (SYMCA) now that funding in this area is devolved. The service works collaboratively with the wider South Yorkshire Authority Officer's group to explore the skills and education agendas and secure funding for Sheffield residents.

**Opportunity Sheffield** is our employment and skills service and works in close partnership with the Voluntary, Community and Faith organisations in Sheffield targeting employment support for people facing barriers to employment. Working closely with our partners, Opportunity Sheffield was successful in securing European Social Fund money to deliver the ESF Pathways Programme. The programme in its 3rd year, comprising the Ambition and Pathways to Success projects, is designed to support under-represented residents of Sheffield into or closer to employment. It addresses barriers to work and mitigation of the deterioration in skills and employability that takes place during extended periods of worklessness. Programme outcomes includes support for re-engagement with the labour market, progression into sustained paid employment, education or training and tailored in-work support.

Targeted keyworker contracts commissioned during 2021-22, delivered by community partners, offered bespoke employment support for people from ethnic minorities, people with mental health spectrum, people with learning, physical and hidden disabilities including those on the autism spectrum, ex-offenders, care leavers, homeless people, refugees and asylum seekers, 18-24s and parents and/or carers returning to the workplace.

The table below represents delivery from 2021 to 2022:

<b>2021 - 2021 Pathways Adult Programme Outputs</b>			
Indicator	Ambition	P2S	Total
Total Participants	799	1282	2081
Unemployed, including long-term	212	813	1025
Economically inactive	587	469	1056
Participants who are from Ethnic Minorities	352	516	868
Participants with disabilities	179	525	704
Participants over 50 years of age	141	247	388
Positive outcomes (active / employment / training)	309	635	944

During 2021-22, we also delivered the Sector Routeways Programme, part-funded by the European Social Fund, providing bootcamp-style training and work experience for economically inactive and unemployed people in growth industries, such as construction, care, digital, engineering & manufacturing and hospitality. This is designed to help job-ready out-of-work people access new opportunities in sectors with many vacancies. Information, Advice and Guidance (IAG) Officers lead on engagement, and our Job-brokers work closely with local employers in the relevant industries to generate work placement opportunities. The table below represents delivery from 2021 to 2022:

<b>Indicator</b>	<b>Sector Routeways</b>
Total Participants	284
Unemployed, including long-term	233
Economically inactive	51
Participants who are from Ethnic Minorities	118
Participants with disabilities	38
Participants over 50 years of age	37
Positive outcomes (active / employment / training)	86

**Aim 3: We will work with the Police, health, specialist providers and other partner agencies to tackle domestic and sexual abuse. We will work with communities and interest groups on prevention, and ensuring key messages about healthy relationships, consent and sexual harassment are included in 'relationships and sex education' in the city. We will develop whole family working on domestic abuse that supports victims and children and holds perpetrators to account; and ensure services are accessible and meet our diverse communities needs.**

**Sexual Abuse and violence** against women and girls have been high profile nationally. In Sheffield, Councillors passed a motion at full Council in November 2021 committing the Council to do everything it can to end male violence against women; noting the work of White Ribbon UK in raising awareness and campaigning on this issue, with their particular focus on the need to engage with men and boys and a commitment to mark this day annually. In 2022 we received the White Ribbon Status.





Concerns around violence against women and girls in the night-time economy led also to the re-launch of the Ask for Angela scheme.

We also supported the Anti-spiking partnership in response to the rise in spiking reports, along with both universities and students' unions, Sheffield Business Improvement District (BID), and South Yorkshire Police.

We are also undertaking a lot of work in the Night-Time Economy with other regulatory partners and the licensed trade / businesses. This has seen the launch of the Sheffield Women & Girls Night-Time Safety Charter and work commencing on creating a charter around the Get Me Home Safely Campaign.

Sheffield retained its Purple Flag accreditation, to achieve this town and city centres must be welcoming to everyone, offer safe ways for visitors to travel home, provide a good mix of venues and attractions and be appealing not just at night but also during the day too. People deserve a safe and enjoyable night out and want to know where is good to visit, the Purple Flag is an award that gives people that assurance. The application team from SCC and Sheffield Business Improvement District together worked alongside partners such as Sheffield City Trust, Sheffield Theatres, Sheffield DACT, Council Development Team, City Centre Residents Groups, and the Licensed Trade and several licensed venues.

We are also working towards launching a Sheffield at Night Partnership that will provide a strategic overview and management of the night-time economy. We will shortly be launching Best Bar None and Licence (Pub) Watch in the city-centre. All three of these initiatives will have the reduction of violence against women and girls at the heart of their vision and criteria for the city's night-time economy.

**The Domestic Abuse Act 2021** saw the introduction of a new statutory duty for local authorities to provide support in safe accommodation for survivors of domestic abuse and their children. We published the new strategy outlining the prevalence of domestic abuse in Sheffield, the need for safe accommodation and our plans to support victims/ survivors and their children to be safer and recover from abuse. With funding we have commissioned more provision including counselling for survivors living in safe accommodation from Sheffield Mind, counselling for children through Door 43 at Sheffield Futures and support with debt and finance issues via Sheffield Citizens Advice Bureau (CAB).

### Objective 4 - Overview and Priorities for Improvement 2023

We recognise that these are large complex inequalities that we knew when we were setting them, would not be completed within the 4-year period. The impact of the pandemic on health inequalities within groups already experiencing poorer outcomes has been significant however we have taken action to try and reduce these. Section 5 outlines some of our activity in more detail during the pandemic to demonstrate this. We do however have to improve how we measure and monitor the impact on our activity in all of our Objectives and Aims.

We know that campaigns undertaken have had significant impact and value such as the Ask Angela and Purple Flag and the work required to get White Ribbon accreditation and will continue to develop this work. We will provide further updates in the next report on housing and health outcomes.

- We will work with services to report on decent, inclusive, and accessible housing that promotes wellbeing for all via the new Housing Strategy.
- We will focus on how we are reducing health inequalities especially for groups of people who share characteristics that experience poorer outcomes.
- We will support work further on our Early Year's strategy enabling good health and wellbeing.
- We will work with services to ensure service plans reflect the aims in the equality objectives and will monitor progress in the next Annual Equality report.

## Objective 5 - Becoming an Anti-Racist Organisation and City

The Race Equality Commission was established in 2020. Its aim was to make a non-partisan strategic assessment of the nature, extent, causes and impact of race inequality in the city and to make recommendations for tackling them. The Commission had an Independent Chair Professor Emeritus Kevin Hylton and 24 Commissioners however the Council managed and supported the Commission and provided officers to manage the project and fund the work.

It had 6 themes, Health, Education, Civic Life and Communities, Business and Employment, Sport and Culture and Crime and Justice. All the themes held 2 all day public hearings which were by zoom in 2020/21. There were several private hearings requested. All of the hearings and evidence are on the SCC website.

The [Full REC Report](#) and [REC Executive Summary are on the council website](#) were launched on July 14th 2022 at the [Millennium Galleries and the opening is on Sheffield News](#). Since the launch, we have developed an internal action plan and discussions have taken place with key anchor organisations across the city to set up the Legacy Group. The Council's initial response went to the Strategy and Resources Committee in August 2022 and the more detailed action plan was agreed by the [cross-party Committee in December 2022](#).

The most common feedback we received was about inconsistency across the council in relation to what we do, from the way HR processes are managed, data collection, application of EIAs, training undertaken, support for staff and especially understanding on EDI and race. This feedback challenged the effectiveness of policies and training we have in place. We must reduce and eliminate these inconsistencies if we are to succeed in our ambitions. The three-year improvement journey being embarked on is vital in ensuring that the Council meets its remit of being an anti-racist employer and service provider for the diverse communities it serves within the city of Sheffield.

We agreed in our response to the Commission that we would add Becoming an Anti-Racist Organisation and City as the Council's fifth Equality Objective and therefore added to this report.

**An example** relating to how we are currently supporting Black, Asian, and Minoritised Ethnic business, and enterprise is as follows.

**Business Sheffield supports the United Women's Affiliation** and its entrepreneurial members. Business Advisor Christina Lima Trindade met Dr Hawa Yatera in July 2021 and supported her to set up the charity United Women's Affiliation. The group has grown from 22 members to 76. Members are from Senegal, Gambia, Congo, central and republic, Rwanda, Tanzania, Kenya, Botswana, Zimbabwe, Sao Tome and Principe and Ghana. Some of the women are fleeing from often traumatic experiences.

Through one-to-one meetings, we advised Dr Hawa on building the organisation and have supported individual members of the group on starting up a business in the UK. Many of women have run businesses before they came to the UK. Start-up workshops and ongoing one to one

support has been provided by the Business Sheffield team including Start Up Advisors, and Esther Morrison, the High Street Business Information Officer, hospitality and BAME business expert.

Christina introduced the group to local entrepreneur Hawa Talbot of Fula Flavour who talked to the group about her experiences of arriving at age 17 in Sheffield from Guinea, fleeing difficulties and then facing significant challenges in the UK, learning the language, experiencing levels of discrimination that included not been allowed to work “out front”, attending college then university, and setting up her own business - to make and see authentic chilli sauces that were “just like home”. Through identifying learning needs and knowing these businesses’ ambitions, colleagues in Opportunity Sheffield were introduced.

The group are now exploring training including English lessons, financial literacy, therapy, and counselling training. Hawa has ambitions to find a permanent home for the group, a community launderette, commercial kitchen to provide meals for older members of the community, training and childcare facilities. All will support members in their business ambitions. We continue to offer support including looking at suitable premises to suit their needs. Pippa Proctor and Asima Zahir from Opportunity Sheffield helped people to access training, skills, and employment opportunities During the session, the women were able to talk about their ambitions and their skills and training needs. The charity is still only 2 years old!



## **Objective 5 - Overview and Priorities for Improvement 2023**

We have only just set this Objective so we will report on this more fully next time however we will also report updates in year to the Strategic Equality and Inclusion Board.

We will focus on the 3 key areas which underpin the other areas:

### **1. Building a more inclusive culture via learning, development, and awareness**

**Aim 1: Our ambition is to build an inclusive, anti-racist culture so that Sheffield City Council is fair, open, welcoming, and great place to work, and that staff feel empowered to be their authentic selves and are enabled to make the best contribution they can to the organisation.**

That staff at all levels undertake appropriate and regular training to enable them to provide appropriate and effective services to the diverse communities of Sheffield. Cultural competence and cultural humility need to be addressed hand in hand when thinking about how best to meet the recommendations.

Our actions will include:

- Developing learning opportunities for staff, managers, senior leaders, Members and Trade Unions in EDI, anti-racism and cultural competencies, and to encourage our workforce to have conversations about race.
- Continue organisational EDI development which began with our senior leader and middle manager conferences in Autumn 2021, both of which focused on race, sharing lived experience, coaching for inclusion and other learning.
- Offer further informal learning sessions around race and cultural competency.
- Consult on the new employee values, with EDI being an essential and embedded element.

## 2. De-biasing our systems and processes to reduce barriers and inequalities

**Aim 2: Equality Impact Assessments (EIA) are already embedded into decision making within the Council. However, our ambition is to ensure that they are used as an effective tool and are consistently applied so we can ensure that our systems and processes are fair and transparent both internally for staff and externally for customers. We are also carrying out actions to debias workforce policies and processes.**

Our actions will include to:

- Develop and launch a new EIA platform, guidance and training.
- Ensure processes are followed so EIAs are carried out for all proposals, projects and processes at the beginning, so to inform the decision making, and ensure EIA auditing.
- Produce a specific ethnicity focused report in addition to the overall workforce equality report with relevant actions to enable transparency and support all managers to know and understand their services' data and ethnicity profile issues.
- Analyse ethnicity pay data to identify any pay gap and use it to shape ongoing equality measures and interventions.
- Improve HR processes, such as anonymising job applications to remove potential bias, requiring more EDI learning from recruitment panels and planning a review of workforce policies.
- Review HR policies (including Dignity & Respect, Recruitment and Grievance), identifying where better policy or improved application of policy will support the objective to become an anti-racist organisation, including assessment against our organisational values and our commitments to EDI.

## 3. Improving data collection, sharing and analysis

**Aim 3: There is a lack of consistency and therefore we need to ensure the better collection, analysis and use of data on equality across our organisation. This is to ensure that we are proactive and can identify barriers to customers early to help ensure that they receive the services they are entitled to and are not disadvantaged or discriminated against in the services they access/receive.**

Also that our managers have access to the equality information they need so they are enabled to address disparities in the services they are providing or commissioning to ensure effective performance.

Our actions will include to:

- Develop a new data warehouse and ensure equality information, related to the Public Sector Equality Duty, is embedded.
- Undertake baseline assessment of the data we collect, understand where we collect EDI data on customers/service users and identify gaps.

- Utilise Customer Services' equalities monitoring pilot to offer practical ways for services to develop how we ask for, monitor and respond to people's equalities data and information.
- Bring datasets that we have together to identify inconsistencies in service delivery and outcome.

The other areas identified within our internal response which will be worked on include:

- Improving our workforce diversity, recruitment, and progression
- Improving diversity of city leadership, governance, and accountability
- Improving community engagement to help build trust.
- Reviewing our commissioning and funding arrangements and distribution
- Reviewing our Housing Strategy
- Educating future generations and building leadership in education
- Supporting Black, Asian, and Minoritised Ethnic business, and enterprise
- Building inclusive and healthy communities and reducing health inequalities

## Section 4: Reflections from the Pandemic

Sheffield's response to Covid demonstrated the true meaning of commitment and togetherness in challenging times. We would like to share how we responded in an accessible and inclusive way to support the wellbeing of our city. However, we are still learning and will reflect on this further. In the detail we demonstrate our work in meeting Aim 1 of the 4th Objective - We will focus on improving health and wellbeing in the city, especially for groups that experience poorer outcomes.

**Over 10,000 additional vaccinations** were administered during the reporting period and resulted in Sheffield having the highest uptake of Covid vaccination of all the Core Cities.

**COVID-related Public Health information** specific to Sheffield was regularly updated and made available and accessible across different platforms during 2021 and the early months of 2022. A wide range of groups in the voluntary and community sector, helped us to ensure that communications messages were helpful and accessible for all.

**An accessible weekly [YouTube BSL video from March 2022](#)** continued outlining Sheffield's weekly position with the latest epidemiology figures, time specific updates, guidance and addressed frequent questions. Public safety information was made available to communities, supplied in various languages and formats. Public Health intelligence and surveillance helped us to target support in geographical communities where there were high number of cases.

Multiple 'Deep Dive' workshops ran during 2021-2022, attended by local community representatives alongside staff from Public Health and the COVID Response Hub. This enabled us to gather local intelligence on contributing factors and how we needed to tailor our support in our diverse communities.

We shared data and intelligence on vaccination uptake and barriers to uptake, as well as what communities told us. This helped with identifying the best places for vaccination sites and pop-up vaccination clinics, supporting communities to access clinics and to ask questions.

**BAME Communities Public Health group**, co-chaired by Faithstar and Public Health brought together representatives from more than 25 different culturally diverse organisations to attend and represent the following communities in broad terms: African, Caribbean, Somali, Pakistani, Bangladeshi and Chinese, Yemeni and Roma Slovak. We also worked with our health partners across the city to support a racial equality strategic group. This group helped us steer our response to and to meet the needs via grants to them to work with the communities above.

**COVID Community Champions** were established across the city to share up-to-date information helping us to reach and support everyone and building trust within communities. This included gathering and responding to intelligence on vaccine hesitancy to develop and promote targeted pop-up vaccination clinics.

**COVID Testing & Vaccination Sites** were situated in communities with high number of cases and low levels of car ownership. We advocated for walk-in appointments to be available so that those who were digitally excluded or struggled to understand were able to get tested and worked with community representatives to promote these locations.

**Our Community COVID Bus service** enabled us to provide information on testing, vaccination and isolation support and LFD tests in the community, with information and support available in different community languages. We worked in partnership with the NHS to use the Community COVID Bus to deliver and support pop-up community vaccination clinics, in areas of most need

**The Community COVID support site** at the Moor market, has been a particular success. A comfortable and accessible venue provided vaccinations, test kits, as well as further signposting.

**Test, Trace and Isolate and targeted support for vulnerable households** continued in 2021-2022, alongside our COVID Community Helpline. The co-location of support enabled the team to identify individuals who needed to self-isolate that were vulnerable and provide support or signposting around issues such as accessing food, medicine, or financial support. The service provided a single point of contact for COVID-related enquiries with translation support available.

**The Household Support Fund scheme** enabled us to provide other targeted support for people in hardship during the pandemic, offering a route to apply for support with food, energy and other essential costs. Working in partnership with voluntary and community organisations such as Sheffield Young Carers, Citizens Advice and Shelter, we were able to publicise the scheme to those who needed it most. Rapid-referral routes were also put in place.

## **Memorial Activity in Sheffield**

Sheffield City Council is committed to ensuring individual voices and the experience of communities are central to the city's Covid-19 memorial activity. Part of the 'Compassionate Sheffield' movement, the project consists of three phases – Stories from the Pandemic, community grant fund, and a centralised memorial.

**Stories from the Pandemic** – From April 2022, we gathered stories from people across the city via online self-submissions, facilitated community workshops, and video interviews. We routinely analysed our data to ensure we had a representative sample of community voices, taking positive action to identify and address gaps.

All stories received will be stored in the city archives, and some will be curated into an exhibition at the city's millennium art gallery during Spring 2023. The exhibition featured books in braille, audio, and subtitled media. People also had the opportunity to share their stories in community languages via postcards and a section of the exhibition was dedicated to stories in Swahili language. A handful of the stories gathered were made into a short film screened in community settings across the city, creating safe spaces for collective healing and community involvement.

**Community grant fund** - To enable communities to conduct memorial activity meaningful to them, we created the Covid-19 Community Memorial Fund. This was for community groups and organisations to apply for funds of up to £2,000 to run their own memorial activities. We received 63 applications from across the city, and bringing together a diverse panel of community representatives, awarded 53 grants. Anticipating the likelihood of gaps in diverse groups applying for a grant, we also carried out targeted engagement with communities we thought may not be represented through the application process. This resulted in a further 10 projects taking place to address gaps in geography and communities of interest.



**Central memorial** - The brief for a memorial monument emphasised the importance of community involvement and the need to reflect the voices of Sheffield's residents.

The city centre memorial is a steel willow tree, the branches representing an individual or community, and when these branches wind together they form a strong central trunk.

Branches are inscribed with stories, and members of the community were invited to hang ribbons from the willow tree which was on the National Day of Reflection, 23rd March 2023.

At the base of the tree, the words 'Everyone has a story' are written in English, Polish, Urdu, Simplified Chinese and Arabic, capturing the sentiment of the phrase in Sheffield's most used community languages.

## Section 5: Looking Ahead

Following the Our Sheffield – One Year Plan in 2021 which outlined the Council’s commitment to the people and communities of Sheffield, in July 2022 Elected Members outlined their 6 strategic goals for the city. These will become the basis for the Council’s future planning, alongside an underlying aim to be a good Council and deliver high quality services for all and Equality runs through each theme.

- Fair, inclusive and empowered communities
- Strong and connected neighbourhoods which people are happy to call home
- Tackling inequalities and supporting people through the cost-of-living crisis
- Healthy lives and wellbeing for all
- Clean economic growth
- Happy young people who have the start they need for the future they want

In 2022 SCC developed a Delivery Plan which identifies urgent performance challenges that the Council will prioritise and intensively focus on in the coming year, we will focus on Race and underrepresented minority groups. We know from the findings of the Race Equality Commission report and work from this report that currently, communities in Sheffield don’t feel the city is fair or inclusive. There are major differences in outcomes for people who live in different parts of the city, come from different backgrounds, or who share different characteristics, such as being disabled, on almost every indicator imaginable from health to education to employment to access to leisure or green space. Those inequalities hold everyone and every part of the city back because it means that people aren’t able to fulfil their potential.

We will therefore focus on race and other groups who experience poorer outcomes such as disabled people. We will report on developments here in our next Annual Equality Report as they are fundamental to our Equality Objectives.

**Our new Values** help to guide our behaviour at work each day – individually and together. The Values encourages us to put people at the heart of what we do, be open and honest in the way we work and to work together to get things done. Equality, diversity and inclusion are embedded across all our Values, with examples of this included in the ‘what this means statements’ that show how each values applies.





By working to embed these in our policies and ways of working, the values help us to support delivery of our organisation's plans and deliver better outcomes for our customers, as well as helping to make our organisation a positive and productive place to be for our staff.

## Next Steps

We will refresh the Equality Objectives in 2023 ensuring they align with SCC plans and strategies such as the Delivery Plan and City Goals. We will report on key areas below to ensure we are meeting our Equality Objectives and the Public Sector Equality Duty. We have listed recommendations for 2022/23 under each equality objective and these cover 6 key areas of focus in the next year.

These being:

1. Better data collection, analysis and use of service equality monitoring information.
2. Work with services to ensure service plans reflect equality goals and commitments.
3. Utilise EIAs more effectively and robustly, ensuring they are undertaken at the right time with good evidence and in a proportionate way.
4. Strengthen relationships with and understanding of the diverse communities within the city both online and in person across all characteristics.
5. Carry out staff surveys to assess the morale of the workforce including assessing satisfaction levels of different groups of employees.
6. Develop a more inclusive culture within the Council including via learning & development for staff and Members.

## Appendix A

### Sheffield City Council Member Equality Monitoring 2022

The survey was completed in 2022 and we had 58 responses making this 69% of total responses. We have not been able to report on Gender Identity due to low response rates.

**Age** – There were 55 responses and 3 Prefer not to say (PNTS)

Option	%
19 - 34	12%
35 - 54	29%
55 - 64	24%
65+	35%

**Ethnicity** - There were 57 responses to this part of the question and 1 PNTS

Option	%
White British	83%
Black Asian or Minority Ethnic	17%

**Sex** - There were 58 responses to this part of the question and no PNTS

Option	%
Female	38%
Male	62%

**Sexual Orientation** - There were 56 answered and 2 PNTS

Option	%
LGB +	7%
Hetrosexual / straight	93%

**Caring Responsibilities** - There were 56 responses and 2 PNTS

Option	%
No	68%
Yes	32%

**Disability** - There were 58 responses and no PNTS

Option	%
Yes	31%
No	69%

**Religion / Belief** – There were 57 responses and 1 PNTS

Option	%
No religion	47%
Buddhist	0%
Christian (all denominations)	38%
Jewish	0%
Hindu	2%
Muslim	9%
Sikh	0%
Another (please state below)	4%

## Appendix B

### AccessAble Statistics Report Sheffield City Council 2022

The Sheffield City Council Accessibility Guide consists of 344 Detailed Access Guides. These Access Guides are published on [www.AccessAble.co.uk](http://www.AccessAble.co.uk) and the AccessAble App. AccessAble has worked with Sheffield City Council since 2014 and launched the Accessibility Guide in 2015.

#### November 2020 - October 2021 Statistics

Between November 2020 and September 2021, the Sheffield City Council Accessibility Guide had **21,593** Users and **38,783** page views.

This breaks down to a monthly average of **1,799** Users and **3,231** page views.

#### November 2021 - October 2022 Statistics

Between November 2021 and October 2022, the Sheffield City Council Accessibility Guide had **37,588** Users and **61,291** page views.

This breaks down to a monthly average of **3,132** Users and **5,107** Page Views.

The top 10 most viewed Access Guides in the last 12 months were –

1. Hutcliffe Wood Crematorium ([Click to view Access Guide](#))
2. Newfield Green Housing Office ([Click to view Access Guide](#))
3. Crystal Peaks First Point ([Click to view Access Guide](#))
4. Sheffield Family Hearing Centre ([Click to view Access Guide](#))
5. Cutlery Works ([Click to view Access Guide](#))
6. Shortbrook Family Centre ([Click to view Access Guide](#))
7. Graves Health and Sport Centre ([Click to view Access Guide](#))
8. FlyDSA Arena ([Click to view Access Guide](#))
9. Sheffield Train Station ([Click to view Access Guide](#))
10. Endcliffe Park ([Click to view Access Guide](#))

**Sources show** how people have found the Accessibility Guides. AccessAble works to improve how much organic and direct traffic is generated. Part of our partnership involves ensuring referral links are added to the relevant websites within the remit of the council. In the last 12 months, the traffic sources have been – Organic - 89% Referral - 9% and Direct- 2%

The main referral traffic came through from the following website: [Sheffield.gov.uk](http://Sheffield.gov.uk)

### **Recommendations**

- There are several recommendations to look at further developing the usage of the Sheffield City Council Accessibility Guide.
- There is great potential to further increase the impact of the Accessibility Guide to Sheffield City Council. When we compare the performance of the Guide to other similar areas there is the potential to increase usage by 23%.

**Referral Links** Typically, referral links would account for 25% + of a Guide's traffic so Sheffield City Council's referral percentage should be higher. A key priority should be integrating referral links into the following websites.

- [Link to Homepage Sheffield City Council](#)
- [Welcome to Sheffield Website](#)
- [Sheffield Directory Website](#)

## **Appendix C: Workforce Data Report**

[The report is on the Council website.](#)

This document can be supplied in alternative formats,  
please contact **0114 273 5861**

Sheffield City Council  
[www.sheffield.gov.uk](http://www.sheffield.gov.uk)

# Equality Impact Assessment

Number 1510

## PART A

### Introductory Information

**Proposal name** Annual Equality Report 2021 -2022

**Brief aim(s) of the proposal and the outcome(s) you want to achieve**

Our Annual Equality Report gives an overview of how we are meeting our Public Sector Equality Duty (PSED). This summarises our actions and progress on improving equality, in the way we serve the people of Sheffield and how we behave as an employer.

The report includes more detailed information about some of our areas of work and highlights areas of persistent inequality. The examples in the report are only a selection of the ways in which we work to improve equality and to meet the Equality Duty.

The report also includes the council's annual Workforce Data Report as Appendix C. This is part of meeting the Specific Duty under the PSED to publish equality information on our employees. Producing this report enables us to identify any disparities in our workforce profile, understand how fair our workforce policies are and identify any differences in the experiences of different groups in our workforce.

**Proposal type**

Budget       Non-Budget

**Year of proposal (s)** 2021/22

**Decision Type**

Committee (Which Committee Please Specify)

**Strategy and Resources**

**Lead Committee Member** - Terry Fox

**Person Filling in the EIA** - Bev Law

**EIA Lead Officer Sign Off** – Bashir Khan

**EIA date** - 27/03/2023

**Lead Equality Objective** ([see for detail](#))

<input checked="" type="radio"/> Understanding Communities	<input checked="" type="radio"/> Workforce Diversity	<input checked="" type="radio"/> Leading the city in celebrating & promoting inclusion	<input checked="" type="radio"/> Break the cycle and improve life chances
<input checked="" type="radio"/> Becoming an anti-racist City			

## Portfolio, Service and Team

### Is this Cross-Portfolio

- Yes       No

### Portfolio

All

Is the EIA joint with another organisation (eg NHS)?

- Yes       No

## Consultation

### Is consultation required (Read the guidance in relation to this area)

- Yes       No

### If consultation is not required, please state why.

No, not on the annual report as whole, as this is a report outlining the activity undertaken over the past year to meet the Equality duties including our Objectives. We will however communicate about the report and what we are doing to meet the Duties both to staff and citizens.

### Are Staff who may be affected by these proposals aware of them

- Yes       No

### Are Customers who may be affected by these proposals aware of them

- Yes       No

### If you have said no to either, please say why.

There is a duty to publish the report on our website and we have published the information in line with this duty. We will engage further following the Committee with staff and residents to talk about the report including with the Equality Partnership.

## Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Identify Impacts

### Identify which characteristic the proposal has an impact on tick all that apply

<input type="radio"/> Health	<input checked="" type="radio"/> Gender Reassignment
<input checked="" type="radio"/> Age	<input checked="" type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> Voluntary/Community & Faith Sectors
<input checked="" type="radio"/> Pregnancy/Maternity	<input type="radio"/> Cohesion
<input checked="" type="radio"/> Race	<input checked="" type="radio"/> Partners
<input checked="" type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input checked="" type="radio"/> Sex	<input type="radio"/> Armed Forces
<input checked="" type="radio"/> Sexual Orientation	<input type="radio"/> Other

## Cumulative Impact

### Does the Proposal have a cumulative impact

- Yes  No

<input checked="" type="radio"/> Year on Year	<input checked="" type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input type="radio"/> Other

*If yes, details of impact*

It details work for one year but as our Objectives are for 4 years it relates to other years. It is also details work across all protected characteristics.

### Does the Proposal have specific geographical impact across Sheffield?

- Yes  No

### Local Area Committee Area(s) impacted.

- All  Specific

*If Specific, name of Local Committee Area(s) impacted*

## Health

### Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

- Yes  No *if Yes, complete section below*

#### Staff

- Yes  No

#### Customers

- Yes  No

### Comprehensive Health Impact Assessment being completed?

- Yes  No

The report contains information on work already undertaken on health and wellbeing related to equality but in itself does not have significant impact on the health and wellbeing.

## Initial Impact Overview

### Based on the information about the report what will the equality impact?

As a Public Authority, we have legal requirements under Section 149 and 158 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality'. To help us meet the general equality duties, we also have specific duties, as set out in the Equality Act 2010 (Specific Duties) Regulations 2011.

We have considered our obligations under this Duty in this report and the Council is committed to ensuring that citizens including our staff have access to appropriate information and services in particular those who share protected characteristics under the Equality Act. We currently comply with our legislative requirements under the [Equality Act 2010 and associated Public Sector Duties \(PSED\)](#).

The information provided in the Annual Report 2021 -22 represents a sample or highlights of the work that has been undertaken over the year both regarding

customers and staff. It is therefore deigned to be read in conjunction with other related reports on the work that the Council has carried out, as well as policies and strategies that impact on equality.

Producing this report enables us to identify any disparities in our workforce profile, or with customers and to understand how fair our policies are and identify any differences in the experiences of different groups in our workforce or customers.

**Is a Full impact Assessment required at this stage?**  Yes  No

Should the Council choose to implement a policy / project as a result of the report that requires a further decision to be made this would be taken in the usual manner and in line with the Council's constitution. Any actions taken or decisions made would include consideration of any equality implications including equality impact assessments and appropriate consultation to ensure the Council fulfils its Duties.

## Action Plan and Supporting Evidence

### What actions will you take

- 1) Priorities for future action as set out in the report under each objective and these overarching areas of additional 6 areas of focus.
  - Better data collection, analysis and use of service equality monitoring information.
  - Work with services to ensure service plans reflect equality goals and commitments.
  - Utilise EIAs more effectively and robustly, ensuring they are undertaken at the right time with good evidence and in a proportionate way.
  - Strengthen relationships with and understanding of the diverse communities within the city both online and in person across all characteristics.
  - Carry out staff surveys to assess the morale of the workforce including assessing satisfaction levels of different groups of employees.
  - Develop a more inclusive culture within the Council including via learning & development for staff and Members.

**Following mitigation is there still significant risk of impact on a protected characteristic.**  Yes  No

## Initial Impact Sign Off

**EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?**

Yes  No

Date agreed **27/03/2023**

Name of EIA lead officer **Bashir Khan**





## Report to Policy Committee

**Author/Lead Officer of Report:**  
Homaira Ibrahim  
(Equality and Engagement Officer)

**Tel:** 0114 205 3502

**Report of:** James Henderson- Director of Policy and Democratic Engagement.  
**Report to:** Strategy and Resources Committee  
**Date of Decision:** 16<sup>th</sup> April 2023  
**Subject:** Equality Awareness Days - Plan for 2023-2024.

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? 1506				
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:-				

**Purpose of Report:**  
 This paper sets out Sheffield City Council's (SCC) proposed approach to celebrating, commemorating, and acknowledging Equality Awareness Days during 2023-2024.

The paper proposes a planned and strategic approach to awareness days so that we can plan and deliver quality campaigns whilst measuring impact. This will help us meet our Equality Duties and Objectives. It will also have an impact on our values, workplace culture and improve our dialogue and interactions with our diverse communities. A planned calendar would also prevent duplication of work across the Council.

The paper sets out the plan for agreed awareness days and will support SCC's commitment to protected characteristics and the communities it serves across the city.

This paper proposes a number of awareness days which will be prioritised over the coming year, and these will be reviewed annually. It will also identify which others the Council will support this year and how this will be achieved.

The paper sets out how nominated awareness days/months will be acknowledged (social media, campaigns, media coverage, etc) and how identified teams across the council will plan, deliver and measure impact on the series of days.

The approach will be monitored and kept under review by the Strategic Equality and Inclusion Board (SEIB).

**Recommendations:**

It is recommended that the Strategy and Resources Committee:

1. Agree SCC's proposed approach to Awareness Days and the calendar for 2023-2024.
2. Ask Members, Leadership Teams, Officers to work together and commit to promoting the identified days.
3. Agree to reviewing the annual calendar yearly.
4. Agree that James Henderson in consultation with the SEIB board will monitor and review the awareness day calendar on an annual basis, as not all awareness days can be acknowledged in the year, and different priorities may arise.

**Background Papers:**

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

Annual Equality Report 2021/22, SCC Race Equality Commission Response and the Equality Days Awareness Report (May 2022)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Liz Gough, Finance and Commercial Services</i>
		Legal: <i>Nadine Wynter, Legal Services Manager</i>
		Equalities & Consultation: <i>Adele Robinson Equalities and Engagement Manager</i>
		Climate: <i>Jessica Rick</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b>	<i>Kate Josephs, Chief Executive</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Terry Fox, Chair of Strategy and Resources Committee</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> Homaira Ibrahim	<b>Job Title:</b> Equality and Engagement Officer
	<b>Date:</b> 27 <sup>th</sup> March 2023	

# Equality Awareness Days Calendar March 2023-2024

## 1. Purpose

- 1.1 This paper sets out Sheffield City Council's (SCC) proposed approach to recognise Equality Awareness Days for 2023-2024.
- 1.2 It sets out the importance of awareness days and the impact that the marking of these can have in supporting our diverse communities and meeting our Public Sector Equality Duty. It explains the Council's current approach to recognising awareness days, describes the drawbacks to this approach and proposes an alternative, based upon an agreed calendar of core awareness days, with flexibility to mark a range of other days on a rotating basis.

## 2. What are Awareness Days?

- 2.1 There are a huge number of awareness days, with the number growing all the time. These range from the very well known (e.g. Black History Month or Holocaust Memorial Day) to the newer or lesser known. The annual calendar is full of days, dedicated to raising awareness. They are also different lengths of events some are marked by a day, some a week and some last a month and we need to consider this within any agreed programme. However, in this paper the term 'awareness day' is used regardless of the actual duration.
- 2.2 Many awareness days go far beyond simply drawing attention to them as some are days of national importance, whilst others lend themselves to fund raising opportunities and are used to publicly educate the population whilst bringing communities together.
- 2.3 All days carry significance, however due to individual differences, they will mean different things to people and people may choose to acknowledge them differently.
- 2.4 Awareness days can allow a space for people to contemplate, reflect and allow themselves to be who they want to be. They can be both serious in nature and great fun. It is often a space where people fighting for equality and representation can have their voice. Some are days where people are given the opportunity to thank those who have struggled in their quest for equity. Their purpose is to raise awareness of important humanitarian, cultural, social and political issues from around the world.

## 3.0 Why are awareness days important for Sheffield City Council?

- 3.1 SCC has a duty to foster good relationships between people who share protected characteristics under the Equality Act and those who do not. We therefore have a responsibility to our staff and residents to value our diverse communities, which should include recognising, celebrating and allowing opportunity to reflect on the history of our diverse city and its communities.
- 3.2 The city of Sheffield is home to approximately 565,000 people, comprising of many diverse communities. Sheffield City Council (SCC) serves all our communities which can differ in terms of background, ethnicity, age, spoken languages, household income, employment, disabilities and health conditions,

sexual orientation, gender identity, religion and belief and family makeups etc. SCC also employs around 8000 staff who also differ in terms of the above characteristics.

- 3.3 The Race Equality Commission and the SCC response to the REC report, agreed by the Strategy and Resources Committee in December 2022 noted the importance of cultural competency and literacy in helping us to meet our ambition to become an inclusive, anti-racist city and organisation.
- 3.4 Under the Equality Act 2010, Sheffield City Council is subject to the Public Sector Equality Duty (PSED) in relation to the 9 protected characteristics\* to
- Eliminate discrimination, harassment, victimisation.
  - Advance equality of opportunity.
  - Foster good relations between groups of people.

Having due regard to the need to advance equality of opportunity involves:

Removing or minimising disadvantages suffered by persons, taking steps to meet the needs of persons that are different and encouraging people to participate in public life or other activity when participation is disproportionately low.

Having due regard to the need to foster good relations involves the need to tackle prejudice and promote understanding.

We also under the PSED have to set Equality Objectives and we have committed to the following five:

- Objective 1:** Strengthen knowledge and understanding of our communities.
- Objective 2:** Ensure our workforce reflects the people that we serve.
- Objective 3:** Lead the city in celebrating diversity and promoting inclusion.
- Objective 4:** Break the cycle of inequality and improve life chances.
- Objective 5:** An Anti-Racist Organisation and City.

- 3.5 Nationally there are many equalities related awareness days that may impact on our communities including all those that share protected characteristics. These days help raise the profile of issues of importance to people and help inform our citizens across a wide range of topics.
- 3.6 Acknowledging awareness days helps the Council to connect with communities, enables dialogue and conversations around topics which otherwise may be overlooked. This in turn helps us to promote understanding and tackle prejudice and meet our Duties and our Equality Objectives.
- 3.7 There are many benefits that celebrating a diversity of awareness days can capture, from public education, celebrations, pride, mourning and remembrance. As a public institution, Sheffield City Council has a commitment to equality and diversity to both its staff and the citizens of Sheffield.
- 3.8 Our values include putting people at the heart of what we do. Recognising awareness days can help bridge the gap between SCC and the citizens of Sheffield by acknowledging important issues which matter to a diverse range of people across the workplace and wider city.

3.9 Events linked to awareness days can also bring people into the city and increase tourism and can raise the profile of the city. These include Pride, St Patricks Day or Black History Month and can bring national recognition.

3.10 Awareness days are often a driver for partnership working with different organisations and charities coming together. A more structured approach to awareness days would prevent duplication of work, allow for effective planning time which would lead to better outcomes.

#### 4.0 **What is our current approach?**

4.1 Sheffield City Council currently marks and supports a range of awareness days across the year. Although there are some core days that we have routinely supported through activity such as hosting and funding events, communications and campaigns activity, and work with partners and community groups, historically there hasn't been a clear basis and rationale for which awareness days we promote and which we don't.

4.2 Even amongst those days that we do promote, some receive more support (financial, officer time etc.) than others, and the reasons for this are not always as clear as they could be – this leads to inequity. Some days are promoted by particular parts of the council where there is a specific link (e.g. the carers' team will often promote carers' week).

4.3 We also often receive requests to promote particular days – these are often with little notice, which does not allow for effective planning and may divert capacity from other activity.

4.4 Because of the above, it is difficult to know what impact is being achieved through some of this activity, and by promoting so many different days, it can create a confused picture for the public and community.

4.5 The annual awareness day calendar remains full of days, and it is impossible to acknowledge them all. The calendar is forever growing given the many different ways people (many underrepresented) choose to identify. There is a lot of advance planning needed to organise awareness days and they often require many individuals to be involved and to have a budget attached to them.

#### 5.0 **What is our proposed approach?**

5.1 Recognising the importance of awareness days as part of our overall work to improve equality, diversity and inclusion in the city, we propose to move to a new approach, with a clear, agreed calendar of awareness days, with an equitable balance across all protected characteristics, whilst allowing flexibility each year to celebrate or raise awareness about particular communities or characteristics.

#### 6.0 **Proposed Core Awareness Day 2023-2024**

6.1 SCC cannot acknowledge all the awareness days, so it is suggested for the coming year 2023-2024, we prioritise the following:

#### 6.2 **Highest Level of Involvement/ media/ cost/ campaign**

- Holocaust Memorial Day (January)

- Race Equality Matters Week (February)
- LGBT History Month (February)
- International Women's Day (March)
- IDAHOBIT (May)
- Windrush (75<sup>th</sup> anniversary) (June)
- Pinknic (July)
- Black History Month (October)
- Disability History Month (November)
- Interfaith Week (November)

6.3 We are trying to cover a range of protected characteristics and days that we have been approached to support by communities and organisations in the city, as they are important National or International days relevant to them. We will monitor this and feed it into an annual review.

6.4 In the past few years, we have also supported a number of days as part of the Equality Partnership work and this will continue for the next year as agreed with the partnership but we will monitor and feed this back into a review for next year. These have recently included Pinknic, Trans Day of Remembrance, Remembering Srebrenica, Gypsy and Roma Traveller Month, South Asian Heritage Month and International Day for Older Persons.

#### 6.5 **Lower level involvement**

6.6 Please see pages 11-15 and associated key)

There are a number of other awareness days that we will also promote but at a lower level than the core group set out above. As well as awareness days this includes religious festivals and national Saints' days. These may be marked by flying the relevant flag or social media posts etc.

6.7 We will in the next year talk to our city partners to try and work together on key awareness events in the city to avoid duplication. We will also work with VCF partners to promote events when approached and when they fit into our wider approach.

#### 7.0 **Accountability**

7.1 The Strategic Equality and Inclusion Board (SEIB) which has recently been refreshed has oversight of Equality related work in SCC. It is chaired by the Chief Executive, with the Executive Director of Operational Services being the Deputy Chair. It also has director, trade union and staff representatives and the three Members from the largest political parties also sit on the board. They will collectively be responsible for holding the organisation to account as required.

7.2 Feedback will be collected annually, and decisions made across teams for the following year with SEIB reviewing and making final recommendations for awareness days annually.

7.3 We recognise not all characteristics are covered in this list and especially in relation to disability and age. Also, there are some smaller but growing in size and visibility such as South Asian Heritage Month that are not promoted.

7.4 The SEIB will have responsibility for the Equality Awareness Day plan to track progress and impact and bring performance back on track as necessary, with Strategy and Resources maintaining a whole-organisation overview.

## **8. HAS THERE BEEN ANY CONSULTATION?**

8.1 We will continue to discuss and agree days to promote with the Sheffield Equality Partnership and other VCF partners such as VAS and feed findings into the annual review.

8.2 The Equality Awareness Calendar (page 11-12) will be available on the intranet and internet for all to view.

## **9. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **Equality Implications**

9.1 The Council as a public sector organisation is subject to the Public Sector Equality Duty (Section 149 of the Equality Act 2010). It also applies to services and functions that we contract to who are carrying functions on our behalf. The Equality Act 2010 does not give any one protected characteristic a greater weighting over another.

9.2 The Equality Act 2010 identifies the following groups as protected characteristics: age; disability; gender reassignment; marriage and civil partnership (discrimination only); pregnancy and maternity (employment only); race; religion or belief; sex and sexual orientation.

9.3 There are also other equality implications outside of the Equality Act protected characteristics that the Council commits to responding within our Equality Impact Assessment (EIA) process such as socio-economic disadvantage, armed forces and carers. A detailed Equality Impact Assessment (1506) accompanies this paper.

9.4 The paper proposes a planned and strategic approach to awareness days so that we can plan and deliver quality campaigns whilst measuring impact. This will help us meet our Equality Duties and Objectives under the Equality Act. It will also have an impact on our values, workplace culture and improve our dialogue and interactions with our diverse communities. A planned calendar would also prevent duplication of work across the council.

9.5 A structured calendar will help the Council plan well, co design events with our communities and deliver quality campaigns rather than performative tasks. A rolling annual calendar will allow awareness days to cover all protected characteristics in more detail, building on knowledge, education and a wider appreciation and understanding of each.

9.6 Our values aim to embrace equality and inform, educate, build community cohesion, promote inclusivity, and improve outcomes for all. Recognising awareness days can help bridge the gap between SCC and the citizens of Sheffield by acknowledging important issues which matter to a diverse range of people across the workplace and wider city.

## **Financial and Commercial Implications**

- 9.8 This paper sets out an annual awareness calendar and the organisation needs to be aware that there will be financial implications involved when funding some of these days, however it should mainly be within agreed budgets.

## **Legal Implications**

- 9.9 This report does not have any legal implications other than the ones that have already been set out in the report.

## **Climate Implications**

- 9.10 This paper outlines SCC's plan for Awareness Days and as such does not have any specific climate implications.

## **10 ALTERNATIVE OPTIONS CONSIDERED**

- 10.1 The do-nothing option was discounted when discussing this paper as it was decided that a strategic decision was needed to enhance this area of work so duplication, confusion, last minute requests could be prevented, and a concise structured calendar of events could be delivered.

## **11. REASONS FOR RECOMMENDATIONS**

- 11.1 The recommendations are suggested so that quality messages, events, campaigns can be planned for a variety of awareness days which encompass all protected characteristics and help SCC meet its Equality Objectives.

## **12 Recommendations**

- Agree SCC's proposed approach to Awareness Days and the calendar for 2023-2024.
- Ask Members. Leadership Teams, Officers to work together and commit to promoting the identified days.
- Agree to reviewing the annual calendar yearly.
- Agree that James Henderson in consultation with the SEIB board will monitor and review the awareness day calendar on an annual basis, as not all awareness days can be acknowledged in the year, and different priorities may arise.



2023-2024	January	February	March	April	May	June		
<b>Religion and Belief</b>	5. Birthday of Guru Gobind Singh (Sikhism) 6. Epiphany (Christian) 7. Christmas Day (Orthodox) 7. Mahayana New Year (Buddhism) 15. World Religion Day 26 Vasant Vanchami (Hinduism)	2. Candlemas (Christian) 3. St Blaise Day (Roman Catholic) 5-6. Tu B'shevat (Judaism) 14. St Valentines Day 15. Parinirvana (Buddhism) 18. Maha Shivaratri (Hinduism) 21. Shrove Tuesday 22 Ash Wednesday (Christian) 25-1 <sup>st</sup> Intercalary Days (Baha'i) 27 Lailat al Miraj (Islam)	6. Purim (Judaism) <b>8. Holi (Hinduism)</b> 14. Nanakshani (Sikh New Year) <b>19. Mothering Sunday</b> 20. Naw-Ruz (New Year, Baha'i) <b>22 Ramadhan Starts (Islam)</b> 30. Ram Navami- Hinduism	<b>5. Passover (Judaism)</b> 6. Maundy Thursday (Christian) <b>7. Good Friday (Christian)</b> <b>9. Easter Sunday (Christian)</b> 14. Vaisakhi (New Year)- Sikhism) 18. Lailat al Qadr (Islam) 20. Festival of Ridvan (Baha'i) <b>21. Eid ul Fitr (Islam)</b> 21 12 <sup>th</sup> Night of Ridvan (Baha'i)	5. Vesak (Buddhism) 8. Lag B'Omer begins (Judaism) 18 Ascension Day (Christian) 18. Ascension of the Lord (Orthodox) 23. Declaration of the Bab (Baha'i) 25 Shavuot (Pentacost- Judaism) 28. Ascension of the Bahu'u'llah (Baha'i) 28. Pentacost (Orthodox) 29. Whit Monday (Christian)	4. Trinity Sunday (Christian) <b>18 Father's Day</b> 21. Summer Solstice (Wicca/ P) <b>28. Eid ul Adha (Islam)</b>		
<b>Disability</b>	4. World Braille Day	4. World Cancer Day	1. Self Injury Aware Day (SIAD) 1. International Wheelchair Day 13. Neurodiversity Week	Autism Awareness Month 24. MS Awareness week	2-8. Deaf Awareness Week 12. ME Awareness Week 18. Global Accessibility Day	6. National Neuro Disability Day 19-25. Learning Disability Week		
<b>Age</b>		15. International Childhood Cancer Day	15. Young Carers Day 18. Stop Child Sexual Exploitation Awareness Day	24. Global Intergenerational Day	14. National Children's Day	<b>5-11 Carers Week</b>		
<b>Race and Ethnicity</b>	<b>22. Chinese New Year</b> <b>27. Holocaust Memorial Day</b>	4. Lantern Festival- Chinese <b>7. UK Race Equality week</b>	1. Zero Discrimination Day <b>21. International Day for the Elimination of Racial Discrimination</b>	8. International Romani Day <b>22. Stephen Lawrence Day</b>	21. Cultural Diversity for Dialogue and Development Day <b>25. George Floyd Anniversary</b> 29. International United Peacekeepers Day	<b>Gypsy, Roma and Traveller History Month</b> 11. Race Unity Day <b>22. Windrush Day</b> 20-26 World Refugee Week		
<b>Sex</b>			International Women's History Month <b>8. International Women's Day</b>					
<b>Sexual Orientation Gender Assignment</b>		<b>LGBTQ History Month</b>	31. International Transgender Day of Visibility	6. International Asexuality Day	<b>17. International Day against Homophobia, Biphobia and Transphobia (IDAHOBIT)</b>	<b>Pinknic LGBTQ+ PRIDE Month</b>		
<b>Pregnancy and Maternity</b>					2-8. Maternal Mental Health Week 4-10 National Weaning Support <b>15-28 Foster Carers Fortnight</b>	<b>SAND's Awareness Month</b> 1-Global Day of Parents		
<b>Marriage and Civil Partnership</b>								
<b>Other</b>	Cervical Cancer Aware Month Dry January Thyroid Awareness Month 1-New Years Day (Bank Hol) 25 <sup>th</sup> . Burns Night (Scotland)	3. Unicef Day of Change? <b>2. Time to Talk Day</b> 7. Safer Internet Day 20. World Day of Social Justice 24. STAND up to Bullying Day 27-13 March. Fairtrade Fortnight	Ovarian Prostrate Endometriosis Brain Tumour Awareness Month National Bed Month	8. National No Smoking Day 18. Global Recycle Day 22. World Water Day	Bowel Cancer Stress Parkinsons Autism IBS Caesarean Awareness M's	National Pet Month	Stroke Month Skin Cancer, Coeliac, Hepatitis Awareness Make May Purple National Walking Month Local Community and History Big Asthma Bake Sale Month	Motor Neurone Disease Awareness Month

2023-2024	July	August	September	October	November	December
<b>Religion and Belief</b>	9. Martyrdom of the Bab (Baha'i) 23. Birthday of Haile Selassie (Rastafarian) 24. Pioneer Day (Mormon) 27. Ashura (Islam)	15. Assumption of Blessed Mary (Christian) 17. Marcus Garvey Day (Rastafarians)	6-7. Krishna Janmashtami (Hinduism) 11-18. Paryushana Begins (Jain) 15-17. Rosh Hashanah (Judaism) 27. Elevation of the Holy Cross (Orthodox) 24. Yom Kippur (Judaism) 26. Mawlid Al Nabi (Islam) 28. Anant Chaturdashi (Hinduism, Jain) 29. Michaelmas- Christian 29-06. Sukkot (Judaism)	15-24 Navratri (Hinduism) <b>31. Halloween (Christian)</b>	<b>Islamophobic Awareness Month</b> 1. All Saints Day (Christian) 2. All Souls Day (Christian) <b>12. Diwali (Hinduism, Jain)</b> 12-19. UK Interfaith Week 27. Birthday of Guru Nanak (Sikhism)	3. Advent Sunday (Christian) 6. St Nicholas Day (Christian) <b>7-15 Hanukah (Judaism)</b> 8. Feast of the immaculate Conception (Christian) 21. Yule (Wicca/ Pagan) <b>25. Christmas Day (Christian)</b> <b>26. St Stephens Day (Christian)</b>
<b>Disability</b>	25. National Schizophrenia Awareness Day		24. World Deaf Day 25-1st. UK Inclusion Week	ADHD Awareness Month Down Syndrome Awareness Month 6. World Cerebral Palsy Day 6. World Dyslexia Day 10-16. Dyspraxia Awareness Week 10th World Mental Health Day	<b>16-16. UK Disability History Month</b> Begins.	3. International Day for People with Disabilities
<b>Age</b>	15. World Youth Skills Day	12. International Youth Day	Older Person Month 19. Young Mental Health Day 11-15. Pension Awareness Day	1. International Day for Older People	6- 12 World Youth week 20. Universal Children's Day 25. Carers Rights Day	
<b>Race and Ethnicity</b>	<b>11. Remembering Srebrenica</b> <b>18. South Asian Heritage Month</b> 18. Black Leaders Awareness Day 18. Nelson Mandela International Day	23. International Day of the Remembrance of the Slave Trade and Abolition		<b>Black History Month</b>		18. International Migrants Day
<b>Sex</b>			3. Every Women Day? 18. International Equal Pay Day	<b>Menopause Awareness Month</b>	<b>Men's Health Awareness Month</b> <b>25. White Ribbon Day (VAWG)</b>	
<b>Sexual Orientation Gender Assignment</b>	14. International Non-Binary Peoples Day		23. Bi Visibility Day	11. National Coming Out Day 18. International Pronouns Day	13-19 Transgender Awareness Week	
<b>Pregnancy and Maternity</b>	3. International Bereaved Parents Day	National Breastfeeding Month	26. World Contraception Day	<b>17-23 National Adoption Week</b>		
<b>Marriage and Civil Partnership</b>						
<b>Other</b>	National Make a Difference for Children Month Talk to Us Month Plastic Free July National Picnic Month	Yorkshire Day Health and Safety Month National Road Victim Month	World Alzheimers Month Blood Cancer Awareness Month 10. Word Suicide Prevention Day 11-17. Sexual Health week	8-16. National Hate Crime Week Awareness Week 10. World Mental Health Day <b>17. International Day for the Eradication of Poverty</b>	Lung Cancer Mouth Cancer Pancreatic Cancer, COPD <b>5, Bonfire Night</b> <b>13. Remembrance Sunday</b>	Universal Human Rights Month AIDS Awareness Month <b>31st New Years Eve</b>

## Awareness Days 2023- Theme Related and Associated Activity- Internal and External

**Dark Green**- highest level of involvement/ media/ cost/ campaign)

**Light Green**- lower levels of involvement/exposure

### Religion and Belief

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Ramadhan									
Eid x2									
Easter									
Halloween									
Christmas Day									
Passover									
Diwali									
Islamophobic Awareness Month									
Hanukah									
Holi									
Mothers and Father Day									

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## Disability

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
UK Disability History Month									

## Age

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Carers Week									

## Race and Ethnicity

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Codes
		Weekly Message	Intranet Page						
Holocaust Memorial Day									
Chinese/ Luna New Year									
Race Equality Matter Week									
Stephen Lawrence Day									
George Floyd Anniversary									
Eliminate Racial Discrimination Day									
Gypsy, Roma, Traveller Month		?							
Windrush									
Remembering Srebrenica									
South Asian Heritage Month									
Black History Month									

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## Sex

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
International Women's Day									
Menopause Awareness									
White Ribbon Day									

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## Sexual Orientation and Gender Reassignment

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
LGBT History									
IDAHOBIT									
PRIDE									
Trans Day of Remembrance									

## Pregnancy and Maternity

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
National Adoption Week									
Foster Care Fortnight									

## Marriage and Civil Partnership

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						

## Other

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Eradication of Poverty									
Bonfire Night									
Remembrance Sunday									
New Year's Eve									
Yorkshire Day									





# Equality Awareness Days Report

May 2022



## REVIEW OF EQUALITY RELATED AWARENESS DAYS

Equalities and Engagement Team

Homaira Ibrahim

May 2022 (updated August 2022, February 2023)

## **Background to the Report explained.**

July 2022, saw the long-awaited publication of the Race Equality Commission Report; a report containing recommendations not only for the council but Sheffield as a whole city to meet in the aim to becoming an Anti-Racist city.

Conversations since have been rich and many discussions have taken place amongst different groups in the council around the commission's recommendations, race, racism, racial literacy, allyship, cultural competence and cultural humility. All intertwined, important factors which need to be sensitively discussed and addressed when moving forward.

SCC has a duty to its staff and its customers to get this right. It needs to value diverse communities and deliver services that engage and meet the needs of all its customers across this culturally expanding city. To achieve this SCC should be reflective of its current practice and look at instilling quality practice around cultural competence/humility so that all communities across the city can be understood, talked to, incorporated, and celebrated. All voices count! SCC and its partners need to be aware of its own biases and open up and instigate conversations that genuinely attempt to understand communities and identities in relation to race, ethnicity, gender, sexual orientation socio-economic status, education and social needs. Cultural competence and cultural humility need to be addressed hand in hand when thinking about the REC recommendations and how best to meet them. As a council we need to seek and understand differences even within the same communities, cultural norms and customs, language, gestures and body language, health issues, dress, food, religion, belief systems and customs so we can effectively and efficiently engage with all residents of Sheffield. As a city we need to have an understanding of, embrace and celebrate the cultural differences which the city offers.

One area of culture which SCC can focus on and improve is that surrounding Awareness Days and how they are acknowledged and celebrated. Awareness days fit into cultural competence as they can educate individuals about differences and enhance acceptance and tolerance. This paper has therefore researched current practice, set out and made recommendations on how improvements can be made so that all citizens and communities across Sheffield can be celebrated.

## **1.0 Background**

The city of Sheffield is home to approximately 580,000 individuals, comprising of many diverse communities. Sheffield City Council (SCC) serves all our communities which can differ in terms of background, ethnicity, age, spoken languages, household income, employability, and family makeups etc.

SCC has a Public Sector Equality Duty (PSED) in relation to the 9 protected Characteristics\* to

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity
- Foster good relations between groups of people

Having due regard to the need to advance equality of opportunity involves:

- Removing or minimising disadvantages suffered by persons, taking steps to meet the needs of persons that are different from others and encouraging people to participate in public life or other activity in which participation is disproportionately low.

Having due regard to the need to foster good relations involves the need to:

- Tackle prejudice and promote understanding.

We also under the PSED have to set Equality Objectives and we have committed to the following four

Objective 1: Strengthen knowledge and understanding of our communities

Objective 2: Ensure our workforce reflects the people that we serve

Objective 3: Lead the city in celebrating diversity and promoting inclusion

Objective 4: Break the cycle of inequality and improve life chances

Objective 5: An Anti Racist Organisation and City

Nationally there are many equality related awareness days that may impact on our communities including all those that share protected characteristics. These days help raise the profile of issues of importance to people and help inform our citizens across a wide range of topics. Acknowledging awareness days helps the Council to connect with communities, enables dialogue and conversations around topics which otherwise may be overlooked. This in turn helps us to promote understanding and tackle prejudice and meet our duties and our Equality Objectives.

## **2.0 Current Context**

Currently, there is no clear plan for awareness days across the Council with multiple teams (Equality and Engagement Team, Communications, Portfolios and HR) often working last minute to promote them. There is no agreed annual plan that people can work to in advance, often resulting in last minute planning and delivery which in turn equates to not achieving the best outcome for all. There is also no clear budget plan assigned to awareness days, so inequity exists, often resulting in over funding for certain events, leaving no money available for other important causes. This applies both internally to events for our employees and those externally for residents and visitors.

The annual calendar is full of days, dedicated to raising awareness. They are also different lengths of events some are marked by a day, some a week and some last a month and we need to consider this within any agreed programme. Many go far beyond simply drawing attention to them as some are days of national importance, whilst others lend themselves to fund raising opportunities and are used to publicly educate

the population whilst bringing communities together. All carry significance, however due to individual differences, they will mean different things to people and individuals may choose to acknowledge them differently. The number of awareness days in the annual calendar is overwhelming, so it is important to unpick why endorsing some of them is important.

There are services across SCC that also promote awareness days due to the link to the service e.g. carers week and the City Centre team that support different events some of which relate to equality. Communications also have a large role to play in promoting days both externally and internally and HR support awareness days to employees.

### **3.0 Benefits of Awareness Days**

There are many benefits that celebrating a diversity of awareness days can capture, from public education, celebrations, pride, mourning and remembrance. As a public institution, Sheffield City Council has a commitment to equality and diversity to both its staff and the citizens of Sheffield. Its values aim to embrace equality and inform, educate, build community cohesion, promote inclusivity, and improve outcomes for all. Recognising awareness days can help bridge the gap between SCC and the citizens of Sheffield by acknowledging important issues which matter to a diverse range of people across the workplace and wider city.

Awareness days allow a space for people to contemplate, reflect and allow themselves to be who they want to be. They can be both serious in nature and great fun. It is often a space where people fighting for equality and representation can have their voice. Some are days where people are given the opportunity to thank those who have struggled in their quest for equity. Their purpose is to raise awareness of important humanitarian, cultural, social and political issues from around the world.

Events can also bring people into the city and increase tourism and can raise the profile of the city. Events such as Pride, St Patricks Day or Black History Month etc can bring national recognition etc.

Awareness days are often a driver for partnership working with different organisations and charities coming together. A more structured approach to awareness days would prevent duplication of work, allow for effective planning time which would lead to better outcomes. Effective budget management within this cycle would lend itself to a greater number of days being acknowledged, and in turn to further quality engagement with the citizens of Sheffield.

### **4.0 Drawbacks of Awareness Days.**

The annual awareness day calendar remains full of days, and it is impossible to acknowledge them all. The calendar is forever growing given the many different ways people (many underrepresented) choose to identify. There is often a lot of advance planning needed to organise awareness days and they often require many individuals to be involved and to have a budget attached to them.

Impact and outcomes are also hard to measure. How do we know when we have had an impact and on who and was the time and resource well spent? Individuals / Members/ political parties will also have their own preferences to which should be endorsed which can often lead to disagreements or last-minute requests. When this happens other work often has to be changed, timescales extended or abandoned. Again, this can have serious implications for other priorities.

### **5.0 Moving Forward**

Currently as noted above there is no systematic way of celebrating and acknowledging awareness days and planning and preparations are often last minute. No portfolio/ team has overall ownership of the annual calendar and people are unsure of each other's responsibilities to plan for them. Events often rely on the

good will of individuals to take the lead and plan appropriately. There is frustration that there is no clear plan and that there is a lack of time to prepare quality deliver and outcomes. Amongst communities there is also inequality, as different groups have historically been awarded sums of money to celebrate special days important to them, whilst others have had no, or minimal monies given to them.

We therefore propose to have a more planned and strategic approach to awareness days so that we can have a greater impact. This will help us meet our Duties and Objectives and have impact on our values, workplace culture and improve our dialogue and interactions with our diverse communities. A planned calendar would also prevent duplication.

Moving forward, careful consideration needs to be given to the relevance, importance, planning and budget attached to awareness days. The final calendar also needs to be a diverse across protected characteristics at least and there must be agreement on which ones the council chooses to mark and who leads on them.

We should consider how events are celebrated and marked by our VCF sector, Equality Partnership, local communities and large partners organisations etc. How can we work together across the city in celebrating diversity and inclusivity? Again, there is a need to avoid duplication and promote community participation. How can our Local Area Committees be involved in awareness events and days? The annual calendar should be available to all portfolios for reference purposes.

Could monies be available via LAC's to promote awareness days within their areas to make sure all marginalised groups are represented and get their voices heard, whilst lending itself to wider engagement across the city?

In order to be able to promote awareness events we need to consider resources required including budget, this can be via VCF grants or, SCC services such as Operational services etc. This will determine the number of and amount of support we can give.

We also need to be careful not to just be performative and we need to ensure the work around the days to have substantive impact. There should be consideration of marking key core days that are promoted each year and then agree non-core additional days reviewed annually. We need to also be careful that what we promote we actually do within the council, ie: we deliver what we say we do.

## **6.0 Recommendations**

Recommendations to consider:

1. A full audit of what portfolios currently acknowledge/ celebrate to gather information (avoid duplication)
2. Small working party (Comms, HR, Equality) put together to divide up days across portfolios/ teams (Well Being Team within Resources keen to be part of this).
3. A full annual calendar of awareness days to be agreed on a cyclical basis by the SEIB after consultation to try to prevent last minute requests.
4. When the list is agreed, a lead Members could assign themselves to a day so there is Council and Member representation to elevate the status of the day.
5. The proposed calendar should be shared internally , across networks which will allow people to see in advance who to contact if they want to get involved individually.
6. Once the calendar is agreed we should agree who is responsible for promoting each day to better enable forward planning and ensure days are given enough status.

7. Marking awareness days should also be disseminated across portfolios, raising the theme of equality across all council teams. This would allow all areas of the council to get involved promoting inclusivity.
8. Directors should get involved to become good allies whilst endorsing awareness days.
9. Budget should be allocated to agreed events which may need extra top up funding.
10. Awareness days could be an agenda item across a range of Boards both at council level as well as city level to help promote enhanced partnership working.
11. Measures need to be considered as part of objective 3 and implemented to measure success/ impact/ outcome of each awareness day and feedback via the SEIB. This needs to be annually monitored and improvements made.
12. Collaborative work (both internally and externally) should be monitored and assessed for best practice with amendments made if necessary.
13. Home page links could be out on the intranet which would acknowledge awareness days for information purposes.

A Nathaniel Branden states 'The first step towards change is awareness, the second step is acceptance'. A planned, agreement around awareness days needs to be sought to bring about this change.

\*Protected characteristics - Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief (or no belief), sex, sexual orientation and marriage & civil partnership (only in relation to eliminating discrimination). We all share at least 5.

Please see below a first draft proposed Equality Calendar with identified core and non-core days. This does not capture all the days but highlights some core and non-core days. Core days would have to be agreed but the SEIB on a cyclical basis and appropriately planned for by certain teams.

# Equality Calendar 2023 – January- June (dates and subject to change annually) (Bold= Core Days to be acknowledged)

	January	February	March	April	May	June		
<b>Religion and Belief</b>	5. Birthday of Guru Gobind Singh (Sikhism) 6. Epiphany (Christian) 7. Christmas Day (Orthodox) 7. Mahayana New Year (Buddhism) 15. World Religion Day 26 Vasant Vanchami (Hinduism)	2. Candlemas (Christian) 3. St Blaise Day (Roman Catholic) 5-6. Tu B'shevat (Judaism) 14. St Valentines Day 15. Parinirvana (Buddhism) 18. Maha Shivaratri (Hinduism) 21. Shrove Tuesday 22 Ash Wednesday (Christian) 25-1 <sup>st</sup> Intercalary Days (Baha'i) 27 Lailat al Miraj (Islam)	6. Purim (Judaism) <b>8. Holi (Hinduism)</b> 14. Nanakshani (Sikh New Year) <b>19. Mothering Sunday</b> 20. Naw-Ruz (New Year, Baha'i) <b>22 Ramadhan Starts (Islam)</b> 30. Ram Navami- Hinduism	<b>5. Passover (Judaism)</b> 6. Maundy Thursday (Christian) <b>7. Good Friday (Christian)</b> <b>9. Easter Sunday (Christian)</b> 14. Vaisakhi (New Year)- Sikhism) 18. Lailat al Qadr (Islam) 20. Festival of Ridvan (Baha'i) <b>21. Eid ul Fitr (Islam)</b> 21 12 <sup>th</sup> Night of Ridvan (Baha'i)	5. Vesak (Buddhism) 8. Lag B'Omer begins (Judaism) 18 Ascension Day (Christian) 18. Ascension of the Lord (Orthodox) 23. Declaration of the Bab (Baha'i) 25 Shavuot (Pentacost- Judaism) 28. Ascension of the Bahu'u'llah (Baha'i) 28. Pentacost (Orthodox) 29. Whit Monday (Christian)	4. Trinity Sunday (Christian) <b>18 Father's Day</b> 21. Summer Solstice (Wicca/ P) <b>28. Eid ul Adha (Islam)</b>		
<b>Disability</b>	4. World Braille Day	4. World Cancer Day	1. Self Injury Aware Day (SIAD) 1. International Wheelchair Day 13. Neurodiversity Week	Autism Awareness Month 24. MS Awareness week	2-8. Deaf Awareness Week 12. ME Awareness Week 18. Global Accessibility Day	6. National Neuro Disability Day 19-25. Learning Disability Week		
<b>Age</b>		15. International Childhood Cancer Day	15. Young Carers Day 18. Stop Child Sexual Exploitation Awareness Day	24. Global Intergenerational Day	14. National Children's Day	<b>5-11 Carers Week</b>		
<b>Race and Ethnicity</b>	<b>22. Chinese New Year</b> <b>27. Holocaust Memorial Day</b>	4. Lantern Festival- Chinese <b>7. UK Race Equality week</b>	1. Zero Discrimination Day <b>21. International Day for the Elimination of Racial Discrimination</b>	8. International Romani Day <b>22. Stephen Lawrence Day</b>	21. Cultural Diversity for Dialogue and Development Day <b>25. George Floyd Anniversary</b> 29. International United Peacekeepers Day	<b>Gypsy, Roma and Traveller History Month</b> 11. Race Unity Day <b>22. Windrush Day</b> 20-26 World Refugee Week		
<b>Sex</b>			International Women's History Month <b>8. International Women's Day</b>					
<b>Sexual Orientation Gender Assignment</b>		<b>LGBTQ History Month</b>	31. International Transgender Day of Visibility	6. International Asexuality Day	<b>17. International Day against Homophobia, Biphobia and Transphobia (IDAHOBIT)</b>	<b>LGBTQ+ PRIDE Month</b>		
<b>Pregnancy and Maternity</b>					2-8. Maternal Mental Health Week 4-10 National Weaning Support <b>15-28 Foster Carers Fortnight</b>	<b>SAND's Awareness Month</b> 1-Global Day of Parents		
<b>Marriage and Civil Partnership</b>								
<b>Other</b>	Cervical Cancer Aware Month Dry January Thyroid Awareness Month 1-New Years Day (Bank Hol) 25 <sup>th</sup> . Burns Night (Scotland)	3. Unicef Day of Change? <b>2. Time to Talk Day</b> 7. Safer Internet Day 20. World Day of Social Justice 24. STAND up to Bullying Day 27-13 March. Fairtrade Fortnight	Ovarian Prostrate Endometriosis Brain Tumour Awareness Month National Bed Month	8. National No Smoking Day 18. Global Recycle Day 22. World Water Day	Bowel Cancer Stress Parkinsons Autism IBS Caesarean Awareness M's	National Pet Month	Stroke Month Skin Cancer, Coeliac, Hepatitis Awareness Make May Purple National Walking Month Local Community and History Big Asthma Bake Sale Month	Motor Neurone Disease Awareness Month

# Equality Calendar 2023 – July to December (dates and subject to change annually) (Bold= Core Days to be acknowledged)

	July	August	September	October	November	December	
<b>Religion and Belief</b>	9. Martyrdom of the Bab (Baha'i) 23. Birthday of Haile Selassie (Rastafarian) 24. Pioneer Day (Mormon) 27. Ashura (Islam)	15. Assumption of Blessed Mary (Christian) 17. Marcus Garvey Day (Rastafarians)	6-7. Krishna Janmashtami (Hinduism) 11-18. Paryushana Begins (Jain) 15-17. Rosh Hashanah (Judaism) 27. Elevation of the Holy Cross (Orthodox) 24. Yom Kippur (Judaism) 26. Mawlid Al Nabi (Islam) 28. Anant Chaturdashi (Hinduism, Jain) 29. Michaelmas- Christian 29-06. Sukkot (Judaism)	15-24 Navratri (Hinduism) <b>31. Halloween (Christian)</b>	<b>Islamophobic Awareness Month</b> 1. All Saints Day (Christian) 2. All Souls Day (Christian) <b>12. Diwali (Hinduism, Jain)</b> 12-19. UK Interfaith Week 27. Birthday of Guru Nanak (Sikhism)	3. Advent Sunday (Christian) 6. St Nicholas Day (Christian) <b>7-15 Hanukah (Judaism)</b> 8. Feast of the immaculate Conception (Christian) 21. Yule (Wicca/ Pagan) <b>25. Christmas Day (Christian)</b> <b>26. St Stephens Day (Christian)</b>	
<b>Disability</b>	25. National Schizophrenia Awareness Day		24. World Deaf Day 25-1st. UK Inclusion Week	ADHD Awareness Month Down Syndrome Awareness Month 6. World Cerebral Palsy Day 6. World Dyslexia Day 10-16. Dyspraxia Awareness Week	16-16. UK Disability History Month Begins.	3. International Day for People with Disabilities	
<b>Age</b>	15. World Youth Skills Day	12. International Youth Day	Older Person Month 19. Young Mental Health Day 11-15. Pension Awareness Day	1. International Day for Older People	20. Universal Children's Day 25. Carers Rights Day		
<b>Race and Ethnicity</b>	<b>11. Remembering Srebrenica</b> <b>18. South Asian Heritage Month</b> 18. Black Leaders Awareness Day 18. Nelson Mandela International Day	23. International Day of the Remembrance of the Slave Trade and Abolition		<b>Black History Month</b>		18. International Migrants Day	
<b>Sex</b>			3. Every Women Day? 18. International Equal Pay Day	<b>Menopause Awareness Month</b>	Men's Health Awareness Month <b>25. White Ribbon Day (VAWG)</b>		
<b>Sexual Orientation Gender Assignment</b>	14. International Non-Binary Peoples Day		23. Bi Visibility Day	11. National Coming Out Day 18. International Pronouns Day	13-19 Transgender Awareness Week		
<b>Pregnancy and Maternity</b>	3. International Bereaved Parents Day	National Breastfeeding Month	26. World Contraception Day	<b>17-23 National Adoption Week</b>			
<b>Marriage and Civil Partnership</b>							
<b>Other</b>	National Make a Difference for Children Month Talk to Us Month Plastic Free July National Picnic Month	Yorkshire Day Health and Safety Month National Road Victim Month	World Alzheimers Month Blood Cancer Awareness Month 10. World Suicide Prevention Day 11-17. Sexual Health week	8-16. National Hate Crime Awareness Week 10. World Mental Health Day <b>17. International Day for the Eradication of Poverty</b>	Lung Cancer Mouth Cancer Pancreatic Cancer COPD Aware	<b>5, Bonfire Night</b> <b>13. Remembrance Sunday</b>	Universal Human Rights Month AIDS Awareness Month <b>31st New Years Eve</b>



## **Key Awareness Days 2023- (See table below- Currently planned, subject to change)**

**Dark Green**- highest level of involvement/ media/ cost/ campaign)

**Light Green**- lower levels of involvement/exposure

1. Holocaust Memorial Day
2. Race Equality Matter Week
3. Windrush
4. Remembering Srebrenica
5. Black History Month
6. LGBT History Month
7. PRIDE

## **Conclusions- Things to be discussed and finalised.**

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- There is more emphasis on Race/ religion awareness days, however we can justify this due to commitment to REC findings and the need for change, however we don't capture different ethnicities (which represent Sheffield's communities) across this.
- There is less around other protected characteristics- do we focus on this more next year as part of an ongoing cycle?
- Disability, Men and Youth are underrepresented in what we acknowledge externally.
- Are we only committing to those days we do something for internally (to minimise risk), or should we be acknowledging some of the other smaller days, weeks, months as a mark of respect and to raise awareness for the smaller communities we serve across the city.
- Costs and budget will need to be factored into those that are acknowledge.

## Awareness Days 2023- Theme Related and Associated Activity- Internal and External

### Religion and Belief

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Ramadhan									
Eid x2									
Easter									
Halloween									
Christmas Day									
Passover									
Diwali									
Islamophobic Awareness Month									
Hanukah									
Holi									
Mothers and Father Day									

### Disability

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
UK Disability History Month									

## Age

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Carers Week									

## Race and Ethnicity

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Codes
		Weekly Message	Intranet Page						
Holocaust Memorial Day									
Chinese/ Luna New Year									
Race Equality Matter Week									
Stephen Lawrence Day									
George Floyd Anniversary									
Eliminate Racial Discrimination Day									
Gypsy, Roma, Traveller Month		?							
Windrush									
Remembering Srebrenica									
South Asian Heritage Month									
Black History Month									

## Sex

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
International Women's Day									
Menopause Awareness									
White Ribbon Day									

## Sexual Orientation and Gender Reassignment

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
LGBT History									
IDAHOBIT									
PRIDE									

## Pregnancy and Maternity

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
National Adoption Week									
Foster Care Fortnight									

## Marriage and Civil Partnership

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						

## Other

Day	Social Media/ Gov Delivery Post	Internal		Event	Campaign	Media	Flag	Team Involved	Cost/ Budget Code
		Weekly Message	Intranet Page						
Eradication of Poverty									
Bonfire Night									
Remembrance Sunday									
New Year's Eve									
Yorkshire Day									

## Important Flag Dates:

### Patron Saints

The flag of the national Patron Saint is used. These are the heraldic crosses.

St David's Day – 1<sup>st</sup> March (The flag of St David)

St George's Day – 23<sup>rd</sup> April (The cross of St George)

St Patrick's Day – 17<sup>th</sup> March (The cross saltire of St Patrick)

St Andrew's Day – 30<sup>th</sup> November (The cross saltire of St Andrew)

### Town Hall Flags Continued

Commonwealth Day – 2<sup>nd</sup> Monday in March every year

Europe Day – 9<sup>th</sup> May (Flag of Europe/European Flag)

Armed Forces Day – May or June dates vary (Armed Forces Day Flag flown from Sheffield Armed Forces day to national Armed Forces day)

Pride – Sheffield Pride (summer - dates vary)

Yorkshire Day – 1<sup>st</sup> August (Yorkshire Flag)

Merchant Navy Day – 3 September (Red Ensign)

United Nations Day – 24<sup>th</sup> October

Remembrance Sunday – 11<sup>th</sup> November (and Centotaph and at Stocks bridge clock Tower 2<sup>nd</sup> Sunday of November or the nearest Sunday to the 11<sup>th</sup>)

World Aids Day various

Emergency service 999 day 9<sup>th</sup> Sept NOTE new date and flag

Windrush Flag (22<sup>nd</sup> June)

## **Rationale for not Lighting Up Town Hall and Colouring Fountains.**

We do not propose to light up the Town Hall or change the fountain colours for any campaigns/awareness days this year for a number of reasons including:

- There is no evidence that these have any impact in raising awareness or changing behaviour around campaign messages.
- There is very limited recognition of most awareness day colours.
- During a Cost of Living and energy price crisis, lighting up the Town Hall can be seen as a negative use of resources (even if the intention was positive) and result in reputational harm.

**Promotions and Campaigns relating to Health and Well Being- run internally only for employees.**

CAMPAIGN	MONTH	DAYS	WEEKS	MONTH
<b>Quarter 1</b> <b>Time to Talk</b>	JAN			Dry January
	FEB	Time to Talk Day World Cancer Day TBC		
	MAR	No Smoking Day 10/3/23 World Sleep Day 17/3/23	Nutrition and Hydration 12-19 2023	Ovarian Cancer Awareness
<b>Quarter 2</b> <b>Men's Health Week</b>	APRIL	Worker Memorial Day 28/4/2023		Stress Awareness
	MAY		Sun Awareness TBC Mental health Awareness 6-12 2023	National Walking Stroke Awareness
	JUNE	World Blood Donor Day TBC	Bike Week 8 – 15 2023 BNF Healthy Eating 12- 16 2023 Men's Health Week 12 – 18 2023 Diabetes Week 12 – 18 2023 Cervical Screening Awareness	

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<b>Quarter 3</b> <b>Suicide Prevention Day</b>	JULY			
	AUG	Cycle to Workday TBC		
	SEPT	World Suicide Prevention Day TBC World's Biggest Coffee Morning	Know Your Numbers TBC National Eye Health TBC	Urology Awareness
<b>Quarter 4</b> <b>Self-Care</b>	OCT	World Mental health Day TBC World Menopause Day TBC	Back Care Awareness TBC National Work life TBC Bone and Joint TBC	Stoptober Sober October National Cholesterol Breast Cancer Awareness
	NOV	National Stress Awareness Day TBC	Alcohol Awareness TBC Self-Care TBC	Men's Health Awareness 16 Days of Action Against Domestic Violence TBC
	DEC	World Aids Day		16 Days of Action Against Domestic Violence TBC

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# Equality Impact Assessment    Number 1506

## Part A

### Initial Impact Assessment

#### Proposal name

SCC's Response to Equality Awareness Days 2023-2024.

#### Brief aim(s) of the proposal and the outcome(s) you want to achieve

This Equality Impact Assessment is in relation to the report setting out Sheffield City Council's (SCC'S) response to Equality Awareness Days 2023-2024.

Acknowledging awareness days helps the Council to connect with communities, enables dialogue and conversations around topics which otherwise may be overlooked. This in turn helps us to promote understanding and tackle prejudice and meet our Equality Duties and our Equality Objectives.

Awareness days allow a space for people to contemplate, reflect and allow themselves to be who they want to be. They can be both serious in nature and great fun. It is often a space where people fighting for equality and representation can have their voice. Some are days where people are given the opportunity to thank those who have struggled in their quest for equity. Their purpose is to raise awareness of important humanitarian, cultural, social and political issues from around the world.

All days carry significance, however due to individual differences, they will mean different things to people and people may choose to acknowledge them differently.

The report proposes a planned and strategic approach to Equality Awareness Days so that we can plan and deliver quality campaigns whilst measuring impact. It will also have an impact on our values, workplace culture and improve our dialogue and interactions with our diverse communities. A planned calendar would also prevent duplication of work across the council.

The paper sets out the plan for agreed awareness days and will form the basis of SCC's commitment to protected characteristics and the communities it serves across the city.

This paper will highlight the days which will be prioritised over the coming year. This year there is more of a priority around Race as a protected characteristic following SCC's commitment to meet the recommendations of the Race Equality Commission, 2022. This calendar will be reviewed annually, with different awareness days acknowledged so all protected characteristics can be covered on an equitable basis. It will also identify which others the council will support this year and how this will be achieved.

We will evidence how nominated awareness days/months will be acknowledged (social media, campaigns, media coverage, etc) and how identified teams across the council will plan, deliver and measure impact on this series of days.

It is impossible to cover all awareness days in the annual calendar, so this paper highlights the key ones which the council will support this year and the subsidiary ones which will also get coverage but at a lesser extent. It has looked across all protected characteristics and the days nominated are across the board.

The approach will be monitored by The Strategic Equality and Inclusion Board (SEIB), and dates within the calendar will be reviewed annually.

An initial report was taken to SEIB in December 2022 following discussions with the Equality Team, Comms and Health and Well Being Team. It was recognised that a detailed, structured approach to acknowledging, celebrating and commemorating Awareness Days in order to meet the Council's Equality objectives and best serve its staff and diverse communities of Sheffield.

Following amendments, the report was re submitted in March 2023 to SEIB and CMT where the paper was discussed further.

**Proposal type**

Budget       non-Budget

**If Budget, is it Entered on Q Tier?**

Yes       No

If yes what is the Q Tier reference

**Year of proposal (s)**

21/22     22/23     23/24     24/25     other

**Decision Type**

Coop Exec  
 Committee (e.g. Strategy and Resources Committee)

**Lead Committee Member**

**Lead Director for Proposal**

**Person filling in this EIA form**

**EIA start date**27<sup>th</sup> March 2023**Equality Lead Officer**

- |  |  |
|--|--|
| <input type="radio"/> Adele Robinson         | <input type="radio"/> Ed Sexton        |
| <input checked="" type="radio"/> Bashir Khan | <input type="radio"/> Louise Nunn      |
| <input type="radio"/> Beverley Law           | <input type="radio"/> Richard Bartlett |

**Lead Equality Objective ([see for detail](#))**

- |  |  |  |   |
|--|--|--|---|
| <input checked="" type="radio"/> Understanding Communities | <input checked="" type="radio"/> Workforce Diversity | <input checked="" type="radio"/> Leading the city in celebrating & promoting inclusion | <input checked="" type="radio"/> Break the cycle and improve life chances |
|--|--|--|---|

**Portfolio, Service and Team****Is this Cross-Portfolio**

- 
- Yes
- 
- No

**Portfolio**

PDE

Is the EIA joint with another organisation (eg NHS)?

- 
- Yes
- 
- No    Please specify

**Consultation****Is consultation required (Read the guidance in relation to this area)**

- 
- Yes
- 
- No

**If consultation is not required please state why**

There have been many discussions between various teams across the council into this paper. The Equality Team, Communications and the Health and Well Being Team have had regular meetings to develop this paper and the days prioritised are based on Sheffield City Council overall objectives.

The paper has been circulated twice to the SEIB for comments and once to CMT where various Members, Directors and Officers have had the opportunity to feedback, and where necessary, amendments have been made.

Following extensive talk with the Communications team, the paper identified which awareness days would be acknowledged and what level of involvement would be associated with each. ie: media coverage, internal versus external comms, campaigns etc.

It is planned that once agreed, the paper will be accessible internally for all to see with the annual calendar attached so individual teams can choose to acknowledge the ones relevant to their teams if necessary. All this information will be captured by the Equality Team.

There will be an annual review on the prioritised dates and new ones identified where necessary to broaden the coverage of all protected characteristics.

Though external consultation has not been sought, we will engage with communities when planning and delivering these awareness days and support them when delivering their own days.

**Are Staff who may be affected by these proposals aware of them**

- Yes       No

**Are Customers who may be affected by these proposals aware of them**

- Yes       No

**If you have said no to either please say why**

The agreed paper will be available for public view when finalised and publicised. The council will continue to support communities around Awareness Days through various funding streams, support advertising events, Local Area Committees (LAC's) and community partnership working.

## Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Identify Impacts

**Identify which characteristic the proposal has an impact on tick all that apply**

<input type="checkbox"/> Health	<input type="checkbox"/> Transgender
<input type="checkbox"/> Age	<input type="checkbox"/> Carers
<input type="checkbox"/> Disability	<input type="checkbox"/> Voluntary/Community & Faith Sectors
<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Partners
<input type="checkbox"/> Race	<input type="checkbox"/> Cohesion
<input type="checkbox"/> Religion/Belief	<input type="checkbox"/> Poverty & Financial Inclusion
<input type="checkbox"/> Sex	<input type="checkbox"/> Armed Forces
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Other

## Cumulative Impact

**Does the Proposal have a cumulative impact**

- Yes       No

<input type="checkbox"/> Year on Year	<input type="checkbox"/> Across a Community of Identity/Interest
<input type="checkbox"/> Geographical Area	<input type="checkbox"/> Other

*If yes, details of impact*

Nationally there are many equalities related awareness days that may impact on our communities year on year or across a community including all those that share protected characteristics. These days help raise the profile of issues of importance to people and help inform our citizens across a wide range of topics.

Acknowledging awareness days helps the Council to connect with communities, enables dialogue and conversations around topics which otherwise may be overlooked. This in turn helps us to promote understanding and tackle prejudice and meet our Duties and our Equality Objectives.

All days carry significance, however due to individual differences, they will mean different things to people and people may choose to acknowledge them differently.

Events can also bring people into the city and increase tourism and can raise the profile of the city. Events such as Pride, St Patricks Day or Black History Month etc can bring national recognition as well as positive impacts on the local economy.

**Proposal has geographical impact across Sheffield**

- Yes       No

*If Yes, details of geographical impact across Sheffield*

Sheffield is a very diverse city and the council provides for all its communities. We have a duty to know our communities and what is important to them and acknowledge, celebrate and commemorate the awareness days which they may have an interest in. We also have a duty to bring communities across the city together, educate and share moments that may benefit all citizens of Sheffield.

**Local Area Committee Area(s) impacted**

- All       Specific

*If Specific, name of Local Committee Area(s) impacted*

**Initial Impact Overview**

**Based on the information about the proposal what will the overall equality impact?**

The paper proposes a planned and strategic approach to awareness days so that we can plan and deliver quality campaigns whilst measuring impact. This will help us meet our Equality Duties and Objectives. It will also have an impact on our values, workplace culture and improve our dialogue and interactions with our diverse communities. A planned calendar would also prevent duplication of work across the council.

A structured calendar will help the Council plan well, co design events with our communities and deliver quality campaigns rather than performative tasks.

A rolling annual calendar will allow awareness days to cover all protected characteristics in more detail, building on knowledge, education and a wider appreciation and understanding of each. Our values aim to embrace equality and inform, educate, build community cohesion, promote inclusivity, and improve outcomes for all. Recognising awareness days can help bridge the gap between SCC and the citizens of Sheffield by acknowledging important issues which matter to a diverse range of people across the workplace and wider city.

Events can also bring people into the city and increase tourism and can raise the profile of the city. Events such as Pride, St Patricks Day or Black History Month etc can bring national recognition etc.

**Is a Full impact Assessment required at this stage?**  Yes       No

**If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.**

**Initial Impact Sign Off**

**EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?**

- Yes       No

Date agreed

Name of EIA lead officer



## Part B - Full Impact Assessment

### Health

**Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?**

Yes     No    *if Yes, complete section below*

**Staff**

Yes     No

**Customers**

Yes     No

**Details of impact**

Internally, the Health and Well Being have identified a series of Awareness Days which will inform, educate and raise awareness around a number of health issues. This will have an impact on staff as they will learn more about how to look after themselves, identify any issues that may need to be addressed and how to lead a better life to maximise overall wellbeing.

Externally, information will be disseminated across a wide range of health issues, again leading to an overall better understanding of issue people may be to look out and how to tackle them.

**Comprehensive Health Impact Assessment being completed**

Yes     No

*Please attach health impact assessment as a supporting document below.*

**Public Health Leads has signed off the health impact(s) of this EIA**

Yes     No

**Name of Health Lead Officer**

### Age

**Impact on Staff**

Yes     No

**Impact on Customers**

Yes     No

Identifying age related awareness days is crucial in meeting our objectives relating to living in an Age Friendly City and it allows for a better understanding and better working with all age groups across the city. It allows the council to work with communities across the city to work with all age groups and develop cohesion across age bands.

## Disability

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

Having awareness days related to Disability helps us promote the importance of recognising all impairments and helps towards meeting our Disability Confident commitments. It also allows us to work in partnership with Charities across the city to promote issues around disability and improve knowledge, understanding and services for disabled people living in Sheffield.

We need to ensure that we

## Pregnancy/Maternity

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

Having awareness days related to Pregnancy and Maternity helps us promote the importance of recognising this as a protected characteristic and allows information around these areas to be shared. It also allows us to work in partnership with Charities across the city to promote issues around pregnancy and maternity and improve knowledge and understanding for those living in Sheffield.

## Race

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

Having a series of awareness days related to Race helps us promote the importance of recognising race as a protected characteristic and help SCC meet our 5th Equality Objective 'Making Sheffield an Anti Racist City'. Following the REC launch in July 2022, SCC has made a firm commitment to improve race outcomes for employees and customers and this will be monitored over the next 3 years. Raising awareness around race will help promote knowledge and understanding for everyone and show the residents of Sheffield that the Council is committed to change and improving race outcomes. It also allows us to work in partnership with organisations across the city to promote issues around race and improve knowledge, understanding and services for diverse and marginalised communities people living in Sheffield.

## Religion/Belief

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

Having awareness days related to Religion and Belief helps us promote the importance of recognising these areas as protected characteristics and helps the Council to meet its objectives in relation to the faith covenant work, they are working on. It also allows us to work in partnership with faith groups and communities across the city to promote issues around religion and belief and improve knowledge, understanding and services for all living in Sheffield.

## Sex

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

Having awareness days related to Sex helps us promote the importance of this area as a protected characteristic, and raise awareness related to this area of work. It also allows us to work in partnership with organisations across the city to promote issues around sex and improve knowledge, understanding and services for all people living in Sheffield.

## Sexual Orientation

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

Having a series of awareness days related to Sexual Orientation helps us promote the importance of recognising this as a protected characteristic. It also allows us to work in partnership with charities and organisations across the city to promote issues around sexual orientation and improve knowledge, understanding and services for all people living in Sheffield.

## Gender Reassignment (Transgender)

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

Having awareness days related to gender reassignment helps us promote this area as a protected characteristic. It also allows us to work in partnership with charities and organisations across the city to promote issues around gender assignment and improve knowledge, understanding and services for all people living in Sheffield.

## Carers

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

Having awareness days related to Carers helps us promote the importance of carers and the jobs they do and helps towards meeting our organisation's commitment to carers. It also allows us to work in partnership with charities and organisations across the city to promote issues around caring to improve knowledge, understanding and services for carers living in Sheffield.

## Voluntary, Community & Faith sectors

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

We will work with voluntary, community groups to help promote any work they are doing around awareness days and support them to deliver their objectives.

We will also work with VCF partners to promote events when approached and when they fit into our wider approach.

## Partners

### Impact on Staff

Yes     No

### Impact on Customers

Yes     No

### Details of impact

We will over the next year continue to talk to our city partners to try and work together on key awareness events in the city to avoid duplication.

## Cohesion

### Staff

Yes       No

### Customers

Yes       No

### Details of impact

Awareness days allow a space for people to contemplate, reflect and allow themselves to be who they want to be. They can be both serious in nature and great fun. It is often a space where people fighting for equality and representation can have their voice. Some are days where people are given the opportunity to thank those who have struggled in their quest for equity. Their purpose is to raise awareness of important humanitarian, cultural, social and political issues from around the world. We will continue to support both internally and externally where necessary.

## Poverty & Financial Inclusion

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Please explain the impact

Awareness days allow a space for people to contemplate, reflect and allow themselves to be who they want to be. They can be both serious in nature and great fun. It is often a space where people fighting for equality and representation can have their voice. Some are days where people are given the opportunity to thank those who have struggled in their quest for equity. Their purpose is to raise awareness of important humanitarian, cultural, social and political issues from around the world.

We will continue to support groups internally and externally on the above and where necessary support financially if viable.

## Armed Forces

### Impact on Staff

Yes       No

### Impact on Customers

Yes       No

### Details of impact

## Action Plan and Supporting Evidence

What actions will you take, please include an Action Plan including timescales

The paper contains a detailed breakdown of the awareness days identified and how we will support these. Below is a list of the prioritised days this calendar year:

### Highest Level of Involvement/ media/ cost/ campaign

- Holocaust Memorial Day (January)
- International Women's Day (March)
- Race Equality Matters Week (February)
- Windrush (75<sup>th</sup> anniversary) (June)
- Black History Month (October)
- LGBT History Month or PRIDE month (February, June)
- Disability History Month (November)
- Interfaith Week (November)

Other awareness days will also be given recognition. More details on this can be seen in the paper.

**Supporting Evidence** (Please detail all your evidence used to support the EIA)

Awareness Day Full Paper.

### Detail any changes made as a result of the EIA

Following mitigation is there still significant risk of impact on a protected characteristic.  Yes  No

### Sign Off

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?

Yes  No

Date agreed 28/03/2023

Name of EIA lead officer Bashir Khan

Review Date

April 2024



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## Report to Policy Committee

**Author/Lead Officer of Report:** Louisa King,  
Head of Commissioning – Mental Health, Learning  
Disabilities, Dementia and Autism, NHS South  
Yorkshire ICB (Sheffield)

**Tel:** 0114 305 1402

**Report of:** Alexis Chappell, Strategic Director of Adult Care and Wellbeing

Dr Steve Thomas, Clinical Director – Mental Health, Learning Disabilities, Dementia and Autism, NHS South Yorkshire ICB (Sheffield)

**Report to:** Strategy and Resources Policy Committee.

**Date of Decision:** 19<sup>th</sup> April 2023

**Subject:** Approval of the Sheffield All-Age Mental and Emotional Health and Wellbeing Strategy

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? 560				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

**Purpose of Report:**

Sheffield's All-Age Mental and Emotional Health and Wellbeing Strategy sets the scene for supporting Sheffield people – from young to old – with their mental and emotional health and wellbeing. It is positive, ambitious, and focussed on delivering change in partnership and collaboration.

The strategy will be underpinned by an annually updated delivery plan which will have clear objectives and outcomes anticipated. This will be a partnership document, and a range of organisations will continue together to the delivery of the strategy's objectives.

**Recommendations:**

It is recommended that the Strategy and Resources Policy Committee:

- Approve the All-Age Mental and Emotional Health and Wellbeing Strategy.
- Request that an accompanying delivery plan is brought to the Adults and Education, Children & Families Policy Committees in six months' time, along with an update of progress made.

**Background Papers:**

Sheffield All-Age Mental and Emotional Health and Wellbeing Strategy

<b>Lead Officer to complete:-</b>	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Liz Gough</i>
	Legal: <i>Patrick Chisholm</i>
	Equalities & Consultation: <i>Ed Sexton</i>
	Climate: <i>Jessica Rick</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	<b>SLB member who approved submission:</b> <i>Alexis Chappell</i>
3	<b>Committee Chair consulted:</b> <i>Councillors George Lindars Hammond and Angela Argenzio</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional

forms have been completed and signed off as required at 1.	
<b>Lead Officer Name:</b> <i>Tim Gollins,</i>  <i>Louisa King</i>	<b>Job Title:</b> <i>Assistant Director Access, Mental Health, and Wellbeing</i>  <i>Head of Commissioning, South Yorkshire Integrated Care Board</i>
<b>Date: 4<sup>th</sup> April 2023</b>	

## 1. PROPOSAL

- 1.1 In line with our City wide strategies such as the joint Health and Wellbeing Board Strategy, Adult Social Care strategy, it's our collective vision that citizens of Sheffield experience *"Good mental and emotional health and wellbeing, for all, at every stage of life."*
- 1.2 The Sheffield's All-Age Mental and Emotional Health and Wellbeing Strategy sets the scene for supporting Sheffield people – from young to old – with their mental and emotional health and wellbeing. It promotes and enables partnership working to create the foundations and conditions for delivering upon our vision.
- 1.3 The scale of mental and emotional health and wellbeing need in Sheffield is great. We know that 138,000 children, young people and adults in Sheffield will experience a health problem each year and it is estimated that 15,000 children and young people live with a parent who lives with a mental health disorder. Many will be young carers.
- 1.4 The proportion of homeless people in Sheffield with a diagnosed mental health condition (63%) is over double that of the general population (around 25%). In addition, there are approximately 7,000 people living with dementia in Sheffield – just over 1% of the whole city's population.
- 1.5 Nationally, Mental ill health represents 28% of ill health that the NHS deals with and is the largest single cause of disability. Half of all mental health problems are established by the age of 14, rising to 75 per cent by age 24 and one in four 17- to 19-year-olds in England had a probable mental disorder in 2022 - up from one in six in 2021.
- 1.6 Many of those who have severe and enduring mental illness in adulthood are diagnosed when they are children or young people. We know that we need to act now to provide early support our children, young people, and their families and our future adults to improve wellbeing outcomes for people of all ages and prevent suicide, inequalities, job loss, higher mortality where a person has a long-term mental health illness.
- 1.7 There are no easy solutions to these difficulties – but this strategy presents a real opportunity to work together to deliver new ways of working. It is positive, ambitious, and focussed on delivering real change for the benefit of individuals and family members across Sheffield around the following seven outcomes:
- Mental and emotional health and wellbeing are at the heart of all we do as a city.
  - Mental and emotional health and wellbeing is valued the same as physical health.

- Mental wellness, resilience and the prevention of illness are promoted at the earliest opportunity.
- Discrimination and inequalities that lead to poor health and mortality are tackled.
- Children and young people's emotional health and wellbeing is a top priority.
- The right care and support are provided at the right time and as close to home as possible.
- People are recovering from mental illness and are able to live healthy and fulfilled lives.

1.8 Improving and protecting the mental health of Sheffield is something no single person or organisation can do alone, and in this strategy, we want to provide a framework for professionals to work together. We need our services to be excellent, joined up, and to support people in the right way. Working in partnership, we know we can begin to make the changes we need.

1.9 To that end, the Strategy is focused around 4 main delivery areas:

- Addressing the wider determinants of health
- Supporting the mental and emotional health and wellbeing of our children and young people
- Provide earlier help to people who need it.
- Provide effective and good quality care and treatment services.

1.10 Enablers such as workforce planning, technology enabled care and our focus on equalities and inclusion will underpin each of the delivery areas.

1.11 To ensure delivery upon the Strategy, an annually updated delivery plan will be maintained with clear objectives and outcomes anticipated. This will be a partnership document, and a range of organisations will continue together to the delivery of the strategy's objectives.

1.12 Governance and oversight of delivery upon the Strategy will be undertaken by the Mental Health Learning Disability Autism Board with proposed six-monthly reporting on updates to the Adult Health and Social Care Policy Committee to assure the public, citizens, and members that the strategy is achieving its intended outcomes.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

2.1 The strategy aligns with several other strategies, including:

- [Sheffield's Joint Health and Wellbeing Strategy](#)
- [Sheffield's Joint Strategic Needs Assessment](#) and [Covid Rapid Health Impact Assessment for Mental Health](#)
- [Sheffield's Adult Health and Social Care Strategy](#) and [Mental Health Market Position Statement](#)
- [Sheffield Children's Hospital's Clinical Strategy](#)
- [Sheffield Health and Social Care Trust's Clinical and Social Care Strategy](#)
- [Sheffield's Dementia Strategy Commitments](#)
- [Sheffield's Race Equality Commission](#)
- [Sheffield's Domestic and Sexual Abuse Strategy](#)
- [Sheffield Suicide Prevention Action Plan](#)
- [South Yorkshire and Bassetlaw Integrated Care System Mental Health Plan](#)
- [NHS England's Five Year Forward View for Mental Health](#)

## **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 A significant amount of consultation and engagement has gone into developing this strategy since 2019.

- We co-produced the approach to developing the strategy.
- We hosted consultation events with a range of service users, groups, and partners, including with children and young people, and looked at what the numbers tell us about people's mental and emotional health and wellbeing in Sheffield.
- We made sure we aligned our strategy with other organisation's strategies and the things they had learned from their consultation events.
- We invited and received comments on the final draft from a range of partners, including Experts by Experience

3.2 The MHLDDA Board has voluntary sector organisations sitting on its membership, with clear connections to Experts by Experience. It is a priority of the Board to see strong consultation and engagement carried out in all commissioning exercises, and for co-production to be an increasing feature of this commissioning landscape.

3.3 It was endorsed by Adults Policy Committee on 8<sup>th</sup> February 2023 and the Education, Children and Families Committee on 8<sup>th</sup> March 2023.

## 4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 4.1 Equality Implications

4.1.1 An Equalities Impact Assessment (EIA) has been completed, but the impact on Sheffield people of setting out our aims in this way can only be a positive one. There continues to be significant areas of improvement needed in this area. The Commission for Equality in Mental Health report 2020 stated that:

- People within black and African-Caribbean communities may be more likely to experience post-traumatic stress disorder, schizophrenia and suicide risk, and to be sectioned under the Mental Health Act.
- Women are significantly more likely to experience physical or sexual abuse and associated mental health problems.
- LGBTQ+ people are more likely to face mental ill health but have lower IAPT recovery rates.
- People with autism and deaf people are much more likely to experience poor mental health.
- There are strong associations between mental ill health and children and adults living in higher deprivation areas (and similar lower IAPT recovery rates).
- People over the age of 65 may be less likely to be recognized as needing therapy support.

### 4.2 Financial and Commercial Implications

4.2.1 There are no short term financial and commercial implications associated with approving this strategy. All individual projects will be assessed for their affordability and viability, and financial and commercial implications will be reported and recorded as part of the approval process.

### 4.3 Legal Implications

4.3.1 There are no direct legal implications associated with approving this strategy. Clearly, partner organisations when making decisions in this field will need to give due consideration of legal implications, and these will be reported and recorded as part of the approval process for those projects.

### 4.4 Climate Implications

4.4.1 There are no direct climate implications associated with approving this report. However, Sheffield City Council – and its [10 Point Plan for Climate Action](#) – is a partner on the MHLDDA Board which oversees this strategy. Many other partner organisations on the board will also have their own climate strategies. The role of large organisations – who form a big plank of the delivery of this strategy – is important in Sheffield tackling the effects of climate change. The commitments of the 10 Point Plan will have a significant impact on people's mental and emotional health and

wellbeing. For example:

- ***“Increased numbers of people to travel by walking and cycling increases fitness and health”*** – we know that the average life expectancy for someone with a long-term mental health illness is at least 15-20 years shorter than for someone without (from preventable causation) – improvements in climate and air quality will increase health and wellbeing for all.
- ***“We can reduce biodiversity loss and help mitigate the consequences of food shortages and the impacts this will have on our health and food security”*** – we know that the current cost of living crisis will be having a significant impact on people’s emotional health and wellbeing.

By taking action to mitigate and adapt to climate change we will improve outcomes for people and the climate.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 **Do nothing:** It would be possible not to produce a strategy for this area – but it would mean any plans would lack focus, coherence, and public accountability.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The strategy is a positive development for the city and will enable partner organisations to work together to improve mental and emotional health and wellbeing of citizens of Sheffield.
- 6.2 Approving the strategy demonstrates the Committee’s commitment to partnership working across the City to improve citizens outcomes and experiences.





# Sheffield All-Age Mental and Emotional Health and Wellbeing Strategy 2023-2026

*“Good mental and emotional health and wellbeing, for all, at every stage of life”*



# Contents

- Introduction: Why do we need an all-age mental and emotional health and wellbeing strategy for Sheffield?
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  - *How did we develop this strategy?*
  - *What have people told us is important to them?*
  - *What do we know about local need?*
- 2. What principles are important for us?
- 3. What are our four key strategic priorities in this strategy?
  - *1. Address the wider determinants of health*
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  - *3. Provide earlier help to people who need it*
  - *4. Provide effective and good quality care and treatment services*
- 4. How will we monitor our strategy?
- 5. What links are there to other strategies in Sheffield?

# Introduction: Why do we need an All- Age Mental and Emotional Health and Wellbeing Strategy for Sheffield?

- **Sheffield needs it:** Good mental health is key for everything, and poor mental health is impacting on the life chances of children, young people and adults in the city. We are seeing a significant increase in emotional and mental health problems associated with Covid-19. But more than this, the city has been impacted by many years of structural inequalities across our communities and underinvestment in our services, not helped by cost of living crises.
- **Our children and young people need it:** Many of those who have severe and enduring mental illness in adulthood are diagnosed when they are children or young people. If we want to act preventatively, we need to act now to support our children, young people and their families – and we know that many are struggling and need targeted help and support.
- **Professionals need it:** Improving and protecting the mental health of Sheffield is something no single person or organisation can do alone – we want to provide a framework for professionals to work together.

**This strategy sets out an ambitious vision for the city’s emotional recovery and the wellbeing of Sheffield people. We need our services to be excellent, joined up, and to support people in the right way. Working in partnership, we know we can begin to make the changes we need.**

[Sheffield Mental Health, Learning Disabilities, Dementia and Autism Board](#)

# 1. What's our vision for mental health in Sheffield?

1. Mental and emotional health and wellbeing are at the heart of all we do as a city
2. Mental and emotional health and wellbeing is valued the same as physical health
3. Mental wellness, resilience and the prevention of illness are promoted at the earliest opportunity
4. Discrimination and inequalities that lead to poor health and mortality are tackled
5. Children and young people's emotional health and wellbeing is a top priority
6. The right care and support is provided at the right time and as close to home as possible
7. People are recovering from mental illness and are able to live healthy and fulfilled lives

*“Good mental and emotional health and wellbeing, for all, at every stage of life”*

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# How did we develop this strategy?

We co-produced the approach to developing the strategy

We hosted consultation events with a range of service users, groups and partners, including with children and young people, and looked at what the numbers tell us about people's mental and emotional health and wellbeing in Sheffield

We made sure we aligned our strategy with other organisation's strategies and the things they had learned from their consultation events

We invited and received comments on the final draft from a range of partners, including Experts by Experience

# *What have people told us is important to them?*

*“What will we see that’s different?”* – public bodies need to communicate what they are doing and how it’s making a difference

Less of a focus on ‘treatment’ and medicine; more of a focus on and investment in resilience, community, education and employment, support for carers and early intervention and prevention

Integrated services and funding that are high quality, local where possible, are culturally appropriate, easy to access, put people first and connect up physical and mental health

Campaigns and education; that the city is comfortable and professionals trained to talk about mental health

Greater response to the increasing complexity of need and demand for support – especially with cost of living crises

That services recognise the trauma people may have experienced and support those who have experienced disadvantage

Commissioning approaches must change to enable innovation and creativity

# What do we know about local need?

Mental ill health represents 28% of ill health that the NHS deals with and is the largest single cause of disability. However, only 13% of England's health budget is spent on mental health

138,000 children, young people and adults in Sheffield will experience a mental health problem each year. Half of all mental health problems are established by the age of 14, rising to 75 per cent by age 24

One in four 17-19-year-olds in England had a probable mental disorder in 2022 (up from one in six in 2021). Positively, uptake from BAME communities using the Kooth service increased from 17% in 2020 to over 23% in 2022 due to targeted local engagement work

It is estimated that up to 20% of women will experience mental health problems during the perinatal period

It is estimated that 15,000 Sheffield children and young people live with a parent who lives with a mental health disorder. Many will be young carers

An estimated 1.25 million people have an eating disorder in the UK, and they can be complex and life-threatening mental illnesses

The proportion of homeless people in Sheffield with a diagnosed mental health condition (63%) is over double that of the general population (around 25%)

South Yorkshire and Bassetlaw has a higher suicide rate than the England average

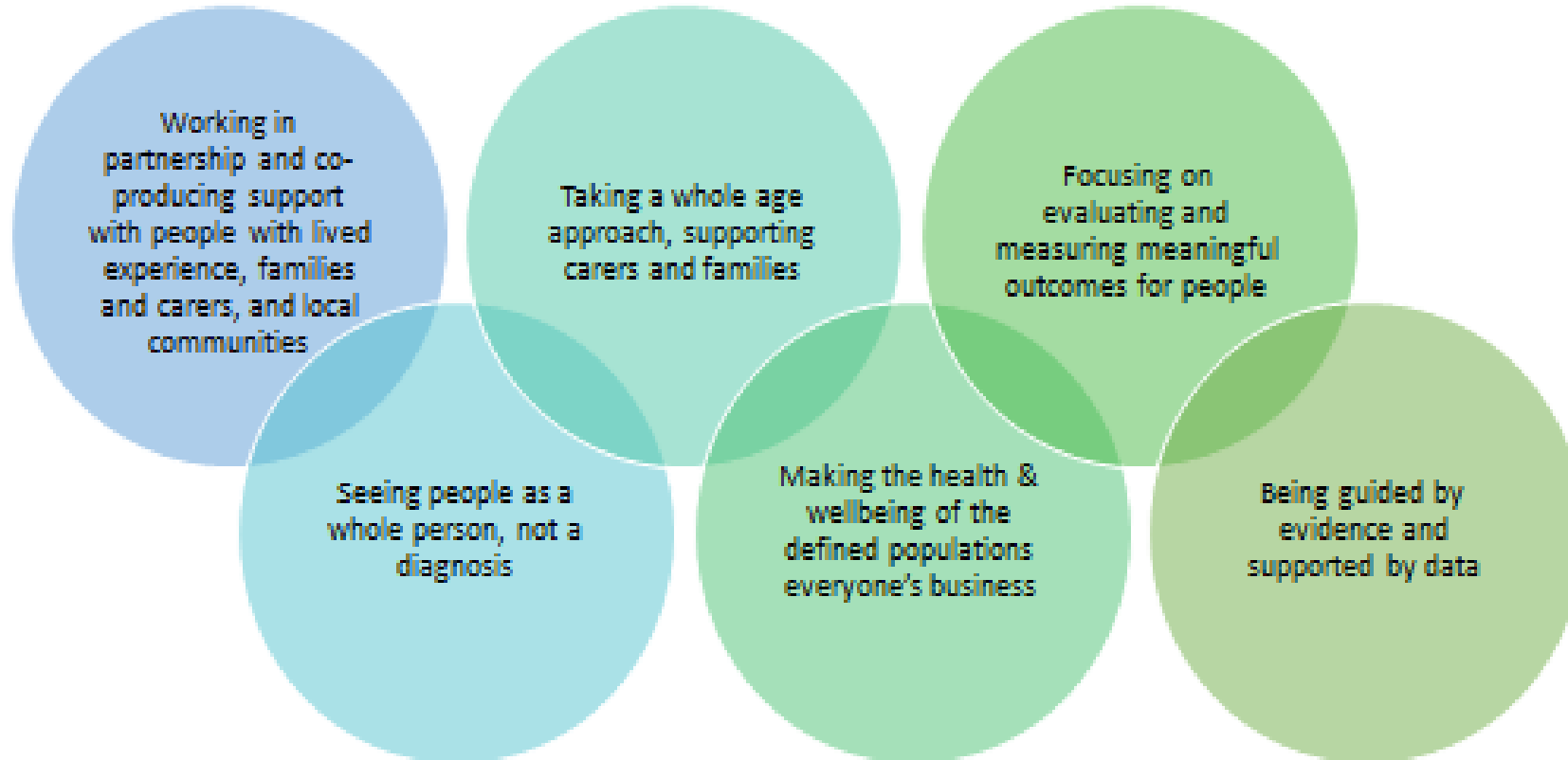
In England in 2017/18, rates of detention under the Mental Health Act were over four times higher for Black/Black British ethnicity than White British ethnicity

300,000 people in work with a long term mental health condition lose their jobs every year

The average life expectancy for someone with a long-term mental health illness is at least 15-20 years shorter than for someone without (from preventable causation)

There are approximately 7,000 people living with dementia in Sheffield – just over 1% of the whole city's population

## 2. What principles are important for us?



*“Good mental and emotional health and wellbeing, for all, at every stage of life”*



# 3. What are our four key strategic priorities in this strategy?

1

Address the wider determinants of health

*Links to Joint Health and Wellbeing Strategy theme: Live Well and Age Well  
Links to Adult Social Care Strategy theme: Safe and Well, Connected and Engaged  
Links to ICB Mental Health and Employment Workstream*

2

Support the mental and emotional health and wellbeing of our children and young people

*Links to Joint Health and Wellbeing Strategy theme: Start Well and Live Well  
Links to ICB CYP MH Strategic Plan and Crisis Pathways*

3

Provide earlier help to people who need it

*Links to Joint Health and Wellbeing Strategy theme: Live Well and Age Well  
Links to Adult Social Care Strategy theme: Safe and Well, Active and Independent  
Links to ICB Suicide Prevention Workstream*

4

Provide effective and good quality care and treatment services

*Links to Joint Health and Wellbeing Strategy theme: Live Well and Age Well  
Links to Adult Social Care Strategy theme: Safe and Well, Active and Independent, Aspire and Achieve, Efficient and Effective  
Links to ICB Perinatal Mental Health Workstream*

# 1. Address the wider determinants of health

## We will:

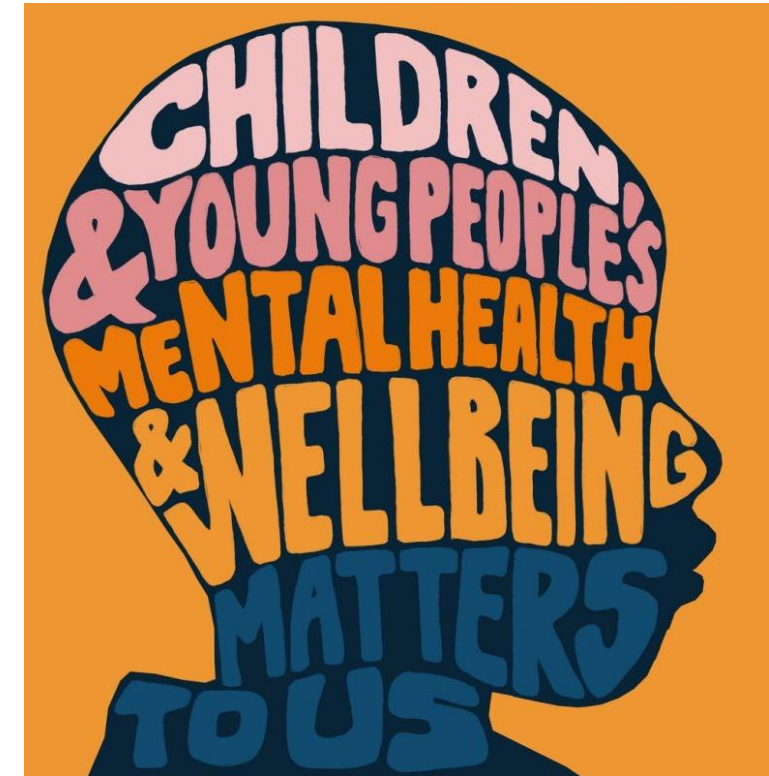
- Improve awareness in the wider population and workforce to support good emotional health and wellbeing and reduce stigma, including through compassionate approaches which recognise the trauma some people have experienced
- Enable employment and training opportunities for people with mental health conditions and help employers look after the wellbeing people who are in work
- Connect to wider programmes and public policy which tackle poverty and inequality, such as housing, education and skills
- See the value of the contribution made by the voluntary, community, social enterprise sector and faith and community groups and recognising the support of community-based support which combats isolation and supports connection and recovery



## 2. Support the mental and emotional health and wellbeing of our children and young people

### We will:

- Develop support for infant mental health and peri/prenatal services to give children a great start in life and support their and their family's attachment, attunement and attainment
- Increase early intervention and targeted support for school-age children, and give schools and other professionals the tools they need to support to children's emotional health, wellbeing and resilience
- Provide intensive outreach and home treatment services, and better, earlier crisis care including safe space alternatives to A&E and approaches to support suicide prevention and awareness
- Work in partnership with the provider collaborative to reduce avoidable admission to inpatient care
- Support young people to receive developmentally appropriate care as they grow into young adults and ensure clear service pathways are in place that work for them especially for those aged 18-25
- Protect and safeguard children and young people from exploitation and abuse



### *3. Provide earlier help to people who need it*

**We will:**

- Transform community based and primary care mental health provision to make it easier to get help
- Expand access to talking therapies and increase the range of different therapies available
- Provide better, more joined up, whole-family support to carers and families at the earliest point
- Intervene and promote resilience for our children, young people and adults at an early stage





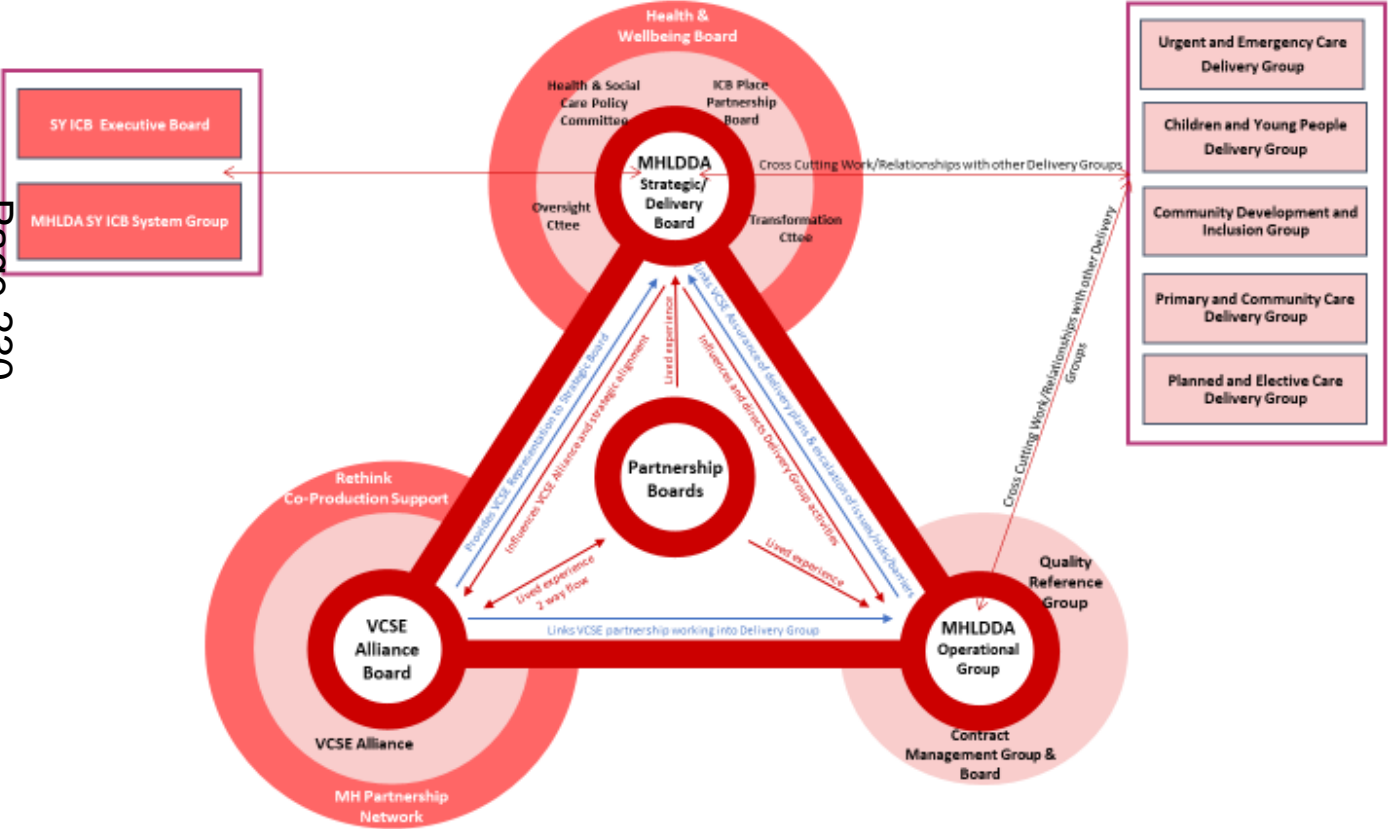
## 4. *Provide effective and good quality care and treatment services*

### **We will:**

- Transform our crisis response services including home treatment, earlier support, access to crisis 'buddies', and alternatives to A&E such as crisis cafes and safe spaces
- Improve inpatient care and our inpatient facilities, and invest in training and workforce
- Provide effective and purposeful reviews of care to support people in their journey of recovery and independence
- Continue to review presenting priorities within the Sheffield population and invest to meet this need
- Work in concert with the provider collaboratives to ensure clear areas of responsibility and service pathways
- Ensure that the accommodation services we commission help people to live as independently as possible in the community

# 4. How will we will monitor our strategy?

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- Working in partnership is really important to us. Each and every partner has a critical part to play in this system, and the latest NHS reforms have solidified the importance of **partnership in strategic commissioning**
- Over the last few years we have especially been developing our partnership with the **voluntary and community sector** who play a crucial role both helping people in their communities and in supporting people to have their voice in the decision-making process. The **Mental Health Partnership Network, Mental Health Alliance, and Mental Health Collaborative** provide opportunities for voluntary sector provider organisations and service users to feed into service planning, commissioning and delivery
- We will be developing a **delivery plan with outcomes for this strategy** which will be overseen by a **delivery group**, reporting to the **Mental Health, Learning Disabilities, Dementia and Autism (MHLDDA) Board**. These groups have a range of partners on them, working together to bring about change for Sheffield
- The MHLDDA Board feeds up to other city-wide boards, including the **Health and Care Partnership Board** and the **Health and Wellbeing Board** - as well as South-Yorkshire-wide boards, which the diagram to the left explains

# 5. What links are there to other strategies in Sheffield?

We have drawn upon a number of other strategies to build our plan, including:

- [Sheffield's Joint Health and Wellbeing Strategy](#)
- [Sheffield's Joint Strategic Needs Assessment](#) and [Covid Rapid Health Impact Assessment for Mental Health](#)
- [Sheffield's Adult Health and Social Care Strategy](#) and [Mental Health Market Position Statement](#)
- [Sheffield Children's Hospital's Clinical Strategy](#)
- [Sheffield Health and Social Care Trust's Clinical and Social Care Strategy](#)
- [Sheffield's Dementia Strategy Commitments](#)
- [Sheffield's Domestic and Sexual Abuse Strategy](#)
- [Sheffield's Race Equality Commission](#)
- [Sheffield Suicide Prevention Action Plan](#)
- [South Yorkshire and Bassetlaw Integrated Care System Mental Health Plan](#) and reports from consultation with children and young people
- [NHS England's Five Year Forward View for Mental Health](#)

We will make links to the city's Learning Disabilities Strategy and Autism Strategy, when these are complete



# Appendix: Mental Health, Learning Disabilities, Dementia and Autism Board members (December 2022)

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Organisation	MHLDDA Membership	Role
SCC	Alexis Chappell	Director Adult Social Care
SCC	Joe Horobin	Director of Commissioning
SCC	Clr Angela Argenzio Clr George Lindars-Hammond	Co-Chairs Health & Social Care Policy Committee
SCC	Dr Eleanor Rutter	Consultant in Public Health
SCC	Sally Williams	Director Children & Families
SCC	Dawn Shaw	Director of Communities
Healthwatch	Lucy Davies	Chief Officer
VCF	TBC (Margaret Lewis CEO Mind interim)	Mental Health Partnership Network
VAS	Helen Steers	Director of Strategic Partnerships
LD Partnership Board	Andrew Wheawall	Chair
Autism Partnership Board	Alexis Chappell	Chair
Sheffield Psychology Board	Dr Johann Labuschagne	Chair of Sheffield Psychology Board & Head of Psychological Services STH
Student H&WB Partnership Board	Nicola Rawlins	Chair
SHSC	Dr Linda Wilkinson	Director of Psychological Services
SHSC	Beverley Murphy	Director of Nursing, Professions and Operations
SHSC	Pat Keeling	Director of Strategy
SHSC	Hassan Mahmood	Consultant Psychiatrist and Clinical Director for the Learning Disability Service
SHSC	Mike Hunter	Medical Director
SCH	Dr Jeff Perring	Medical Director SCH
SCH	Dr Shatha Shibib	Clinical Director CAMHS

STH	Prof Mark Cobb	Clinical Director
STH	Dr Avril Kuhrt	Associate Medical Director for Mental Health, Learning Disabilities and Autism
PCS	Nicky Doherty	Deputy Chief Executive
NHS Sheffield	Sandie Buchan	Director of Commissioning Development (Co- chair)
NHS Sheffield	Dr Steve Thomas	Clinical Director Mental Health, LD, Dementia & Autism Commissioning Portfolio (Chair)
NHS Sheffield	Dr Anthony Gore	Clinical Director CYP Portfolio
NHS Sheffield	Heather Burns	Deputy Director of Mental Health Transformation
NHS Sheffield	Chris Cotton	Management Accountant
HCP	Kathryn Robertshaw	Interim Director
<b>In Attendance</b>		
NHS Sheffield	Kate Gleave	Deputy Director Commissioning & CYP
SCC	Tim Gollins	Assistant Director (Mental Health)
SCC	Andrew Wheawall	Assistant Director (Learning Disabilities)
NHS Sheffield	Louisa King	Head of Commissioning MHLDDA
NHS Sheffield	Business Support	Business Support
LMC	LMC Chair/Secretary	Sheffield Local Medical Committee (Receive Documents)
SY ICB	Wendy <del>Lowder</del>	Executive Director (MHLDDA Responsibility)
SY MH Learning Disability Autism Alliance	Marie Purdue	Managing Director
SY Provider Collaborative	Michelle Fearon Dr Vinaya Bhagat	Director Clinical Director







## Report to Policy Committee

**Author/Lead Officer of Report:** Joe Horobin

**Tel:**

**Report of:** *Andrew Jones Director of Children's Services*

**Report to:** *Education, Children and Families Committee*

**Date of Decision:** *April 2023*

**Subject:** *SEND Accelerated Progress Plan Briefing Report: Improving the multi agency support, services and outcomes for young people as they become adults including social care, education, and health.*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
An initial assessment has been undertaken and further assessments will be undertaken as required through the delivery of the plan.				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below: NA				

### Purpose of Report:

- To provide the Committee with an update to the Committee on progress made to improve transitions to adulthood for children and young people through the Multi Agency SEND Accelerated Progress Plan and Project Group.

**Recommendations:**

- *That the Committee note the content of the report.*
- *That the Committee note the action progress made to date to improve the Council's approach to supporting young people to adulthood and, more importantly, their experience and outcomes.*
- *That the Committee note the next steps for this work.*

**Background Papers:**

- [Link to the One Year Plan](#)
- [Link to the Council Delivery Plan](#)
- [SEND APP Plan and Overview](#)
- [SEND APP Strategy and Resources Committee Progress Update \(August 30 22\)](#)
- [SEND APP Update to Education Children and Families Committee \(September 27<sup>th</sup> 22\)](#)

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: Liz Gough
		Legal: Sarah Bennett
		Equalities & Consultation: Adele Robinson
		Climate: N/A Briefing report for noting
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b>	<i>Andrew Jones</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Dale</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	

<b>Lead Officer Name:</b> <i>Joe Horobin</i>	<b>Job Title:</b> <i>Director of Integrated Commissioning</i>
<b>Date: 29 March 2023</b>	

## 1. PROPOSAL

### Background:

- 1.1.1 This report sets out the progress made in delivering Sheffield's multi agency transitions accelerated improvement plan. The plan was shared with committee in September 2022 and this report provides an update on the progress made since then in delivering the actions and demonstrating improved outcomes. The plan sets out Sheffield's multi agency education, health and care approach to improving the experience of young people as they move from childhood to adulthood. The term 'transition' is used in this report to describe any time in a child or young person's life where there is a planned change that needs to be effectively prepared for, so that they can be happy and fulfilled. This includes transitions across Education, Health and Care. (Definition from Sheffield's Transition Principles).
- 1.1.2 In the context of transition from childhood to adulthood for young people with special educational needs and disabilities (SEND) the term 'children and young people' means up to 25 years old and also covers the terms used in medical health: adolescents (10-19 years) and young adults aged 19 to 25 years.
- 1.1.3 The process of moving from childhood into adult life is a significant one for all children and young people and should be an exciting and positive experience for them and their families or carers. Preparation means a multi agency approach to preparing children and their families for the four pillars of adulthood:
- Employment - this includes higher education and employment opportunities where appropriate. (Employment opportunities cover supporting young people into work and/or volunteering – including apprenticeships and supported internships).
  - Independent living – this means young people having choice, control and freedom over their lives, the support they have, their accommodation and living arrangements.
  - Friends, relationships, and community - having friends, relationships, and community life.
  - Good health – being as healthy as possible in adult life, both physically and mentally.
- 1.1.4 For young people with SEND however this can be an anxious and challenging time, especially if they do not receive the right support at the right time that enables and empowers them to plan ahead and achieve their potential.
- 1.2.1 **Accelerator Progress Plan:** The SEND Accelerator Progress Plan was

developed during March and April 2022 after we were found to have made insufficient progress in the area at the February 2022 Ofsted SEND revisit. The process was led jointly by the Head of Commissioning (SCC, Integrated Commissioning) and the Assistant Director of Commissioning for the Sheffield CCG (now the ICB) with the Parent Carer Forum.

1.2.2 The Accelerator Progress Plan was signed off by DfE in May 2022 with input from NHS England and sets out the actions designed to lead to rapid improvement for multi-agency transitions to adulthood. The delivery of the plan is sponsored by the Director of Integrated Commissioning (Sheffield Council) and the Director of Planning (Sheffield Place Integrated Care Board – formerly Sheffield CCG) and its critical importance is reflected in its inclusion in the Council’s Delivery Plan (approved 30<sup>th</sup> August 2022).

1.3.1 **Governance:** The SEND Transitions Group has been established to drive delivery of the APP. It is a multi-agency group and includes the Sheffield Parent Carer Forum (SPCF) and reports to the Inclusion Improvement Board under the oversight of the Sheffield Health and Wellbeing Board via the newly established Children’s Delivery Group of the Sheffield Health and Care Partnership. The governance arrangements are illustrated in Appendix A.

1.3.2 **Action Plan Workstreams:** The actions are grouped into workstreams aligned to the Council’s Inclusion Strategy:

1. Planning for Adulthood
2. Post 16 Opportunities
3. Transition Processes
4. Coproduction, Communication and Information
5. Workforce Development

1.3.3 More detail about these workstreams can be found in the previous report of September 2022.

#### 1.4 **Accelerated Progress Plan Update**

Since the last report to committee outlining the SEND APP governance, workstreams and next steps (September 2022), we have made significant progress as a multi-agency team and within our service areas. The most challenging aspect of the plan’s delivery has been the necessary culture change to shift from interagency working (from within the confines of our respective service structures and cultures) to multi-agency working that is truly integrated and thinks and problem solves collectively in the service of the young person and their family.

#### 1.5 **Six Month Summative Review – Key Findings**

Sheffield received the 6-month summative review from the DfE in November 2022. We were expected to demonstrate significant progress and impact on the actions within the plan.

1.5.1 **Positive Progress:** The feedback from DfE and NHS England was overall positive whilst highlighting areas for continued focus and development that meant we were required to continue with monthly monitoring visits for the second six months. The feedback is summarised here:

1.5.2 *We were pleased to note that you have made clear progress against the activities in your APP and that there is evidence that your work is having a positive impact. Both in your paperwork, and during your progress review, you demonstrated:*

- *Significant progress in planning for adulthood (PfA) evidenced by the use of the social care record management system to capture positive feedback about transition support from social care.*
- *The workforce development workstream have completed a gap analysis and strategic workforce development plans are being designed based on this. The number of people trained has risen to 89 and is expected to rise significantly further.*
- *There is now a local area governance structure in place that is supported by Elected Members.*
- *Discussions about SEND are starting to occur naturally in conversations between education providers.*
- *Employers are becoming increasingly engaged in Post-16 employment schemes including Supported Internships and this is being monitored.*
- *The voices of children and young people are included in commissioning cycles and influencing service delivery. There has been a multi-agency review of the transition process, priorities have been identified and the new arrangements are being communicated to parents, carers and young people.*
- *The number and quality of Annual Health Checks continues to improve and has reached 24% for 14–17-year-olds and 32% for 18-25-year-olds.*

1.5.3 **Areas for further development:** As well as highlighting areas of success, DfE and NHS England also shared some areas they felt we needed to pay particular attention to over the second half of the programme:

- There is a need to achieve a shared understanding across the Local Area of strategic multi-agency working and, where appropriate, take multi-agency actions to strengthen areas of development.
- All services and agencies need to prioritise preparation for adulthood (PfA) outcomes and associated practices and use the PfA structure to secure high quality strategic multi-agency

working.

- Whilst Annual Checks continue to increase in number there is a multi-agency requirement for agencies and APP Workstreams to identify and confirm their role in improving the number of Annual Health Checks for young people with Learning Difficulties.
- There needs to be a significant increase in collating impact measures, especially in relation to measuring the degree to which children, young people, parents, carers understand the transition process and the step in adult services.

1.5.4 ***Progress at 10 months:*** The following paragraphs describe the progress highlights made over the course of the 10 months of the APP delivery programme across the workstreams:

1.5.5 Preparation for Adulthood:

- Social care information including detail on transitions has been coproduced with the Parent Carer Forum for the new Transitions Guide and online Local Offer website.

1.5.6 Post 16 Development:

- SEND Employment Forum launched end of Feb with 42 people attending from across Sheffield's employment community.
- Members shared current strengths in this space and ideas for improvement – will form the basis of a co-produced 3 year action plan to increase the number of supported internship places and employment opportunities for young people with SEND.
- Next business brunch will take place at Sheaf Training in March.
- Information is improving with half-termly Pop-Up Surgeries and monthly Coffee Mornings for families - we have received positive feedback about the usefulness of these events.
- We are looking at gaps in opportunities further:
  - Where gap is about information – improvements to Local Offer website are being made.
  - Further work underway to identify and commission to address gaps in opportunity, and address the barriers to young people accessing the opportunities that are available.

1.5.7 Transition Process Improvement: This workstream has focused on two main areas:

- Continuing work to increase awareness and update of Annual Health Checks - by end of March/early April, performance will be at 60% for 14-17 year olds and 70% for 18-25 year olds
- Developing and refining the transition process document;
  - Working through with individual services/pathways
  - Bringing together education, health and care elements
  - Gathering feedback from young people and families
  - Integrating with the transition guide and Local Offer website.

#### 1.5.8 Coproduction, Communication and Information:

The Youth Advisory Group are now established under the name **#SENDing voices** and have developed their first film

- Transitions Guide: Parent Carer focus group took place w/c13th February to review draft plan. Resultant activity with services to finalise content before submission to design team.
- Local Offer linking work with Post 16 opportunities and developing information based on gaps:
  - Pages reviewed and updated: *'Finding and Keeping a Job'*, *'Apprenticeships, Traineeships and Supported Internships'*, *'Taking part in your community'*, *'Opportunities to get involved'* and *'Volunteering opportunities'*.
  - New section developed for *'Post 16 Education Opportunities'*.
  - New advice page in development with Business Sheffield to promote how they can support young people with SEND in setting up their own business.

#### 1.5.9 Workforce Development:

- Training programme delivered to date includes:
  - PFA slides shared
  - PFA training days (Jan)
  - PFA conference days (March)
  - Extended support plan training (Autumn to present)
  - 247 grid (June to present)
  - Feedback is positive with attendees reporting significantly increased confidence with PFA.
- SEND basics training for all professionals in contact with children and families – to be rolled out in April
- Ongoing work booked through March 2023 – 'utilising the voice of the young person'
- Initial results of most recent audit of annual reviews show that no area, individual EHC Plan or Annual Review was inadequate. Overall 64% were rated 'good' or 'better' – the following % in terms of good or better:
  - Views and aspirations of Young People – 64%
  - Person Centred Approach - 57%
  - Holistic assessment of need – 70%
  - Strengths based 70%
  - Provision appropriate – 67%
  - PFA content – 51%

#### 1.6 Summary of progress:

It is anticipated that with this accelerated rate of progress maintained towards the 12 month APP Monitoring Review, we are likely to achieve the DfE criteria for sustainability. To ensure this we are particularly focused on:

- Ongoing work in social care (Children's and Adults) to improve the



transitions process by starting preparation for adulthood earlier, embedding it into all contact and conversations with Children, Young People and Families.

- Developing plans to address the gaps in the offer for young people not eligible for formal social care but who need more than the standard 3 day post 16 education offer.
- Continuing to support and embed multi agency working across our systems – based on trust and mutual respect and focused on the needs of the young person and their families – rather than our services.
- Exploring how we support our voluntary and community sector to provide opportunities for young people with SEND.

## 1.7 **Next Steps:**

The next steps for the Accelerated Progress Plan will be to present the evidence of action implementation and resulting impact and improved outcomes to DfE and NHS England at our 12 month review in May. We are confident that significant further progress is being made in all areas and will also be setting out our APP Sustainability Strategy at the 12 month review that will include:

- How we will continue with ongoing development and embedding of the work in the five workstreams at pace
- Setting up further 6 and 12 month multiagency reviews of the APP document an associated KPIs overseen by the Inclusion Board to ensure accountability for continued improvement focus and evidencing of outcomes.
- Integrating the workstreams into the Local Area strategic plan
- Ensuring the action for Local Area improvement includes further planned improvement activities based on outcomes and, feedback from young people and parents / carers.

## 2. **HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The delivery of the SEND Multi Agency Transitions Accelerated Progress Plan will contribute to ensuring that every person in Sheffield can achieve their full potential and to delivering on the commitments described in the One Year Plan and the Council's Delivery Plan. The improvements address educational inequalities and support people to stay fit and healthy, so fewer people reach crisis point and families can thrive. The delivery of the SEND APP also contributes to delivering the Sheffield Health and Care Partnership key priority for the Children's Delivery Group to improve SEND transitions for children and young people in the city.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 The SEND Transitions Group is fully committed to coproduction across each of its workstreams and has parent carer representation on the group and within workstreams. As the plan progresses, the emphasis will increasingly be on ensuring that the voice of young people and their carers are at the centre of our evidence about whether the actions are improving the experience and outcomes.
- 3.2 Coproduction, engagement and consultation is via a range of channels, opportunities, forums etc. and in collaboration with a range of partners to ensure the broadest range of voices are heard including those of people with communication support needs and from communities that our services historically have not sought the voices of.
- 3.3 Sheffield Parent Carer Forum has been a key partner in informing how we engage with young people and their families and the pathways we need to build. They play a crucial role in the oversight, monitoring and challenge of this plan and act as a conduit to gaining the voice of families across the city.
- 3.4 Our Youth Service plans has engaged young people with SEND into their committees and volunteer platforms. These will provide an opportunity for engagement and consultation to inform change.
- 3.5 The Youth Advisory Group are now established under the name #SENDing voices.
- 3.6 The Transitions Guide has been coproduced with parent carers with a focus group w/c13th February to review the draft plan. This has led to further work between parent carers and services to finalise the guide before it was sent to design last month.
- 3.7 The Online Local Offer has linked with the Post 16 opportunities and developing information based on gaps:

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

- 4.1.1 The work described above contributes to tackling inequalities for children and young people moving from children's services to adults services. An initial assessment of equality impact has been undertaken and further assessments will be made and regularly reviewed through the course of the SEND Accelerator Plan delivery and as the work moves into business as usual.

#### **4.2 Financial and Commercial Implications**

- 4.2.1 Prioritisation of business change, commissioning and service delivery resources to coordinate the delivery of the plan.

### 4.3 Legal Implications

4.3.1 There a number of statutory requirements in relation to supporting children through to adulthood as set out below. The improvements to children and adults social care and the multi agency approach to SEND transitions will support the Council to ensure it is compliant with these:

4.3.2 When a child reaches 18 years of age, they are legally an adult and responsibility for meeting their needs moves from the council's children services to its adult services. The legal basis for assessing their needs changes from the Children Act 1989 to the Care Act 2014. However, councils can decide to treat a children's assessment as an adult assessment and can also carry out joint assessments.

4.3.3 Sections 9 and 10 of the Care Act 2014 require councils to carry out an assessment for any adult with an appearance of need for care and support. They must provide an assessment to everyone regardless of their finances or whether the council thinks the person has eligible needs. The assessment must be of the adult's needs and how they impact on their wellbeing and the results they want to achieve. It must also involve the individual and where suitable their carer or any other person they might want involved.

4.3.4 The Care Act 2014 gives councils a legal responsibility to provide a care and support plan (or a support plan for a carer). The care and support plan should consider what needs the person has, what they want to achieve, what they can do by themselves or with existing support and what care and support may be available in the local area. When preparing a care and support plan the council must involve any carer the adult has. The support plan must include a personal budget, which is the money the council has worked out it will cost to arrange the necessary care and support for that person.

4.3.5 Section 27 of the Care Act 2014 says councils should keep care and support plans under review. Government Care and Support Statutory Guidance says councils should review plans at least every 12 months. Councils should consider a light touch review six to eight weeks after agreeing and signing off the plan and personal budget. They should carry out reviews as quickly as is reasonably practicable in a timely manner proportionate to the needs to be met. Councils must also conduct a review if an adult or a person acting on the adult's behalf makes a reasonable request for one.

4.3.6 Improvements through the SEND Accelerator Plan will ensure that the Council and Health partners are compliant with DfE requirements.

4.3.7 Other improvements meet wider statutory duties such as the provision of information and advice regarding, for example, changing funding

arrangements and the differing legislative frameworks that apply as young people grow into adulthood. For example, the Mental Capacity Act 2005 that applies to young people at the age of 16, and the National Framework for Continuing Health care 2007 which sets out changes in the availability of Continuing Health Care for children as opposed to adults.

#### 4.4 Climate Implications

4.4.1 There are no climate implications for this report.

#### 4.5 Other Implications

4.5.1 There are no other implications for this report.

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

5.1 There are no alternative options identified as this work is a requirement to ensure compliance with regulatory frameworks of CQC and Ofsted and the DfE SEND Accelerator Progress Plan.

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

6.1 The report sets out the commitment of the Council and the Sheffield NHS ICB to continuing to work with children, young people and families as well as our health and independent sector partners to improve the systems and processes that support them through this key journey into adulthood and ensure that there is a wide range of opportunities that they are about to access and which support the fulfilment of young people's needs and aspirations for their future.

### **Close of Report**



## Report to Policy Committee

**Author/Lead Officer of Report: Alex Westran**  
**Tel: 07891729298**

**Report of:** *Alex Westran Operational Manager – Cost of Living Support Hub*

**Report to:** *Strategy and Resources Policy Committee*

**Date of Decision:** *19<sup>th</sup> April 2023*

**Subject:** *Household Support Fund*

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? 977				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

### Purpose of Report:

1. To update Strategy and Resources Committee on the latest allocation of funding received from the Department of Work and Pensions (DWP) known as the Household Support Fund (HSF).
2. To seek this Committee’s approval to accept and spend the Household Support Fund from DWP in line with the spending plan detailed in this report.
3. To seek this Committee’s approval to ringfence £1,449,000 of HSF for targeted awards and, in compliance with DWP’s grant conditions, use the Cost-of-Living response data and intelligence workstream to identify and propose cohorts that will be targeted for these awards.
4. To seek approval from this Committee to review the eligibility criteria for the ‘application-element’ of the scheme as required under DWP’s grant conditions.

**Recommendations:**

It is recommended that the Strategy and Resources Committee:

1. Approves delivery of a programme of support in line with the spending plan in this report and funded from the Household Support Fund's allocation from the DWP which totals £10.407million for the period 1 April 2023 to 31 March 2024.
2. Approves ringfencing £1,449,000 of the Household Support Fund for targeted awards, and use of Cost-of-Living response data and intelligence workstream to identify and propose cohorts to be targeted for these awards.
3. Approves a review of the eligibility criteria for the 'application-element' of the programme of support made available through the Household Support Fund.
4. Notes there will be a further report to this Committee that seeks approval for a spending plan for the 'application-element' of the Household Support Fund allocated for 1 April 2023 to 31 March 2024 once details of eligibility criteria and cohorts that will be targeted for this part of the award have been prepared.

**Background Papers:**

Form 2 dated 19 November 2021 which gave approval for the delivery plan of which the delivery plan in this document is based upon. [Form2 Household Support Fund 28102021 FINAL 003.pdf \(sheffield.gov.uk\)](#)

Form 2 dated 05 July 2022 which gave approval for the 22-23 Fund allocation: [\(Public Pack\)Item 15 - Housing Support Fund Report Agenda Supplement for Strategy and Resources Policy Committee, 05/07/2022 14:00 \(modern.gov.co.uk\)](#)

[1 April 2023 to 31 March 2024: Household Support Fund guidance for county councils and unitary authorities in England - GOV.UK \(www.gov.uk\)](#)

[2023-24 Grant Launch Letter Guidance, and Grant Determination](#)

Lead Officer to complete: -							
1	<table border="1"> <tr> <td rowspan="4">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.</td> <td>Finance: <i>Duncan Cruickshank &amp; Kayleigh Inman, Finance and Commercial Services</i></td> </tr> <tr> <td>Legal: <i>Marcia McFarlane Legal Services</i></td> </tr> <tr> <td>Equalities &amp; Consultation: <i>Ed Sexton, Equalities and Engagement</i></td> </tr> <tr> <td>Climate: <i>N/A</i></td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Duncan Cruickshank &amp; Kayleigh Inman, Finance and Commercial Services</i>	Legal: <i>Marcia McFarlane Legal Services</i>	Equalities & Consultation: <i>Ed Sexton, Equalities and Engagement</i>	Climate: <i>N/A</i>	
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	Legal: <i>Marcia McFarlane Legal Services</i>						
	Equalities & Consultation: <i>Ed Sexton, Equalities and Engagement</i>						
	Climate: <i>N/A</i>						
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>						
2	<table border="1"> <tr> <td><b>EMT member who approved submission:</b></td> <td><i>Ajman Ali</i></td> </tr> </table>	<b>EMT member who approved submission:</b>	<i>Ajman Ali</i>				
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3	<table border="1"> <tr> <td><b>Committee Chair consulted:</b></td> <td><i>Cllr Terry Fox</i></td> </tr> </table>	<b>Committee Chair consulted:</b>	<i>Cllr Terry Fox</i>				
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<b>Lead Officer Name:</b> <i>Alex Westran</i>	<b>Job Title:</b> <i>Operational Manager – Cost of Living Support Hub</i>						
<b>Date:</b> <i>31<sup>st</sup> March 2023</i>							

## 1. PROPOSAL

### 1.1 Introduction

The Department of Work and Pensions (DWP) has been providing Household Support Fund to local authorities since October 2021 to provide emergency support for vulnerable households. The funding aims to assist households via small grants administered by Sheffield City Council to meet daily needs such as food, energy and wider essentials where these cannot be afforded by households, or where other local hardship support cannot be secured. Local Authorities are responsible for delivering the scheme through a variety of routes including providing vouchers to households, making direct provision of food, or issuing grants to third parties.

HSF1, the initial iteration of the scheme, was announced to the public on the 4th of October 2021. Sheffield has since utilised nearly £14m of funding through further iterations of the scheme. HSF 1, 2 & 3 have been delivered using targeted proactive awards and the reactive application scheme.

In HSF1 & HSF2, the delivery of a percentage of the funding received was ringfenced for certain cohorts in the grant terms and conditions. Families with children were allocated 50% of funding received in HSF1, then in the HSF2 the scheme guidance ringfenced one third for families with children and one third to pension aged households.

The Council agreed in previous committee reports, in October 21 and July 22, to distribute the 'families with children' element via free school meal (FSM) vouchers in school holidays. The FSM data is objective and updated daily for our pupils, making it the ideal data set to allocate funding. An average of 31% of pupils in Sheffield are eligible for FSM, with the numbers increasing.

The pension aged households' ringfenced pot was delivered by targeting those households who were also in receipt of Housing Benefit or Council Tax Support with a one off £100 payment, using benefits' means testing to identify pension aged households that may be facing hardship.

In the third round of funding, HSF3, ringfencing was removed as a requirement and a new requirement that authorities must deliver an application scheme was added, this requirement has continued into the new round of funding, HSF4. Sheffield has always satisfied this requirement as an application scheme has been in place since the inception of the Household Support Fund. The guidance has also stipulated in HSF3 and 4 that Authorities should consider targeted awards to certain cohorts based on local intelligence.

Although ringfencing has been removed from the HSF4 scheme guidance, the DWP do ask us to consider providing support to people with caring responsibilities in their area and to disabled households, and we are expected to provide performance data on the amount and type of support that has been provided to families with children, to disabled households and to pension aged households.



As part of the initial decisions in October 2021 and July 2022 to accept and distribute the Household Support Fund, the Council committed to a review of other hardship schemes it delivered and did this through the 'One Route In' project. Since then, and as a result of that review, HSF has been connected to delivery of both the Local Assistance Scheme (LAS) Crisis Grants and payments to families in need under Section 17 of the Children Act 1989, (i.e. Section 17 Payments). One hundred percent of LAS Crisis Grant costs have been offset to HSF because of overlapping criteria. Section 17 Payments have also been connected to HSF, providing access to the scheme where there are funding overlaps via the 'application-element' of the scheme; approximately £1.5m of HSF funding has been offset from Section 17 costs using this process to date.

DWP have awarded a further round of Household Support Funding, this time to cover 12 months rather than 6-month periods, as in previous awards. This will provide much needed funding for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 inclusive. Sheffield City Council has been awarded £10.407m for this period.

As well as giving a breakdown of how the fund has been distributed so far, this report sets out the proposed spending plan for this allocation of funding to cover the 2023/24 financial year.

The report also updates on the wider review of all the discretionary hardship funds as a corporate exercise that was committed to in the report of 19 November 2021.

**1.2 The following is an update on how the funding has been used since October 2021:**

Total spend

	Families with Children	Pension aged Households	Other Households	Total
HSF 1&2	£6,369,043	£2,455,291	£428,668	£9,253,001
HSF 3 (as of 13th March)	£3,440,201.	£53,029	£602,461	£4,095,690
Total	£9,809,243	£2,508,320	£1,031,128	£13,348,692
Please note, data for HSF3 is preliminary, the scheme was not complete at the time of writing this report. There are several final costs (for example March payments, administration costs and costs relating to the distribution of white goods) that are not included in the figures above. The final total claim is forecasted to total close to the full award amount				

Reactive Spend

The Council spent

approximately £3,977,310 on the reactive element of the scheme from October 2021 to 13<sup>th</sup> March 2023, this money has directly supported those in financial hardship via an application process with a direct payment, either direct to their bank account, or in urgent cases using cash or vouchers. Demand for this scheme has been increasing.

## Proactive Spend

A programme of support for School Children has also been provided. The Council has continued to use this funding to provide food vouchers to the following categories since October 2021.

- Families who claim income-based Free School Meals.
- Families who get income-assessed Early Years Support.
- Young people leaving their care setting (Care Leavers).

From 6<sup>th</sup> November 21 when the scheme went live, the Council has provided 249,000 awards to vulnerable children and households totalling £7,218,000.

Across all elements of the scheme, the Council's total spend during the period from October 2021 to 31<sup>st</sup> February 2023 was £13,872,363.14 including the Council's administrative fees. *Please note the figures included for January and February 2023 are estimated and do not include awards made in March 2023, costs relating to the distribution of whitegoods or administrative fees for January to March 2023. The Guidance stipulates that all of the funding must be spent in the current financial year and our forecasts indicate that will be the case.*

### **1.3 23-24 Delivery Plan Spend Proposals**

It is proposed that the allocation for HSF4, for 23-24, is as follows:

<b>Spend area:</b>	<b>Amount (£)</b>
Reactive application-based scheme	4,000,000
Targeted support – directed to existing cohort of children and families via food voucher scheme	4,758,000
Targeted support for other cohorts, as need identified	1,449,000
Administration costs	200,000
<b>Total Award</b>	<b>10,407,000</b>

### **1.4 Reactive Spend**

The delivery plan proposes to follow the DWP guidance to continue to deliver an application-based scheme as part of our HSF4 delivery and allocate a little over one third of the fund (£4,000,000), to the reactive application-based element of the scheme. In line with how previous grants have been allocated, this will be delivered through the Council's Community Helpline, which is also delivering several energy support schemes and the LAS Crisis Grant.

It also proposed that over the course of the next 2 months, the eligibility criteria and award amounts for the 'application-element' are reviewed. Demand for the Household

Support Fund has increased exponentially over the winter because hardship is more prevalent, with the cost of energy bills and the general cost of living severely impacting household income. Also, successful communications campaigns alongside general increased awareness of the fund, has meant that processing times have increased because of the evidence requirements of the fund which has led to delays in how quick a payment is made to an applicant.

A new payment framework and eligibility criteria will take on board best practice from other organisations around the country. There are a number of potential measures that we could take to help us meet the demand which may include removing bank statement evidence requirements and move towards means tested payments, changes to the number of applications that can be made within a specific time period and changes to the value of payments, but ultimately should lead to payments being made quicker. There is still work to be done before options can be provided to allow us to tackle the current processing issues and the Cost-of-Living Gold Strategy group will contribute to this work

### *Children and Families:*

It is proposed that a proportion of the award continues to be ringfenced to provide food vouchers to children and families in need, identified through the criteria used previously. However, between the reactive and proactive scheme elements, families with children have benefitted from nearly 75% of the HSF funding to date and, whilst there is no explicit ringfence, the guidance for HSF4 is clear that we are expected to consider support for a wide range of cohorts, including pension aged households and households with a disability or caring responsibility.

The approach to distribute funds from the HSF using eligibility for Free School Meals was originally introduced as at the time, it was considered the best indicator that we had to establish hardship within this cohort, which at that time was ringfenced for 50% of the fund. Since then, through the work of the Cost-of-Living Support Hub, we now have detailed data and a much deeper understanding of the cohorts that need support and of cohorts that struggle to access support when they need it. For example, from application scheme data, nearly 70% of the fund is distributed to families with children, which is a larger award made in response to a specific need, rather than as a one-off small payment to someone who may not be in need at that time. But pension aged households only receive 2% of the fund.

We are expected to report breakdown of expenditure by cohort to DWP and at present there is a significant imbalance in with some cohorts disadvantaged by the way in which we deliver the funds.

As such, it is proposed that amount ringfenced for the proactive children and families voucher element is revised to £4,758,000, based on provision of vouchers of £10 per week rather than the current £15 (except the Easter period already committed at £15/week), enabling a proportion of the monies to be ringfenced for proactive targeting of other cohorts to assist us to counteract the imbalance.

**1.5**

*Calculation of proactive children and families voucher element:*

Holiday	No. of weeks	Voucher amount per period All £10 except Easter	Voucher Cost - £ (based on voucher cost x 33,000)	Approx. Printing & Postage - £	Other Estimated Costs (project support, business support etc) - £	Total Cost - £
Easter	2	£15	990,000	13,000	10,000	1,013,000
May half-term	1	£10	330,000	13,000	10,000	353,000
Summer	6	£10	1,980,000	13,000	10,000	2,003,000
Oct half-term	1	£10	330,000	13,000	10,000	353,000
Christmas	2	£10	660,000	13,000	10,000	683,000
Feb half-term	1	£10	330,000	13,000	10,000	353,000
<b>Total</b>	<b>13</b>		<b>4,620,000</b>	<b>78,000</b>	<b>60,000</b>	<b>4,758,000</b>

Proactive spend on other cohorts:

It is proposed that the remaining £1,449,000 of the funding is ringfenced for targeted spending on other cohorts, with cohorts in need being identified via the Cost-of-Living Data and Intelligence workstream.

**2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1** This decision contributes to the Corporate Delivery Plan objective ‘Tackling inequalities and supporting people through the cost-of-living crisis’. The scheme itself is a valuable part of the city’s cost of living response. By delegating decision making for key operational elements of the scheme, the Council will ensure that, through use of data and intelligence, those delivering the scheme are able to ensure that we are utilising the funding to tackle inequalities where it is needed the most.

**3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1** The Council has carried out consultation and communication with a range of strategic partners, as well as customers accessing essential hardship funding to date, to ensure the Housing Support Funding is targeted at those in the most urgent need of support. Additional support has also been put in place for our most vulnerable as part of the delivery of mainstream support services and the work that is undertaken through the voluntary and community sector, to ensure that those who need support are helped to access the funding that is available.

Updates on progress and performance are delivered to key delivery and strategic partners at the Cost-of-Living Citywide Tactical Update meetings fortnightly and in person meetings with those who work closest with us, such as Citizens Advice monthly.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality Implications**

Use and distribution of the HSF directly supports the Council's legal responsibilities under the Public Sector Equality Duty (e.g., to advance equality of opportunity) and its own Equality Objectives and other policy commitments (e.g., to recognise poverty and financial exclusion as causes and symptoms of inequality).

Supporting people financially when they experience a crisis is a key component to preventing further hardship. We recognise that groups in our communities who are already more affected by inequalities, exacerbated by the unequal effects of COVID-19 and the cost-of-living crisis, are more likely to need financial support.

As is recognised in this report, there has been an imbalance in the way that funds have been distributed to different groups. The proposal is to re-balance this distribution towards pension aged households, people with disabilities and/or those with unpaid caring responsibilities. This reflects the intelligence-gathering of the Cost-of-Living Support Hub and the steer from the DWP. The redistribution will reduce the normal proactive weekly voucher to families eligible for free school meals.

The Equality Impact Assessment is being reviewed to reflect this change of approach.

Equality implications will be monitored against awards made and they will be considered as part of the ongoing delivery of the scheme coordinated by a Household Support Fund Steering Group.

### **4.2 Financial and Commercial Implications**

The following implications are based on the DWP Household Support Fund 2023-24 Grant (£10,407,651), Launch Letter, Guidance, and Grant Determination, and the above project report information.

Key features (not exclusive) of the DWP guidance pertaining to the grant are summarised below. The Grant Manager will need to read, understand, and comply with all the grant terms and conditions and will need to ensure that there are no ongoing unfunded costs once the grant has ended.

#### Financial Implications:

- Grant value £10,407,651
- Grant duration: 1st April 2023 to 31st March 2024
- Authorities should prioritise supporting (low-income) households with the cost of energy. The fund can also be used to provide support with food, essentials linked to energy and water, wider essentials.
- Advice services now considered eligible spend.
- Authorities are unable to carry forward any underspends from previous schemes because new grant with different conditions.

- Delivery plans must be signed off by both your 151 Officer and the responsible Cabinet Member
- Provide four quarterly MI returns outlining grant spend and volume of awards - see letter.
- Grant payments will be made to Authorities in arrears on receipt of a fully completed, compliant and verified MI return.
- Provide summary spending plan by 17 May 2023.
- MI must be returned on MI template provided and copied to 151 Officer.
- Grant is subject to clawback if terms /conditions are not complied with.
- SCC must have regard to DWP guidance issued / information and data available that may assist in decision-making.
- Eligible expenditure is payments made/committed during the Grant Period.
- Certain cost is to be excluded from eligible expenditure by SCC/ third parties (see grant details) including input VAT reclaimable.
- SCC must not deliberately incur liabilities for expenditure before there is an operational need to do so.
- Grant may be subject to External Audit.
- SCC must maintain accurate accounting records (for at least 7 years)

#### Commercial Implications:

- Public sector procurement is governed by and must be compliant with both the grant terms and conditions and UK National Law. In addition, all procurement in Sheffield City Council must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).
- Contracts Standing Orders requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, goods or works must go via a competitive process. The Portfolio / Service Grant Manager will need to contact the Commercial Services Team for detailed guidance on adherence to these rules when spending grant monies.

### **4.3 Legal Implications**

The grant funding will be paid to the Council under Section 31 of the Local Government Act 2003.

The Council has a general power under Section 1 of the Localism Act 2011 which allows the Council to do anything an individual may generally do provided it is not prohibited by other legislation; this general power must be used in accordance with the Act. The Council may use this general power to make payments where no other legislation gives the Council authority to do this.

Under the Childcare Act 2006, local authorities have a duty in relation to the well-being of young children and this will be a consideration when making payments to children and families. Payments to other groups may be made under other legislation. Each case will have to be considered on its separate facts.

Payments must be made in accordance with grant terms, approved eligibility criteria and spending plans. Any unspent funds cannot be held over for future usage. The Council should ensure that all spend is in accordance with the eligibility criteria.

As these awards are being made to individuals and not enterprises there are no Subsidy Control implications.

#### **4.4 Other Implications**

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

- 5.1** This report provides a detailed proposal and delivery that officers, in consultation with elected members, believe to be the best way of delivering the Household Support Fund.

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

- 6.1** The recommendations presented to the Strategy and Resources Committee will enable Sheffield City Council to provide the funds to support vulnerable households in the city to meet immediate needs and help those who are struggling to afford food, energy and water bills, and other related essentials through the cost-of-living crisis.

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## Report to Strategy and Resources Committee

**Author/Lead Officer of Report:** Janet Sharpe,  
Director of Housing, Housing and Neighbourhood Services

**Tel:** 0114 2735493

**Report of:** Executive Director, Operational Services

**Report to:** Strategy and Resources Committee

**Date of Decision:** 19<sup>th</sup> April 2023

**Subject:** Local Authority Housing Fund (LAHF)

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? 718				
Has appropriate consultation taken place?	Yes	<input 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:-				

### Purpose of Report:

To outline the additional allocation of funding from the Local Authority Housing Fund and to outline the proposed use to purchase homes.

To seek approval to receive and spend the additional funding and progress to acquiring new housing.

To approve use of capital to supplement the grant with repayments of the loan being met from rental income.

**Recommendations:**

**It is recommended that the Strategy and Resources Committee approves:**

- i. The Council being Accountable Body for the DHLUC additional grant offer of £1,230,433.
- ii. The strategy of spending the grant as set out in this report including the acquisition of up to 16 additional properties.
- iii. Additional capital funding of £1,036,768.

**Background Papers:**

**Appendix A** – Memorandum of Understanding (MoU)

**Appendix B** – Local Authority Housing Fund prospectus

**Appendix C** – Climate Impact Assessment

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: Alex Hill/Helen Damon
	Legal: Gemma Day
	Equalities & Consultation: Louise Nunn
	Climate: Jessica Rick
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b> <i>Ajman Ali</i>
3	<b>Relevant Policy Committee</b> <i>Housing</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> <i>Jonathan South</i>
	<b>Job Title:</b> <i>Service Manager – Accommodation and Support</i>
<b>Date:</b> 06/04/2023	



## 1. PROPOSAL

- 1.1 On 14 December 2022 the government made several announcements to support the ongoing Homes for Ukraine Scheme.
- 1.2 One element of the announcement was the provision of a £500 million Local Authority Housing Fund to support property acquisitions and redevelopment. Capital funding will be provided directly to English councils in areas that are facing the most significant housing pressures from recent Ukrainian refugee arrivals.
- 1.3 The funding will be Section 31 non-ringfenced capital grant (no revenue funding). Funding will be paid in two tranches, 30% in 2022/23 and 70% in 2023/24
- 1.4 Allocations are based on a main fund allocation: 40% of average lower quartile property price + £20k per property and a bridging fund allocation: 50% of average lower quartile property price + £20k per property
- 1.5 The funding cannot be combined with Affordable Homes Programme grant or Right to Buy receipts and monitoring returns will be requested every 2 months.
- 1.6 Households eligible for the acquired housing are those who are homeless, at risk of homelessness or who live in unsuitable temporary accommodation (including bridging accommodation) and who are here on one of the following schemes:
  - Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS)
  - Afghan Relocations and Assistance Policy (ARAP)
  - Ukraine Family Scheme (UFS)
  - Homes for Ukraine (HFU)
  - Ukraine Extension Scheme (UES)
- 1.8 Delivery routes include but are not limited to:
  - Repurposing council owned buildings
  - Acquiring existing buildings
  - Acquiring new build homes
  - Expanding existing housing delivery programmes
  - Delivering through council owned housing companies or housing associations
- 1.9 Homes should be affordable/low-cost housing. The stock is expected to become available to support wider housing and homelessness responsibilities after the immediate needs of the eligible cohort have been

addressed. The fund will not mandate local authorities to apply a fixed tenancy duration.

- 1.10 Sheffield's initial allocation of funding is outlined below and was agreed by Strategy and Resources Committee on 15<sup>th</sup> March 2023:

Main element: £1,702,000 (Average £54,000 per property plus £20,000)

Bridging element: £1,101,007 (Average £137,287 per property plus £20,000)

- 1.11 Sheffield has been allocated a further £1,230,433 increasing the overall funding award as outlined below:

Main element: £2,146,000 (Average £54,000 per property plus £20,000)

Bridging element: £1,887,440 (Average £137,287 per property plus £20,000)

- 1.12 The revised award suggests Sheffield would be able to fund a minimum of 29 main element properties and 12 bridging allocation properties based on DHLUC calculations. Further work based on the current purchase costs of SCC acquisitions suggests the authority could realise 37 main element properties and 18 bridging allocation properties from this funding.

- 1.13 Capital will also be required to fulfil the purchase of the properties with repayments being met from rental income.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 To date 322 cases incorporating 633 individuals have arrived in Sheffield on the Homes for Ukraine Scheme. So far 107 cases have moved on from their initial sponsor accommodation. Currently 215 cases remain within sponsor accommodation. The opportunity to purchase a minimum of 29 properties to assist with move on accommodation would reduce demand on mainstream services.
- 2.2 The Home Office also has a need to move Afghan families on from bridging hotels. A number of the families requiring move on are between 7 and 9 people in size in need of four bed accommodation. The opportunity to purchase a minimum of 12 larger properties to assist with move on accommodation for Afghan refugees would provide a proportion of the authorities pledge to rehouse 88 refugees in the next financial year.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 The Council is not required to carry out a consultation process in respect of this proposal. A formal consultation process has not been carried out.

## 4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 4.1 Equality Implications

4.1.1 An EIA is currently in place that supports the Council's activity to support all refugees arriving in the city and has already been published.

### 4.2 Financial and Commercial Implications

- 4.2.1
- Capital payment of £4,033,440 made to Sheffield City Council (SCC) by the Department for Levelling Up, Housing and Communities (DLUHC).
  - The funding will be Section 31 non-ringfenced capital grant (no revenue funding). The Grant shall be treated as restricted.
  - The funding formula for the Grant is as follows:

	<b>Eligible Costs</b>	<b>Additional Grant</b>
Bridging Element	50% of the SCC charge to the SCC Capital Budget.	Up to £20,000 per property
Main Element	40% of the SCC charge to the SCC Capital Budget.	Up to £20,000 per property

- A separate grant per property is made available for certain eligible costs. Eligible costs include (but are not restricted to) acquisition fees/disbursements and certain categories of improvement/refurbishment works (see details).
- The Funding Allocation for the Grant is as follows:

<b>Item</b>	<b>2022/23 (30% of Funding)</b>	<b>2023/24 (70% of Funding)</b>	<b>Total Funding</b>
Main Element (split between Acquisition and Refurbishment Grants)	£510,600	£1,635,500	<b>£2,146,000</b>
Bridging Element (split between Acquisition and Refurbishment Grants)	£330,302	£1,557,138	<b>£1,887,440</b>
<b>Total</b>	<b>£840,902</b>	<b>£3,192,538</b>	<b>£4,033,440</b>

- Payments are to be made to SCC from DLUHC on the last working days in March 2023, May 2023 and, if applicable, July 2023.
- The Grant may be applied to already incurred expenditure.
- Funding cannot be carried over into the 2024/25 Financial Year.
- SCC may accept only the Bridging Element of the Grant, however, SCC cannot accept the Main Element only.
- In order to receive 2023/24 funding, SCC must have spent 60% of the 2022/23 funding by May 2023 specified in the MOU.

- The Bridging Fund is made available to SCC to resettle refugees under the Afghan Schemes currently occupying Home Office bridging accommodation. Homes acquired with the Bridging Element is made available to SCC for the purposes of acquiring larger (4+ bedrooms) properties (see details).
- SCC is expected to fund all other costs of delivery of the Project. Borrowing and partnership funding for the Project delivery are permitted.
- SCC must meet any acquisition costs exceeding the grant allocation for any individual property to be acquired.
- SCC is expected to use funds in line with the overarching refugee resettlement objectives of the Project, including whole-life cost funding.

4.2.2 The table below highlights the level of additional borrowing required, the annual repayment costs and annual rental income:

Item	Proposed capital borrowing	Annual repayments over 30 years	Annual rental income from properties
Main element	£2,349,000	£135,843	£150,035
Bridging element	£ 1,647,440	£ 95,272	£ 87,026
Total	£3,996,440	£231,115	£237,061

4.2.3 This example is based on purchasing 37 main element properties and 18 bridging element properties, 55 properties in total. Rental income from the acquired properties will meet the loan repayment costs. It is expected with annual rent increases this will remain the case for the 30-year term of the loan. The purchase cost of properties will be met from the LAHF grant and rental income meeting loan repayment costs.

4.2.4 A Final Business Case is going through the capital approval process for approval to add the scheme to the Capital Programme.

#### 4.2.5 **Capital Implications**

- The Grant can only be used to acquire new housing stock or bring dilapidated unusable stock back into a usable condition. The Grant cannot be used to refurbish currently habitable housing stock.
- SCC is permitted to acquire housing stock in areas neighbouring the Sheffield local authority area.
- Stock acquired under the terms of the Grant may be used to support wider local authority general housing/homeless

responsibilities once the needs of the Ukraine and Afghan scheme recipients have been met.

- Any homes acquired under the terms of the Grant that are subsequently disposed are subject to the Recycled Capital Grant regulations and therefore sale proceeds may be subject to additional restrictions (see details).
- Local authorities cannot combine this fund with the Affordable Homes Programme or Right to Buy receipts. S.106 funding may be applied to the project where it meets the requirements of the S.106 Agreement and the terms of the Grant Agreement.

### **General Implications**

- 4.2.6
- MOU not intended to be legally binding, no legal obligations or rights shall arise between the Parties. Both parties intend to honour all MOU commitments.
  - MOU is not intended to establish any partnership, joint venture or relationship of employment between Parties, constitute either party as the agent of the other party, nor authorise either of the Parties to make or enter any commitments for or on behalf of the other party.
  - SCC will ensure the use of the Grant does not breach any subsidy controls.
  - SCC is to comply with the accounting audit, monitoring, management information and reporting requirements specified in the grant agreement (see details).
  - SCC must comply with the detailed performance management and key performance indicator requirements specified in the Grant Agreement (see details)
  - The MOU does not specify a retention period.

### **Commercial Implications**

- 4.2.7
- All public sector procurement is governed by and must be compliant with the Grant Agreement and UK National Law. In addition, all procurement in SCC must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).

CSO requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase / acquire services, goods or works must go via a competitive process, comply with the Local Government Transparency Code 2015 and s6.3 of the MOU. The Portfolio / Service Grant Manager will need to contact the Commercial Services Team for detailed guidance on adherence to these rules when spending grant monies.

### 4.3 Legal Implications



- 4.3.1 Section 31 of the Local Government Act 2003 enables the Council to become accountable body and accept this additional amount of £1,230,433 of funding from the Department for Levelling Up, Housing and Communities (DLUHC).

The Council has a statutory duty under Part VII of the Housing Act 1996 to provide advisory services and assistance to persons who are eligible, have a priority need and who are homeless or threatened with

- 4.3.2 homelessness in the authority's area. Once such form of assistance is the providing or obtaining of accommodation.

Under the Homes for Ukraine scheme, the Council's statutory homelessness duties apply in cases where a sponsorship arrangement has broken down or is not being continued after the initial six-month

- 4.3.3 arrangement, and the household or individual does not have any other alternative suitable accommodation available to them.

The properties that the Council will be acquiring in accordance with this report will support the Council to fulfil this statutory duty.

- 4.3.4 The Council will be required to sign an addendum to the MoU which has been issued by DLUHC. The original MoU and funding allocation was previously approved by the Strategy and Resources Committee in March
- 4.3.5 2023. This addendum details an increase in the delivery target, total allocation and yearly allocations that were previously outlined in the MoU, which by signing the addendum the Council would be agreeing to.

The addendum should be read in conjunction with the MoU and does not make changes to any other agreements set out in the MoU.

- 4.3.6 The grant requirements in the addendum are noted below and these will replace the figures in the original MoU:
- 4.3.7 i. DLUHC will provide a grant of £4,033,440 ('the total allocation') and the Council will deliver at least the following:
- a) 29 properties for households that meet the eligibility criteria outlined in section 3.2 of the Prospectus ('the main element');
  - b) 12 four+ bed properties to be allocated to households currently in bridging accommodation ('the bridging element');

The Council must comply with all applicable legislation and regulations including but not limited to UK GDPR, the Data Protection Act 2018, Equality Act 2010 and the Subsidy Control Act 2022.

- 4.3.8

#### 4.4 Climate Implications

- 4.4.1 A climate impact assessment has been completed. The assessment concluded that the project would maintain similar levels of CO2e emissions compared to before.
- 4.4.2 Whilst there is no immediate reduction in emissions because of the project, up to 55 homes would be acquired. Housing officers would provide ongoing support to tenants in the new accommodation and advise on climate issues.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 No alternative options were considered.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The authority completed a validation form with the proposed minimum number of properties on 25<sup>th</sup> January 2023 and submitted a signed Memorandum of Understanding (MoU) to DLUHC on 15<sup>th</sup> March 2023. The authority is required to submit the signed addendum to the MoU to DLUHC by 28<sup>th</sup> April 2023 in order to secure the additional funding of £1,230,433.
- 6.2 To secure the full funding the LAHF Team confirmed that ideally all purchases should be complete by 30<sup>th</sup> November 2023. If purchases are within the legal process at that point but not complete the funding for those properties will still be provided. Acquisitions currently being purchased can be included in this programme. To secure all funding, it is recommended to allocate this funding to current purchases within the Stock Increase Programme. This fund will then allow the Stock Increase Programme to deliver further additional properties.

# MEMORANDUM OF UNDERSTANDING

*Between*

**Department for Levelling Up, Housing and Communities**

*-and-*

**Sheffield City Council**

## **1. Purpose**

- 1.1. This Memorandum of Understanding ('MOU') sets out the terms that will apply to the working relationship between the Department for Levelling Up, Housing and Communities ('DLUHC') and Sheffield City Council ('the Council') regarding the administration and delivery of the Local Authority Housing Fund ('LAHF').
- 1.2. This MOU will be for the period Q4 2022/23 and 2023/24. It will be reviewed and updated only where either of the signatories deem it necessary, in which case it will require joint agreement. Further detail on changing the MOU is set out in Paragraph 4.4.
- 1.3. This MOU sets out both the universal fund wide conditions and expectations for appropriate spend of LAHF.
- 1.4. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in Section 3 of this agreement.

## **2. Background**

- 2.1. The LAHF was launched on 14 December 2022. The details of the fund were shared with the Council in the document 'Local Authority Housing Fund – Prospectus and Guidance' ('the Prospectus').
- 2.2. LAHF is a £500m capital grant fund to support local authorities in England to provide sustainable housing for those unable to secure their own accommodation that meet the eligibility criteria outlined in Section 3.2 of the Prospectus.
- 2.3. The objectives of LAHF are to:

- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to those fleeing conflict, provide sufficient longer term accommodation to those they support.
  - Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
  - Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the Prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
  - Reduce emergency, temporary and bridging accommodation costs;
  - Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
  - Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort;
  - Reduce pressures on the existing housing and homelessness systems and those waiting for social housing.
- 2.4. DLUHC has accepted the Council's plan to provide 30 homes ('the delivery target') under LAHF, and DLUHC will provide a grant of £2,803,007 ('the total allocation'). The Council agrees the following targets to deliver at least:
- 23 properties for households that meet the eligibility criteria outlined in section 3.2 of the Prospectus ('the main element');
  - 7 Four+ bed properties to be allocated to households currently in bridging accommodation ('the bridging element');
- 2.5. This MOU covers the funding commitments from DLUHC and the delivery, financial expenditure, agreed milestones, reporting and evaluation, and communications between the Parties. It also sets out the steps DLUHC could take in the event of underperformance if required.

### **3. Purpose of the Funding**

- 3.1. LAHF funding has been provided specifically for spending on LAHF priorities and the Council agrees to spend LAHF funding on activity set out in this MOU as agreed by DLUHC or subsequently agreed by DLUHC as per Paragraph 4.4.
- 3.2. DLUHC will part fund the cost of the Council obtaining properties for use by households that meet the eligibility criteria. The Council will use its best endeavours to meet the delivery target and to achieve value for money. DLUHC's contributory share of funding ('the average grant rate per unit') should not exceed the maximum described below but the grant per unit for individual properties can be higher.
- 3.3. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the main element is 40% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 40% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.4. The maximum average grant rate per unit (for the portfolio of properties, not individual purchases) for the bridging element is 50% of the costs the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 50% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 3.5. The Council can determine how it uses the £20,000 per property and can choose how much of the grant is to be spent on each individual property.
- 3.6. The Council or its delivery partner(s) will fund the outstanding share for each property.
- 3.7. The funding provided by DLUHC in Q4 2022/23 ('the Year 1 allocation') is 30% of the total allocation. The funding provided by DLUHC in 2023/24 ('the Year 2 allocation') is 70% of the total allocation. Both are set out in Table 1.

	<b>Year 1 allocation</b>	<b>Year 2 allocation</b>	<b>Total allocation</b>

Properties for households that meet the eligibility criteria for this Programme	£510,600	£1,191,400	£1,702,000
4+ bed properties for households currently in bridging accommodation	£330,302	£770,705	£1,101,007
<b>Total funding</b>	<b>£840,902</b>	<b>£1,962,105</b>	<b>£2,803,007</b>

*Table 1 – Funding allocation*

#### **4. Delivery Profile**

- 4.1. Delivery of the fund will be measured on the basis of exchange of contracts, or equivalent milestone where exchange of contract will not occur, and number of families housed. Any variations to this, and necessary changes to the MOU will need to be agreed by the parties and an amendment to this MOU made.
- 4.2. Funding outlined in Table 1 is provided to deliver the delivery target. The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023. DLUHC is committed to funding any contract the Council enters into, even if completion occurs after this date.
- 4.3. This MOU is for the full term of the total allocation unless signatories agree to change as per Paragraph 4.4. A further Grant Determination Letter (GDL) will be provided following confirmation of the annual payment for each year.
- 4.4. DLUHC and the Council both have the right to request a change to the MOU. With regards to changing the target amount of units, the Council may ask for either a higher or lower target. Any proposed change will impact the amount of funding received (as set out in the Prospectus) unless the Council is seeking to deliver more units for the same amount of money. Requests will be considered based on the progress of the reallocations process as outlined in Sections 4.4 and 4.5 of the Prospectus and confirmed in writing.

#### **5. Financial Arrangements**

- 5.1. The agreed funds will be issued to the Council as grant payments under section 31 of the Local Government Act 2003. The Council may pass on the funding to a third party (e.g. Registered Providers) as appropriate to deliver the delivery target, complying with the Subsidy Control Act 2022.
- 5.2. Table 2 sets out the timetable for payments to be made to the Council. Payment of the Year 1 allocation will be made in February 2023.

The Year 2 allocation will be paid once the Council has demonstrated that at least 60% of the Year 1 allocation has been committed ('the spend requirement'). This will be paid in line with timings outlined in Table 2.

- 5.3. Should the Council not meet the spend requirement in time for payment in May 2023, the payment for the Year 2 allocation may then be made in July 2023 should the Council meet the spend requirement in time for that payment date as set out in Table 2. DLUHC will put in place further payment dates should the Council not meet the spend requirement for payment in July 2023 and will confirm any further dates in writing. The Council may wish to return unspent monies to the Department.

<b>Payment month</b>	<b>February 2023</b>	<b>May 2023</b>	<b>July 2023 (if applicable)</b>
<b>MI from the Council to support payment</b>	<ul style="list-style-type: none"> <li>Signature of this MOU before the date below.</li> </ul>	<ul style="list-style-type: none"> <li>April MI Touchpoint</li> <li>S151 officer statement of grant usage in April</li> </ul>	<ul style="list-style-type: none"> <li>June MI Touchpoint</li> <li>S151 officer statement of grant usage in June</li> </ul>
<b>DLUHC confirm payment latest by</b>	15 February	10 April	8 June
<b>DLUHC make payment</b>	By the last working day in February	By the last working day in May	By the last working day in July

*Table 2 – Payments timetable*

## **6. Roles and Responsibilities**

### DLUHC Responsibilities

- 6.1. DLUHC is responsible for setting national housing policy, providing grant(s) to the Council and monitoring the delivery of homes.

### Council Responsibilities

- 6.2. The Council will make housing investment decisions, review existing housing policies and products, maximise leverage of this public sector

investment and ensure that funds provide value for money and are deliverable within the timescale of the fund. The Council may work in partnership with private Registered Providers and local authority housing companies to deliver homes. The Council will also report on the fund by providing Management Information (MI) as set out in **Annex A** of this MOU and will work with DLUHC to ensure they have the capability to deliver the fund and provide MI within the set timescales.

6.3. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely:

- **subsidy control**, at all levels e.g. the funding the Council allocates to project deliverers and subsidies that project deliverers provide to third parties.
- **equalities duties**, the Council must ensure that all LAHF funded activity is delivered in accordance with its obligations under the public sector equality duty (PSED)
- **procurement**, the Council must ensure that the allocation of funding to project deliverers that constitutes a procurement is managed in compliance with the public contract regulations
- **fraud**, the Council must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have robust fraud risk management process and paying particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses.

6.4. The Council's Section 151 Officer is expected to ensure that these legal duties and all other relevant duties are considered and that delivery of LAHF investment is carried out with propriety, regularity and value for money.

## **7. Monitoring Arrangements and Accountability**

7.1. The Council will put in place appropriate governance and oversight arrangements to ensure that delivery of housing is on track and that plans remain ambitious and provide value for money.

### Reporting Arrangements

7.2. The Council has agreed to provide reporting information to DLUHC on fund allocations and delivery. The Council will be asked to provide a mix of



quantitative and qualitative summary updates to DLUHC; a full list of MI can be found in **Annex A**.

- 7.3. The first report will be due in April 2023 and then every two months thereafter, until the Council's programme has completed. The schedule for monitoring reports is outlined in **Annex B**.
- 7.4. Spend outturn and forecast should be signed off by the S151 officer or deputy S151 officer.
- 7.5. The Council also agrees to work with the department to provide any reasonable additional MI as and when requested by the DLUHC Senior Reporting Officer (SRO). DLUHC will provide an appropriate amount of time to return any additional MI requests.
- 7.6. The Council agrees to work collaboratively with any requests from DLUHC to support any retrospective assessment or evaluation as to the impact or value for money of LAHF. As a minimum, the Council is expected to monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

## **8. Governance & Assurance**

- 8.1. The Council is expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties, procurement, health and safety, and fraud prevention. The Council has prerogative to establish internal governance and assurance arrangements as they see fit to achieve this.
- 8.2. The Council will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities in relation to LAHF – including, but not limited to, property contracts, professional services contracts, construction contracts and lease agreements:  
  
"Data may be shared with other enforcement agencies for the prevention and detection of crime."

**Signed for and on behalf of DLUHC**

Signature:

Name:

Position:

Date:

**Signed for and on behalf of Sheffield City  
Council**

Signature:

Name:

Position:

Date:

## Annex A – Reporting and Monitoring Arrangements

### Scope and Purpose

1. This annex sets out the agreed reporting and monitoring arrangements for LAHF, including the expected frequency and content of the regular reports that the Council will provide to DLUHC.

### DLUHC Role

2. DLUHC will support the running of the fund and maintain a national picture of delivery by putting in place a proportionate monitoring and governance framework. This will include a fund governance board(s) attended by the DLUHC Senior Reporting Officer (SRO) and other relevant stakeholders. Wherever possible DLUHC will avoid duplication of requests towards the Council.

### Council Role

3. Day-to-day project monitoring and delivery responsibilities will be delegated to the Council. The Council will submit reports to DLUHC in accordance with the agreed timescales and frequency set out in the MoU. The Council will also work with DLUHC to provide any reasonable additional MI required as and when requested by the DLUHC Senior Reporting Officer. DLUHC will provide an appropriate amount of time to return any additional MI requests.

### Management Information (MI)

4. The list of MI is split between operational data – required for monitoring the ongoing fund delivery (Table 3) and evaluation data (Table 4) required to assess the strategy-level success of the fund and inform future policy development. Tables 4 and 5 present the required routine MI and is subject to change, with agreement by DLUHC and the Council. For MI purposes, “committed spend” is considered funding which has been allocated to a property where there has been an exchange of contracts or equivalent milestone where exchange of contract will not occur.

Item	Frequency
No. of offers accepted, including bedroom size and whether these are part of the ‘main’ or ‘bridging’ element of funding	Every 2 months
No. of properties where contracts exchanged, including bedroom size	Every 2 months
No. of properties occupied, including bedroom size	Every 2 months

Number of families housed, including which resettlement programme they belong to	Every 2 months
Number of individuals housed, including which resettlement programme they belong to	Every 2 months
Total expenditure (incl grant and other funding)	Every 2 months
Total committed spend (incl grant and other funding)	Every 2 months
DLUHC grant used	Every 2 months
Overall assessment (RAG rated) of whether delivery is on track as determined by the responsible Council officer	Every 2 months

Table 3 – Monitoring Data

Item	Frequency
How properties have been sourced (e.g. through stock acquisition or another delivery route)	In December 2023 and thereafter upon request to aid with evaluation of the fund
How the Council has funded its contributory share	
Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation	
Tenancy duration	
Rent levels	
Number of additional pledges made to provide housing for those in bridging accommodation	
Number of properties obtained outside the local authority's area, if applicable, and where these are located.	
Evaluation of additional pledges, number of individuals houses, number of properties occupied.	

Table 4 – Evaluation Data

5. In addition, to enable the assessment of relative value for money and to assist with future spending reviews, we may occasionally ask for additional information including details of how the fund is delivered and housing market conditions. This will provide important data to support future policy developments and will also support engagement with HM Treasury. This information will be provided to agreed timeframes when requested by DLUHC.
6. Should the Council wish to amend and/or not collect any of these proposed data points, they should submit a proposal to DLUHC for agreement.

### **Frequency of Reporting**

7. The Council will be asked to provide reports every two months. The schedule for monitoring reports is outlined in Annex B.

### **Data Consistency**

8. DLUHC and the Council have a shared commitment to ensure that, for clarity and transparency purposes, consistent methods of recording outputs are maintained. It is expected that the provided reporting will be robust, accurate and quality assured to a high standard. As such minimal revisions would be expected – although, where these are required, DLUHC should be advised as soon as practical.

### **Use of Material Provided**

9. DLUHC will use the provided material to monitor delivery nationally.

## Annex B – Monitoring Milestones

<b>Date</b>	<b>Milestone</b>
February 2023	Payment of the Year 1 allocation if this MOU is signed before 15 February 2023.
March 2023	Payment of the Year 1 allocation if this MOU is signed after 15 February 2023 and before 15 March 2023.
April 2023	MI touchpoint
May 2023	Payment of the Year 2 allocation
June 2023	MI touchpoint
July 2023	Payment of the Year 2 allocation if the spend requirement for payment in May was not met.
August 2023	MI touchpoint
October 2023	MI touchpoint
30 November 2023	The Council agrees to make best endeavours to deliver the delivery target by 30 November 2023.
December 2023	Final MI touchpoint following 30 November 2023. DLUHC-led evaluation of LAHF begins.



# Department for Levelling Up, Housing & Communities

Local Authority Housing Fund

Prospectus and Guidance

December 2022  
Department for Levelling Up, Housing and Communities

## **1. Introduction**

Earlier this year the United Kingdom took the historic decision to welcome tens of thousands of Ukrainians fleeing the invasion of their homeland. Since then, and thanks to the generosity of the British public, more than 150,000 Ukrainians have been welcomed into homes and communities under the Homes for Ukraine and Ukraine Family schemes. We have also welcomed around 23,000 Afghans who worked alongside the UK Government and risked their lives alongside our Armed Forces, as well as people who assisted UK efforts in Afghanistan.

Local authorities play a vital and integral role in welcoming and integrating recent visa-scheme arrivals to the UK. It is thanks to the hard work of so many in local government, and the wider public sector, across all parts of our country that we have been able to welcome so many people to safety. The Government is introducing further support to help our guests from Ukraine and those who arrived from Afghanistan to find their feet, including local help to find suitable private rented accommodation; assistance via the Department of Work and Pensions to access benefits, skills training and gain employment; and signposting and access to charities and mental health providers. This is backed up by the tariff that authorities receive for each Homes for Ukraine guest arriving in their area; the Afghan Resettlement Schemes to support integration; and additional funding specifically for education and healthcare in the first year of arrival on the Homes for Ukraine scheme.

To assist local authorities further, the Department for Levelling Up, Housing and Communities (DLUHC) is introducing a £500 million capital fund – the Local Authority Housing Fund (LAHF) – for local authorities in England to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. Local authorities who have welcomed arrivals are facing challenges in securing settled accommodation for these households, which unless alleviated will further impact existing housing pressures. LAHF will help them to address these immediate pressures as well as build a sustainable stock of affordable housing for the future.

This prospectus sets out the objectives for the fund, what local authorities can spend the grant on, defines the cohort eligible, and the process we will follow for allocating grants to local authorities.

## **2. Purpose of the fund**

The Local Authority Housing Fund is a £500m capital grant fund in financial years 2022/2023 and 2023/2024 to support selected local authorities in England to obtain and refurbish property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes: Afghan Citizen Resettlement Scheme (ACRS), Afghan Relocations and Assistance Policy (ARAP) (collectively referred to as the Afghan Schemes), Ukraine Family Scheme, the Homes for Ukraine and the Ukraine Extension Scheme (collectively referred to as Ukraine schemes ). A full definition of the eligible cohort is at section 3.2.



As well as helping to fulfil the UK's humanitarian duties to assist those fleeing war, this fund will reduce the impact of new arrivals on existing housing pressures and ultimately create a lasting legacy for domestic households by providing a new and permanent supply of accommodation for local authorities to help address local housing and homelessness pressures. We expect up to 4,000 properties would be provided through this fund.

Local authorities will be allocated capital funding under section 31 of the Local Government Act 2003 on the basis of a formula. Delivery targets will be based upon this funding allocation, estimated by a blended grant per property model. Local authorities will determine the most effective means to deliver the fund objectives in their area.

The grants will be non-ringfenced and we will sign Memoranda of Understanding with all local authorities receiving funding to set out our shared expectations for how the fund should be delivered.

Local authorities in scope of the funding formula for this fund will be contacted with their indicative allocation and asked to return a proposal on how they would deliver this accommodation in line with fund objectives outlined below.

## **2.1 Fund Objectives**

The fund aims to alleviate housing pressures on local authorities arising from recent and unforeseen conflicts in Afghanistan and Ukraine. As part of this government's humanitarian response to these crises, we have welcomed over 170,000 people to the United Kingdom. This act of generosity has unavoidably created additional demand for housing at a time when local authorities are already under strain.

The objectives of the fund are to:

- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to those fleeing conflict, provide sufficient longer term accommodation to those they support.
- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
- Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the fund's prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
- Reduce emergency, temporary and bridging accommodation costs;

- Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
- Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort.
- Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.

### **3. What the funding can be used for**

Within the framework of the purpose and objectives of the fund set out above, we want to provide local authorities with as much flexibility as possible to shape local delivery according to circumstances in each area. The guidance provided in this document is intended to support this. Local authorities will need to be satisfied that their specific plans are lawful and deliverable.

This fund will pay capital funding in two tranches, to be spent in financial years 2022/23 and 2023/24. Local authorities cannot combine this fund with the Affordable Homes Programme or Right to Buy receipts. There is no revenue funding available. Local authorities will have their own processes in place to determine the accounting treatment of revenue costs directly attributable to capital works. It is for local authorities to determine whether it is appropriate to capitalise any revenue costs and their accounting teams should ensure that the accounting treatment adopted is deemed compliant with the code of Practice for Local Authority Accounting.

The basic model assumes stock acquisition. In practice this could include, but is not limited to:

- Refurbishing and/or converting local authority-owned residential or non-residential buildings, including defunct sheltered accommodation;
- Acquiring, refurbishing and/or converting non-local authority owned residential or non-residential buildings, including bringing empty or dilapidated properties back into use;
- Acquiring new build properties 'off-the-shelf', including acquiring and converting shared ownership properties;
- Developing new properties, including developing modular housing on council-owned sites, and;
- Working with and supporting other organisations who want to offer accommodation for this cohort.

Ultimately, local authorities may choose the most appropriate delivery mechanism to achieve the fund's objectives, and to bring on stream the accommodation as quickly as possible.

While local authorities will take the lead in their areas, this does not mean the above activities must be all be undertaken by local authorities. We expect local authorities to work closely with their housing association partners who stand ready to assist and, in

some cases, may be the most appropriate delivery vehicle to achieve the fund objectives. Housing association stock, development, and disposals pipelines could be instrumental in assisting local authorities to deliver this fund, as could their expertise and capacity for stock purchase, management and wraparound support.

Local authorities may choose to acquire properties in their own area or work with neighbouring authorities to acquire properties in their region; it is left to each local authorities' discretion whether collaboration of this kind would be an appropriate route although we would encourage collaboration where possible.

Local authorities should consider the needs of the cohort in their area when determining the size of properties to acquire. Our expectation is that the vast majority of properties acquired will be family sized homes (2-4+ bedrooms).

There are 182 local authorities, plus the Greater London Authority (GLA), eligible for funding. Eligible local authorities will receive an allocation email, which will set out the funding amount and the minimum number of units the LA needs to deliver with this funding. Local authorities or their partners are expected to fund the remainder of the costs, examples include but are not limited to funding from capital receipts, revenue, borrowing or funding by a partner.

Local authorities will be expected to manage this fund within their normal budgetary guidelines, with confidence that any budgeting decisions can be justified to their auditors. We will ask Section 151 officers to agree this with the department via a Memorandum of Understanding (MOU); further details can be found at section 4.

It is expected that all homes delivered through this fund will be affordable/low-cost housing to support wider local authority housing and homelessness responsibilities for the remainder of their lifetime. If properties are disposed of, they will be subject to the Recycled Capital Grant regulations. Funding provided under this fund is for whole-life housing costs and local authorities are expected to use the funding in line with the fund objectives outlined in 2.1. It is up to local authorities to determine the precise rent level and tenure of homes in line with the fund objectives. This could include social rent, Affordable Rent, or a discounted private rent.

### **3.1 Ambition for housing those in bridging accommodation**

There are around 9,200 people currently living in Home Office bridging accommodation who are being resettled via the Afghan Relocations and Assistance Policy and the Afghan Citizens Resettlement Scheme. This fund aims to support local authorities to help move more households out of bridging accommodation. Each of the 182 local authorities, plus the Greater London Authority on behalf of London boroughs, in scope for grant funding will be expected to increase their number of pledges to support people under the Afghan resettlement schemes through the usual process (by notifying their Strategic Migration Partnerships) and will be set an ambition for the number of homes to acquire specifically for housing those currently in bridging accommodation. This will be for larger homes (four or more bedrooms), given the average family size of those in bridging accommodation, and the number of properties will be determined by the population size of the local authority. The funding allocation

includes a specific element for the acquisition of larger properties for this cohort. However, local authorities can also use the main element of their funding allocation to move smaller families out of bridging accommodation into smaller homes with fewer than 4 bedrooms in addition to their allotted target for larger homes.

For this fund, we expect all local authorities in scope for funding to deliver their allocation of 4+ bedroom homes for those in bridging accommodation, and local authorities will be asked as part of the validation process whether they are able to deliver those additional units.

If local authorities do not increase their pledges and do not commit to provide sufficient larger homes to this cohort (or if the GLA commits to provide fewer than its targeted amount within London), then their provisional allocation (both the bridging and main element) will be reallocated.

### **3.2 Cohort Definition and Eligibility**

Given the objectives of the fund, those eligible for the housing are those who are homeless, at risk of homelessness or who live in unsuitable Temporary Accommodation (including bridging accommodation) and who also meet the below definition.

Those on the:

- Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS),
- Afghan Relocations and Assistance Policy (ARAP)
- Ukraine Family Scheme (UFS),
- Homes for Ukraine (HFU),
- Ukraine Extension Scheme (UES)

For those not in bridging accommodation, the local authority does not have to have accepted a Housing Act 1996 Part 7 homelessness duty in respect of the household for the household to be eligible, but the local authority should satisfy themselves that the household is already or would otherwise be homeless or at risk of homelessness if this accommodation was not available.

### **3.3 Matching households with properties**

It will be up to local authorities to decide how to deliver and manage this fund locally. The accommodation funded through this fund should increase the housing available for the cohort outlined in section 3.2.

In addition to the eligibility criteria above, the local authority should make reasonable endeavours to prioritise households based on who is most in need when matching eligible households with properties. Beyond this, local authorities may use any lawful route that allows them to deliver this fund to cater for the needs of their area. They may wish to use their experience from the Rough Sleepers Accommodation Fund or use the same assessment and prioritisation process as for mainstream social housing stock.

Some examples of options for matching eligible households to properties include:

- Using, amending or putting in place a Local Lettings Policy to allow homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description. This is allowed under the Housing Act 1996 (section 166A(6)(b))
- Letting accommodation through a local authority owned housing company.

This is not exhaustive and depending on how local authorities are delivering the fund, they may identify other legal ways for matching households with properties.

For the larger homes acquired to enable households to move out of Home Office bridging accommodation, we would encourage local authorities to use their relationships with each other, their Strategic Migration Partnerships and with staff in bridging hotels to identify and match families to suitable properties. This is to increase the chances of successful matches, as we recognise that local resettlement leads are well-placed to use local intelligence on households in their regions to identify suitable matches and reduce the chances of refusals as much as possible. Local authorities can indicate a preference for a specific family to be matched to a property they have acquired on the ARAP/ACRS property offer form. Alternatively, if a local authority is unable to identify a specific family in a bridging hotel, the local authority can put forward properties (via their Strategic Migration Partnership) to be centrally matched by the Home Office. As mentioned above, we expect local authorities to increase their pledges for the Afghan resettlement schemes beyond their existing pledge amount to reflect the acquisition of these new properties.

### **3.4 Tenancy Duration and social housing legacy**

Given this fund aims to create a lasting supply of affordable housing for the general population (see fund objectives at section 2.1), we expect this stock to become available to support wider local authority general housing and homelessness responsibilities after the immediate needs of the eligible cohort have been addressed.

As the housing landscape in each area and the circumstances of eligible households vary, we will not mandate local authorities to apply a fixed tenancy duration for housing funded through the fund, though in many cases this may be appropriate.

## **4. Funding Allocations and Delivery**

### **4.1 Initial allocation of funding**

The initial funding offer will be determined and offered to the 182 local authorities and Greater London Authority in England, who are deemed to have the greatest need for this funding based on a formula. A formula will be used to identify the total allocation to those local authorities in scope for funding across the duration of the fund.

Local authorities are given an overall ranking based on several sets of data. This combines their relative ranking in terms of the number of Ukrainian arrivals per 1000 population and their relative ranking in terms of the level of housing pressure (which includes Private Rented Sector rents in relation to income, unemployment rate, number of households in Temporary Accommodation (TA) per 1000 households and

number of households on local authority waiting lists per 1000). This data is used because in the areas of highest housing pressure, it will be most difficult for refugees/arrivals to find housing, and therefore the risk of homelessness will be higher. The capacity of local authorities to respond in these areas will also be more limited because of the shortage of housing and associated higher housing costs. The Ukrainian arrivals data is used in this ranking to reflect the sudden and additional pressure from a rapid increase in the number of arrivals of people fleeing war, which is a different magnitude to the number of refugee arrivals in recent years. Numbers in bridging accommodation in each local authority is not used because of the policy objective to move Afghans out of bridging accommodation into local authorities across the country.

An initial indicative allocation will then be offered to each local authority, working from the most pressured local authority down, on the basis of:

- A fair share requirement to accommodate families in bridging accommodation, based on a per capita distribution for those local authorities in scope of funding and a grant per property set at 50% of the estimated average lower quartile 4+ bed property price plus an allocation of £20k per property (to allow for refurbishment/other costs)
- Distributing the remaining budget based on a ratio of 1 home per 20 Ukrainian arrivals, which is then costed at a grant per property of 40% of the estimated average lower quartile property price (plus £20k per property for refurbishment/other costs)
- The model distributes funding down the list of local authorities (ranked based on Ukrainian arrivals and housing pressure) until the budget is expended, resulting in 182 local authorities (plus the GLA) being in scope for funding.

In addition, several caps are put in place for the initial allocation to help support deliverability, to minimise inflationary impacts and to ensure all parts of the country receive some support. These are:

- a. constraining the initial London allocation to reflect an achievable delivery target in the capital's highly constrained housing market;
- b. capping the allocation per region at 25% of the total fund spend; and
- c. capping the allocation to any single local authority at 30 homes.

## **4.2 Funding split between financial years**

The local authorities who are identified by the formula as eligible for funding will be contacted directly with an indicative offer of their total allocation. Authorities will be asked whether they will be able to spend this allocation to deliver the outlined number of homes, in accordance with the details set out in this prospectus (and if not, what they could deliver). Local authorities will also be asked whether they can deliver more than the allocation using the same grant per property (detailed at 4.3).

Funding will be paid in two tranches representing 30% and 70% of the local authority's allocation agreed in the MOU. We expect that the first tranche of funding will be paid in February/March 2023 – depending on when the MoU is agreed.

The second tranche of funding will pay 'the balance' of the local authority's allocation. There will be two predetermined tranche payment dates; the first at three months and the second at five months from the tranche one payment. Dates will be confirmed as part of the MOU process. To receive the second tranche payment the local authority must have spent at least 60% of the tranche one payment delivering on the objectives of the fund, which we will ask the local authority to declare to us at progress 'checkpoints'. Local authorities do not need to wait until receiving the second tranche of payment before spending more than their tranche one payment given 'the balance' will be paid following the checkpoint when they have spent 60% of their tranche one payment.

We will also ask local authorities about the number of property purchase offers they have made, how many of those offers have been accepted, and how many contracts they have exchanged, for example. To monitor delivery, we will ask for these progress updates at each funding checkpoint, regardless of whether the local authority has reached the 60% spending threshold.

We anticipate that any additional funding agreed via the reallocations process will be paid at the same time as the second tranche payment, with an update to the MOU following the reallocations process to reflect this additional funding. Where there is no direct allocation already in place (eg London councils) new MoU arrangements may be created.

### **4.3 Grant Rate and Eligible Spend**

**Allocations to each council have been calculated as follows:**

- For the "main element", the amount of grant per property is calculated as 40% of the average lower quartile property price in the council area (or for London, 40% of the average lower quartile property price in Greater London). A further £20k per property is then added to account for other costs (including refurbishment).
- For the "bridging element" (i.e. 4+ bedroom houses) the amount of grant per property is calculated as 50% of the estimated lower quartile property price for a 4+ bedroom property in the council area (or for London, 50% of the estimated lower quartile property price for a 4+ bedroom property in Greater London). A further £20k per property is then added to account for other costs, including refurbishment.

### **Grant rates and Eligible Expenditure for Main and Bridging Elements**

It is expected that councils will use their best endeavours to acquire the target number of units and to achieve value for money. The average grant per property rate should not exceed the maximum described below but the grant per property for individual

purchases can be higher. It is recognised that the grant will not meet all of the acquisition costs and so there is an expectation that the council, or its partners, will provide the remainder of the funding required.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “main element” is 40% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 40% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting when deciding eligible costs.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “bridging element” is 50% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 50% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting.

In some cases, the amount of money provided by the grant per property may equate to an intervention rate higher than the maximum set out above - for example if the local authority is focussing on smaller homes, such as 2 bedrooms, because these better suit the needs of the eligible cohort in the area or constitute the majority of the available stock to purchase. If this means the grant rate equates to more than the maximum, the local authority is expected to acquire more units with this funding than the estimated minimum (or outline in the MOU process that less funding is needed to deliver the number of units outlined in their allocation) in order to ensure value for money and not exceed the maximum grant rate.

During the validation process, if local authorities ask to deliver fewer units than allocated, then their funding allocation will be reduced, maintaining the same grant per property rate.

### **Eligible Expenditure for Improvement Budget**

The costs of obtaining a property are not the only costs councils may incur. They may also need to fund things like refurbishments, energy efficiency measures, legal costs, decoration, furnishings, or otherwise preparing the property for rent. We have included an un-ringfenced capital budget of £20,000 per property to account for this. This is a notional amount for the purposes of allowing for these costs in our formula. Councils can choose how much of the grant is to be spent on each individual property. For instance, it may choose to spend £10,000 on one property and £30,000 on another.

#### **Example “main element” allocation**

A local authority is allocated £380,000 to deliver 5 main element units plus £20k per unit nominally for refurbishment costs. In total it receives £480,000.



The local authority identifies 5 properties and the costs of obtaining and preparing them for rent:  
Property 1: £220,000 capital cost  
Property 2: £220,000 capital cost  
Property 3: £240,000 capital cost  
Property 4: £190,000 capital cost  
Property 5: £230,000 capital cost  
Total price: £1,100,000  
The local authority uses the £100,000 it received nominally for refurbishment costs, leaving £1,000,000.  
The £380,000 main element allocation equates to 38% of the remaining capital cost and is therefore within the 40% maximum average grant rate.  
The council funds the remaining costs from other sources.

#### 4.4 Validation forms

Eligible local authorities will have been emailed an indicative allocation offer email, a draft MOU, and a validation form. This email outlines the local authority's indicative allocation. Receipt of the initial indicative allocation email and completion the validation form is not a commitment to providing funding or a commitment by a local authority to receive and spend funding. Final allocations will be confirmed in writing following the department's review of the form(s) as outlined in this section. This does not prejudice a local authorities' right to not sign a Memorandum of Understanding.

We will ask all local authorities to submit the validation form no later than 25 January 2023 to confirm if they are willing and able to participate. This helps us understand which local authorities do not wish to take up this funding, how many units local authorities are willing to deliver and allows us to begin reallocating funding.

The validation form will ask local authorities to cover the key details of their delivery proposal; this will then be assessed and validated by the department.

In the validation form we will ask for information on:

- The number of homes that the local authority plans to acquire as part of this fund including the number of 4+ bedroom homes for families in bridging accommodation
- Delivery approach
- Project milestones
- Risks and barriers to delivery

A copy of the validation form questions is attached at Annex A. Validation forms must be submitted via [this page](#) no later than midday 25 January 2023. These will be reviewed and responded to as they are received, and we intend to respond to all forms by 15 February 2023.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk <mailto:LAHF@levellingup.gov.uk>. The template MOU is [here](#), which are the standard terms that will be agreed with every local authority, and

the text of which is non-negotiable. If you are delivering the full allocation, complete the MOU using the numbers from your allocation email. If you are agreeing to deliver a lower number of units than your allocation, to complete your MOU, calculate the funding amount for your specified number of units, using the grant per property rate set out in your allocation email – further detail is included in the blank MOU.

We encourage local authorities to return their validation form and MOU as soon as they can as we may be able to work faster with those who agree to the terms of the programme and return their validation forms and MOU earlier. Any reallocations will be calculated and communicated by the end of March 2023.

Given that this is not a bid-based fund, proposals will be assessed acknowledging that accountability for delivery rests with the local authority. The questions have been designed to identify local authorities who would be unwilling or unable to deliver the fund. The assessed section of the validation form will consider responses regarding:

- The proposed scale of delivery relative to the indicative allocation
- Whether delivery plans meet fund objectives
- Confirmation that the local authority is content with formal reporting requests every 2 months
- Confirmation that the Section 151 Officer or Deputy Section 151 Officer has signed off the proposal

We will confirm by end of March 2023 any additional funding available to the local authority following a reallocations process based on validation form data.

If we have any queries on the answers provided in the validation form, we will contact the local authority directly.

#### **4.5 Reallocation**

During the validation process, local authorities will be asked whether they can deliver more than their initial allocation.

If in the validation form stage local authorities state they are unable to deliver the units allocated to them across the duration of the fund, the funding for the units they say they will be unable to deliver will be reallocated to other local authorities (including directly to London councils). This reallocation will be based on a process aligned with the fund objectives in 2.1, taking into account need and deliverability. If additional funding is available for local authorities who have told us they can deliver more than their initial allocation, we will contact them to confirm any further funding offer and to agree an update to the MOU to reflect this additional funding.

If a local authority misses the deadline for submitting their validation forms, they are unlikely to receive funding at tranche one. Whether it is still possible to provide them with any funding will depend on when we receive the necessary details from them and the progress of the reallocations process (including the amount of money left to reallocate). We ask that local authorities who foresee a difficulty in working to the

communicated deadlines get in touch with the Local Authority Housing Fund Team as soon as possible.

If money remains after allocating additional funding to the local authorities that have said they can deliver more across the two years of the fund, then the list of local authorities may be expanded beyond those in receipt of initial allocations.

If a local authority is allocated additional funding as part of the reallocation process, this will be paid together with the baseline funding amount for year two (agreed as in the original signed Memorandum of Understanding). As with the tranche two payment, this additional funding will be subject to the local authority having spent at least 60% of their tranche one payment at the 'checkpoint' before the tranche two payment. Where there is no pre-existing direct agreement ( as would be the case with individual London councils), new agreements would be made.

The allocations for the "main element" and "bridging element" will be treated separately for reallocations, and so "bridging element" funding will not be reallocated to deliver more 'main element' properties. This is to avoid undermining the number of properties delivered for those in bridging accommodation.

#### **4.6 How grants will be delivered**

This fund will operate only in England and funding will be allocated direct to local authorities under section 31 of the Local Government Act 2003.

The funding will be allocated to the appropriate district council or unitary authority. Initial allocations for London will be made via the Greater London Authority. Further allocations may be made directly to London councils.

We will contact local authorities directly with their indicative allocation based on the formula outlined above.

#### **4.7 Payment process**

Payments will be made in the form of grants under Section 31 of the Local Government Act 2003 and paid as two instalments, on agreement of an MOU between the local authority and the Department for Levelling Up, Housing and Communities.

Once we have contacted local authorities to confirm their final allocation, we expect local authorities to obtain any further necessary clearances to enter into a MOU with the Department based on the information they provided in the validation form. Funding will then be distributed to the local authority following the signing of the MOU.

For local authorities allocated any additional funding via the reallocations process, prior to payment of any additional funding there will be an update to the MOU agreed to reflect this additional amount, and this will be paid alongside the tranche two funding.

Tranche one payments will be made in February/March 2023 depending on the date the MOU is agreed. Payments for tranche two will be paid in May and July 2023 respectively, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment.

Given the urgency of delivery we expect all local authorities to show flexibility in how they apply their approvals processes in order to participate in this fund. All MOUs should be signed ahead of the first tranche of payments. Local authorities will ultimately be responsible for delivery and ensuring value for money of the allocation they have received.

#### **4.8 Fraud Risk Assessments**

Local authorities shall be responsible for ensuring that fraud is a key consideration in all spend activity and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Fraud Risk Assessment](#) (FRA) – pages 15-19;
- Undertake FRAs at an appropriate level to each individual project dependent on risk;
- Ensure that this spend is undertaken in accordance with effective authority fraud prevention policy and procedure, and via engagement with your organisations' specialists in this area;
- Ensure that relevant evidence and data to prevent fraud is gathered as part of due diligence undertaken ahead of releasing funds;
- Implement reporting and monitoring requirements that will identify irregularities or issues in use of funds which can be investigated further;
- Store and file all work undertaken on FRA in the event of any issues or audit requirements.

#### **4.9 Due Diligence**

Local authorities shall be responsible for ensuring that proportional due diligence is applied to all this fund spend and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Due Diligence](#) – pages 20-24;
- Undertake due diligence at an appropriate level to each individual project dependent on risk;
- Ensure that due diligence is undertaken in accordance with effective authority rules and procedures through authorities' teams specialising in this area;
- Ensure that key areas of due diligence identified for projects in which local authorities invest are reported on and monitored throughout the term of delivery;
- Store and file all work undertaken on due diligence in the event of any issues or audit requirements.

#### **4.10 How we will monitor performance and delivery**

Key Performance Indicators (KPIs) will be detailed in MOUs with local authorities and will be based on the fund objectives outlined at section 2.1.

Every two months, local authorities will provide a mix of quantitative and qualitative summary updates to the Department for Levelling Up, Housing and Communities to track against agreed delivery milestones. The reports will be due every two months until delivery is completed, with the dates specified in the MOU.

We will ask for the following information either as part of ongoing monitoring and/or as part of evaluation of the fund:

- Offers accepted, including bedroom size and whether these are part of the “main” or “bridging” element of the funding;
- Number of properties where contracts exchanged, including bedroom size;
- Number of properties occupied, including bedroom size;
- Number of families housed, including which resettlement programme they belong to;
- Number of individuals housed, including which resettlement programme they belong to;
- Total expenditure (including grant and other funding);
- Total committed spend (including grant and other funding);
- Government grant used;
- Overall assessment (RAG rated) of whether delivery is on track.

#### Future evaluation requests

We will conduct an evaluation of the fund near the end of the monitoring period. To understand how the fund is being delivered in further detail, we will ask local authorities for the following information:

- How properties have been sourced (e.g. through stock acquisition or another delivery route);
- Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation;
- Tenancy duration;
- Rent levels;
- Number of additional pledges made to provide housing for those in bridging accommodation;
- Number of properties obtained outside the local authority’s area, if applicable, and where these are located.

We expect that local authorities will respond to any reasonable additional requests from the Department for Levelling Up, Housing and Communities to support any retrospective assessment or evaluation as to the impact or value for money of the fund. We will expect the authority to, at minimum, monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

We may also ask for details about how the acquired properties are being used, for example if they are still publicly owned and if they have become part of the social housing or affordable stock. This will require local authorities to maintain address-level data. This is for us to examine the legacy impacts of the fund.

#### 4.11 Next steps and important dates

- Local authorities who have been identified as eligible for funding will be sent a link to a validation form, to confirm their interest in participating, and to set out how they intend to deliver this fund. Submissions will be reviewed as they are received and therefore forms submitted earlier may receive an earlier response.
- Local authorities must submit their validation form by 25 January 2023 via this [link](#). Forms will only be accepted submitted by the link above. After submitting their validation forms, we encourage local authorities to email their signed MOU as soon as possible.
- In the event we have any clarification questions about the contents of a validation form, we will contact the local authority directly for further detail.
- If a validation form is accepted, we will make best endeavours to contact the local authority to confirm their allocation by 15 February 2023. We will be prepared to sign a Memorandum of Understanding with local authorities as soon as they have received the appropriate internal clearances. We expect local authorities to have signed this no later than 1 March 2023 but will work flexibly with local authorities.
- Tranche one of funding is due to happen in February/March 2023 (depending on the date the MOU is agreed), tranche two is due to happen in May or July 2023, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment as reported during the monitoring and evaluation windows.
- Local authorities will be asked to complete a monitoring return every two months on the basis as set out in the Memorandum of Understanding and we will discuss any concerns about delivery with local authorities directly. The final monitoring return is scheduled to take place in November 2023, however we will expect monitoring returns to be completed until delivery is complete. We expect to carry out an evaluation from December 2023.
- For any questions about this fund please contact LAHF@levellingup.gov.uk.

## **Annex A – Validation Questions**

### Overview

The Local Authority Housing Fund will provide up to £500 million in capital grants to help councils obtain additional housing to accommodate the defined eligible cohort at risk of homelessness or living in bridging accommodation.

Councils' funding offer has been allocated on the basis of a formula, taking into account housing pressures and the number of recent Ukrainian arrivals.

This form applies to eligible councils in England only.

The validation form will be split into two parts, assessed and non assessed additional questions.

If you need to edit or revisit any sections of the validation form you will need to use the browser back button. Be aware that if you use the browser back button, the screen that you are currently viewing will not be saved.

Once you have submitted your validation form you will not be able to edit your response.

Please keep a copy of your answers for future reference.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk.

### Validation Questions

1. Are you willing and able to participate in the Local Authority Housing Fund programme?
  - Yes (form proceeds to question 3)
  - No (form proceeds to question 2)
2. Please provide further details of why you are not willing or able to participate in the programme (form proceeds to end).
3. Does the proposal you outline in this form meet the fund objectives outlined below? (Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)
4. For the "main element" of the fund, how many homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will

confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

5. For the "bridging element" of the fund, how many 4+ bedroom homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

6. Do you agree to provide progress reports every 2 months until delivery is completed including Management Information (MI) and reporting against Key Performance Indicators (KPIs) as detailed in the prospectus?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

7. Has your Section 151 Officer or Deputy S151 Officer approved this submission?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

### **Additional non-assessed questions**

The next set of questions are not assessed and will be used by the department to aid policy development and evaluation design only.

1. If the number of "main element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.
2. If the number of 4+ bedroom "bridging element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.



3. How do you plan on delivering your proposed/target number of homes?  
Please provide details of the type of stock you plan to acquire, noting the non-exhaustive list of examples provided in section 3 of the programme prospectus.
4. If your chosen delivery plan will add to existing housing in your area, please provide an estimate of the number of new homes.
5. Please provide your key milestones for delivery, including decision making timelines.
6. Based on the indicative approach(es) identified in your delivery plan above, please provide a brief overview that shows a financial projection of how and when the budget will be spent versus the timescales / number of homes to be acquired.
7. How do you intend to fund your contributory share required to secure your proposed/target number of homes? (e.g. from capital receipts, revenue, borrowing or funded by a partner?)
8. What are the key risks for delivery and how do you intend to mitigate them?
9. If this programme continued into future years using the same or a similar approach, (e.g. assuming launch in late 2023 and running for the following 12 months), how many homes could you deliver in this time period?

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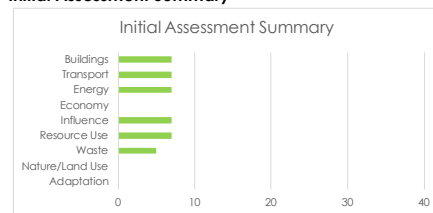
### Climate Change Impact Assessment Summary

<b>Project/Proposal Name</b>	Local Authority Housing Fund	<b>Portfolio</b>	Place
<b>Decision Type</b>		<b>Lead Member</b>	
<b>One Year Plan Area</b>	Communities and Neighbourhoods	<b>Lead Officer</b>	Jonathan South
<b>Date CIA Completed</b>	1st March 2023	<b>CIA Author</b>	Jonathan South
		<b>Sign Off/Date</b>	

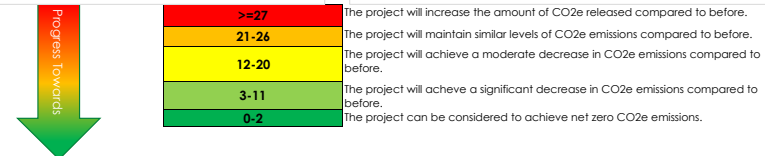
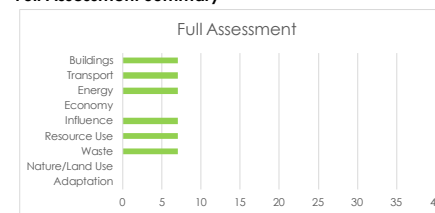
<b>Project Description and CIA Assessment Summary</b>	Sheffield City Council has been awarded £2.8m in funding from the Local Authority Housing Fund (LAHF). Capital funding of up to £2.8m will also be required. £5.6m in grant and capital funding will be used to purchase up to 39 properties for use to support refugees. Sheffield City Council is allowed to use the LAHF monies to acquire and refurbish properties. The plan is to purchase all properties. The properties will be used initially to support refugees from Ukraine and Afghanistan with the housing subsequently being absorbed into the SCC property portfolio managed by the Housing Service.
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<b>Rapid Assessment</b>	Does the project or proposal have an impact in the following areas? Select all those that apply. Only complete the		
<b>Buildings and infrastructure</b>	Yes	<b>Influence</b>	Yes
<b>Transport</b>	Yes	<b>Resource Use</b>	Yes
<b>Energy</b>	Yes	<b>Waste</b>	Yes
<b>Economy</b>	No	<b>Nature/Land Use</b>	No
		<b>Adaptation</b>	No

### Initial Assessment Summary



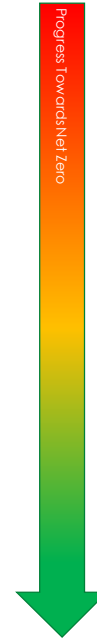
### Full Assessment Summary



Initial Assessment

Category	Impact	Description of Project Impact	Score
Buildings and Infrastructure	Construction	Construction materials will be limited to repairs and minor improvements after properties are purchased. All reasonable steps will be taken to mitigate the climate impact of any post purchase works.	7
	Use	N/A	NA
	Land use in development	N/A	NA
Transport	Demand Reduction	The location of purchased properties will impact on tenants ability to access low carbon forms of transport, including public transport, walking and cycling.	7
	Decarbonisation of Transport	N/A	NA
	Public Transport	N/A	NA
	Increasing Active Travel	N/A	NA
Energy	Decarbonisation of Fuel	N/A	NA
	Demand Reduction/Efficiency Improvements	The Council will invest and improve the quality of homes and ensure that more homes are supporting safe and healthy living. Homes that we acquire will be at or will be modernised to meet the government decent homes standard and achieve an SAP rating of C where possible.	7
	Increasing infrastructure for renewables generation	N/A	NA
Economy	Development of low carbon businesses	N/A	NA
	Increase in low carbon skills/training	N/A	NA
	Improved business sustainability	N/A	NA
Influence	Awareness Raising	SCC officers will support future tenants and raise awareness of energy efficiency and waste reduction	7
	Climate Leadership	N/A	NA
	Working with Stakeholders	N/A	NA
Resource Use	Water Use	Like for like performance as the properties will be occupied with similar family sizes as they were prior to sale on the open market. Any planned replacement of water using devices e.g. water saving taps, toilets, showers etc	7
	Food and Drink	N/A	NA
	Products	N/A	NA
	Services	N/A	NA

10	The project will significantly increase the amount of CO2e released compared to before.
9	The project will increase the amount of CO2e released compared to before.
8	The project will maintain similar levels of CO2e emissions compared to before.
7	
6	
5	The project will achieve a moderate decrease in CO2e emissions compared to before.
4	
3	
2	The project will achieve a significant decrease in CO2e emissions compared to before.
1	
0	The project can be considered to achieve net zero CO2e emissions.
Carbon Negative	The project is actively removing CO2e from the atmosphere.



Waste	Waste Reduction	N/A	NA
	Waste Hierarchy	N/A	NA
	Circular Economy	Acquisition of properties keeps them in functional use and offsets the need for demolition or new building.	5

Nature/Land Use	Biodiversity	N/A	NA
	Carbon Storage	N/A	NA
	Flood Management	N/A	NA

Adaptation	Exposure to climate change impacts	N/A	NA
	Vulnerable Groups	N/A	NA
	Just Transition	N/A	NA

Full Assessment

Category	Impact	Description of Project Impact	Mitigation Measures	Mitigated Score	Procurement Action Required?	Proposed KPI/Measure
Buildings and Infrastructure	Construction	Construction materials will be limited to repairs and minor improvements after properties are purchased. All reasonable steps will be taken to mitigate the climate impact of any post purchase works.	The Council will invest and improve the quality of homes and ensure that more homes are supporting safe and healthy living. Homes that we acquire will be at or will be modernised to meet the government decent homes standard and achieve an SAP rating of C where possible.	7		
	Use	N/A				
	Land use in development	N/A				
Transport	Demand Reduction	The location of purchased properties will impact on tenants ability to access low carbon forms of transport, including public transport, walking and cycling.	Housing staff will discuss low carbon forms of transport with tenants.	7		
	Decarbonisation of Transport	N/A				
	Public Transport	N/A				
	Increasing Active Travel	N/A				
Energy	Decarbonisation of Fuel	N/A				
	Demand Reduction/Efficiency Improvements	Improve EPC ratings over time.	The acquisition of second-hand private homes will enable the Council to invest and improve the quality of homes. Homes that we acquire will be at or will be modernised to meet the government decent homes standard and achieve an SAP rating of C where possible.	7		
	Increasing infrastructure for renewables generation	N/A				
Economy	Development of low carbon businesses	N/A				
	Increase in low carbon skills/training	N/A				
	Improved business sustainability	N/A				
Influence	Awareness Raising	SCC officers will support future tenants and raise awareness of energy efficiency and waste reduction	Housing staff will discuss and raise awareness.	7		
	Climate Leadership	N/A				
	Working with Stakeholders	N/A				
Resource Use	Water Use	Like for like performance as the properties will be occupied with similar family sizes as they were prior to sale on the open market. Any planned replacement of water using devices e.g. water saving taps, toilets, showers etc	Housing staff will discuss reducing waste water and promote tenants supporting climate change solutions.	7		
	Food and Drink	N/A				
	Products	N/A				
	Services	N/A				

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10	The project will significantly increase the amount of CO2e released compared to before.
9	The project will increase the amount of CO2e released compared to before.
8	The project will maintain similar levels of CO2e emissions compared to before.
7	
6	The project will achieve a moderate decrease in CO2e emissions compared to before.
5	
4	
3	The project will achieve a significant decrease in CO2e emissions compared to before.
2	
1	
0	The project can be considered to achieve net zero CO2e emissions.
Carbon Negative	The project is actively removing CO2e from the atmosphere.



<b>Waste</b>	<b>Waste Reduction</b>	N/A				
	<b>Waste Hierarchy</b>	N/A				
	<b>Circular Economy</b>	Acquisition of properties keeps them in functional use and offsets the need for demolition or new building.	Ongoing maintenance of aquired properties will be undertaken.	7		
<b>Nature/Land Use</b>	<b>Biodiversity</b>	N/A				
	<b>Carbon Storage</b>	N/A				
	<b>Flood Management</b>	N/A				
<b>Adaptation</b>	<b>Exposure to climate change impacts</b>	N/A				
	<b>Vulnerable Groups</b>	N/A				
	<b>Just Transition</b>	N/A				

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