

Communities, Parks and Leisure Policy Committee

Monday 12 June 2023 at 2.00 pm

Town Hall, Sheffield, S1 2HH

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Janet Ridler
Councillor Marieanne Elliot
Councillor Nighat Basharat
Councillor Tony Downing
Councillor Denise Fox
Councillor Alan Hooper
Councillor Bernard Little
Councillor Robert Reiss

PUBLIC ACCESS TO THE MEETING

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

Communities

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

Parks, Leisure and Libraries

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

Meetings are chaired by Councillor Richard Williams.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

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

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

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

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

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

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

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

FACILITIES

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

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE AGENDA
12 JUNE 2023**

Order of Business

Welcome and Housekeeping

The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.

1. Apologies for Absence

2. Exclusion of Press and Public

To identify items where resolutions may be moved to exclude the press and public

3. Declarations of Interest

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

(Pages 7 - 10)

4. Minutes of Previous Meeting

To approve the minutes of the last meeting of the Committee held on 13 March 2023

(Pages 11 - 16)

5. Appointments to Urgency Sub Committee

6. Public Questions and Petitions

To receive any questions or petitions from members of the public.

(NOTE: There is a time limit of up to 30 minutes for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions at the meeting are required to be submitted in writing, to committee@sheffield.gov.uk, by 9.00 a.m. on 8 June 2023).

7. Work Programme

Report of Interim Director, Legal and Governance

(Pages 17 - 30)

Formal Decisions

8. Revenue Budget Monitoring Report - Month 12

Report of Executive Director, Operational Services

(Pages 31 - 40)

Briefings and Updates

9. Tree Diseases and their potential impact

(To Follow)

10. **Playzones Update** (To Follow)
11. **Update of Task and Finish Group** (To Follow)

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Monday 18 September 2023 at 2.00 pm

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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

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Communities, Parks and Leisure Policy Committee

Meeting held 13 March 2023

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

1. APOLOGIES FOR ABSENCE

1.1 No apologies were received.

2. EXCLUSION OF PRESS AND PUBLIC

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

3. DECLARATIONS OF INTEREST

3.1 There were no formal declarations of interest made at the meeting.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the previous meeting held on **6 February 2023** were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 There were no public questions or petitions received.

6. WORK PROGRAMME

6.1 The Principal Democratic Services Officer introduced the report which contained the Committee's work programme for consideration and discussion. The aim of the work programme was to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners, and the public to plan their work with and for the committee.

6.2 **RESOLVED UNANIMOUSLY:** That:-

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

for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

7. BEREAVEMENT FEES AND CHARGES

- 7.1 The service manager for Coronial and Bereavement Services introduced the item which outlined the Bereavement Services team proposal to increase fees by 4% for burials, cremations and memorials from 1st April 2023, with some exceptions (as outlined within the report).

The purpose of the report was to provide detail on, and seek agreement for, the proposed price increases.

- 7.2 An amendment was proposed, seconded and discussed by the Committee to add the following text following the word "report" and before the full stop: "with the exception that the additional fee for coffins at 600mm – 7600mm shall not be applied". This proposed amendment was not passed. The result of the vote on the proposal to amend the substantive recommendation was **FOR** - 5 Members; **AGAINST** - 5 Members; **ABSTENTIONS** – 0 Members

- 7.3 A vote was then taken on the substantive recommendation, unamended which was passed. The result of the vote was **FOR** - 5 Members; **AGAINST** - 1 Member; **ABSTENTIONS** – 3 Members.

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

1. Agree a general 4% increase (rounded up) to all Bereavement Services fees and charges from 1st April 2023, alongside the specific changes listed within the report.

7.5 Reasons for Decision

- 7.5.1 Raising fees as outlined is recommended in order to minimise the impact delivery cost increases will have on the service delivered to customers.

7.6 Alternatives Considered and Rejected

- 7.6.1 Not increasing fees would lead to a significant reduction in the quality of services provided.

- 7.6.2 Increasing fees by more than 4% to match inflation would be beneficial for the development and delivery of the service but would provide an additional financial burden on bereaved customers when accessing this essential service at a time when cost of living is already increasing significantly.

8. LIBRARY THEATRE FEES

- 8.1 The Service Manager introduced the report which sought approval for the proposed increase in hire fees for the use of the Library Theatre, to reflect increasing cost pressures and the need to ensure financial sustainability for the

future.

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

1. Approve the proposed Scale of Charges for the Library Theatre to take effect from June 2023 set out at paragraph 1.6 of the Report.

8.3 **Reasons for Decision**

8.3.1 It is recommended that Committee approve proposed increase to Library Theatre Hire Fees.

8.3.2 It is recommended that this increase comes into effect 3 months after Committee make their decision.

8.4 **Alternatives Considered and Rejected**

8.4.1 The option of keeping fees at their current level was considered. However, this would put the Library Theatre in a situation where it will cease to cover its running costs and will no longer be financially viable. Removing the Library Theatre as a venue would reduce the options for lower priced venues and have a particular impact on amateur dramatic and community group performances.

8.4.2 The Library Theatre's bar prices have been increased to raise revenue and reflect increasing costs of stocking the bar. However, this is not a viable alternative option for the longer term, as the bar cannot generate sufficient revenue on its own to cover the wider increased running costs.

9. **BIODIVERSITY WORKING TASK AND FINISH GROUP**

9.1 The Head of Parks and Countryside introduced the report which sought approval to appoint a Task and Finish Group to oversee work to respond to the declaration of a Nature Emergency in Sheffield. Membership will be drawn initially from the Communities, Parks, and Leisure Policy Committee. The Terms of Reference of the Group were appended to the report.

9.2 Some discussion and suggestions took place around policy development, timings around establishing the group membership, measurable improvements, nature emergency, work already undertaken, next steps, working with community groups, ecology team expertise, involvement of LACs and other policy committees, green and open spaces forum.

9.3 It was suggested that the Task and Finish group will roll into the next cycle of committees but that preparatory work can be begin immediately. It was noted that there may be a change to the date stated in the recommendation in consultation with the Chair.

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

1. Approve the appointment of a Task and Finish Group on the terms of reference at Appendix A to oversee work to respond to the Nature Emergency declared by Sheffield City Council on 16th June 2021.

9.5 **Reasons for Decision**

9.5.1 The Task and Finish Group will bring together a small, focused group of members

to examine key challenges around the nature emergency and provide clear advice and direction to officers developing an action plan for the Council and city. Cross party representation will mean that political agreement is reached at an early stage of the process allowing the strategy to progress. The group will feed back advice given, and progress on the work programme to the Policy Committee, so the Committee can make informed decisions on any future actions.

9.6 Alternatives Considered and Rejected

- 9.6.1 An alternative would be to deliver a series of Knowledge Briefings for the Policy Committee. This was rejected as it would not enable constructive debate and advice to be provided to officers.

10. CITY GOALS BRIEFING

- 10.1 The Director of Economy, Skills and Culture gave a presentation which provided the Committee with information on why City Goals are needed, what City Goals could do for Sheffield, what would be different, principles, what the goals could look like, what other places are doing, process to date, Member engagement, project overview and what is needed from Members.
- 10.2 Members gave comments and asked questions. Responses were provided around makeup of the City Partnership Board, collaborative working, presentation to LAC chairs and accessible language.
- 10.3 It was explained that the work is about partners coming together collaboratively and it was clarified that there is an invitation to shape the City Goals. A future detailed briefing on the City Partnership Board was offered to provide further information to Members and it was agreed to distribute some information about this too.
- 10.4 Clarification was sought on when LAC Chairs were presented to. It was explained that the exact dates this took place would be reported back.

11. YOUTH STRATEGY UPDATE

- 11.1 The Head of Youth Services gave a presentation which gave the Committee a 'Year One Update' on Youth Services. The presentation provided information on the new structure and its benefits to young residents, Sheffields shape services, thriving and resilient young Sheffields, ambitious, relevant and connected leadership, confident, skilled and contemporary workforce and lastly, additional success.
- 11.2 Members gave comments and asked questions. Responses were provided around working with communities, lead officers assigned to LAC's, achievements to date, opportunities and youth worker sessions.

12. COMMUNITY SERVICES UPDATE

- 12.1 The Head of Communities gave a presentation which gave the Committee information on Team Around the Person (TAP), what it is, the Vision for TAP, TAP referrals, key statistics, risk factors, adult social care, demographics, benefits, overview, aims and objectives, gathering the TAP members, successful outcomes and personal outcomes.
- 12.2 Members gave comments and asked questions. Responses were provided around interventions for vulnerable people, partnership work, referrals, agency support, timings of interventions and how the TAP way of working is driven forwards.

13. LIBRARY AND ARCHIVES UPDATE

- 13.1 The Service Manager introduced the update paper which provided the Committee with an interim update on Library Theatre Proposed 2023/24 Scale of Charges.
- 13.2 Members gave comments and asked questions. Responses were provided around a start date for the change, reviewing, footfall, tracking of borrowing of books and next stages of planned implementation.
- 13.3 It was explained that further information would be reported back in forthcoming months.

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Report to Communities, Parks and Leisure Committee

12th June 2023

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

Subject: Draft Committee Work Programme - Communities Parks and
Leisure

Author of Report: Rachel Marshall, Principal Democratic Services Officer

Summary:

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

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

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

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

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

Recommendations:

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

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

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

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

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

2.0 References from Council or other Committees

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

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

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely

appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

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

Title	Description & Format	Date
Site Visits / Updates	A programme of site visits is being arranged to key Parks and Countryside sites	June – September 2023
Site Visits / Updates	A programme of site visits is being arranged to libraries	June – September 2023
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
New: Playzones Update	June 2023	To provide an update on the Playzones Programme
New: Task and Finish Group Update	June 2023	To update about the task and finish group.
NEW: Library re-design and opening hours	September 2023	Update
NEW: Green and open spaces Strategy Review	September 2023	Update for discussion prior to decision
NEW: Update on the Leisure Investment and Facilities Review.	September 2023	Update
NEW: Future of Central Library	September 2023	Update
NEW: Strategic Review of Libraries: Next Steps	November 2023	Update for discussion prior to decision
NEW: Library Stock Management Approach	November 2023	Update for discussion prior to decision
NEW: Allotment Policy Review	November 2023	Update for discussion prior to decision

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

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

Topic	Bereavement Strategy
Description	<p>Creation of a burials, cremation and cemetery green spaces strategy for Sheffield City Council. Further pieces of work will develop out of this, including:</p> <ul style="list-style-type: none"> - Revised cemetery policy, including memorials - City wide burial provision review and expansion plan - Cemetery standards and accreditation system (including service response to the nature emergency)

	<ul style="list-style-type: none"> - Review of the service offer to ensure services reflect the wishes of communities within the city - Review of service offer from a growth / income / technology / service development and modernisation opportunity
Lead Officer/s	Ellie Fraser
Item suggested by	Lisa Firth
Type of item	Pre-decision
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	Member briefing
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	TBC
Lead Officer Commentary/Proposed Action(s)	TBC

Appendix 3 – Agenda Items for Forthcoming Meetings Meeting 1	12th June 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
NEW: Tree Diseases and their potential impact	Briefing on current position in Sheffield	Ruth Bell	Briefing			N/A
NEW: Task and Finish Group Update	To provide and update on the T&F group.	Ruth Bell	Update			N/A
NEW: Playzones Update	To provide an update on the Playzones Programme	Tammy Barrass/Kathryn Mudge	Briefing		Community Consultation used to inform the approach	N/A
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	This Cttee
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Meeting 2 2022/23	18th Sept 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Community Asset Transfer	To provide a briefing on the transfer of a Community Asset	Carl Mullooly	Update			
Community Infrastructure Levy	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities	Carl Mullooly	Update			
Community Cohesion	To provide an update to the PC on the work around Community Cohesion	Colin Harvard	Update			
Library re-design and Opening Hours	To provide an update	Hilary Coulson	Update			
Future of Central Library	To provide an update	Hilary Coulson	Update			

Green and Open Spaces Strategy Review	Discussion prior to decision	Ruth Bell	Update			
Update on the Leisure Investment and Facilities Review	To provide and update	Tammy Barrass	Update			

Meeting 3 2022/23	13 th Nov 2023	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Strategic review of Libraries: Next Steps	Update for discussion prior to decision	Hilary Coulson	Update			
Library Stock Management Approach	Update for discussion prior to decision	Hilary Coulson	Update			
Allotment Policy Review	Update for discussion prior to decision	Ruth Bell	Update			

Meeting 4 2022/23	11 th Dec 2023	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/	(re: decisions) Public Participation/	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker 			<ul style="list-style-type: none"> This Cttee

			<ul style="list-style-type: none"> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	development required <i>(with reference to options in Appendix 1)</i>	Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • Another Cttee (eg S&R) • Full Council • Officer

Meeting 5 2022/23	29 th Jan 2024	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Meeting 3 2022/23	11 th March 2024	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 2	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	Cross Cutting - TBD
Community Infrastructure Levy	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities	Carl Mullooly	Briefing	<i>Engagement with members through LAC chairs meeting</i>	<i>Use of Local CIL will, in part, be allocated based on consultation through Local Area Committees and other engagement of local communities</i>	N/A
Community Cohesion	To provide an update to the committee on the	Lorraine Wood	Briefing			n/a

	Community Cohesion work					
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Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

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

All agenda items will anyway be supported by the following:

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

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

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

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

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

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

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

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

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

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

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

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

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

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

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Report to Policy Committee

Author/Lead Officer of Report: Tony Kirkham,
Interim Director of Finance and Commercial
Services

Tel: +44 114 474 1438

Report of: *Tony Kirkham*
Report to: *Communities, Parks & Leisure Committee*
Date of Decision: *13th June 2023*
Subject: *2022-23 Financial Outturn*

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

Purpose of Report:

This report brings the Committee up to date with the Council's final outturn position for 2022/23 including General Fund revenue position.

Recommendations:

The Communities, Parks, and Leisure Committee is recommended to:

Note the updated information and management actions provided by this report on the 2022/23 Revenue Budget Outturn.

Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -	
1	<p>I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</p> <p>Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i></p> <p>Legal: <i>David Hollis, Assistant Director, Legal and Governance</i></p> <p>Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>
<p><i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i></p>	
2	<p>SLB member who approved submission: <i>Tony Kirkham</i></p>
3	<p>Committee Chair consulted: <i>Cllr Zahira Naz</i></p>
4	<p>I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p>
	<p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p> <p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
	<p>Date: 31st May 2023</p>

1. PROPOSAL

1.1 This report provides the final revenue outturn monitoring statement on Sheffield City Council's revenue and capital budget for 2022/23

1.2 Summary

1.2.1 The Council's revenue budget was overspent by £5m as of 31st March 2023.

Full Year £m	Outturn	Budget	Variance
Corporate	(456.6)	(450.5)	(6.1)
City Futures	34.1	34.9	(0.8)
Operational Services	111.4	111.6	(0.2)
People	304.4	294.2	10.2
Policy, Performance Comms	3.6	3.2	0.4
Resources	8.1	6.6	1.5
Total	5.0	(0.0)	5.0

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

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(6.1)	(6.1)
City Futures	(0.1)	0.0	(0.7)	(0.8)
Operational Services	(4.8)	2.7	1.9	(0.2)
People	(0.5)	14.8	(4.1)	10.2
Policy, Performance Comms	(0.1)	0.4	0.1	0.4
Resources	(1.0)	1.6	0.9	1.5
Total	(6.5)	19.5	(8.0)	5.0

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 2021/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 2022/23 budget, final 2022/23 outturn £5m leaving a remaining risk allocation of £30m as we move in to 2023/24

M12	£m
Allocated reserves	70.0
21/22 Budget overspend	19.8
22/23 Base budget committed	15.0
22/23 Budget overspend	5.0
Reserves used @ M12	39.8
Remaining reserves	30.2

1.3 Committee Financial Position

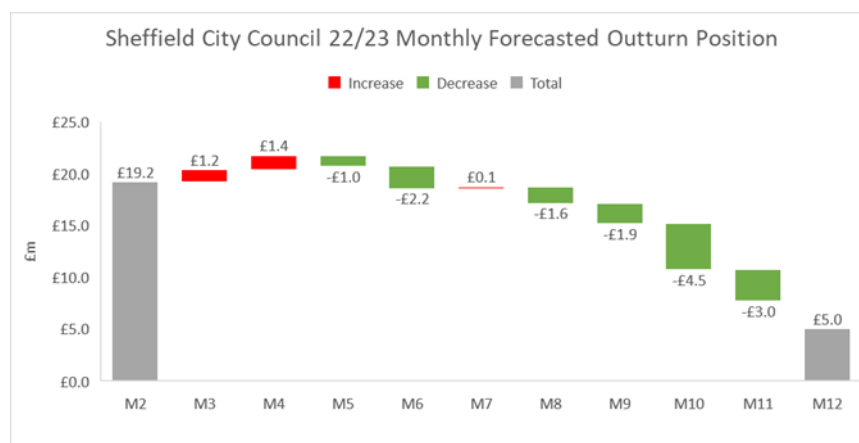
1.3.1 Overall Position - £5m Overspend

There is a £5.7m overspend in the Adult Health and Social Care Committee and a £5.8m overspend in the Education, Children and Families Committee

Full Year Forecast £m @ Month 12	Outturn	Budget	Variance	M11 Variance	Movement
Adult Health & Social Care	157.1	151.4	5.7	6.8	(1.2)
Education, Children & Families	134.2	128.4	5.8	7.1	(1.3)
Housing	6.2	6.0	0.2	(0.9)	1.1
Transport, Regeneration & Climate	28.4	29.7	(1.2)	(0.9)	(0.3)
Economic Development & Skills	10.7	11.1	(0.4)	(0.1)	(0.2)
Waste & Street Scene	54.7	55.0	(0.3)	(0.4)	0.1
Communities Parks and Leisure	44.2	45.9	(1.7)	(1.6)	(0.1)
Strategy & Resources	(430.5)	(427.5)	(3.0)	(2.1)	(0.9)
Total	5.0	(0.0)	5.0	7.9	(2.9)

The overall outturn position improved previous month's forecast overspend by £2.9m largely due to improvements in income in social care

The Council's forecast overspend has reduced by £14.2m from the M2 outturn position mainly due to unforeseen income



Substantial improvements have been made in the Council's financial position throughout 2022/23. The overspend in Adult Social Care was halved due to additional grant income, mainly from the Government's £500m discharge fund announced in November 2022.

	M2 Outturn	M12 Outturn	Movement
Full Year Variance £m			
Adult Health & Social Care	11.7	5.7	(6.0)
Education, Children & Families	5.6	5.8	0.1
Housing	0.0	0.2	0.2
Transport, Regeneration & Climate	1.2	(1.3)	(2.5)
Economic Development & Skills	(0.1)	(0.4)	(0.3)
Waste & Street Scene	(0.2)	(0.3)	(0.1)
Communities Parks and Leisure	(0.6)	(1.7)	(1.1)
Strategy & Resources	1.5	(3.0)	(4.5)

Total	19.2	5.0	(14.2)
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Transport, Regeneration and Climate Committee's improvement of £2.5m was mainly as a result of the mitigation of unachievable savings targets for 2022/23.

The Communities, Parks & Leisure Committee's overall improvement was due to the underspend in the Youth Service following a delay in the implementation of the new operating model and recruitment slippage.

Strategy & Resources saw a large recovery in income from interest on investments throughout the year. Cash balances remained strong and so did the bank rate. Careful management and investment of our funds resulted in a strong yield for the Authority.

Most of the overspend is due to shortfalls in Budget Implementation Plans (BIPs) delivery

Variance Analysis @ Month 12	One-off	BIPs	Trend	Total Variance
Adult Health & Social Care	(0.3)	8.7	(2.7)	5.7
Education, Children & Families	1.0	6.0	(1.2)	5.8
Housing	1.2	0.0	(1.0)	0.2
Transport, Regen & Climate	(2.1)	2.1	(1.2)	(1.2)
Economic Development & Skills	(0.1)	0.0	(0.3)	(0.4)
Waste & Street Scene	(3.5)	0.4	2.7	(0.3)
Communities Parks and Leisure	(1.5)	0.0	(0.2)	(1.7)
Strategy & Resources	(1.3)	2.2	(4.0)	(3.0)
Total	(6.5)	19.5	(8.0)	5.0

Whilst the overspend for the Council closed at £5m, we were reporting that £19.5m of savings targets were not achieved in year. This was mitigated through either income contributions from grants or reserves or other fees and charges.

£6.5m of one-off savings mitigated the underlying overspend

Contributions from provisions for energy and waste inflation mitigated the in-year impact of rising baseline costs. In 2022/23 we saw a more than 100% increase in energy costs taking general fund energy costs from £2.5m to an annual bill of over £5m.

Year on Year		
Energy price increase	22/23	23/24
Gas	107%	5%
Electricity	111%	30%

Wholesale energy prices have fallen over recent months and the Council has secured energy prices until March 2024. The impact of this has been built into the 2023/24 budgeted baseline position at a 30% increase on electricity and 5% on gas.

Balancing the 2022/23 budget was only possible with £53m of BIPs, £33m were delivered this year

Budget Savings Delivery £m	Total Savings 2022/23	Deliverable in year	FY Variance
Portfolio			
People	37.7	22.9	14.8
Operational Services	7.1	5.0	2.1
PPC	1.2	0.8	0.4

Resources	6.7	4.5	2.2
Total	52.7	33.2	19.5

1.3.2 Key Committee Overspends:

Adult Health and Social Care overspent by £5.7m	The high cost of packages of care put in place during covid has increased our baseline costs into 2022/23. A huge amount of work has been done as part of an investment plan to tackle the underlying issues. Recruitment challenges reduced our ability to deliver targets in full in 2022/23. It is anticipated that 96% of savings will be delivered by 1st April 2024 within current plans, leaving £1.1m to be mitigated during 2023/24.
Education, Children and Families overspent by £5.8m	Under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health were not achieved. Issues with staffing at Aldine House limited the capacity in the setting and affected the income for the service this year by £1.5m. Overspends in children’s residential services, placements, short breaks, and direct payments have also been issues for the service’s budgets.
The Housing Revenue Account is overspent against budget by £12m	A significant issue in the HRA this year is the level of vacant properties within the Council’s housing stock. This has led to a reduction in income (£2.7m) in rent plus additional costs for council tax to the HRA (£1.1m) from the empty properties. A backlog of repair jobs has led to gas servicing compliance issues and disrepair claims (£2.4m) for the service. The housing repairs service overspent against budget by £10m. There has been a significant investment in addressing the backlog of repairs (in particular gas servicing) which have led to costs in excess of budget due to a higher volume of jobs and a higher than anticipated cost of fulfilling the work due to market factors and inflationary uplifts in materials and subcontractor costs.

1.4 Communities, Parks & Leisure Committee – underspent by £1.6m

The Communities Parks & Leisure Committee underspent by £1.6m	Full Year Forecast £m @ Month 12	Outturn	Budget	Variance
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)	9.6	10.7	(1.2)
	Parks, Leisure & Libraries (Bereavement; Coroner and Medico Legal; Libraries and Archives; Parks and Countryside; Partnerships and Special Projects; Physical Activity and Sports; Public Health)	33.9	34.3	(0.4)
	Integrated Commissioning (Voluntary Sector)	0.7	0.8	(0.1)
	Total	44.2	45.1	(1.6)

The committee's outturn position improved by £1.1m over the course of the year, mainly due to a delay in the restructuring of the Youth service.

There is forecast to be a shortfall of BIP delivery of £0.4m relating to Parks and Libraries	Variance Analysis £m @ Month 12	One-off	BIPs	Trend
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)	(1.1)	0.0	(0.1)
	Parks, Leisure & Libraries	(0.3)	0.0	(0.1)
	Integrated Commissioning (Voluntary Sector)	(0.1)	0.0	(0.0)
	Total	(1.5)	0.0	(0.2)

Higher energy costs of £0.3m in parks, leisure and libraries have been mitigated in year by a one-off contribution from reserves. This underlying trend has been built into the baseline position for 2023/24.

Community Services have underspent by £1.2m	Most of the underspend is one-off. £240k funding relating to year 2 of the Page Hall project is being carried forward to 2023/24 in line with previous approvals for the programme
	The position assumes the following items of underspend have been carried forward to spend in 2023/24:
	<ol style="list-style-type: none"> I. £259k of displaced general fund as a result of Team Around the Person funding from ICB spent in 2022/23. Funding was received from the ICB above expectations set out in the budget and needed to be defrayed within the year. This in turn displaced the general fund contribution for 2022/23. Delivery plans continuing with

the implementation of the Team Around the Person strategy mean this budget will be required in 2023/24.

- II. £200k Youth –Voluntary Sector grants
A proportion of the underspend in the Youth Service related to the budgeted amount allocated for Voluntary Sector grants in 2022/23. It is recommended this budget is spent in 2023/24 in line with member agreed principles for the service.

The impact of the proposed pay award created an additional £0.4m pressure for the committee

The pay award of £1,925 flat rate per employee was paid to employees in M8. The award impacted the Committee spend by £0.4m.

£1.3m is forecast to be spent to support the community response team

The committee outturn accounts for £1.3m temporary funding drawn down to pay for staffing costs in community response for Clinically Extremely Vulnerable, Community Safety and Locality Teams.

This was one off funding expenditure and management must be cautious not to fund ongoing contracts from this funding into 2023/24.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that the Communities Parks & Leisure Policy Committee notes the Council's Revenue Outturn position and their 2022/23 outturn and takes action on overspends in budgets in preparation for the 2023/24.

3. HAS THERE BEEN ANY CONSULTATION?

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

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

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

4.2 Financial and Commercial Implications

- 4.2.1 The primary purpose of this report is to provide Members with information on the City Council's revenue outturn position for 2022/23..

4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:
- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
 - the adequacy of the proposed financial reserves.
- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.
- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

4.4 Climate Implications

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

4.4 Other Implications

- 4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

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

6. REASONS FOR RECOMMENDATIONS

- 6.1 To record formally changes to the Revenue Budget.

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