

Communities, Parks and Leisure Policy Committee

Monday 25 September 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 Tony Downing
Councillor Denise Fox
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
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 including Anti-Social Behaviour
 - Prevention and Early Intervention
 - Youth Services
- Parks, Leisure and Libraries
 - Sport, physical activity and leisure facilities
 - Community events
 - Parks and Countryside (including non-highway Trees and Woodlands)
 - Allotments
 - Ecology
 - Bereavement Services
 - Libraries
- Voluntary Sector
 - Voluntary Sector Liaison
 - Voluntary Sector Grant Aid Programme
 - Relationships and development with the Voluntary, Community and Faith Sector

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
25 SEPTEMBER 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

(Pages 11 - 14)

5. 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 Thursday 21st September 2023).

6. Members' Questions

To receive any questions from Members of the committee on issues which are not already the subject of an item of business on the Committee agenda – Council Procedure Rule 16.8.

(NOTE: a period of up to 10 minutes shall be allocated for Members' supplementary questions).

7. Work Programme

Report of Director, Policy and Democratic Engagement

(Pages 15 - 28)

Formal Decisions

8. **Libraries Approach to Collections and Stock Management** (Pages 29 - 54)
Report of Executive Director, Operational Services
9. **Amendment to Bereavement Services fees and charges** (To Follow)
Report of Executive Director, Operational Services
10. **Community Champions** (To Follow)
Report of Executive Director, Operational Services
11. **2023/24 Q1 Budget Monitoring** (Pages 55 - 66)
Report of Executive Director, Operational Services

Update and Briefing Items

12. **Sports Improvements - Capital Projects Update** (Pages 67 - 78)
Report of Executive Director, Operational Services
13. **Tramlines update** (Pages 79 - 104)
Report of Executive Director, Operational Services

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Monday 13 November 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 12 June 2023

PRESENT: Councillors Richard Williams (Chair), Janet Ridler (Deputy Chair), Marieanne Elliot (Group Spokesperson), Tony Downing, Alan Hooper, Bernard Little, Karen McGowan, Robert Reiss and Abtisam Mohamed (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies of absence were received from Cllr Denise Fox.

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 Cllr Karen McGowan declared that in relation to a question on Birley Golf Course that she knew the petitioner.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meetings of the Committee held on 13th March, 2023 were approved as a correct record.

5. REVENUE BUDGET MONITORING REPORT - MONTH 12

5.1 The Director of Finance and Commercial Services introduced the report which brought the Committee up to date with the Council's final outturn position for 2022/23 including General Fund revenue position.

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

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

5.3 Reasons for Decision

5.3.1 To record formal changes to the Revenue Budget

5.4 Alternatives Considered and Rejected

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

6. APPOINTMENTS TO URGENCY SUB COMMITTEE

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

(a) agrees to appoint Cllr Tony Downing to serve on the Communities, Parks and Leisure Urgency Sub-Committee

(b) as respects the appointment of Members to serve on the Urgency Sub-Committee or other Sub-Committees of the Communities, Parks and Leisure Policy Committee, where vacancies exist or in cases of urgency to ensure quoracy or representation, the Monitoring Officer, in consultation with the relevant political group whip, be authorised to appoint Members to serve on such Sub-Committees, as necessary, on the understanding that details of such appointments will be reported to the next or subsequent meetings of the Policy Committee.

7. PUBLIC QUESTIONS AND PETITIONS

7.1 A question was received from David Cronshaw which was read out by the Chair due to the questioner not being in attendance.

The Chair briefly summarised the question from David Cronshaw which was in relation to the high prices of playing golf under the age of 18 on public courses in comparison to other courses in and outside of the city and if this can be looked at in the leisure review.

The Chair responded with:

A1. As part of the tender exercise the Council will require bidders to submit detailed information about their approach to pricing. This information will be reviewed, and the Council will discuss pricing proposals with bidders during the dialogue phase of the procurement. Bidders will be made aware that the Council require bids that encourage participation by young people and that their proposed pricing structures should support this.

Members of the Council's Sport and Leisure Team will arrange to meet with Mr Cronshaw and will ensure that any feedback provided is considered and fed into the dialogue process with bidders.

8. WORK PROGRAMME

8.1 The Principal Democratic Services Officer presented the Work Programme. It was pointed out that a specific item was being suggested to be added to the work programme regarding the Cohesion Strategy. The Chair summarised what this strategy would entail. It was agreed that this would be added to the work programme moving forwards.

8.2 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;
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.

8.3 Cllr McGowan enquired about a future item surrounding cremations and what the likely timescale of it being added to a future meeting would be. It was suggested to be added to the September 2023 meeting.

9. TREE DISEASES AND THEIR POTENTIAL IMPACT

9.1 The Head of Parks and Countryside and the Tree Manager introduced this item which gave information to the Committee on Tree Diseases and their potential impact.

9.2 A presentation was given on the benefits of the tree and woodland estate, tree and woodland work across the city, Tree related pests and diseases, Ash Dieback, costs, other impacts, anticipated pests and diseases, Ramorum disease affects and action plan.

9.3 Members gave comments and asked questions surrounding diseases, intervention, watering, processing of timber, replanting programme, Tree and Woodlands Strategy Review, costings, mitigation of budget impact, funding and government assistance. The Chair agreed to write about potential funding and assistance on behalf of the Committee.

10. PLAYZONES UPDATE

10.1 The Service Manager withing the Sports and Leisure Events Team introduces this item which gave an update to the Committee on Playzones Programme.

10.2 Members gave comments and asked questions. Reponses were provided surrounding free usage for disadvantaged and young people, funding, floodlighting, upgrading of facilities, infrastructure, testing and learning, work with stakeholders, application to football foundation, identifying a range of partners, improving access for disabilities, surveys, consultation process, challenges over the last 6 months, usable spaces and resurfacing.

10.3 The Communities, Parks and Leisure Policy Committee:

- Noted the work undertaken since November and difficulties implementing the previously agreed approach to site selection.
- Endorsed the approach now being proposed including the phased application and the new methodology for site selection.
- Noted Phase 1 will be a 'Test and Learn' process implemented at sites in Ecclesfield Park and Sheffield Wednesday Community Programme facility in Jubilee Sports Ground.
- Noted the findings from the 'Test and Learn' process will be reported to the Communities, Parks and Leisure Committee.

11. UPDATE OF TASK AND FINISH GROUP

- 11.1 The Head of Parks and Countryside introduced this item which brought the Committee up to date on the intentions for the Task and Finish Group.
- 11.2 The Terms of Reference of the Committee were discussed. Cllr Bernard Little formally proposed a 2:2:2 formation, this was seconded by Cllr Marieanne Elliot. The 2:2:2 formation was agreed by the Committee.
- 11.3 It was agreed that the Head of Parks and Countryside would give out timescales following the meeting. It was also agreed that the T&F group would be reported back on at the September 2023 meeting.



Report to Communities, Parks and Leisure Committee

25th Sept 2023

Report of: Director of Policy and Democratic Engagement

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
REMOVED: Youth Update	Sept 2023	Update on the Youth Strategy – Chelsea Renehan
NEW: Sports Improvements – Capital Projects Update	Sept 2023	There are a number of sports improvement projects either in delivery or under development, Committee members have requested that an overview of the project is presented to the September Communities, Parks and Leisure Committee.
NEW: 2024 to 2027 Revenue & Capital Budget	Nov 2023	A joint report with the DoF and relevant Exec/Strategic Directors
MOVED: Cohesion update	Nov 2023	To provide an update to the PC on the work around Community Cohesion
MOVED: Community Infrastructure Levy	Nov 2023	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities
REMOVED: Cost of Living autumn winter update	September 2023	To provide an update on the Autumn/winter plan for Cost Of Living response
DELETED: Community Asset Transfer	N/A (from Sept meeting)	Deleted – Community Asset
MOVED: Library re-design and Opening Hours	January 2024	To provide an update on change of opening hours
MOVED: Update on Central Library	November 2023	To provide an update on Central Library
MOVED: Libraries Approach to Stock Management and Collections	September 2023	For decision to approve Library Collections and Stock approach

MOVED: Update on Strategic review of Libraries	March 2024	To provide an update on longer term approach for Libraries
MOVED: Update on Green and Open Space strategy	January 2024	Discussion prior to decision
MOVED: Update on the Leisure Investment and Facilities Review	November 2023	Update
NEW: Community Champions ?	September 2023	Funding for Voluntary Sector Community Champions
REMOVED: Parks and Countryside fees and charges	September 2023	Paper removed from agenda
REMOVED: Sheffield City Council events	September 2023	Update
NEW: Tramlines update	September 2023	Update

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

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

Topic	
Description	
Lead Officer/s	
Item suggested by	
Type of item	

Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 2 2022/23	25th 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) 	<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
Sports Improvements – Capital Projects Update	There are a number of sports improvement projects either in delivery or under development, Committee members have requested that an overview of the project is presented to the September Communities, Parks and Leisure Committee.	Kate Clark	Update	Pre Briefing for members and site visits to some of the projects under development	Community Consultation for individual projects.	N/A

MOVED: Libraries Approach to Collections and Stock Management	To approve approach on Collections and Stock management	Hilary Coulson	Decision	Pre-briefing with Committee		
NEW: Amendment to Bereavement Services fees and charges	To update and amend incorrect figure in Bereavement Services fees and charges	Ellie Fraser	Decision			
NEW: Community Champions	To approve funding for voluntary sector Community Champions	Colin Havard	Decision			
NEW: Tramlines update	To provide an update on the Tramlines event, the impact on the park, ongoing repair works and timeline for future	Lisa Firth	Update			
Standing Items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>National Policy and Regulation responses</i> • <i>[any other committee- specific standing items eg finance or service monitoring]</i> 					
2023/24 Q1 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

Meeting 3 2022/23	13 th Nov 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 <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Allotment Policy Review	Update for discussion prior to decision	Ruth Bell	Update			
2024 to 2027 Revenue & Capital Budget	A joint report with the DoF and relevant Exec/Strategic Directors	Liz Gough	Decision			This cttee
Community Cohesion	To provide an update to the PC on the work around Community Cohesion	Lorraine Wood/Colin Harvard	Decision	This Cohesion Strategy approach has previously been approved by the Cabinet Member for Communities	This approach to cohesion was consulted with a wide range of VCF partners previously and is reflected in many of the current strategic developments such as SCC's Corporate Plan Themes and City Goals.	N/A
Community Infrastructure Levy	To provide an update to committee on the approach to utilising the	Carl Mullooly	Update			N/A

	Local proportion of CIL funding in communities					
Team Around the person	To provide an update to the committee on the Team Around the Person Programme	Zania Stevens	Update			N/A
MOVED: Future of Central Library	To provide an update on Central Library	Hilary Coulson	Update			N/A
NEW: Bereavement Strategy	To provide an update and discussion in Bereavement strategy and approach to burial land	Ellie Fraser	Update and discussion			

Meeting 4 2022/23	11 th Dec 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 <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
2023/24 Q3 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/monitoring)	N/A	N/A	N/A

Meeting 5 2022/23	29 th Jan 2024	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 <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
MOVED: Library re-design and Opening Hours	To provide an update	Hilary Coulson	Update	N/A		
MOVED: Green and Open Spaces Strategy Review	Discussion prior to decision	Ruth Bell	Update			N/A

Meeting 6 2022/23	11 th March 2024	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) 	(re: decisions) Prior member engagement/ development required	(re: decisions) Public Participation/ Engagement approach	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	
MOVED: Strategic review of Libraries: Next Steps	Update for discussion prior to decision	Hilary Coulson	Update			
2023/24 Q4 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A

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	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach	Final decision-maker (& date)
			<ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> 			<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>	<i>(with reference to toolkit in Appendix 2)</i>	<ul style="list-style-type: none"> • 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	This Committee

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.



Report to Policy Committee

Author/Lead Officer of Report: Hilary Coulson,
Head of Libraries Archives and Information Service
/ Alison Jobey, Central and Collections Manager

Tel: 07867188650

Report of: *Ajman Ali, Executive Director Neighbourhood Services*

Report to: *Communities, Parks and Leisure*

Date of Decision: *25 September 2023*

Subject: Sheffield Library Collection Management Framework.

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? 2300				
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:-				

Purpose of Report:

Sheffield City Council has not previously had a documented approach to Collection Management in the Libraries, Archives and Information Service. By Collection Management we mean how we select, manage, promote and dispose of library stock, including hard copy books, electronic books, magazines and newspapers.

The service has been operating within this framework for a number of years, which is in line with other Library Authorities across the UK. As part of our commitment to being open and transparent we are seeking approval of the framework in order to make this publicly available.

The Framework applies to statutory Libraries within Sheffield and also covers the Co-delivered Libraries, where the Libraries, Archives and Information Service purchase new materials.

As all Libraries use the library catalogue, all material on the catalogue must follow the principles and spirit of the Collection Management Framework.

Note: This Library Collection Management Framework covers library materials including the Local Studies Library. The City Archive collections are covered by an existing policy document.

Recommendations:

To approve and endorse the content in the Library Collection Management Framework.

Background Papers:

See attached document- Appendix A: **Library Collection Management Framework (Sheffield Libraries, Archives and Information Service)**

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: Holly Nicholl
	Legal: Rebecca Lambert
	Equalities & Consultation: Ed Sexton
	Climate: Hilary Coulson (as advised by the sustainability team)
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	SLB member who approved submission: <i>Ajman Ali</i>
3	Committee Chair consulted: Richard Williams
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: <i>Hilary Coulson</i>
	Job Title: <i>Head of Libraries, Archives and Information Service</i>
Date: 13 September 2023	

1. PROPOSAL

Sheffield City Council ('the Council') has not previously had a documented approach to Library collection management within the Libraries, Archives and Information Service. By collection management we mean how we select, manage, promote and dispose of library stock, including hard copy books, electronic books, magazines and newspapers.

The service has been operating within this framework for a number of years, which is in line with other Library Authorities across the UK. As part of our commitment to being open and transparent we are seeking approval of the documented framework in order to make this publicly available.

The Library Collection Management Framework ('the Framework') is in line with our Professional Organisation - The Chartered Institute of Library and Information Professionals (CILIP) statement: Intellectual Freedom, Access to Information and Censorship 2005

"It is the role of a library and information service that is funded from the public purse to provide, as far as resources allow, access to all publicly available information, whether factual or fiction and regardless of media or format, in which its users claim legitimate interest. [In some cases this will be limited to those areas reflecting the primary purpose of a parent institution; in others it will be generalist in nature]. Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest. The legal basis of any restriction on access should always be stated".

As a statutory library service, it is our duty to 'Provide a comprehensive and efficient library service for all who live, work or study in the area.' We aim to provide fair and impartial access to library materials.

The Framework, if approved, will be shared with staff, customers and the wider public on our website and in hard copy in all Libraries.

2. HOW DOES THIS DECISION CONTRIBUTE?

The Framework guides our approach to selecting and managing library stock aiming to

- Promote reading as an essential life skill and as a source of pleasure and enjoyment.
- Reflect the widest diversity of cultural backgrounds and social views.
- Provide material in languages other than English to reflect the City's diverse and dynamic multicultural population.

- Satisfy the need for appropriate formats for people with diverse needs
- Ensure that the funds allocated for stock purchase are used effectively to provide value for money: to ensure a consistent, fair and equitable approach: and to maximise the availability and use of items across the city.

This supports the Council's strategic goals:

- Fair, inclusive and empowered communities
- Happy young people who have the start they need for the future they want
- Healthy lives and wellbeing for all

3. HAS THERE BEEN ANY CONSULTATION?

3.1 The Framework seeks to make transparent and open how the Library Service manages its collections. There are no changes to our long-standing approach, but we are seeking to document and share our to Collection Management Framework in written form for the first time.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 The Framework document aims to inform our members, staff and customer's how we acquire, select, manage and promote our Collections. We are a statutory service and have a duty to provide an efficient and comprehensive library service to all who live, work and study in the area. The Council as a Public Authority has legal requirements under the Equality Act 2010. Section 149(1) contains the Public Sector Equality Duty, under which public authorities must, in exercise of their functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that connected to protected characteristics and prohibited by or under this Act;
- (b) advance equality of opportunity between those who share a relevant protected characteristic and those who do not;
- (c) foster good relations between those who share a relevant protected characteristic and those who do not.

The EIA undertaken specifically addresses the protected characteristics of Health, Age, Disability, Sexual Orientation and Poverty and Financial Exclusion. We continue to review our Collections and how they support Equality, Diversity and Inclusion. There are no anticipated negative Equality, Diversity and Inclusion implications arising out of the implementation of the Framework.

4.2 Financial and Commercial Implications

4.2.1 There are no financial or commercial implications within this framework.

4.2.2 It outlines the aims, principles, legislation and practices relating to Collection Management within the service. Decisions on approval of how we procure our materials are contained in a separate report to committee. Any contracts are negotiated with the Council's sourcing and procurement departments. The Collections are managed within existing library service budgets.

4.3 Legal Implications

4.3.1 The Public Libraries and Museums Act 1964 ('the 1964 Act') sets out the statutory provisions governing public libraries in England. Section 7(1) of the 1964 Act places a duty on Local Authorities (as the Library Authority for their administrative area) to provide a '*comprehensive and efficient*' library service for all those living, working or studying full time in their area. Section 7(1) states as follows:

'It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof...'

'Comprehensive and efficient' are not defined under the 1964 Act. It is therefore the responsibility of each Local Authority to determine how to deliver public library services in the context of local need.

4.3.2 In fulfilling its duty to provide a '*comprehensive and efficient*' library service local authorities shall under section 7(2) of the 1964 Act, '*in particular have regard to the desirability -*

(a) of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children; and

(b) of encouraging both adults and children to make full use of the library service, and of providing advice as to its use and of making available such bibliographical and other information as may be required by persons using it; and

(c) of securing, in relation to any matter concerning the functions both of the library authority as such and any other authority whose functions are exercisable within the library area, that there is full co-operation between the persons engaged in carrying out those functions.'

The implementation of the Framework formally documents the principles

and practices which the Council uses for the selection, purchase, management, promotion and disposal of library stock and in doing so allows the Council to show evidence of its compliance with the requirements of consideration under section 7(2)(a) of the 1964 Act.

The mission statement, principles, stock selection and Appendix A sections of the Framework also allow the Council as Library Authority to satisfy the second and third desirability considerations set out at section 7(2)(b) and (c) of the 1964 Act.

The Council therefore has the necessary authority to consider and approve the Framework under the provisions of section 7 of the 1964 Act.

4.3.3 On 6th February 2023 the Communities, Parks and Leisure Committee approved the commissioning and purchase of library books and other materials for the next 3 years through the joint arrangement with the North-west and Yorkshire Book Consortium. The Council therefore has the necessary authority in place in order to carry out the Stock Selection processes referred to under section 7.1 of the Framework.

4.3.4 In addition to complying with its duties under the 1964 Act all Local Authorities should also consider a number of other legal obligations when drawing up their library strategies and plans including those contained within:

- The Equality Act 2010 and the Public Sector Equality duty (as detailed at section 4.1 of the report)
- Best Value Duty 2011 guidance
- Localism Act 2011
- Human Rights Act 1998

4.4 Climate Implications

4.4.1 There are no direct Climate Implications, however loaning library books to customers is a greener option than individuals purchasing themselves. When disposing of unwanted library materials the firms we use seek to sell on first before disposal. They all have the necessary regulatory paperwork.

4.5 Other Implications

4.5.1 There are no other implications.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Not applicable

6. REASONS FOR RECOMMENDATIONS

- 6.1 We are bringing our Collection Management Framework to Committee for approval. We have been following this approach, which is in line with other Library Authorities and supports the 2005 national Chartered Institute of Library and Information Professionals (CILIP's) statement on intellectual freedom. To increase openness and transparency we are documenting this approach to inform staff, customers, Elected Members of the Committee and the wider public.

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Appendix A - Library Collection Management Framework Sheffield Libraries, Archives and Information Service

1 Introduction

- 1.1 The Library Collection Management Framework sets out the principles and practices for the selection, purchase, management, promotion and disposal of stock (also called Collections) within Sheffield Libraries.
- 1.2 Our stock is recorded on the Sheffield Library Catalogue and includes books, newspapers and magazines (in physical and digital formats), maps, printed music, spoken word recordings, DVDs, CDs, electronic information resources, and any other print or digital formats.
- 1.3 This framework covers statutory Library Services in Sheffield and non-statutory Co-delivered Libraries, for which the Sheffield Library Service purchases stock. The framework will influence the Associate Libraries as all Libraries in Sheffield have access to stock on the Sheffield Library Catalogue. All Associate Libraries can purchase their own stock, with the expectation that the broad outlines of this framework are followed.
- 1.4 Libraries within Sheffield have been operating within this framework for several years. We want to be open and transparent in how we select and manage our stock and will be making this framework available to our customers on our website pages and within our Libraries. This approach is in line with other Library Authorities across the UK.

2 Our Mission

- 2.1 Sheffield Libraries Archives and Information Service seek to make a significant contribution to the people of Sheffield. Sharing the joy of the written word is at the heart of what we do.
 - We aim to provide free and fair access to high quality library, archive and information services that meet the changing needs of our customers.
 - We support and enable reading for everyone, showing how reading improves life chances, supports well-being and strengthens communities.
 - We provide enriching opportunities to enjoy cultural, educational and inspirational experiences, giving access to broad ranges of knowledge, information and ideas.
 - We collect, preserve and share Sheffield's rich and diverse heritage.
- 2.2 This supports the strategic goals of Sheffield City Council of
 - Fair, inclusive and empowered communities
 - Happy young people who have the start they need for the future they want
 - Healthy lives and wellbeing for all

3 Sheffield City Council Values

- 3.1 Our values guide *how* we work, and we are committed to upholding these.
- 3.2 **People are at the heart of what we do** – Sheffield Libraries seek to be inclusive. We welcome and serve everyone.
- 3.3 **Openness and honesty are important to us** – Sheffield Libraries seek to be transparent & accountable. Sheffield Libraries promote intellectual freedom. We stand for the right to read and the right to know.
- 3.4 **Together we get things done** – Sheffield Libraries seek new ideas and to be part of Sheffield and its communities. We work towards the same goals, and we succeed together in partnership.

4 Purpose

- 4.1 The purpose of the Collection Management Framework is to guide Library staff and customers about the principles which are used when deciding whether to acquire, discard or reject an item. This enables consistent and informed decision making for our Collections across our Libraries.
- 4.2 Our approach seeks to reflect the widest diversity of cultural backgrounds and social views; providing material in languages other than English and in appropriate formats for people with diverse needs. We review our existing Collections through analysis of stock performance data, customer suggestions and feedback, and use of the reservations system.
- 4.3 Good quality collections and stock management are fundamental to promote reading as an essential life skill and as a source of pleasure and enjoyment. It widens awareness of the culture and heritage of the city; to foster a sense of community identity and promote social cohesion, whilst preserving and helping interpret the collective memory and identity of the city.
- 4.4 We want to ensure the funds allocated for stock are used effectively to provide value for money, ensuring a consistent and fair approach to maximise the availability and use of items across Sheffield Libraries.

5 Principles

- 5.1 Each library, including the Home Library Service acts as an access point to the whole library service.
 - The physical stock of Sheffield Libraries is a single city- wide resource.
 - All items in the lending stock are available from any Library.
 - All lending stock can be accessed using our free reservation service.
 - We aim to include a wide selection of books and other materials, recognising that any one library cannot hold everything.
 - We will provide material online and our Home Library Service delivers directly into customer's homes for those who cannot get into the library.

6 Legislation

6.1 Sheffield Libraries Archives and Information Service is provided within the following legislative framework:

- The Public Libraries and Museums Act 1964
- The Obscene Publications Act 1959, 1964
- Equality Act 2010
- Public Order Act 1986
- Copyright Design & Patents Act 1988
- British Phonographic Institute/Library Association Agreement 1994
- Copyright and Related Rights Regulations 1996
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Representation of the People Act 2000
- Copyright (Visually Impaired Persons) Act 2002
- Terrorism Act 2006
- Video Recordings Act 1984
- Video Recordings (Labelling) Regulations 2012
- Library Charges Regulations (Department of Culture, Media and Sport)
- EC Directive No 77/62 (Public Procurement)
- EU Copyright Directive 2000
- Sheffield City Council Financial Regulations
- Sale of Goods Act

6.2 The Public Libraries and Museums Act 1964 sets out the statutory provisions governing public libraries in England. Section 7(1) of the Act places a duty on Local Authorities (as the Library Authority for their administrative area) to provide a '*comprehensive and efficient*' library service for all those living, working or studying full time in their area. Section 7(1) states as follows:

'It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof...'

6.3 The Department for Digital, Culture, Media and Sport, as superintending authority for the provision of library services in England, requires that, in drawing up and delivering library strategies and plans, councils should consider various legal obligations, including:

- The Equality Act 2010 and the Public Sector Equality Duty
- Best Value Duty 2011 guidance
- Localism Act 2011
- Human Rights Act 1998

7 Stock Selection

- 7.1 Sheffield Libraries, Archives and Information Service is part of the North-West and Yorkshire Book Consortium. Together we tender for our main library stock (Adult and Children's fiction and non-fiction), to obtain discounts and optimum trading terms. This doesn't limit us to specific suppliers.
- 7.2 We use specialist suppliers for large print and talking books, foreign language material, online information and our e-library. All are contracted through Sheffield City Council procurement.
- 7.3 We may occasionally arrange one-off purchases from specialist bookshops.

8 Selection Criteria

- 8.1 Stock is selected by a variety of methods including:
- Supplier selection – using defined profiles and rankings for fiction and non-fiction stock agreed with the Service.
 - Bibliographical sources from the internet, publishers and booklists.
 - Recommendation and requests from customers and staff.
- 8.2 Our libraries are placed in Tiers A, B, C, D, based on location, size, issues, number of visitors and membership, profile of the community (Annex 1). This informs our supplier selection, the number of titles bought and where they are located.
- 8.3 Stock is initially allocated to a specific Library, but will move to other Libraries to satisfy reservations, or if no longer being borrowed at that Library.
- 8.4 Our decisions on stock selection consider:
- **Content**, purpose and scope.
 - **Physical format** including e-book and e-audio – some formats may not be suitable for library use and will not be purchased.
 - **Quality** – merits of author, series, reputable publisher, binding, shelf life.
 - **Currency of work** – current affairs, new edition, accurate and comprehensive contents.
 - **Relevance** – known specific and fluctuating demands, topical interest, needs and interest of community, stock gaps.
 - Local Interest.
 - **Sequel** – whether we hold titles in this sequence.
 - Compliance with Public Sector Equality duty.
 - **Ease of use** – social exclusion needs.
 - **Price** – value for money.
 - **Anticipated demand** – likely popularity and customer requests - to inform decisions on relevance and number of copies purchased.
 - Value to existing collections and subject coverage.
 - **Proportion** – fiction to non-fiction and hardback to paperback.

9 Exclusions

- 9.1 Sheffield Libraries supports the Chartered Institute of Library and Information Professionals (CILIP's) statement: Intellectual Freedom, Access to Information and Censorship 2005.

“It is the role of a library and information service that is funded from the public purse to provide, as far as resources allow, access to all publicly available information, whether factual or fiction and regardless of media or format, in which its users claim legitimate interest. [In some cases this will be limited to those areas reflecting the primary purpose of a parent institution; in others it will be generalist in nature]. Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest. The legal basis of any restriction on access should always be stated.”

10 Controversial Stock

- 10.1 In 2007 the Museums, Libraries and Archives Commission (MLA) (whose work has now been taken over by Arts Council England) provided guidance to public library authorities on the provision of library stock that may be considered controversial in nature, i.e. inflammatory and extremist.
- 10.2 This guidance, entitled the 'MLA Guidance on the Management of Controversial Material in Public Libraries 2007', is used by Sheffield Libraries when considering material. In the interest of intellectual freedom material is not to be rejected solely because it is considered controversial.
- 10.3 Controversial material will be evaluated according to this stock policy. Decisions will assume that adult readers are able to make their own critical and reasoned evaluation of views expressed in the content of the item. Where appropriate the Library Officers will seek assistance of relevant external agencies and advisory groups.
- 10.4 It is recognised that children develop emotionally and intellectually at different rates. The expectation is that parents or guardians will supervise their child's reading, reflecting their knowledge of each child's capacity to deal with the content and subject matter.

11 The e-Library

- 11.1 Our stock includes e-books, e-audio books, e-magazines, e-comics and e-newspapers for both adults and children. Access is free with a valid library membership.

- 11.2 This Collection Management Framework applies to electronic content, although there are some variations due to the nature of the format. When we purchase a physical book, it becomes our property. With e-books and e-audio material, each publisher offers different digital rights to the title. Some may allow a certain number of issues (up to 24 or 48), others allow access for a certain number of time (one or two years).
- 11.3 Once these limits are reached, the e-material is removed from the platform until we purchase it again, to allow customers to borrow it. Most of the titles are limited to one book one user at any one time, although some titles can be read at the same time by 50 users.
- 11.4 E-books and e-audio titles are usually more expensive than the physical copies and this impacts the number we can purchase.
- 11.5 Whilst there was a significant increase in e-library use during the pandemic, many of those customers have returned to Libraries and borrowing of physical books. Our stock selection reflects this trend, whilst recognising there continue to be customers who solely use the e-library.
- 11.6 Libraries in the UK are unable to access materials published and sold by Kindle.

12 Donations and External Funding

- 12.1 Adding donated material to the Library Catalogue can require significant amounts of staff time and for this reason we limit the type of items we accept.
- 12.2 Donations may be accepted if they are of interest, good quality and in line with our selection criteria. We do not accept material from house clearances.
- 12.3 Once material is donated it becomes our property. This includes all donated items within Sheffield Libraries, including the Local Studies Library. Items may be donated on, recycled or sold if they are not needed in the Library Collections. This may relate to duplicate items, those that are not of lendable quality or materials that are not in demand.
- 12.4 Any offers of direct funding from organisations or individuals will be considered by the Head of Service. Any material purchased with this funding must conform to our Collection Management Framework.

13 Unsolicited Stock

- 13.1 Authors and publishers can send invoiced stock that we have not ordered in the hope that we will both pay for it and possibly order more copies. Items are not accepted unless they are wanted for our Collection. We do not pay for postage to return unsolicited stock.

14 Reader's Requests and Stock Suggestions

- 14.1 All reader requests for items which are on the Library Catalogue can be reserved free of charge and will be delivered to any Library in Sheffield.
- 14.2 We welcome suggestions to acquire material which we may not have in our Collections, but we do not guarantee to purchase them. The decision to purchase or not will be based on the overall content of our Collections, the budget available, and the anticipated long-term popularity of the title.
- 14.3 For very specialist or expensive material, we may obtain the title from a Library outside Sheffield, or the British Library via an Inter-Library Loan. We will pass on the full charge for this service to customers. The charge is non-refundable due to the significant amount of staff time involved.

15 Out of Print Store

- 15.1 We maintain a collection of out-of-print adult fiction. This is on our library catalogue and free for customers to reserve. These can be delivered to the delivered and returned to any Library in Sheffield.

16 Stock Maintenance and Editing

- 16.1 Library staff are responsible for ensuring that shelf stock is clean, current and well-presented. This is a daily routine task.
- 16.2 Stock Champions within the Service will visit each statutory Library at least once a year to review the stock, discuss gaps or specific areas that need refreshing, receive feedback and note any actions required.
- 16.3 It is important that our Collections are in excellent condition to attract and encourage Library Members and non-Members into our buildings and to borrow more. To help us do this consistently across the system, we have in place clear guidelines as to the standards our customers have the right to expect.
- 16.4 The assessment of book stock includes:
 - Its condition.
 - The content (is it relevant and up to date).
 - Whether it needs be re-located.
 - Whether it should be replaced (e.g. it is part of a series).
 - If it is a last copy.
- 16.5 Decisions are then made on whether stock should be repaired, discarded or added to sales stock.
- 16.6 A book is deemed to be in poor condition if it is/has:
 - Falling to pieces.
 - Dirty/grubby.
 - Pages missing or torn.

- Pages are water damaged.
- Excessive stains on/in the book.
- Excessive writing/comments have been added.
- Dense yellowing or fading.

17 Stock Performance

17.1 We aim to use our stock effectively and measure this on the Library Management System that holds our Library Catalogue. We also manage stock using software that advises when Libraries have too little or too much stock of a particular type, and where our stock can be located to be used more effectively.

18 Withdrawal and Disposal of Stock

18.1 Most lending stock will be withdrawn from circulation, when it is no longer required within Sheffield Libraries. If it is still in a saleable condition this will be offered for sale within the Library.

18.2 We do not withdraw and offer specific titles for sale to customers who request this of us.

18.3 Items that do not sell are collected by companies we use to dispose of unwanted material. We receive a small income from these items.

Annex 1

19 Tiers

- 19.1 Our Libraries are arranged in Tiers. This covers statutory Libraries and non-statutory Libraries that we purchase stock for. The Tier reflects the level of book borrowing in the Library, the number and type of reservations placed, the size of the Library and the demographic of the local community.
- 19.2 The Tiers are used to manage ordering of new material only. Many popular titles have waiting lists. Whilst a book is initially allocated to a particular Library it can fill reservations from across the Library Service, until the waiting lists are resolved.
- 19.3 We review Tiers annually to reflect changes in communities and Library use.

Tier	Library Name	Type of Library
A	Central Library	Statutory
B	Ecclesall Library	Statutory
C	Crystal Peaks Library	Statutory
	Woodseats Library	Statutory
	Chapelton Library	Statutory
	Hillsborough Library	Statutory
D	Broomhill Library	Co-Delivered
	Stocksbridge Library	Statutory
E	Firth Park Library	Statutory
	Highfield Library	Statutory
	Manor Library	Statutory
F	Darnall Library	Statutory
	Parson Cross Library	Statutory
	Woodhouse Library	Co-Delivered
G	Southey Library	Co-Delivered
	Park Library	Co-Delivered
	Burngreave Library	Co-Delivered

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PART A - Initial Impact Assessment

Proposal Name: Collection Management Framework

EIA ID: 2300

EIA Author: Alison Jobey

Proposal Outline: We are sharing the Library Service Collection Management Framework with Committee as although we have been working with this framework for a number of years it has not been formally approved by committee. It outlines how the service acquires, selects, maintains and promotes the materials in our collections. This will provide useful background and wider knowledge of the general principles by which we operate, including the legislative framework.

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Lisa Firth

Service Area: Libraries Archives and Information

EIA Start Date: 17/08/2023

Lead Equality Objective: Leading the city in celebrating and promoting inclusion

Equality Lead Officer: Ed Sexton

Committees:

Policy Committees

- Communities, Parks & Leisure

Portfolio**Primary Portfolio:**

Neighbourhoods

EIA is cross portfolio:

No

EIA is joint with another organisation:

No

Overview of Impact**Overview Summary:**

Our statutory duty under The Public Libraries Act 1964 is to provide a comprehensive and efficient library service for all those who live, work or study in the area. The Framework outlines our approach to providing a fair and inclusive service to all. It is anticipated that the Collection Management Framework will not impact negatively on those with protected characteristics.

Impacted characteristics:

- Age
- Disability
- Poverty & Financial Inclusion
- Race
- Sexual Orientation
- Health
- Gender Reassignment

Consultation and other engagement**Cumulative Impact**

Does the proposal have a cumulative impact:

No

Impact areas:

Initial Sign-Off

Full impact assessment required:

Yes

Review Date:

17/08/2024

PART B - Full Impact Assessment

Health

Staff Impacted:

Yes

Customers Impacted:

Yes

Description of Impact:

All our libraries have 'Reading Well Collections' these include: Books on prescription: Mood boosting books: Dementia: Long term conditions: mental health: Children and teens. Our collections include reading group sets. Social reading activity can promote wellbeing, combat isolation and bring people together. There is evidence that creative reading including novels and poetry can reduce stress and boost mood.

Name of Lead Health Officer:

Comprehensive Assessment Being Completed:

No

Public Health Lead signed off health impact(s):

Age

Staff Impacted: Yes

Customers Impacted: Yes

Description of Impact: The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections include materials aimed at all ages from birth to later life. Our collections include 'Memory boxes' and books aimed at stimulating memories for those who have dementia. Our Home Library Service provides books and other materials directly into customers' homes. Many of these clientele are elderly. There is significant evidence that learning to read at an early age improves children's life chances as they develop. Every library has significant resources and activities to encourage reading from birth.

Disability

Staff Impacted: Yes

Customers Impacted: Yes

Description of Impact: The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections include books in large print format and talking books. The text size can be increased on items taken out from our e-library, and our online newspaper service has a listen facility. Our home library service delivers books and other materials directly into customers' homes if they are unable to visit a library. We also provide autism-friendly times so that parents and children can use our autism materials in a safe environment.

Gender Reassignment

Staff Impacted: Yes

Customers Impacted: Yes

Description of Impact: The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. We maintain a specific LGBTQ+ collection, and LGBTQ+ authors are reflected across our lending materials. Our children and young adult collections contain material that reflect the diverse nature of society, including the wide variety of modern day family units. More recently we have included material reflecting the Transgender debate.

Poverty & Financial Inclusion

Staff Impacted: Yes

Customers Impacted: Yes

Description of Impact: The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Our collections provide access to a wide range and choice of materials, which is not limited to the library they use. All customers have access to any stock that is on the library catalogue via free reservations. Customers using the library do not have to purchase books themselves. In addition the removal of late fines should help to remove any barriers to lending material. Our collections include material on managing budgets and family finances. Customers who do not have internet access at home can use our free PN machines and access a wide range of magazines and comics, and newspapers.

Race

Staff Impacted: Yes

Customers Impacted: Yes

Description of Impact: The Framework informs our staff and customers how we acquire, select, manage and promote the materials in our collections. Titles can be checked on our catalogue using specific search terms, such as Black History. We aim for our collections to reflect equality, diversity and inclusion. We have acquired material that relates to the

Black Lives Matter campaign, and regularly promote material that reflects the diversity of cultures within Sheffield. We have collections of Chinese, Urdu, Arabic and Polish materials in our collections. We review information on demographic changes, and review feedback on language provision from customers. Where there is still demand for material in community languages we will aim to support this. We continue to supply Urdu digests at Firth Park Library, as they remain popular. The Ukrainians arriving in Sheffield either spoke or wished to learn English. We have however provided children's bi lingual books to assist with integration.

Sexual Orientation

Staff Impacted:

Yes

Customers Impacted:

Yes

Description of Impact:

The Framework informs our staff and customers how we acquire, select manage and promote the materials in our collections. We maintain a specific LGBTQ+ collection, and LGBTQ+ authors are reflected across our lending materials. Our children and young adult collections contain material that reflect the diverse nature of society , including the wide variety of modern day family units. More recently we have included material reflecting the Transgender debate.

Action Plan & Supporting Evidence

Outline of action plan:

We will continue to review our Collections to ensure that they reflect current interests, and are relevant to those who live work or study in Sheffield. We will investigate improvements to our catalogue search facility to highlight areas of interest, related to EDI. We will continue to monitor the demographic information covering communities and languages spoken by Sheffield residents and take appropriate action.

Action plan evidence:

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

Review Date

Review Date: 17/08/2024

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Report to Policy Committee

Author/Lead Officer of Report: Philip Gregory,
Director of Finance and Commercial Services

Tel: +44 114 474 1438

Report of: *Philip Gregory, Director of Finance & Commercial Services*

Report to: *Communities, Parks & Leisure Committee*

Date of Decision: *25th September*

Subject: *2023-24 Q1 Budget Monitoring Report*

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 outturn position for Q1 2023/24 General Fund revenue position.

Recommendations:

The Committee is recommended to:

The Committee is asked to note the updated information and management actions provided by this report on the Q1 2023/24 Revenue Budget Outturn as described in this report.

Background Papers:
[2023/24 Revenue Budget](#)

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: Philip Gregory, <i>Director of Finance and Commercial Services</i>
		Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i>
		Equalities & Consultation: <i>Adele Robinson, Equalities and Engagement Manager, Policy, and Performance.</i>
		Climate: n/a
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	<i>Philip Gregory, Director of Finance and Commercial Services</i>
3	Committee Chair consulted:	<i>Cllr Zahira Naz, Chair of the Finance 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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Philip Gregory</i> <i>Jane Wilby</i>	Job Title: <i>Director of Finance and Commercial Services</i> <i>Head of Accounting</i>
	Date: 31 st August 2023	

1. PROPOSAL

- 1.1. This report provides an update on the current outturn position for Sheffield City Council's revenue budget for 2023/24.

2023-24 Q1 Financial Position by Directorate

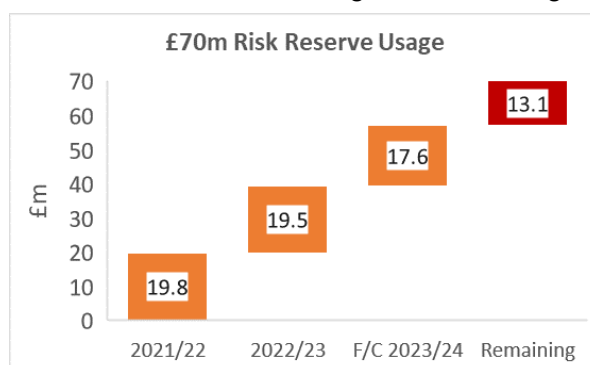
- 1.2. At the end of the first quarter of 2023-24, the Council's revenue budget shows a forecast overspend of £17.6m.

Full Year £m	Outturn	Budget Variance	
Neighbourhood Services	138.2	135.0	3.2
Adults	138.3	134.8	3.5
Children's	124.0	115.3	8.7
Strategic Support	52.4	47.7	4.7
City Futures	44.0	43.4	0.6
Public Health & Integrated Commissioning	10.7	10.9	(0.2)
Corporate	(490.1)	(487.1)	(3.0)
Total	17.6	(0.0)	17.6

- 1.3. This overspend is due to a combination of factors. Agreed Budget Improvement Plans ("BIPs") are not forecast to fully deliver within the year. There are underlying cost and demand pressures faced by services that are partially offset by one-off items. These "one-offs" consist of grant income, draws from specific reserves or provisions and income from central government or external sources.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Neighbourhood Services	(4.1)	2.5	4.8	3.2
Adults	(9.9)	3.9	9.5	3.5
Children's	(3.9)	3.7	8.9	8.7
Strategic Support	0.0	0.0	4.7	4.7
City Futures	0.0	0.4	0.2	0.6
Public Health & Integrated Commissioning	0.0	0.0	(0.2)	(0.2)
Corporate	0.0	0.0	(3.0)	(3.0)
Total	(17.9)	10.6	25.0	17.6

- 1.4. In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. Overspends against budgets in 2021/22 and 2022/23 have meant we have drawn almost £40m from this reserve already leaving just over £30m to manage any future budget deficits. If we overspent by £17.6m as this current forecast outturn position suggests, just £13m would be left to mitigate future budget pressures.



1.5. 2023-24 Q1 Financial Position by Committee

1.5.1. The major budget risk areas are in Childrens & Adults Social Care and in Homelessness services

Full Year £m	Outturn	Budget	Variance
Adult Health & Social Care	146.9	143.7	3.2
Education, Children & Families	124.7	115.8	8.9
Housing	10.2	7.0	3.2
Transport, Regeneration & Climate	39.6	40.0	(0.4)
Economic Development & Skills	9.5	9.4	0.1
Waste & Street Scene	63.5	64.2	(0.8)
Communities Parks and Leisure	41.7	41.3	0.3
Strategy & Resources	(418.4)	(421.5)	3.1
Total	17.6	(0.0)	17.6

1.5.2. In 22/23, the Council's forecast overspend improved by over £14m from the first quarter's forecasts to final outturn. This was mainly due to additional income received rather than underlying improvements in budgets and cost reductions. A big contributor to this was the Government's £500m discharge fund announced in November 2022, the sustainability of this income source and other mitigations from the last financial year are still unclear and cannot be relied upon.

Many underlying budget issues in social care services still remain and this is reflected in the current forecast position.

1.5.3. Most of the overspend is due to underlying cost and demand pressures in services. We estimate that £25m is embedded in the baseline costs but is somewhat mitigated by one-off income:

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Adult Health & Social Care	(9.9)	3.9	9.1	3.2
Education, Children & Families	(3.9)	3.7	9.1	8.9
Housing	(1.7)	0.2	4.7	3.2
Transport, Regen & Climate	0.0	0.1	(0.5)	(0.4)
Economic Development & Skills	0.0	0.0	0.1	0.1
Waste & Street Scene	(0.5)	0.2	(0.4)	(0.8)
Communities Parks and Leisure	0.0	0.2	0.2	0.3
Strategy & Resources	(1.8)	2.2	2.7	3.1
Total	(17.9)	10.6	25.0	17.6

1.5.4. Balancing the General Fund 2023/24 budget was only possible because the Council identified £47.7m of savings:

General Fund Budget Improvement Plans (in £m)

Committee	Total Savings	Financial Savings Deliverable in Year	In Year Gap	Financial Savings Deliverable Next Year	Undeliverable Savings
Adult Health & Social Care	31.6	27.6	3.9	2.3	1.6
Communities, Parks & Leisure	2.0	1.9	0.2		0.2
Economic Devt & Skills	0.5	0.5	0.0		0.0
Education, Children & Families	6.9	3.2	3.7	0.3	3.4

Housing	0.6	0.5	0.2		0.2
Strategy & Resources	4.1	1.9	2.2	2.2	0.1
Transport, Regen & Climate	0.8	0.7	0.1		0.1
Waste & Street Scene	1.1	0.9	0.2		0.2
Total	47.7	37.1	10.6	4.8	5.7

The current forecasts show £10.6m savings plans are undeliverable this year. This represents a delivery rate of 78% against target. In 22/23, less than 65% of savings targets were delivered. Whilst we are improving upon overall delivery performance, we are still falling short of targets meaning further draws could be required from our reserves to meet these overspends if they are not managed and mitigated. Delivering in year budgets must be a key focus for all services for the Council to retain financial sustainability.

1.5.5. Whilst inflation is beginning to fall, costs incurred are very unlikely to fall significantly resulting in these increased costs now being embedded in our cost base. There is an increased demand for services alongside cost pressures in social care, home to school transport and homelessness services.

1.6. Key Committee Overspends:

1.6.1. **Adult Health and Social Care are forecast to overspend by £3.2m** The high cost of packages of care put in place during covid increased our baseline costs and this carries into 23/24. A huge amount of work has been done as part of an investment plan to tackle the underlying issues. One off funding has mitigated the position this year leaving a £0.7m overspend in the purchasing budgets. Work continues on the package reviews to reduce the baseline costs for the future. Recovery work is underway including establishment of Task & Finish groups and the development of business cases around invest to saves including focus on enablement, day services, reviewing high cost 1 to 1 support and maximising income. The main area of overspend in the service now sits in staffing budgets. Service improvements in the Short -Term Intervention Team (STIT) are underway to deliver a stable position.

1.6.2. **Education, Children and Families are forecast to overspend by £8.9m** The key overspends in the service relate to placements with external residential placements a particular issue which are forecast to exceed the previous year's costs by £4.8m. This sits alongside undelivered targets from the previous year of £2m. The average placement cost is £5,400 per week. However due to a limited number of places in the city, placements for the most complex children can cost a great deal more. Actions are being taken to ensure that the right costs for placements are being met by all elements including education and where possible health. High-cost placements are also being reviewed.

The savings proposal for £1.6m to increase fostering placements this year is forecast to not be delivered. Marketing is taking place, but our number of foster carers remains static. Nationally this has been an issue since the pandemic as older foster carers decided to exit the market and there has not been the like for like recruitment to new foster carers.

Further demand in home to school transport costs are forecast to create a £3m overspend against budgets this year. This has the potential to increase in October when we know exactly how many children require transportation to school. An overarching review of this area will commence in 2024.

-
- 1.6.3. **Homelessness support in temporary and exempt accommodation is forecast to cost the Council £8.4m** The Government does not fully subsidise all housing benefit payments made by the Council even though it sets the rules that determine the amount the Council has to pay. In 2022/23, the Council incurred a loss of £5.9m as a result of the legislation relating to temporary homelessness and supported accommodation. The Council is essentially bridging the gap between the amount the accommodation costs to procure and the amount we are able to recover via housing benefits.

In 2023-24, this is forecast to cost the Council £4.9m for temporary accommodation and £3.5m for supported accommodation. The shortfalls are split between the Housing General Fund and Strategy and Resources budgets respectively.

The Budget Implementation Group

-
- 1.6.4. **A subgroup has been set up to drive improvements in Budget delivery** A senior officer working group has been established to help drive delivery of the budget. The purpose of the Budget Improvement Group (BIG) is to improve the delivery of the Council's annual Revenue Budget (both General Fund and Housing Revenue Account) and in particular the delivery of the Budget Improvement Plans (BIPs). It will look to facilitate Council wide learning. The group is jointly chaired by the Director of Finance and Commercial Services and the Chief Operating Officer. The group has a nominated core member from each Directorate: Adults, Children's, City Futures, Neighbourhoods and Strategic Support Services.

Transformation Funding

-
- 1.6.5. **We identified £4m to support transformation activity** As part of 2023-24 budget setting, the Council identified a £4m fund that would be used to support programmes of change in the organisation, expedite the delivery of savings plans or support where delivery of savings has become "stuck". The "BIG" group has provided advice, challenge, and recommendations for allocation of the transformation funding to the Council's Performance and Delivery Board.

In August 2023, the Performance & Delivery board approved bids to support delivery of programmes in Adult Social Care, Housing, Children's services, ICT, HR, and Organisational Strategy to build upon the Future Sheffield programme. These key projects will help stabilise the organisation and bring budgets back to a steady footing for the future. Each programme of work will be monitored, and progress reported to the Council's Performance & Delivery board to ensure activity remains on track. Overall performance will be reported to S&R committee and finance committee as part of in-year budget monitoring, with relevant policy committees overseeing progress on programmes in their areas.

Medium Term Financial Analysis (MTFA)

- 1.6.6. **The MTFA presented to S&R Committee on 7th September detailed committee budget savings targets** An updated medium term financial analysis is due to be presented to Strategy & Resources committee on 7th September to give members an early view of the forecast financial position for the Council for the next 4 years and to set the financial constraints within which the budgeting and business planning process will need to work to achieve a balanced budget position over the medium term. The analysis forecasts a budget gap of £18m for 24/25 that will need to be bridged by services in order to set a balanced budget for 2024/25.

- 1.6.7. The below table outlines the proposed committee savings targets following an equitable application of funds resulting in a deliverable outcome for all Committees:

Committee	Original Pressures	Remaining Income Allocations				Other Funding (split based on NRB)	Target to Find	Savings Identified	Sales, Fees and Charges Income	New Pressures	Adjusted Target To Find
		Pay awarded Funded	ASC Precept	Social Care Grant	Significant RPIX contracts and Housing Benefits						
Adult Health & Social Care	27.0	(1.9)	(5.4)	(10.9)		(0.9)	7.8	(4.6)	(4.5)	2.7	1.5
Education, Children & Families	12.4	(2.7)		(5.0)		(0.7)	4.1	0.0	(0.2)	4.4	8.3
Housing General Fund	3.6	(0.4)			(2.5)	(0.0)	0.7	0.0	(0.0)	2.9	3.5
Transport, Regeneration & Climate	1.0	(0.4)				(0.2)	0.5	0.0	(0.1)	(0.1)	0.3
Economic Development & Skills	0.9	(0.2)				(0.1)	0.7	0.0	(0.0)	0.1	0.7
Waste & Street Scene	9.8	(0.6)			(6.4)	(0.4)	2.5	0.0	(0.5)	0.5	2.5
Communities Parks and Leisure	1.5	(1.2)				(0.2)	0.0	0.0	(0.2)	0.5	0.4
Strategy & Resources (Corporate)	9.9	0.0				0.0	6.9	(6.2)	0.0	0.0	0.7
Strategy & Resources (Committee)	4.7	(2.7)				(0.4)	0.8	(0.4)	(0.1)	(0.0)	0.3
Total	70.8	(10.0)	(5.4)	(15.9)	(12.7)	(2.9)	23.9	(11.1)	(5.6)	11.0	18.1

Key points to note:

- The proposal will cover the anticipated 2024/25 pay awards for all Committees.
- The Adult Social Care Precept is applied to the AHSC Committee.
- The Social Care grant is split between Adult Social Care & Education, Children & Families based on their relative shares of the original social care pressures for 2024/25.
- £7.2m has been allocated towards contract inflation pressures which are out of the control of the relevant committee. Examples include the waste contract, highways, and Microsoft licencing.
- £5.5m has also been set aside to cover the significant increase in Housing Benefit subsidy losses for Exempt Properties (S&R £3m) and £2.5m contribution to support the large increase in Homelessness accommodation costs around housing benefits support.

- 1.6.8. Services are required to develop solutions to bridge the budget gap for 2024/25 and bring forward proposals to the November policy committee meetings. At the same time working hard to bring the in-year overspend down through ongoing work on recovery plans and additional support to deliver budget implementation plans (BIPs).

This current forecast in-year overspend must be urgently managed and mitigated to avoid the risk that the Council has to look to our available Budget Contingency Reserve (£30m) to balance at year end. Maintenance of a prudent level of contingency reserves is critical to ensure stability and sustainability for 2024/25 onwards.

1.7. **Communities, Parks & Leisure Committee – overspend of £0.3m**

1.7.1.	The Communities Parks & Leisure Committee is forecast to overspend by £0.3m	Full Year £m	Outturn	Budget	Variance
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)		9.8	9.6	0.2
	Parks, Leisure & Libraries (Bereavement; Coroner and Medico Legal; Libraries and Archives; Parks and Countryside; Partnerships and Special Projects; Physical Activity and Sports; Public Health)		31.1	30.9	0.2
	Integrated Commissioning (Voluntary Sector)		0.8	0.8	(0.0)
	Total		41.7	41.3	0.3

1.7.2.	There is forecast to be a shortfall of BIP delivery of £0.2m relating to Parks and Libraries	Full Year Variance £m	One-off	BIPs	Trend	Total Variance
	Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)		0.0	0.0	0.2	0.2
	Parks, Leisure & Libraries		0.0	0.2	0.0	0.2
	Integrated Commissioning (Voluntary Sector)		0.0	0.0	(0.0)	(0.0)
	Total		0.0	0.2	0.2	0.3

1.7.3. Of the committee's £2m savings, £200k will not be delivered in year:

Budget Savings (BIPS) £m

Service	Financial RAG	Total Savings	Savings Deliverable in Year	In Year Gap	Savings Deliverable Next Year	Undeliverable Savings
PARKS, LEISURE & LIBRARIES	Red	0.6	0.5	0.1		0.1
	Amber	0.4	0.4	0.0		0.0
	Green	0.7	0.7	0.0		0.0
PARKS, LEISURE & LIBRARIES Total		1.7	1.5	0.2		0.2
COMMUNITY SERVICES	Green	0.4	0.4	0.0		0.0
COMMUNITY SERVICES Total		0.4	0.4	0.0		0.0
Grand Total		2.0	1.9	0.2		0.2

1.7.4.	Libraries will under deliver BIPs by £135k	Libraries are set to fall short of the £585k target by £135k. This is part of a multi-year savings programme of £771k over 3 years. The shortfall will be mitigated by high vacancy rates this year. The next stage of redesign of library service is needed including a review of home library service as well as longer term review which needs to link into Council's approach to face to face service delivery in communities.
		A small proportion of the BIP relating to parks will also fall short this year but be offset elsewhere in the service budgets.
<hr/>		
1.7.5.	Underspends in Youth offset some overspends in Early Help & Prevention	The Youth service underspent by £1.1m last year due to delays in the implementation of a new operating model and recruitment slippage. Continued delays into 23/24 are set to create a £200k underspend again this year. This is somewhat mitigating overspends in early help and prevention staffing and family centres budgets.
<hr/>		
1.7.6.	The Parks Leisure & Libraries Services are forecast to overspend by £200k	Coroner and Medico Legal Centre are forecast to overspend by £150k due to increased staffing and contractual costs and small assorted overspends elsewhere are being offset by place strategy and change (£336k) due to unfilled vacancies in the service.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that the committee notes their 2023/24 budget forecast position and takes action on overspends.

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 budget monitoring position for 2023/24.

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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Report to Policy Committee

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

Tel: 07867 758407

Report of: Lisa Firth, Director of Parks, Leisure & Libraries
Report to: Communities Parks and Leisure Policy Committee
Date of Decision: 25th September 2023
Subject: Sports Capital Improvement Projects Update

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

Purpose of Report:

To provide a briefing to the Communities, Parks and Leisure Policy Committee on the sports capital improvement projects currently being developed and delivered, including:

- Woodbourn Road Football Hub.
- Parson Cross Sports Hub.
- Osgathorpe Cruyff Court.
- Play Zones.
- Mather Road Sports Improvements.
- Tinsley Green Ball Court Improvements.

- Coleridge Road Pitch Improvements.
- Bents Green Playing Field Improvements.
- Totley Bents Cricket Improvements.
- Stocksbridge Sports Hub Project.
- Wadsley Park Pitch Improvements.

Recommendations:

The Communities Parks and Leisure Policy Committee is asked to:

1. Note the contents of the report.
2. Note that further updates and decisions (where required) on these projects will be taken to the appropriate Committee as required.

Background Papers:

None

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>Julie Currey</i>
		Legal: <i>Robert Parkin</i>
		Equalities & Consultation: <i>Lou Nunn</i>
		Climate: <i>Kathryn Warrington</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	<i>Ajman Ali</i>
3	Committee Chair consulted:	<i>Richard Williams</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.	
	Lead Officer Name: <i>Lisa Firth</i>	Job Title: <i>Director Parks, Leisure & Libraries</i>
	Date: <i>25th September 2023</i>	

1. PROPOSAL

- 1.1 The Sports, Leisure and Events team are currently developing and delivering a range of capital improvement projects across the City. The majority of these are on land managed or maintained by the council.
- 1.2 Appendix 1 provides an overview of these projects, their current status, funding and partners involved.
- 1.3 Projects currently being delivered have had previous Co-op Executive and subsequent Finance Committee budget approvals to enter the capital programme as initial development work started prior to the Committee system, for example Woodbourn Road and Parson Cross Park. Projects in development entering the will be brought to the Community, Parks and Leisure Committee and then have business cases and capital approval forms submitted and formal approval via the Finance Committee.
- 1.4 This report gives the Communities, Parks and Leisure Committee members the opportunity to make comments and ask questions about projects which will contribute to their planning and development.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 All projects included in this update contribute to Our Sheffield Delivery Plan priorities including the strategic goal 'Healthy lives and wellbeing for all' in particular the area of focus around 'Redesigning the sport and leisure offer in the City'.
- 2.2 Various projects within the update contribute to the delivery of the Playing Pitch Strategy which was adopted by the council in September 2022 and aims to protect and improve the quality of pitches across the city.
- 2.3 Projects contribute to the themes within Sheffield Sport and Leisure Strategy by:
 - Investing in our outdoor sport and leisure facilities to improve their quality.
 - Providing opportunities for the development of sporting talent working with national governing bodies, clubs and community partners
 - Providing facilities which will benefit children and young people across the City.
 - Improving the quality of our parks and open spaces and contribute to creating 'Active Parks' across the City
 - Providing facilities and activities to encourage more people to be more active more often.

3. HAS THERE BEEN ANY CONSULTATION?

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

3.2 Consultation is also a key part of the feasibility and development stage of all sports capital improvements projects to ensure improvements delivered meet community and stakeholder needs.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 Each individual capital project is subject to an Equality Impact Assessment at the start of the feasibility stage and no project is progressed to Initial Business Case stage without the completion of an EIA.

4.2 Financial and Commercial Implications

4.2.1 Each individual project has its own financial implications related to the funding source, grant conditions and available budget of the project. As each individual project will be subject to the capital approvals process, financial implications do not form part of this report.

4.3 Legal Implications

4.3.1 Each individual project may have legal implications which may link to grant agreements, property or lease agreements. Any legal implications relating to individual projects covered in this update will be reported as part of any business case or decision-making report associated with each project and are not included as part of this update report.

4.4 Climate Implications

4.4.1 Each individual capital project is subject to a Climate Impact Assessment at the start of the feasibility stage and no project is progressed to Initial Business Case stage without the completion of a CIA.

Individual projects currently being delivered have a range of positive climate implications including the following:

- New LED floodlighting
- Pilot for new sustainable 3G surfaces
- Improved drainage provision as part of project

- Installation of cycle racks to encourage Active Travel Projects in development will consider the following to reduce any climate impact of construction
- The use of sustainable construction methods and local contractors
- Any ecological impact of any proposals and mitigations
- Energy implications of lighting arrangements to ensure the most efficient and sustainable options are chosen (for example user controlled).
- Identify opportunities to promote and increase active travel and sustainable transport access to facilities
- Consider opportunities for improving biodiversity where appropriate
- Consider options for minimising waste in construction

4.5 Other Implications

4.5.1 Public Health: It is anticipated that all sports capital improvement projects will contribute towards Sheffield City Council's strategic goal of 'Healthy lives and wellbeing for all' in particular the area of focus around 'Redesigning the sport and leisure offer in the City'.

4.5.2 The projects aim to improve facilities to encourage a wider range of people to be more active. Many of the projects included in the update will target communities who face inequalities in access to facilities and to being active.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 This is an update report.

6. REASONS FOR RECOMMENDATIONS

6.1 Committee members to note the sport capital improvement projects currently in development and delivery.

Appendix to Communities, Parks & Leisure Committee Report Sports Capital Improvement Projects Update

Woodbourn Road Football Facility

£2.8m refurbishment of pitches and pavilion funded by the Football Foundation

(see [Kick-off approaches for a re-vamped football hub in Sheffield | SheffNews.](#))

- Sheffield City Council is working the Premier league, Football Association and Government's Football Foundation to deliver the project of pavilion refurbishment & pitch refurbishment which are progressing on site following a £2.1m investment from the Football Foundation
- The scheme is installing seven LED floodlit small-sided artificial turf pitches – six 5 v 5 and one 7 v 7 pitch. The two-storey pavilion will undergo major refurbishment to provide a new reception, café, meeting space, multi faith room and changing facilities.
- The six 5v5 pitches will be a test bed to research into recyclable artificial football pitch surfaces.
- The pavilion refurbishment will benefit both the football pitch users and the users of Sheffield Hallam's Athletics Stadium, which is part of the site and will share use of the pavilion.
- Regular stakeholder group meetings ongoing with a programme of use being developed with stakeholders including; Darnall Education and Sports Academy, Darnall Diamonds, Darnall FA and Darnall Wellbeing Local Area Committee and ward councillors.
- The pitch works are due to be completed by the end of September and pavilion refurbishment works early November with the facility due to open by the end of November 2023.
- Woodbourn Road will become the fourth Sheffield Football Hub along with St Georges Park Graves, Thorncliffe and Westfield with the hub due to be renamed the 'Gordon Banks Sports Hub' (not including the athletics stadium).
- All sites will be leased to the National Football Trust and operated by Leisure United as approved by Cooperative Executive in April 2022. [Decision - Sheffield Football Hubs | Sheffield City Council](#)



Parson Cross Park Sports Hub

Refurbishment of pavilion, pitch improvements (completed July 2023) and creation of Cruyff Court due for completion by the end of September 2023. Funded by Sport England, The Cruyff Foundation, S106. There is further information in the link to SheffNews.

- [Refurbishment taking shape at Parson Cross Park \(sheffnews.com\)](https://www.sheffnews.com)
- Pavilion phase 1 works to deliver mechanical and engineering works to bring the pavilion and changing facilities back into a usable state and install pitch fencing to protect the upper pitches is now complete.
- Partners include Sheffield Hawkes ARLFC, Sheffield Oaks RUFC, Sheffield & Hallamshire County FA and Sheffield Wednesday Community Programme
- The council is working with Sheffield and Hallamshire County FA to develop a 'hub' model of local football provisions and supporting the football and rugby clubs to return to Parson Cross Park.
- 9 clubs are now signed up to play from the park for the 2023/24 season.
- Work is also taking place with Sheffield Wednesday Community Programme to deliver alternate education programme, Active Through Football project and youth provisions at the park.
- A Cruyff Court is also currently being constructed on site – this will provide a high quality, lit playing surface on one of the courts on the existing Multi Use Games Area (MUGA) within the park.
- Cruyff Court due for completion September 2023
- The council is hoping to secure funding for the delivery of phase 2 of improvements including reconfiguring changing provision so it meets modern standards, developing classroom and social space and providing toilet facilities for site users.



Osgathorpe Park Cruyff Court

Feasibility underway to develop a second Cruyff Court in Burngreave.

- A further £70K from The Cruyff Foundation has been matched with local Community Infrastructure Levy (CIL) funds to develop the old MUGA adjacent to the pavilion in Osgathorpe Park into a second Cruyff pitch for Burngreave
- Feasibility work is underway including ground investigation and bat surveys, initial design and costing work and a planning pre application will then be submitted.
- Local consultation is planned with an online survey, and discussions with residents, schools and the youth club, Local Area Committee, and ward councillors.

- The survey, planning pre application and local consultation feedback will inform the final design.
- The Cruyff Court will provide facilities for the local community and Active Through Football Project.



Play Zones

Community Engagement underway to support applications at Ecclesfield Park and Jubilee Sports Club.

- PlayZones are multi-sports courts and the Football Foundation want them to be used for other sports and activities not just football.
- The council is currently progressing a Test & Learn approach and has submitted applications for Play Zones at one local authority site (Ecclesfield Park) and one non local authority site (Jubilee Sports Club). (See decision by Communities Parks and Leisure Policy Committee 12th June 2023).
- Community engagement is ongoing at Ecclesfield Park and with Sheffield Wednesday Community Programme for the Jubilee Sports Club. This engagement will support the community engagement report submitted with the PlayZone application and is due for completion by the end of September 2023.
- Working to submit full application for test and learn sites by end of 2023.
- The PlayZone proposal at Ecclesfield Park is part of the masterplan for the site that will deliver/ has delivered new tennis courts, play areas, access, and environmental improvements. The aim of this work is for Ecclesfield Park to develop an active park with facilities that enable all ages and abilities to use and enjoy. Café and toilet facilities are also being explored for this site.



Mather Road Sports Improvements

Consultation is underway to help allocate £137k S106 allocated for sports improvements to the site.

- A new playground is currently being delivered which is funded by public health budgets, S106 and local CIL.
- The council is carrying out local consultation to gather views on improvements to the sports facilities including the football pitches, cricket wicket, old ball court and old tennis courts. Consultation has taken place online and with local groups, the local TARA, and sports clubs. Further consultation to take place with schools and residents, Local Area Committee, and ward councillors.



Tinsley Green Pitch Resurfacing

Feasibility work is currently underway to make improvements including resurfacing to the open access ball court at Tinsley Green.

- The work is looking at cost options for different surfaces and the possibility of widening the use of the court for more sports.
- Options will be discussed and agreed with community stakeholders including Tinsley Forum Local Area Committee and ward councillors.
- This work will be funded by S106 funding which was allocated by ward councillors in 2020.
- Feasibility work is expected to be completed by October. Designs will then be developed, improvement work delivered, anticipated completion to be spring 2024.
- The improvement works support keeping this site to Green Flag Standard.



Coleridge Road Pitch Improvements

- S106 funding is allocated to Coleridge Road for improvements to the football pitches on the site.
- The council is working with Darnall Diamonds to develop improvements, including improving the grass pitches, fencing the site, and providing changing facilities.
- Local consultation will be carried out to understand the usage of the site and views about the proposals. Consultation will be launched September 2023 and will include residents, Local Area Committee, and ward councillors.



Bents Green Playing Fields - Pavilion, Pitch and Access Improvements

- This project is in early feasibility stage and focuses on the re-development of the currently disused and outdated pavilion on the playing field site along with wider site improvements with the aim of improving accessibility to and from the site as well as site safety.
- We are working with a range of partners and users of the site to develop these plans and a stakeholder group has been set up.
- Feasibility work will carry out surveys, develop designs and costs in consultation with stakeholders and community.
- Submission of a funding application to the Football Foundation is planned once design and costings developed.



Totley Bents Recreation Ground Cricket Improvements

- The council is working with Yorkshire Cricket Board to deliver a new Non-Turf Cricket Pitch (NTP) plus renovations to the grass cricket wickets to improve the quality of cricket provision at Totley Bents Recreation Ground.
- The improvements will create better playing surfaces and increased playing capacity for the cricket club and the wider community.
- The project is funded by S106 compensation funding which was received from the loss of cricket facilities at Black Lane (Telecom) Sports Ground.
- The NTP is due to be delivered February – March 2024 with grass wicket renovations taking place between October 2023 and March 2024.



Stocksbridge Sports Hub

Delivery of a range of sports improvements across sites in Stocksbridge, funded by Stocksbridge Towns Fund.

- The council is working with the Stocksbridge Towns Fund on a Sports Hub project which aims to deliver a range of improvements to sports across the Stocksbridge area. These include a new 3G pitch, a new cricket pavilion, accessibility, changing and toilet facility improvements at Stocksbridge Park Steels stadium and access improvements to the Rugby Club ground.

Wadsley Park Multi Use Games Area

- The current pitch at Wadsley Park Village has had improvements to goal ends and drainage with funding from Bradfield Parish Council and Local Area Committee but is also in need of replacement surfacing.
- The council is supporting The Friends of Wadley Park Village with their fundraising efforts to make further improvements to the court.



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Report to Policy Committee

Author/Lead Officer of Report: Lisa Firth

Tel: 07867 158407

Report of: Ajman Ali, Executive Director of Neighbourhoods

Report to: Briefing to Communities, Parks and Leisure Policy Committee

Date of Decision: 25th September 2023

Subject: Tramlines Festival

Has an Equality Impact Assessment (EIA) been undertaken?	Yes		No	x	
If YES, what EIA reference number has it been given?					
Has appropriate consultation taken place?	Yes		No	x	
Has a Climate Impact Assessment (CIA) been undertaken?	Yes		No	x	
Does the report contain confidential or exempt information?					
	Yes	x	No		
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>The Appendix to this report is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>					
Purpose of Report:					
<p>To provide a briefing to the Communities, Parks and Leisure Policy Committee regarding the Tramlines Festival, the issues encountered in 2023 at Hillsborough Park, a summary of the debrief and learnings so far from Tramlines 2023 and confirmation of arrangements for Tramlines 2024.</p>					

Recommendations:

The Communities, Parks and Leisure Policy Committee is asked to:

1. Note the contents of the report.
2. Note that further updates and decisions (where required) on events and

the Tramlines Festival will be taken to the appropriate Committee as required.

Background Papers:

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

None

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: None – briefing report
		Legal: Robert Parkin, Assistant Director Legal Services
		Equalities & Consultation: None – briefing report
		Climate: None – briefing report
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Richard Williams
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Lisa Firth	Job Title: Director of Parks, Leisure and Libraries
	Date: 25 th September 2023	

1. BACKGROUND

1.1 EVENTS IN SHEFFIELD

Tramlines sits in a year-round programme of strategic events that cater for a variety of interests and audiences and includes World Snooker, DocFest, Off the Shelf, Cliffhanger, Festival of the Outdoors, Sheffield Food Festival, significant conferences, and major sporting events such as (for 2023) British Swimming and European Para Table Tennis. These events are strategically supported by Sheffield City Council.

In addition to these events, there are many others that we support in communities, with partners and respond to through the year.

The events programme is a huge asset for the city; events are fundamental to our visitor economy. We have an outstanding asset base for, and a strong track record of, hosting sports events. We have a cultural events and music offer that is synonymous with Sheffield. Our event venues for both sport and culture are a real strength and, in some cases, nationally unique.

These events provide economic impact (pounds) into the local economy, they drive business into our hotels and wider hospitality businesses, they help build the reputation of Sheffield. They create a sense of pride in our local communities, and they are integral to strategies such as our emerging Destination Management Plan and our Culture strategy.

Events bring several benefits to Sheffield:

1.1.1 Economic impact of events.

In the UK the events sector was worth £42.3 billion in 2022.

In 2021, a report prepared for SCC by IPW considered the economic impact of the Sheffield Leisure and Entertainment venues (Arena, City Hall, EISS, Ponds Forge, Ice Sheffield) throughout 2019. The venues saw 1.29m event attendees with 902,000 from outside of the city and 360,000 from Outside the city region. In addition, the three sports venues provided circa 2.25m of local leisure admissions. At the net additional level, the combined activity of the venues generated £32m of Gross Value Added (GVA) and supported over 1,000 jobs.

In 2019, there was an estimated 21,600 conferences in Sheffield. These were attended by over 1.2 million business event visitors. Delegates (and accompanying partners) accounted for an estimated spend of £141.8m at venues and in the local destination.

1.1.2 Brand and reputation

Events are important for building a city's brand and reputation. They enhance the city's image, show the world what Sheffield does well and bring in audiences that might not otherwise experience Sheffield. Events are animators of destination attractiveness but more fundamentally they are key marketing propositions in the promotion of places e.g., for our city break campaigns. They provide much needed positive media profile, not just as a place to visit but also as a place to move to, work in, invest in, or study- ensuring the Sheffield is profiled in the national and international media.

1.1.3 Support for our hospitality sector, nighttime, and visitor economy businesses.

It is a critical time for some of Sheffield's hospitality sector with some businesses still not recovered from the pandemic and now struggling with pressures due to the cost of fuel and inflation. Events support a range of businesses (from micro to multi-national) including supply chain, jobs with different skills and create entry level employment. Participants and organisers in events and conferences fill our hotel bedrooms and restaurant tables. Attendees to cultural and music events contribute massively to business levels across the city.

1.1.4 Leverage of our other strategic aims.

We have two strategies in development: Firstly, the Destination Management Plan (DMP), which provides a galvanising framework and the opportunity to build a better and more productive visitor economy sector for Sheffield, with events as a key part of this plan. Secondly, The Cultural strategy, which is being co-created with the culture sector over the next 6 months. We know that events have an important role to play in our cultural offer, specifically to engage our communities and develop a truly inclusive and diverse cultural programme. The DMP is scheduled for discussion at the November 2023 meeting of this committee.

1.1.5 A sense of place and pride among our communities and residents.

Events enhance the wellbeing of our communities. Festivals and events, including specialist markets, can celebrate local culture and provide benefits for the local community and economy. The joint LGA and Chief Cultural and Leisure Officers Association publication on the role of culture in placemaking¹ puts a strong emphasis on the community benefits of events. By creating vibrant events and experiences, areas can boost wellbeing, improve mental health, and tackle isolation.

¹ <https://www.local.gov.uk/publications/people-culture-place-role-culture-placemaking>

1.2 TRAMLINES

Tramlines is one of the UK's longest running, city-based music festivals and a highlight in Sheffield's year-round calendar of events and festivals. Founded in 2009, Tramlines first existed as a free multi-venue festival, mixing outdoor stages and city centre venues.

Tramlines was a huge success and the festival continued to grow in popularity for several years, before needing to expand beyond this original format. In 2015, the festival made a move from the city centre to Sheffield's Ponderosa Park, where it stayed for three years, before moving to its current home at Hillsborough Park in 2018.

While Tramlines has grown to become a ticketed event, much in the spirit of where the festival started, The Fringe at Tramlines is a free programme of music and activities which takes place over the same weekend as the main festival. With live stages in outdoor spaces across Sheffield City Centre and performances in many of the pubs, bars and music venues, it continues the festival atmosphere beyond the main event in Hillsborough Park. In 2023 over 40 venues in the city took part in The Fringe at Tramlines with 40,000 plus attendees.

Tramlines has been held successfully in Hillsborough Park 5 times since 2018 (except for 2020 during the coronavirus pandemic). In 2021, it was part of the Government's Events Research Programme, allowing a full capacity audience to attend the event in Hillsborough Park and contribute to research which helped other events to go ahead safely across the UK.

Following the event in 2022, Tramlines commissioned an evaluation of the 2022 festival to consider the economic impacts which the festival brings to Sheffield, including the audience profile, how well the event was received by festival goers, and to explore awareness and perceptions of festival partner brands.

There was a total of 48,358 unique visitors over the three days and the post-event online survey was sent out to all ticket purchasers and generated 4299 responses.

The key headlines from this survey are:

- 48,358 Unique visitors.
- 58% Sheffield resident.
- 42% Resident outside Sheffield.
- 45% Had under 16-year-olds in the group.
- 73% Been to Tramlines before
- 92% Rated the festival positively.
- 95% Likely to return.

This evaluation report was used to inform SCC's economic impact evaluation, which estimates the Tramlines event is worth £3.8m to the local Sheffield economy. This considers the number of people attending the event and the city of Sheffield, local contracts, accommodation, expenditure outside of the event, attendees from outside of Sheffield, the local talent playing at the event and the number of local suppliers and staff involved in delivering the festival.

As a council we use a UK Sport & DCMS event impacts modelling tool across our events programme. This allows us to compare events throughout the city in a consistent manner. This methodology is different to the one used in Tramlines own evaluation report which we do know reports a higher evaluation figure.

Therefore, we cannot draw direct comparisons between events because for instance, the Victorious Festival in Portsmouth is approximately 50% larger than Tramlines, with significantly more unique or day visitors to their festival. Well over 80% of Tramlines guests are weekend ticket holders which also reduces the economic impact. Our economic assessment also excludes voluntary donations by the organisers, for example free and discounted tickets for Hillsborough residents and charitable donations.

1.2.1 Tramlines and the local community

The Tramlines Local Resident Ticket Scheme was open to 3900 households in 2022, up from 1500 in 2021. In 2023, 1614 free or discounted tickets were distributed, an increase of 16% from 2022, at a cost of £171,440 to the festival. Since it's move to Hillsborough Tramlines has donated over £560,000 worth of tickets to the Hillsborough residents.

Of the customers who attended the 2023 event, over the 3 days, 16.5% had an address registered in the S6 area; this is in addition to those who received tickets through the resident's scheme, meaning over 8,000 people attended from the Hillsborough area.

Since 2018 Tramlines has made a conscious effort to ensure the festival adds benefit to the wider Sheffield community, including:

- Fundraised over £200,000 for local Sheffield charities.
- Donated over 500 free tickets to key workers, charities and carers.
- Hosted 68 work placements for local university students.
- Offered 226 paid local emerging artists slots.

The introduction of the Tramlines Trust in 2022 has allowed smaller, grass roots organisations to receive funding from the festival. Last year the trust awarded grants of over £10,500 to a total of 42 Sheffield and South Yorkshire organisations.

Tramlines are producing a 2023 community round up report that will be available in due course.

1.3 EVENTS IN PARKS

Holding events in parks is a topic that generates a range of views. Often parks are used to hold smaller scale community events that interest and attract local residents. These events are hugely important to local areas and can be a way of generating interest in the green space.

Due to size and scale, larger events are not possible in many of our parks. Where they do happen, they sometimes require part or whole park closures and are a combination of pay to enter and free to enter events. They attract visitors from both the wider city and outside of Sheffield and are also an important source of income for Sheffield's parks and woodlands. These events include Art in the Gardens and Illuminate the Gardens in the Botanical Gardens, Sheffield Fake Festival in Endcliffe Park, the Sheffield Fayre in Norfolk Heritage Park and Graves Park Country Show (formerly Highland Fling).

1.4 BUDGETS AND INCOME

Maintaining parks is not a statutory duty which means local government funding for management and maintenance of green spaces is optional. As the sole funder of the day-to-day running costs of our parks, despite the brilliant work of volunteers and Friends' groups across the city, the council's resources are vital to the future upkeep and development of the city's green spaces. The council's budget has faced unprecedented cuts over recent years of austerity, with continuing and growing pressures anticipated in the years to come.

Income is therefore playing an ever more significant role within budgets. Any increase in income plays a dual role; it has the potential to support improvements within a park that might otherwise have been unaffordable and allows the council's revenue contribution to be decreased without a subsequent reduction in service. Sometimes income can be directed to the parks where it is most needed, such as in areas of the city where generating income is more difficult. Where parks can achieve levels of income, this income can be used to offset some of the funding reductions that might otherwise be felt within that green space.

Sheffield has more than 800 green spaces including 83 parks, more than 150 children's playgrounds, 181 woodlands, and 262 Nature Conservation sites. Most of our money pays for our staff or contractors who look after these green spaces for the community, and the running costs of buildings, offices, vehicles and other facilities. Income from events helps to offset these costs and support the council to deliver our services with support from Friends' groups and volunteers.

1.5 CHARITABLE PARKS

At charitable parks across the city, any income received (from events or other activities) must be accounted for within the charity accounts. The charity accounts are produced each year and independently audited before being submitted to the charity commission for publication. For each charitable park in Sheffield, Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee. The Trustees present their report together with the financial statements of the charity for the year end and the financial statements are prepared in accordance with the accounting policies that comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland. The law requires the council to prepare financial statements which give a true and fair view of the state of affairs of the charity and of the income and expenditure for the year.

The aim of the Parks and Countryside Service is to deliver good quality green spaces and make sure we have facilities that people expect from a city like Sheffield. The costs of doing this continue to increase more than ever since the Covid pandemic with the number of people using our green spaces being at an all-time high. To ensure we can deliver the right service in the right place (in a city that experiences health and wellbeing inequalities) we endeavor to raise income where it is possible to add to our funding streams. As a very large number of our sites do not have the opportunity to raise income, we apply our revenue funding where it is most needed and use income to top this up. On charitable sites income must stay for use within the charitable park so revenue funding may be reduced.

If we didn't reduce the revenue grant to parks that receive income, like Hillsborough Park, we would have to reduce the amount of money we spend on other parks that can't generate as much income, such as High Hazels Park in Darnall or other non-charity parks, like Parson Cross or Handsworth.

Therefore, we must look to allocate the revenue grant appropriately and proportionately to make sure we have parks of a high quality across the city for everyone to enjoy.

1.6 TRAMLINES INCOME

The last published fee paid by Tramlines for hire of Hillsborough Park was £33,500 in 2021. This income helped offset the additional repairs & maintenance of £27,652 drainage and path repairs work in this year.

The fee is negotiated on a commercial basis and in consideration of other similar events. The council cannot disclose the current fee paid by Tramlines to the Hillsborough Park Charity because this is deemed commercially sensitive information, as confirmed by the Information

Commissioners Office at 31st January 2023. Tramlines regard their fee as commercially sensitive because the summer festival market is very competitive, and the pricing of their tickets incorporates their costs and expertise.

The confidential fee information is set out for the exempt from publication Appendix to this report.

1.7 WHY HILLSBOROUGH PARK?

The question of why the festival can't be held in another park, or at least rotated has been asked by some of the city's residents in response to the issues experienced this year.

Hillsborough Park is the only city park with the capacity to host an event of this size and nature. This is for two reasons; a) the main field can host an audience of around 35,000 and b) the park's proximity to both the Supertram network and several bus routes and spectators can walk into the city centre (3 miles) at the end of each show day.

In addition, Hillsborough Park's proximity to wrap around facilities such as Hillsborough Arena (which is now used to support a festival stage) and Sheffield Wednesday Football Club; which plays a key part in the viability of Tramlines and access to emergency facilities.

In considering possible locations for Tramlines, the council has explored the following alternatives:

- Graves Park is larger in terms of area compared to Hillsborough Park; however, it has large sections designated as grazing and woodland. Transport links and entrances and egress restrictions make Graves Park unsuitable for an event of this size.
- Norfolk Park is used regularly to host a wide range of events, including music events, however, the capacity of Norfolk Park is only 8,000 making it unsuitable for Tramlines.
- The Don Valley Bowl is used regularly to host a wide range of events, including music events, however, the capacity of Don Valley Bowl is only 18,000, making it unsuitable for Tramlines.
- A combination of Don Valley Bowl, Arena, and the Arena carpark has been explored. Combining the Arena with an outdoor event isn't possible because of the entrance and exit security measures that need to be in place for the different venues. Using just the Arena carpark (approximate capacity 22,000) alongside Don Valley Bowl wouldn't give sufficient capacity for a main stage which requires a capacity in excess of 35,000. This combination would also prevent the Arena being used for other indoor events throughout the Tramlines weekend and the associated set up and

take down periods. From experience of hosting other events on Don Valley Bowl, an event on the scale of Tramlines could render both Ice Sheffield and the English Institute of Sport Sheffield unable to open, with its proximity to the ring road causing severe traffic congestion. However, the feasibility of this option continues to be explored.

- Ponderosa Park isn't large enough to cater for more than 19,000 spectators and this made it difficult for the Tramlines festival to attract artists of a significant enough stature to sell tickets.

1.8 TRAMLINES 2023 AND THE WEATHER

Prior to 2023, rain has fallen every year during the Tramlines festival and Hillsborough Park ground conditions have previously proven robust. Reinstatement works have been required each year to an expected level and completed with little disruption to park users.

In July 2023 rainfall was above average throughout the UK and parts of England also had their respective wettest July on record. Sheffield experienced its second wettest July on record with the Weston Park weather station recording 176mm (7in) of rainfall which is more than double the 65mm average.

The weather forecast was regularly changing and so information was collected via various channels including weather forecasting websites, the met office Talk to a Forecaster service and satellite weather prediction services. Whilst the forecast was constantly changing and heavy rain was expected, the overall rainfall on Saturday and Sunday afternoon was more than the picture built up using the various forecasting services. The Tramlines and SCC teams worked extremely hard to prepare the ground so the event could proceed safely both in advance of the event and during the event weekend.

The decision as to whether an event is to be cancelled, for example in the event of adverse weather, has some complexities. In the context of Tramlines 2023 and the issues with rain, the final decision lies with the event organiser, in full consultation with SCC.

1.9 IMPACT ON THE PARK

The impact on the park has been significant and reparations to the park are taking time. In the areas where festival goers gathered or traversed the park the grass was severely damaged. This has resulted in the main field being fenced off to allow repair works and re-seeding to take place. The use of straw and bark to mitigate some of the rainfall has resulted in those works taking longer than they otherwise might, as these products have had to be removed from the ground before any new seed could be laid. The amount of mud created by the rain has meant that the path network needed significant cleaning before they were usable.

Whilst the main field has now been reseeded, an unusually hot and dry start to September has meant that regrowth has been slower than we would have liked. Now that we have the autumn rain, we anticipate the field become greener. The council is working with one of its preferred contractors, who are experts in sports pitch renovation & grounds maintenance to monitor the restoration.

The impact on park users has been felt differently by different users. Thankfully some parts of the park were able to be returned to use very quickly. This included the playground, learn to ride area, pump track and the MUGA. The grassed areas have seen the worst impact with the main field fenced off throughout the school summer holiday period. Fences have started to be removed within the park although the main field is likely to remain fenced until the end of September. Key partners within the park have returned to the park as soon as they were able to although the position of the fencing delayed this in some areas.

1.10 LEARNINGS FOR FUTURE EVENTS

We are clear that the situation experienced in Hillsborough Park this summer cannot be repeated in future years. We take the need to learn lessons and make changes for next year's Tramlines and future events very seriously and we are committed to working with Tramlines to learn lessons from this year's festival.

The ground is protected in some places for every event and in anticipation of heavy rain, we had further prepared by protecting some of the most heavily used areas with a special ground sheet covering and used straw and bark in other places but these protections were not adequate for such exceptionally heavy rain.

Having not had such extreme weather on a festival weekend before, we did not anticipate how quickly the ground would deteriorate, especially on the Sunday. The varied weather pattern on the Sunday morning made decisions about the site more complicated. The rain stopped for a time on Sunday morning and with the extra protections put in place, the ground did recover somewhat leading organisers in consultation with SCC to deem it safe and appropriate that the event continue. As the rain started again in the early afternoon, the site was inspected again by the team including health and safety colleagues. The site was deemed safe for the festival to go ahead due to the additional groundwork mitigations.

We continue to work with Tramlines to discuss whether those decisions were a) right and b) made at the right time considering the damage to the grassed area of the park. We have also assessed how much damage had been done by the end of Saturday and whether the park would have been in a significantly better situation with a Sunday cancellation. These conversations and our conclusions will help inform future strategies for events.

We will also consider what additional measures could be put in place to protect the ground at future festivals to ensure we can get the park back open quickly for everyone to enjoy afterwards. We know there will always be some damage or disruption after a major event, but our aim is to minimise the damage as much as possible using sensible, affordable methods (always paid for by the event organiser). We hope that we'd never see another weekend with such heavy rain, but we also know that with changes in the climate, extreme weather is likely to happen more regularly.

This has also led to further consideration regarding the number of large music events that can be held in Hillsborough Park (and other parks) in a relatively short timescale, as we saw in 2023 with the Arctic Monkeys playing two nights in early June. If the weather had been extreme in June, and whilst we had ensured there was a substantive break between the two events, the grassed area may not have recovered sufficiently in time to hold Tramlines. We are clear that this cannot happen in the future and will therefore factor in the impact of severe weather during the Tramlines weekend this year when making any decisions about large scale events in future.

SCC and Tramlines continue to work closely to make good Hillsborough Park, and large sections of the park are now open, and the park is able to be enjoyed more by local and city residents and the full costs of the repairs have been borne by Tramlines. However, we know the repairs to the main grassed area are going to take far longer than we could have anticipated, and we know this is unacceptable to everyone who wants to use the main field in the park. We must make sure that this doesn't happen again.

1.11 TRAMLINES 2024

Since 2018, Tramlines has a premises licence to hold the event in Hillsborough Park. The term "licence" refers to the legal permission to carry out licensable activity on the land, conferred under the Licensing Act of 2003. The licence is ongoing until it is either revoked by the Council following a formal legal process.

There is a standard licence application fee of £70 and for large scale events, a multiplier fee is added dependent on scale of event. Tramlines multiplier is £8000 and so Tramlines pay a total of £8070 to licensing each year. This fee must be retained by the council's licensing service.

A review of a premises licence is an absolute last resort. The evidence bar is high and the licence holder has a right of appeal through the courts should an unfavourable decision be made by the Council through its Licensing Sub Committee. The Council has not had notification from any of the partner authorities under the Licensing Act that they are

considering submitting a licence review request for Tramlines, nor do we believe that such a review is warranted.

Such a licence does not give an automatic right to occupy the land. The permission to occupy the land at Hillsborough Park is covered under an agreement between SCC and Tramlines. This agreement covers standard terms and conditions such as, force majeure, reinstatement of the site, fees and event safety and security.

The agreement also gives each party directions on what to do should a breach of the agreement take place. The current agreement has been in place since 2018 and we review this with Tramlines each year to ensure it remains legally accurate and fit for purpose. This work continues in 2023 and will include the learnings set out above.

Tramlines, as with any major ticketed event, works on an approximate 18-month cycle and need to have some certainty over the coming years' events. We are committed to reviewing the lessons learned and to working with Tramlines as our valued partner to ensure the event will go ahead in Hillsborough Park in 2024 without issue.

1.12 TRAMLINES DATES

One of the biggest concerns resulting from the damage to Hillsborough park in 2023 has been the closure of the main during the 6-week summer holiday period and this has led to questions about when the Tramlines festival is held.

There are several factors that restrict the window when an event of this scale can be held in Hillsborough Park, largely due to the football season; because the FA cannot release their fixtures far enough in advance to allow Tramlines to be successfully planned (both in terms of the close of the football season and the start of the new one). A further consideration is the availability of high calibre headliners who might be booked for other summer festivals.

The council will discuss this with Tramlines and consider the feasibility of moving the festival date. However, this is unlikely to be a viable option.

2. HOW DOES THIS UPDATE CONTRIBUTE?

The learnings from Tramlines 2023 will continue and will be considered as part of the review of the agreement between Tramlines and SCC for the 2024 event. This will naturally lead to a review of the longer-term future of the event in Hillsborough Park. Any review will include the views of local Hillsborough residents, the Friends of Hillsborough Park, people from across Sheffield, festival goers, strategic partners, and the Hillsborough Park Charitable Trust. Decisions on the use of Hillsborough Park are made by the Council acting as trustee, having

regard to the charitable objectives of the trust, including the provision and maintenance of a public park and recreation ground in Sheffield for the use of members of the public resorting thereto with the object of improving their conditions of life (for the city and county borough of Sheffield).

Any required decisions will be taken by the appropriate policy committee (Communities Parks and Leisure, Economic Development and Skills, Strategy and Resources Policy Committee and its sub-committee, the Charity Trustee Sub Committee) with input from ward councillors.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 There has not been any consultation specifically regarding this report.

4. RISK ANALYSIS AND IMPLICATIONS OF THE REPORT

4.1 Equality Implications

4.1.1 There are no equality implications from this report.

4.2 Financial and Commercial Implications

4.2.1 There are no financial implications from this report.

4.3 Legal Implications

4.3.1 As an update report, there are no direct legal implications from this report.

4.4 Other Implications

4.4.1 There are no further implications from this report.

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