

Communities, Parks and Leisure Policy Committee

Monday 11 March 2024 at 2.00 pm

Town Hall, Sheffield, S1 2HH

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Marieanne Elliot
Councillor Janet Ridler
Councillor Tony Downing
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Robert Reiss
Councillor Garry Weatherall

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
11 MARCH 2024**

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 - 18)

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 7th March 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 - one supplemental question on each question may be asked by the Member who had submitted the original question).

7. Work Programme

(Pages 19 - 32)

Report of the Director, Policy and Democratic Engagement

Formal Decisions

8. **2023/24 Q3 Budget Monitoring** (Pages 33 - 44)
Report of Executive Director, Neighbourhood Services
9. **Sheffield City Council Anti-Social Behaviour Policy** (Pages 45 - 86)
Report of Executive Director, Neighbourhood Services
10. **Proposal for one year extension of parks grant to Green Estate** (To Follow)
Report of Executive Director, Neighbourhood Services
11. **Library opening times** (Pages 87 - 106)
Report of Executive Director, Neighbourhood Services
12. **Feedback following Task and Finish Group Conclusion** (To Follow)
Report of Executive Director, Neighbourhood Services

Updates and Briefings

13. **Verbal Update on Tramlines** (Verbal Report)
Report of Executive Director, Neighbourhood Services
14. **Youth Council Update** (Pages 107 - 112)
Report of Executive Director, Neighbourhood Services

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Date Not Specified at Time Not Specified

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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 29 January 2024

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

1. APOLOGIES FOR ABSENCE

1.1 No apologies were received.

2. EXCLUSION OF PRESS AND PUBLIC

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

3. DECLARATIONS OF INTEREST

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

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the previous meeting held on **12 December 2023** were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Ruth Hubbard attended the Committee meeting and asked a range of questions:

Q1. From reading the report it is not at all clear to me why the existing and effective use of current enforcement measures are insufficient to tackle instances of anti-social behaviour in the city centre and why the committee would seek to ramp this up into the more generalised regulation of public spaces and behaviour. We all need to feel safe on our streets but.. Why, for example, is a group of students sitting in a green space having a can of beer at the end of an exam a problem? Or, indeed, a student and their visiting parents on graduation day having a picnic and sharing a bottle of wine. How are buskers and street entertainers affected by these proposals? And where is the evidence that passive begging affects quality of life of the more fortunate majority? Do we want to stop a child who has lost their bus fare from asking passers by if they can help? Are we really suggesting members of the public should become less tolerant, and begin to refuse to accept these kinds of behaviours, lowering the thresholds for intervention? And to want to cleanse or airbrush our streets and public spaces of people who struggle to or won't conform - in a cost of living, mental health, housing and inequality crisis and so on?

Q2. Do we also want to make unelected council officers local lawmakers and

enforcers whilst restricting civil liberties, having few checks and balances, and with much lower burdens of proof than is normally required? Is there not a much more positive vision and strategy that could be developed, or at least included, for what our city centre public streets and spaces mean, than extra regulation and criminalisation? Is all that's being proposed really worth it, and a proportionate response?

Q3. A narrative of 'public order' and of 'undesirables' has been pretty prevalent in the U.K, not least as we have seen applied by the current government. But I see early consultation or scoping work has already also been carried out and this seems to have prioritised business and corporate interests in determining how things should be, and we see councils increasingly aligning with these interests everywhere.. But what equivalent early consultation and scoping work has been carried out with those most likely to be disproportionately impacted by a PSPO or with those working with them, such as VCS, faith and other outreach groups, hostel and supported accommodation providers, homelessness, asylum seeker, migrant and youth organisations and so on. Or indeed with city centre residents/residents' groups? Or is it as it appears in this report, that it's what local business interests state that really matters, and that will continue to be prioritised?

Q4. Presumably when it comes to enforcement there is a potential council resource likely to be involved if council officers are going to have enforcement powers. Might the council employ a private security firm to enforce a PSPO, as some councils have and which offers financial incentives for issuing FPNs? Will likely costs be consulted on and in relation to views about whether extremely constrained council budgets should be prioritised for enforcement activity and other costs? Do we know at this stage what financial implications there might be here for council budgets, or have these been anticipated?

Q5. I note the local data provided. Why is there nothing, however, by way of evidence provided in the report, of the fairly extensive criticisms of, and problems with, PSPOs. Nor reporting of the extremely thin to negligible evidence base for any success that can be attributed to them?

Q6. The proposed area for the PSPO appears to be widely drawn. It includes perhaps up to 25% of its area where there is the lowest level (nearly nothing) in terms of ASB reported. And fairly large local areas where there is barely much more. Is the proposed wide area necessary and proportionate as is required? (It doesn't really appear so?)

Q7. The serious studies that exist all draw the same conclusions including, of course, that they disproportionately target, impact and criminalise the most vulnerable, the poorest, young people, migrant groups, homeless people and so on. I note the talk of signposting to support services and an emphasis on harm reduction. But are poverty levels, inequalities, mental health etc so improved - and benefit levels, youth services, the housing situation and statutory and vcs sector funding also so improved that we expect to see a different picture and pattern emerging in Sheffield? How will monitoring be undertaken and responded to?

Q8. If the report is agreed, will the council anonymise and make all consultation responses public?

The Chair promised a written response.

6. MEMBERS' QUESTIONS

6.1	No Members questions were received.
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7. WORK PROGRAMME

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

7.2 It was agreed to add the Task and Finish Group item to the March meeting.

7.3 **RESOLVED UNANIMOUSLY:** That:-

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

8. CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

8.1 The Head of Communities accompanied by South Yorkshire Police and other Officers, introduced this item which set out the current position regarding anti-social behaviour (ASB) in the city centre and sought approval of a draft Public Spaces Protection Order (PSPO) and approval to consult the public and other stakeholders on the introduction of the PSPO.

The Committees attention was drawn to a change in the wording of the recommendations, and these were displayed on the Webcast for the public to see.

8.2 Some discussion took place and Members gave comments and asked questions. Officer and South Yorkshire Police responses were provided surrounding consultation process, definitions, impact factors and funding.

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

1. Approves the proposed draft Public Spaces Protection Order (PSPO) for the purposes of carrying out public and stakeholder consultation on the introduction of a PSPO in Sheffield City Centre.
2. Approves carrying out public and stakeholder consultation on the introduction of a PSPO in Sheffield City Centre.

(NOTE: The result of the vote on the resolution was FOR – 6 Members; AGAINST – 2 Members; ABSTENTIONS – 1 Member).

8.4 **Reasons for Decision**

8.4.1 The evidence demonstrates a need to change the existing approach to controlling anti-social behaviour in the City Centre. The introduction of a PSPO would give the Council and SYP Officers additional powers to adopt a new approach. The introduction of a PSPO alongside an enforcement framework that focuses on harm reduction could have positive outcomes for some of the City's most vulnerable residents. The Government's Statutory Guidance recommends that councils engage in an open and public consultation to give the users of the public space the opportunity to comment on whether the proposed restriction or restrictions of a PSPO are appropriate, proportionate or needed at all. The Council should also ensure that specific groups likely to have a particular interest are consulted. A further report will be produced in due course with recommendations about whether or not to make a PSPO based on the outcomes of the consultation.

8.5 **Alternatives Considered and Rejected**

8.5.1 **Not to consider a PSPO and continue with the current response to ASB in the city centre** - This is the 'do nothing' option.

The current approach is to target the most entrenched individuals, initially to engage and support and if unsuccessful to seek legal orders. This approach is limited to those identified and recognised as complex or entrenched and does not allow for immediate intervention or enforcement action on unknown persons. The current approach does not allow for wider prevention work.

A PSPO would support the identification of individuals requiring essential support or safeguarding. Additionally for those individuals against whom legal action is being sought, for example, a CBO or injunctions, the mapped PSPO zone could form part of the exclusions or restrictions of those orders.

The evidence provided in section 1.3 demonstrates that the ASB issues identified are persistent and have a detrimental effect on the quality of life of those in the locality. An alternative approach is needed to affect a reduction in the level of ASB and therefore the do nothing option has been discounted.

9. **CLIMATE STATEMENTS**

9.1 The Head of Parks and Countryside introduced the report which aimed to present the Communities, Parks, and Leisure Policy Committee Climate Statement for consideration by the Housing Policy to ensure that the proposed actions are reflected in the work programme of the committee.

The Communities, Parks, and Leisure Policy Committee climate statement seeks to:

1. Respond to the Annual Climate Progress Report 2022/23 in a timely manner.
2. Restate the cross-party council commitment to taking what action we can to address the climate emergency, adapt our city and council for a changing climate and reduce emissions to achieve our ambition to be a net zero city and council by 2030.
3. Increase understanding of the impact climate change will have on committees, the opportunities that tackling climate change offers, and the contribution to climate and net zero action each committee is currently making and needs to make moving forward.

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

1. Consider the Statement of Climate Commitments relevant to the Communities, Parks, and Leisure Policy Committee;
2. Resolve that it is satisfied that the actions contained within the Statement of Climate Commitments are reflected in the Work Programme of the Communities, Parks, and Leisure Policy Committee;
3. Consider whether any amendments to the Work Programme of the Communities, Parks, and Leisure Policy Committee are required in order to best meet the actions contained within the Statement of Climate Commitments.

9.3 Reasons for Decision

9.3.1 It is important that the response to the Annual Climate Progress Report is open and transparent in setting out the challenges which the local authority faces in making progress and clarifies future expectations on the part we all have to play in addressing climate change.

9.3.2 Committee do not currently have specific strategic goals for climate. The process required to develop these, and have the statements approved to be read at each committee meeting meant that option 5.2 was not feasible with the available resource and timeframe.

9.4 Alternatives Considered and Rejected

9.4.1 Not providing committee climate statements considered due to the resource required to collate.

9.4.2 Providing more detailed Committee Climate Statements that provided an overview of strategic climate goals, with each Chair then reading the committees statement publicly at their respective committee meeting following release of the report.

10. GRANT ARRANGEMENTS FOR VOLUNTEER RUN LIBRARIES

- 10.1 The Head of Libraries, Archives and Information Services introduced the report which sought the Committee's approval for proposals to support libraries in the city for the period 1st April 2024 to 31st March 2026.

The report sought approval to:

- Establish a fund of £135,700 in 2024/2025, from which grant awards will be distributed to Associate Libraries and do the same again in 2025/2026; and
- Provide a package of support for both Associate and Co-delivered libraries as set out in this report on the basis that Together, the grant and support package will be £209,000 for each of the two years

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

1. Approves the council distributing a grant fund of £135,700 per year to Associate Libraries to assist with their continued sustainability for the period 1st April 2024 until 31st March 2026, subject to relevant agreements and criteria being satisfied.
2. Approves support for Associate and Co-delivered libraries from the Libraries, Archives and Information Service and other Council services continuing until 31 March 2026, as set out in this report.

- 10.3 Reasons for Decision

10.3.1

- The current arrangements for Associate and Co-delivered libraries expires on 31st March 2024.
- Continued support will increase the likelihood of all volunteer run libraries remaining open and vibrant for the period 01 April 2024 to 31 March 2026.
- Continued support for Associate libraries will give added confidence to trustees and volunteers, at a point they are taking on longer-term and new lease responsibilities.
- Supporting the volunteer run libraries to remain on the Library Management System means that all Sheffield library members can access any library in Sheffield using a single, city-wide library card.
- Continued support will provide a period of financial stability and growth that will attract more volunteers and trustees and give them additional time to build capacity and develop external funding opportunities.
- The proposal will ensure the standards and controls relating to the operation of the Council's Library Management System by volunteer libraries are maintained.

- 10.4 Alternatives Considered and Rejected

10.4.1

Option 2 – Removal of all grant and funded support This option provides no

funding for the Associate libraries and removes all support packages beyond which can be provided at no cost to the Council. Strength of this option.

10.4.2 Strength of this option:

- This option would save £209k per year.

10.4.3 Weaknesses of this options:

- Consultation with the volunteer run libraries shows a slip in their financial sustainability due to the Pandemic, and therefore sole reliance on fundraising and reserves is unlikely to be a sustainable option.
- A high probability that a number of libraries would close.
- Volunteer-run libraries may lose volunteers and struggle to recruit more due to a loss of stability and confidence of Council support.
- Any library closures would have a negative impact on the health, wellbeing, and prosperity of the communities where libraries closed

10.4.4 Option 3 – Maintenance of grant, but removal of other funded support In this option the Associate libraries would still receive a grant, but the support package would be reduced or cut altogether. This means they would not have access to any Council library book stock and resources, the Library Management System/I.T, and the Peoples' Network (computer access) or any Council staff support.

10.4.5 Strengths of this options:

- This option would save the Council £62k per year.
- The financial sustainability of the volunteer libraries would be maintained

10.4.6 Weaknesses of this option:

- The quality of the service would significantly reduce as they would not have access to the city-wide book stock and resources and would need to buy significant amounts of new books to retain a viable library service.
- This option would impact on all communities in Sheffield as currently books can be collected and returned to any of the 28 libraries in Sheffield which would no longer be possible as Associate Libraries would no longer have access to the city-wide catalogue.
- Without guidance and support from Council staff, the quality of the library offer is likely to reduce – i.e. reduced access to training, governance support, ensuring compliance with data protection, equalities.

10.4.7 Option 4 – 10% reduction in grant and support This option would be to continue with the grant and the support package, but with a ten percent reduction on the grant.

10.4.8 Strengths of this option:

- This option would save the Council £13,570 per year

10.4.9 Weaknesses of this option:

- A ten percent reduction in grant, plus the weak financial position of the libraries due to the Pandemic, plus rising energy costs, could mean some libraries can no longer cover their basic running costs.

11. VERBAL UPDATE ON TRAMLINES

- 11.1 This item was deferred to a future meeting.

12. VERBAL UPDATE FOR ROSE GARDEN CAFÉ

- 12.1 The Head of Parks and Countryside provided a verbal update on the Rose Garden café which included information on partnership work and meetings that have been held regarding work being carried out and what has been agreed. The Chair post was also mentioned. The update was noted by the committee.

13. VERBAL UPDATE LAUNCH OF SPORT & LEISURE STRATEG

- 13.1 The Physical Activity, Sport and Health Officer gave a brief update on this item. An informative video was shown to the committee. Members gave comments and asked questions. Officer responses were provided surrounding healthy food and drink, ongoing work and collaboration with the Peak District.



Report to Communities, Parks and Leisure Committee

11th March 2024

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	29/09/23 Full Day Further dates being confirmed
Site Visits / Updates	A programme of site visits is being arranged to libraries	June – September 2023
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
NEW: Feedback Following Task and Finish Group Conclusion	March 2024	
NEW: Nuisance Trees Policy	TBC 2024	A review of the council's policy approach when receiving requests to cut back nuisance trees. The policy review will also consider who pays for the agreed work and under what circumstances.
REMOVED: Community Cohesion	TBC	Removed due to the interdependency with the Belonging Framework which sits with ECF Committee. It will be allocated a meeting as soon as feasible,
MOVED: Green and Open Spaces Strategy Review	Sept 2024	Moved from March 2024 to Sept 2024. Ruth Bell to give Members a knowledge briefing in the interim.
NEW: Verbal Update on Tramlines	March 2024	Following the Tramlines decision being heard at the Charity Trustee Sub Committee on 04/03/24, a verbal update will be given to CPL
NEW: Youth Council Update	March 2024	
NEW: Bereavement Strategy	TBC	Bereavement Strategy for approval
NEW: Sport and Leisure Strategy Action Plan	June 2024	Update and committee endorsement of proposed action plan underpinning the Sport and Leisure Strategy

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)	

Meeting 6	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) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
2023/24 Q4 Budget Monitoring	Approval of Budget Monitoring Report	Jane Wilby	Post-decision (service performance/ monitoring)	N/A	N/A	N/A
Sheffield City Council Anti-Social Behaviour Policy	The Council is reviewing and updating its approach to anti-social behaviour which was written in 2016. The Committee will be asked to approve and adopt the updated version as Council policy.	Jason Siddall/ Jim Dee	Decision	CPL and Housing Committee briefings – November and December 2023	The Committee is asked to approve and adopt a draft policy which has been shared with the public via the Have Your Say consultation platform.	This Cttee

Proposal for one year extension of parks grant to Green Estate	The extension of existing funding arrangements to Green Estate for their management and maintenance of Manor Fields for 2024/25	Ruth Bell	Decision	Brief update provided at CPL pre-meets	Consultation with GE as key stakeholder	This Cttee
Library opening times	Proposal to ask CPL to endorse the current extended Library Opening Hours including a proposal to open all Council run libraries from lunchtime for one day each month to allow for staff training and development.	Hilary Coulson	Decision	Updates provided to CPL at pre-meets and in briefing sessions	Customer consultation carried out early in 2024 around opening hours	This Cttee
NEW: Feedback Following Task and Finish Group Conclusion	Summary on Task and Finish group for biodiversity on Council land	Ruth Bell	Decision	Task and Finish Group	Consultation through Task and Finish Group with key partners in nature recovery	This Cttee
NEW: Verbal Update on Tramlines	Following the Tramlines decision being heard at the Charity Trustee Sub Committe on 04/03/24, a verbal	Ruth Bell / Gary Clifton	Update	<i>N/A (Done through CTSC)</i>		N/A

	update will be given to CPL					
NEW: Youth Council Update		Chelsea Renehan				

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

			<i>performance/monitoring)</i>			
NEW: Sport and Leisure Strategy Action Plan	Update and committee endorsement of proposed action plan underpinning the Sport and Leisure Strategy	Kathryn Mudge	Decision			This Cttee

Meeting 2	Sept 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) 	<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
MOVED: Green and Open Spaces Strategy Review	Discussion prior to decision	Ruth Bell	Update	Brief updates provided to CPL at pre-meets and in briefing sessions	Not at this stage	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 <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/monitoring) 	(re: decisions) Prior member engagement/development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 2	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee
Item 3	Strategic review of Libraries: Next Steps	Hilary Coulson	Update			
Item 4	Community Cohesion - To provide an update to the PC on the work	Lorraine Wood/Colin Harvard	Decision	This Cohesion Strategy approach has	This approach to cohesion was consulted with a	N/A

	around Community Cohesion			previously been approved by the Cabinet Member for Communities	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.	
Item 5	Bereavement Strategy	Ellie Fraser / Murtaza Awan	Decision	CPL committee Nov 23. Task and Finish Group.	Public 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.

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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: *11th March 2024*

Subject: *2023-24 Q3 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 General Fund Revenue outturn position for 2023/24 as at Quarter 3.

Recommendations:

The Committee is recommended to:

Note the updated information and management actions provided by this report on the 2023/24 Revenue Budget Outturn position

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: Sarah Bennett, <i>Assistant Director, Legal Services</i>
		Equalities & Consultation: <i>Senior Equalities & Engagement Officer Policy & Democratic Engagement Service</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: 28 th February 2024	

1. PROPOSAL

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

2023-24 Q3 Financial Position by Directorate

1.2. At the end of the third quarter of 2023-24, the Council's revenue budget shows a forecast overspend of £16.7m. This was an improvement of £700k from the previous quarter's outturn position.

Full Year £m	Q3 Outturn	Budget	Q3 Variance	Q2 Variance	Move ment
Neighbourhood Services	148.9	146.8	2.1	3.3	(1.2)
Adults	146.7	144.2	2.6	3.4	(0.8)
Children's	142.5	131.3	11.2	8.8	2.4
City Futures	49.2	48.8	0.4	1.0	(0.6)
Strategic Support	15.0	10.6	4.5	4.4	0.0
Public Health & Integrated Commissioning	12.8	11.2	1.6	1.8	(0.2)
Corporate	(498.4)	(492.9)	(5.5)	(5.2)	(0.3)
Total	16.7	(0.0)	16.7	17.4	(0.7)

1.3. This overspend is due to a combination of factors. Agreed Budget Implementation 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	(4.7)	2.9	3.9	2.1
Adults	(11.2)	3.5	10.3	2.6
Children's	(5.0)	4.0	12.2	11.2
City Futures	(0.1)	0.4	0.1	0.4
Strategic Support	(1.1)	0.1	5.5	4.5
Public Health & Integrated Commissioning	(0.5)	0.0	2.0	1.6
Corporate	0.0	0.0	(5.5)	(5.5)
Total	(22.7)	10.9	28.5	16.7

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 general fund budgets in 2021/22 and 2022/23 have meant we have drawn almost £40m from this reserve to date. Current overspends of £16.7m would deplete this reserve to just £14m for budget overspends for 24/25 and beyond. Given this challenging position and likely requirement in the next few years to draw on this reserve, a further £12.5m has been identified from a one-off surplus from our collection fund to top up the reserve. This is subject to approval at full council on 6th March.

1.5. 2023-24 Q3 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	Q3 Outturn	Budget	Q3 Variance	Q2 Variance	Movement
Adult Health & Social Care	154.6	152.5	2.1	3.1	(1.0)
Communities Parks and Leisure	46.8	47.1	(0.4)	0.8	(1.2)
Economic Development & Skills	11.1	11.1	0.0	(0.0)	0.1
Education, Children & Families	145.6	132.4	13.2	10.9	2.3
Housing	11.1	8.2	2.9	3.2	(0.3)
Strategy & Resources	(462.7)	(462.5)	(0.2)	0.6	(0.8)
Transport, Regeneration & Climate	43.6	43.6	(0.0)	(0.0)	0.0
Waste & Street Scene	66.6	67.6	(1.0)	(1.1)	0.1
Total	16.7	(0.0)	16.7	17.4	(0.7)

1.5.2. In 22/23, the Council's 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. Whilst there is a likelihood we may receive some additional government funding in the final quarter of 2023/24, it is unlikely we will see an improvement on this scale.

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 £28.5m 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	(11.5)	3.5	10.1	2.1
Communities Parks and Leisure	(0.2)	0.1	(0.2)	(0.4)
Economic Development & Skills	0.1	0.0	(0.1)	0.0
Education, Children & Families	(5.2)	4.0	14.4	13.2
Housing	(1.7)	0.2	4.4	2.9
Strategy & Resources	(3.6)	2.8	0.6	(0.2)
Transport, Regeneration & Climate	0.0	0.1	(0.2)	(0.0)
Waste & Street Scene	(0.6)	0.3	(0.7)	(1.0)
Total	(22.7)	10.9	28.5	16.7

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

General Fund Budget Implementation Plans (in £m)

Committee	Total Savings	Financial Savings Deliverable in Year	In Year Gap	Financial Savings Deliverable Next Year (Slippage)	Undeliverable Savings
Adult Health & Social Care	31.6	28.0	3.5	3.5	0.0

Comm, Parks & Leisure	2.0	1.9	0.1		0.1
Economic Dev & Skills	0.5	0.5	0.0		0.0
Ed, Children & Families	6.9	2.9	4.0	0.3	3.6
Housing	0.6	0.5	0.2		0.2
Strategy & Resources	4.1	1.4	2.7	2.5	0.2
Transport, Regen & Climate	0.8	0.7	0.1		0.1
Waste & Street Scene	1.1	0.8	0.3		0.3
Grand Total	47.7	36.8	10.9	6.4	4.5

The current forecasts show £10.9m savings plans are undeliverable this year. This represents a delivery rate of 77% against target with a further 23% set to be delivered in the following year.

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. Inflation is continuing to fall; from April 2023 CPI at 7.8% to 4.2% in December (month 9). Whilst we are seeing some stabilisation in the cost base, the fall in inflation does not mean that our costs will now reduce, higher costs are now embedded in baseline expenditure. 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 £2.1m** The high cost of packages of care put in place during covid increased our baseline costs and this carries into 23/24. Work is underway as part Adults Care and Wellbeing recovery plan to tackle the underlying issues. One-off funding has mitigated the position again this year leaving a £0.5m 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 sits in staffing budgets.

- 1.6.2. **Education, Children and Families are forecast to overspend by £13.2m** 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 £7.4m. The average placement cost has increased to £5,800 per week but due to a limited number of places in the city, placements for the most complex children can cost much more. Actions are being taken to ensure that 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. Overall looked after children numbers have remained fairly consistent with increased demand being met, where possible, through family based placements.

Further demand in home to school transport costs are forecast to create a £3.9m overspend against budgets this year. Since the start of the new school year, the overspend has increased due to a further 180 children now requiring transportation to school. Sheffield City Council are now supporting over 2,365 children with transportation to school, this has increased by almost 1,000 children in 4 years, and demand is forecast to continue to increase. An overarching SEND review, including Home to School Transport, is currently underway. Outcomes from the review will bring about longer-term changes to reduce future pressures but the underlying cost base will be difficult to reduce due to the rising demand for the service.

Integrated Commissioning budgets are forecast to overspend by £2m in recognition of the unachieved saving from 2022/23 relating to leveraging additional funding from Health partners.

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| 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. |
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In 2023-24, this is forecast to cost the Council £4.5m 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

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| 1.6.4. A working group is in place 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 Implementation Group (BIG) is to improve the delivery of the Council's annual Revenue Budget (both General Fund and Housing Revenue Account), challenge and drive delivery of the Budget Implementation Plans (BIPs) and make recommendations for the allocation of transformation funding. 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. |
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Transformation Funding

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| 1.6.5. The Council identified £4m to support | As part of 2023-24 budget setting, the Council identified a £4m fund that would be used to support programmes of transformational change in the organisation, expedite the |
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transformation activity 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 are working to stabilise the organisation and bring budgets back to a steady footing for the future. Each programme of work is being monitored, and progress reported to the Council’s Performance & Delivery board to ensure activity remains on track. Overall performance will be reported to the finance committee as part of in-year budget monitoring briefings, with relevant policy committees overseeing progress on programmes in their areas.

Medium Term Financial Analysis (MTFA) & 2024/25 Budget

1.6.6. **By law, the council must set a balanced budget** The Council is facing a challenging financial position. The Strategy and Resources Committee on 5th September received the Councils Medium-Term Financial analysis, highlighted the financial pressures facing the Council over the coming 4 years and the potential gap of £61.2m in resources.

Each Committee has worked to reach savings targets to achieve a balanced budget for 2024/25. On February 21st 2024, the Strategy and Resources committee recommended the budget to full Council meeting on 6th March.

For 2024/25 we are forecasting pressures of £79m for Committees budgets. These pressures result from rising demand for services but also significant increases in contract and price inflation due to the current economic backdrop. Approximately £49m of these pressures relate to Social Care Services. Through our 2024/25 Business Planning Process, Committees managed to identify £8m of savings to help deliver the balanced budget. Delivery of these savings will require steadfast commitment, and targeted resources from the Council to be successful.

In addition to these savings, increases in Business Rates income and associated grants, uplifts to sales fees and charges where appropriate, additional funding from government (mainly ringfenced to social care) along with the difficult decision to increase Council Tax by 4.99%, means we are able to set a balanced budget for 2024/25.

23-24 Q3 Committee Budget Outturn Position

1.7. **Communities, Parks & Leisure Committee – overspend of £0.4m**

1.7.1.	The Communities Parks & Leisure Committee is forecast to overspend by £0.4m	Full Year £m	Outturn	Budget	Variance
		Community Services (Community Safety; Family Centres; Youth Services; Community Services Business Support)	11.6	11.8	(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)	34.5	34.3	0.2
		Integrated Commissioning (Voluntary Sector)	0.8	0.8	(0.0)
		Business Improvement	(0.1)	0.2	(0.3)
		Total	46.7	47.1	(0.4)

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)	(0.2)	0.0	0.0	(0.2)
		Parks, Leisure & Libraries	0.0	0.1	0.1	0.2
		Integrated Commissioning (Voluntary Sector)	0.0	0.0	(0.0)	(0.0)
		Business Improvement	0.0	0.0	(0.3)	(0.3)
		Total	(0.2)	0.1	(0.2)	(0.4)

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
	Green	1.1	1.1	0.0		0.0
PARKS, LEISURE & LIBRARIES Total		1.7	1.6	0.1		0.1
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	0.1		0.1

1.7.4. **Libraries will under deliver BIPs by £125k** Libraries services are forecast to fall short of their savings target this year by £125k. This undelivered BIP 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.

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| 1.7.5. | There is a potential further underspend in Youth Services | 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 2023/24 are contributing to an underlying underspend in the service currently forecast at £567k but could more if the planned spend in Q4 does not materialise. |
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| 1.7.6. | Community services is forecast to overspend by £300k | The overspend in the community services budgets (excluding Youth Services), relates to community support workers costs that were previously funded through Clinically Extremely Vulnerable grant funding which is no longer in place to support the expenditure. |
| <hr/> | | |
| 1.7.7. | Parks & Leisure Services are forecasting a combined overspend of £0.2m | The majority of the overspend in the Parks & Leisure service is due to Coroner and Medico Legal Centre which are forecast to overspend by £153k due to increased staffing and contractual costs. |
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2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report is that the Communities Parks and Leisure Policy 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 and the Capital Programme.

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Report to Policy Committee

Author/Lead Officer of Report: *Amanda Perrott,
Operations and Development Manager*

Tel: 2052583

Report of: *Ajman Ali
Executive Director Neighbourhood Services*

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

Date of Decision: *11 March 2024*

Subject: *Anti-Social Behaviour Policy*

Type of Equality Impact Assessment (EIA) undertaken	Initial <input type="checkbox"/>	Full <input checked="" type="checkbox"/>
Insert EIA reference number and attach EIA 2511		
Has appropriate consultation/engagement taken place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<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:

This report sets out the work undertaken to review the Council’s Anti-Social Behaviour (ASB) Policy and seeks approval of the final version of the Policy.

Recommendations:

It is recommended that Communities, Parks and Leisure Policy Committee:

- Approves the Anti-Social Behaviour Policy attached to this report as a statement of the Council's approach to tackling anti-social behaviour.
- Grants delegated authority to the Director of Communities to finalise and agree the design and format of the Anti-Social Behaviour Policy document before publication and where necessary to make any minor amendments and updates to the policy required, in order to reflect any organisational or legislative changes which take place prior to the policy being formally reviewed by the Communities, Parks and Leisure Policy Committee.

Background Papers:

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

Appendix A – Consultation responses

Appendix B – Anti-Social Behaviour Policy

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.	Finance: Adrian Hart
		Legal: Rebecca Lambert
		Equalities & Consultation: Ed Sexton
		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>Ajman Ali Executive Director Neighbourhood Services</i>
3	Committee Chair consulted:	<i>Richard Williams Chair, Communities, Parks and Leisure</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>Jim Dee Amanda Perrott</i>	Job Title: <i>Service Manager, Anti-Social Behaviour Team Operations and Development Manager</i>
	Date: 28 th February 2024	

1. PROPOSAL

1.1 Introduction

Anti-social behaviour (ASB) is a phrase used to describe a variety of issues which cause nuisance, annoyance, harassment, alarm, or distress or which have a detrimental impact on the quality of life of those in a locality. This can range from minor issues to serious criminal activity.

The Anti-Social Behaviour, Crime and Policing Act 2014 defines ASB as:

- Conduct that has caused, or is likely to cause, harassment, alarm, or distress to any person.
- Conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or
- Conduct capable of causing housing-related nuisance or annoyance to any person.

ASB is unacceptable and will always be taken seriously by the Council. The Council expects people to show consideration and tolerance for their neighbours and the wider community.

1.2 Statutory Requirement

The Housing Act 1996, section 218A (as amended by the Anti-Social behaviour Act 2003, section 12, and the Anti-Social Behaviour, Crime and Policing Act 2014, schedule 11 paragraph 23) requires all local housing authorities, housing action trusts, non-profit registered providers of social housing and registered social landlords to have:

- a) a policy in relation to anti-social behaviour;
- b) procedures for dealing with occurrences of anti-social behaviour.

The Council's current 'Our Approach to Anti-Social Behaviour' was first implemented in 2016 and last revised in 2022.

1.3 Draft Policy development

Working with external consultants and the Housing Quality Network, the 2022 version has been reviewed and revised to produce a new draft policy.

The key elements of the policy are that the Council will:

- take ASB seriously and recognise the harm it causes to individuals and communities.
- work with partners to ensure there is a joined up and coordinated response.

- adopt a harm focused and problem-solving approach to addressing and resolving issues.
- take proportionate action based on evidence and focussed on finding the best outcome for everyone involved.

The policy sets out the Council's approach to managing ASB and applies to any person who lives in, works in, or visits Sheffield, including all types of housing tenure. It defines ASB and includes examples of the types of behaviour that may or may not be considered anti-social.

It states how the Council will support vulnerable people, the types of action that can be taken and how the Council will work in partnership. It also details the procedure if people are unhappy with the service they have received.

1.4 **Final Policy and Procedures**

The draft policy has been amended following public consultation on the draft policy in January 2024 (see section 3 for the changes made to the policy as a result of the consultation and/or responses to comments made by respondents and Appendix A for a detailed report of the consultation results).

The final policy document is included as Appendix B.

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

2.1 **Sheffield Crime and Disorder Reduction Strategy 2021-24**

It is a core requirement of the Safer Neighbourhood Team to lead on the delivery of the City's statutory and strategic partnership priorities for reducing crime and disorder. The introduction of an ASB Policy will contribute to many of the key priorities identified in the Safer Sheffield Partnership's Crime and Disorder Reduction Strategy:

- Protect vulnerable people
- Address the impact of crime and anti-social behaviour
- Create safer communities

2.2 **Great neighbourhoods that people are happy to call home**

High quality neighbourhoods which are clean, green, resilient and safe, and where people can live healthy lives.

The adoption of this ASB Policy will support the Council's priority to create high quality neighbourhoods which are clean, green, resilient, and safe; ensuring they are safe places and feel safe for all residents, by tackling anti-social behaviour where it exists and by setting out clear expectations around individual behaviour and the enforcement options where people behave anti socially.

The Anti-Social Behaviour Policy applies to all who live in and visit Sheffield. Safer neighbourhoods will bring sustainability, cohesion and improve community pride.

2.3 **People live in caring, engaged communities that value diversity and support wellbeing.**

Work with communities to ensure people can access support and live the lives they want

The harm reduction enforcement approach, which will underpin ASB enforcement, promotes supporting and safeguarding vulnerable people, to address any underlying issues that ASB can be a symptom of, to bring about longer-term change, which will make Sheffield a safer place.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 Public consultation was carried out in January 2024 on the draft and amendments have been incorporated into a final version of the policy and procedures. The full details of the consultation responses are included as Appendix A.

3.1.1 The survey consisted of 8 questions, 5 for all respondents and 3 for Sheffield City Council tenants. Respondents were asked to rate their answers from strongly agree to strongly disagree.

All respondent Questions

1. I am clear what the aims of the Anti-Social Behaviour Policy are.
2. I am clear what types of behaviour Sheffield City Council considers to be Anti-Social Behaviour.
3. I am clear what types of behaviour Sheffield City Council does not consider to be Anti-Social Behaviour.
4. I am clear about Sheffield City Councils overall approach to Anti-Social Behaviour enforcement.
5. I am clear how Sheffield City Council supports vulnerable victims and perpetrators of Anti-Social Behaviour.

Tenant Only Questions

1. I am clear about Sheffield City Council's responsibility to tenants regarding Anti-Social Behaviour.
2. I am clear how Sheffield City Council Housing works with partner agencies to address and reduce Anti-Social Behaviour.
3. I am clear what tenancy conditions link to Anti-Social Behaviour.

Two free text boxes were also included to allow respondents to make comments. At the end of the survey, respondents could answer a series of equalities monitoring questions.

3.2 Summary results

854 people responded to the consultation of which 648 were tenants.

- 538 (63.0%) respondents (out of 854) agreed or strongly agreed with all 5 general questions
- 443 (68.4%) respondents (out of 648) agreed or strongly agreed with all 3 tenant questions
- 13 (1.5%) respondents (out of 854) disagreed or strongly disagreed with all 5 general questions
- 23 (3.5%) respondents (out of 648) disagreed or strongly disagreed with all 3 tenant questions
- 11.44% under 55s disagreed or disagreed strongly that they were clear what the aims of the policy were whereas only 3.82% of 55 or over disagreed or strongly disagreed.
- 81.6% of respondents agree or strongly agree that they are clear what the aims of the Anti-Social Behaviour Policy are however, just over 1 in 10 (10.4%) respondents were not clear.
- More than 1 in 7 (14.7%) of tenants who answered the question were not clear how Sheffield City Council Housing works with partner agencies to address and reduce Anti-Social Behaviour.
- Respondents were clearer about the types of behaviour that the Council considers as anti-social (92.7% agree or strongly agree) than the types of behaviour that the Council does not consider to be anti-social (85.5% agree or strongly agree)

3.3 **Changes made as a result of the consultation and/or feedback to the comments made.**

- | | | |
|-------|--|--|
| 3.3.1 | Definition of what a 'harm centred approach' is. | Added a description of harm centred approach to section 1.3. The harm centred approach is described in more detail in section 2 and includes that a harm risk assessment will be completed. |
| 3.3.2 | Partnership working | The section on partnership working has been expanded. |
| 3.3.3 | Vagueness of the wording and a lack of timescales for responding to reports of ASB | <p>The Policy is a set of guidelines defining how SCC will deal with ASB.</p> <p>A set of procedures will be developed that will define the response and the service standards for resolving ASB reports.</p> |
| 3.3.4 | Language that is legalistic. | In addition to the general policy for dealing with ASB, the policy also sets out how SCC will deal with its statutory and regulatory duties as a social landlord and therefore has to ensure that it meets these legal requirements. |

The document has been checked for readability and accessibility and changes have been made to improve these.

- 3.3.5 Empowering Communities – section reads as though we will not act
- The intention is to empower communities to resolve minor issues, that we either do not consider ASB or cannot or will not act upon. We will support them to do so, e.g. by providing advice on actions they can take such as writing a letter or speaking to their neighbour.
- 3.3.6 Definitions of what is and what is not considered to be ASB including parking, vehicle nuisance, staring
- Staring: Updated the part relating to ‘staring’ to include ‘where there is no other associated offence such as Stalking’
- Vehicles: Updated to include ASB from vehicles such as off roading or misuse of road vehicles
- Parking: Removed from the ‘not ASB’ list as this can sometimes be considered as ASB. As it is usually not considered as ASB, it is not included in the list of what is considered to be ASB.
- 3.4 A number of comments raised specific cases of ASB. These have all been reported to appropriate officers and checked against previous reports to ensure that any new cases of ASB are investigated
- 3.5 The Housing and Neighbourhoods Service will make specific use of the quantitative and qualitative feedback from the consultation to inform their existing workstreams regarding tenant engagement communication about ASB. The feedback will be factored into the 2024-25 Housing Enforcement communication strategy and into an ASB specific tenant information document that is featured in the Housing Improvement Plan - planned for delivery by Summer 2024.

This public documentation will provide more specific procedural detail, timescale expectations and operational responses and remedies to tackle ASB in council housing.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 A full Equality Impact Assessment (EIA number 2511) has been carried out and is attached to this report.

The policy defines the approach Sheffield City Council will take to investigating and responding to reports of ASB. It considers the needs

of those with protected characteristics, and, for most, the policy will have a positive impact.

The potential negative impacts of the policy are limited. There are existing effective partnerships, information sharing protocols and procedures in place within the Council's ASB Services (ASB, Housing Service, Environmental Protection Services) to ensure there is robust case management including assessment of vulnerabilities and protected characteristics. These will be recorded as part of good case management and will be considered alongside proportionality assessments when making enforcement decisions to ensure we comply with our statutory public sector equality duties under the Equality Act 2010.

In summary, the assessment is of likely positive impacts primarily in relation to age, disability, religion/belief and sexual orientation. Other, less direct, impacts were also identified.

The EIA also notes that people who cause ASB may also share the protected characteristics and their behaviour may be exacerbated by their vulnerable circumstances.

4.2 Financial and Commercial Implications

4.2.1 There are no financial implications of approving the ASB policy.

4.3 Legal Implications

4.3.1 The Housing Act 1996, section 218A (as amended by the Anti-Social behaviour Act 2003, section 12, and the Anti-Social Behaviour, Crime and Policing Act 2014, schedule 11 paragraph 23) requires all local housing authorities, housing action trusts, non-profit registered providers of social housing and registered social landlords to have:

- a) a policy in relation to anti-social behaviour;
- b) procedures for dealing with occurrences of anti-social behaviour.

4.4 Climate Implications

4.4.1 A rapid climate impact assessment has been carried out and concluded that there would be no significant climate impact.

4.5 Other Implications

4.5.1 None

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council has a statutory duty to have an ASB policy and procedures. Therefore, no alternative options have been considered.

6. REASONS FOR RECOMMENDATIONS

- 6.1 It is a statutory requirement for all local housing authorities, housing action trusts, non-profit registered providers of social housing and registered social landlords to have an ASB policy and procedures.

Sheffield is one of the safest cities in the UK. An effective ASB policy is key to ensuring that ASB is dealt with through proportionate action based on evidence and focussed on finding the best outcome for everyone involved.

Appendix A: Consultation Results

The survey consisted of 8 questions, 5 for all respondents and 3 for Sheffield City Council tenants. Respondents were asked to rate their answers from strongly agree to strongly disagree.

All respondent Questions

6. I am clear what the aims of the Anti-Social Behaviour Policy are.
7. I am clear what types of behaviour Sheffield City Council considers to be Anti-Social Behaviour.
8. I am clear what types of behaviour Sheffield City Council does not consider to be Anti-Social Behaviour.
9. I am clear about Sheffield City Council's overall approach to Anti-Social Behaviour enforcement.
10. I am clear how Sheffield City Council supports vulnerable victims and perpetrators of Anti-Social Behaviour.

Tenant Only Questions

4. I am clear about Sheffield City Council's responsibility to tenants regarding Anti-Social Behaviour.
5. I am clear how Sheffield City Council Housing works with partner agencies to address and reduce Anti-Social Behaviour.
6. I am clear what tenancy conditions link to Anti-Social Behaviour.

Two free text boxes were also included to allow respondents to make comments. At the end of the survey, respondents could answer a series of equalities monitoring questions.

Headline results:

854 people responded to the consultation of which 648 were tenants.

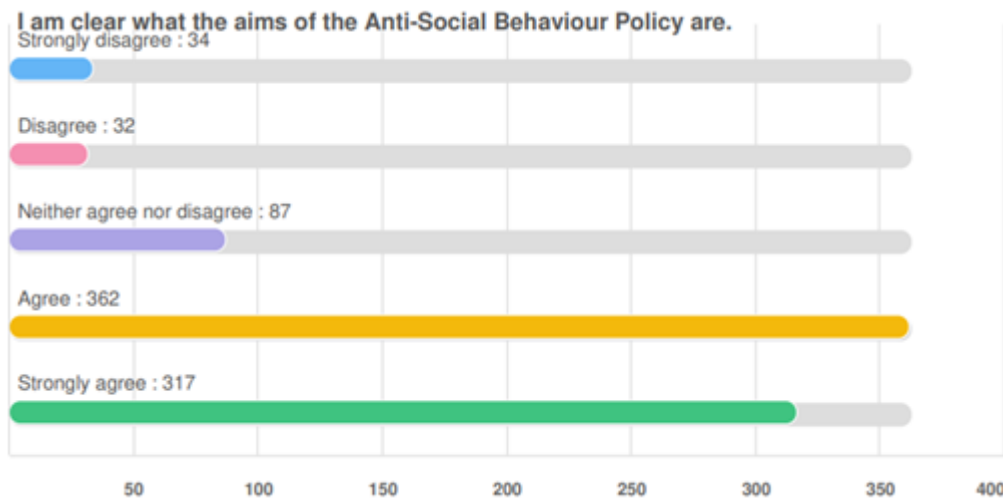
- 55 (18.1%) respondents (out of 854) strongly agreed with all 5 general questions
- 199 (30.7%) respondents (out of 648) strongly agreed with all 3 tenant questions
- 11 (1.3%) respondents (out of 854) strongly disagreed with all 5 general questions
- 15 (2.3%) respondents (out of 648) strongly disagreed with all 3 tenant questions
- 11.44% under 55s disagreed or disagreed strongly that they were clear what the aims of the policy were whereas only 3.82% of 55 or over disagreed or strongly disagreed.
- 81.6% of respondents agree or strongly agree that they are clear what the aims of the Anti-Social Behaviour Policy are.
- More than 1 in 10 (10.4%) of respondents who answered the question were not clear how Sheffield City Council supports vulnerable victims and perpetrators of Anti-Social Behaviour.

- More than 1 in 7 (14.7%) of tenants who answered the question were not clear how Sheffield City Council Housing works with partner agencies to address and reduce Anti-Social Behaviour.
- Respondents were clearer about the types of behaviour that the Council considers as anti-social (92.7% agree or strongly agree) than the types of behaviour that the Council does not consider to be anti-social (85.5% agree or strongly agree)

The following graphs and tables give the results for each question. Comments have been analysed and grouped, where appropriate, with the related question.

I am clear what the aims of the Anti-Social Behaviour Policy are.

Responses	832
% agree (all)	81.6%
% neither agree nor disagree	10.5%
% disagree (all)	7.9%
% Strongly agree	38.1%
% Agree	43.5%
% Neither	10.5%
% disagree	3.8%
% strongly disagree	4.1%



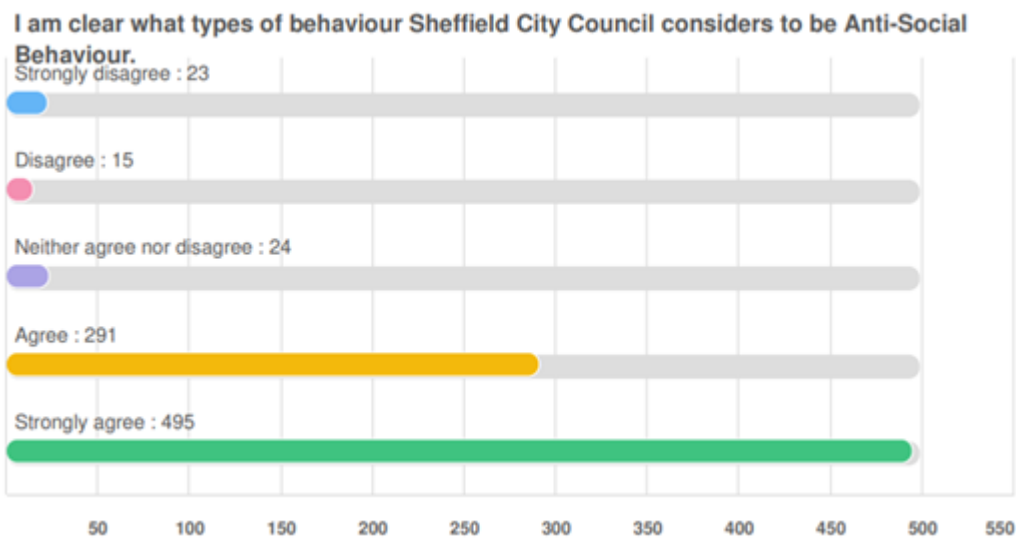
Comments relating to the aims of the Anti-Social Behaviour Policy

- I understand your aims to be fair and impartial regarding anti social disputes
- Very comprehensive anti - social behaviour policy drafted up by the council. In my opinion, it clearly states that anti- social behaviour is not to be tolerated & any victim can reach out for support & guidance. Alternatively; be signposted appropriately
- Fully understand policy guidelines!

- I've read the aims several times but I still find them vague.
- I disagreed with the first question (Aims of the policy) because it is not written in "plain English".
- They read too much like legalese and not like plain English.
- Fairly straight forward plans in place. No issues.
- It's worded in such a way that it sounds good as you glance at it but doesn't reflect the real-world tenants live in
- I can read your Anti-Social Behaviour Policy and clearly understand the aims and statements therein.
- Too many loopholes, clarity required throughout,
- I think the statements are very clear
- The initial explanation of goals was laden with jargon
- I don't understand what it means by a harm centred approach. I am also unaware of what we mean by Home Office Anti-Social Behavioral Strategic Principles are. These are terms which I am unfamiliar with. comes across like to much Jargon, were I thought the council was trying to get away from that.
- I worry about incidences that happen due to a disability such as ASD and the acronym sounds too much like ASB so that people could get confused. Especially if there are language differences or cultural differences.
- 'Work with residents and communities to empower and support them in tackling and resolving ASB.' - I think residents and communities want the council to tackle and resolve ASB - this reads as though the council will give residents/communities the 'tools' to tackle ASB themselves.
- What does a 'harm-centred approach' mean? In other parts of this questions questionnaire, you call it 'victim-focussed'. Language should be consistent and clear which I don't think it is.
- '...when making key case management decisions, such as whether a report is ASB, how it is categorised, the action taken etc.' - What is the acceptance criteria you will use to accept, categorise and action to take?' Where is the guidance on this?
- 'Take proportionate action to resolve ASB, with an aim to intervene early and prevent the escalation of ASB using informal remedies and restorative approaches.' The council will only be intervening once a report has been made, 'intervene early and prevent escalation' doesn't mean anything here and is not a clear aim. It should be that within x days of a report being received, the Council will assess, categorise, speak to the victim and establish a plan of action. Swift action will mean prevent escalation.
- 'To adopt the Home Office Anti-Social Behaviour Strategic principles which promote a consistent approach to understanding and addressing anti-social behaviour.' If you are using the HO principles as the basis of your strategy and policy, this should be the first sentence, not the last. Then go on to breakdown the aim/strategy/policy.
- I feel point 1 is vague and ambiguous and doesn't clearly set out what the approach is

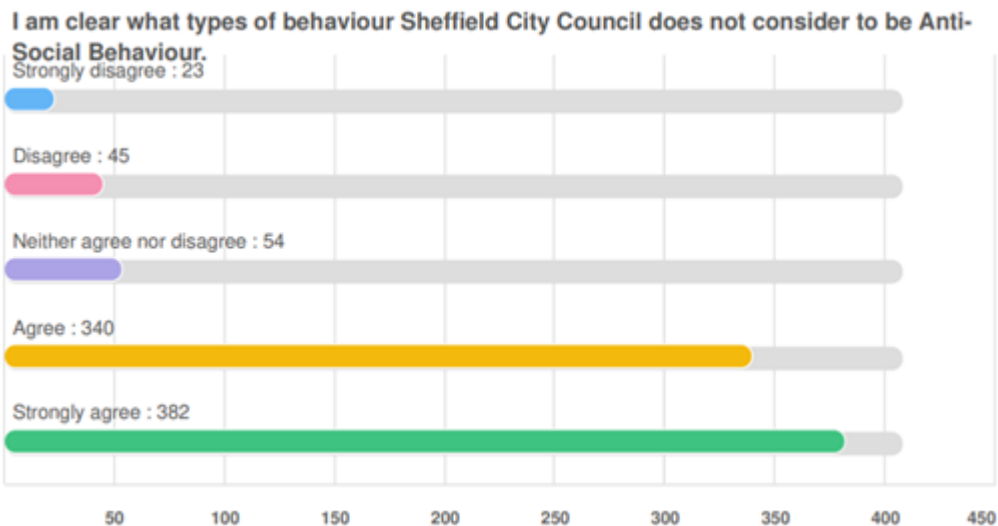
I am clear what types of behaviour Sheffield City Council considers to be Anti-Social Behaviour.

Responses	848
% agree (all)	92.7%
% neither agree nor disagree	2.8%
% disagree (all)	4.5%
% Strongly agree	58.4%
% Agree	34.3%
% Neither	2.8%
% disagree	1.8%
% strongly disagree	2.7%



I am clear what types of behaviour Sheffield City Council does not consider to be Anti-Social Behaviour.

Responses	844
% agree (all)	85.5%
% neither agree nor disagree	6.4%
% disagree (all)	8.1%
% Strongly agree	45.3%
% Agree	40.3%
% Neither	6.4%
% disagree	5.3%
% strongly disagree	2.7%



Comments relating to what is and what isn't considered as antisocial behaviour

- I think the reference to violent incidents and hate crime is very confusing and confused. These are crimes. I wouldn't want the council's ASB team dealing with these issues. I want the police to deal with them. If this is about the impact of these crimes, then that makes sense, but it isn't mentioned in the policy. I thought the point of the policy was to be very clear about what ASB is, but now I'm even more confused.
- Definitions need to take into consideration longer term harm on individual, persistent behaviour that impacts on a resident.
- Low level constant noise is a blight, as much as loud noise, if anything its worse.
- Been disabled I would like more help with the off-street parking.
- We as a community experience raves and loud music throughout the night, fires in the woods, probably drug dealing as we have seen evidence when they leave.
- There is no mention of inappropriate/ inconsiderate parking on pavements - a major anti-social behaviour that stops people being able to walk on the pavement and have to put themselves in danger by walking onto the road, especially bad for people in wheelchairs mobility scooter and parents with kids in pushchairs.
- Living noise can't be avoided but purposely slamming doors is not just living.
- I strongly disagree with the fact that you put someone staring at you as not antisocial behaviour! as a victim of a stalker myself staring at someone is antisocial behaviour!
- I'm surprised that persistent begging isn't mentioned as I've attended a number of meeting where this has been raised as an issue affecting residents
- Anti-social behaviour is prevalent on my street which includes the kicking of footballs at the doors of certain houses. The lighting of fires to burn rubbish which should be put into bins and put outside to be collected.
- Children playing games in communal areas designed for bins and hanging out washing should be included as anti-social as it can damage peoples

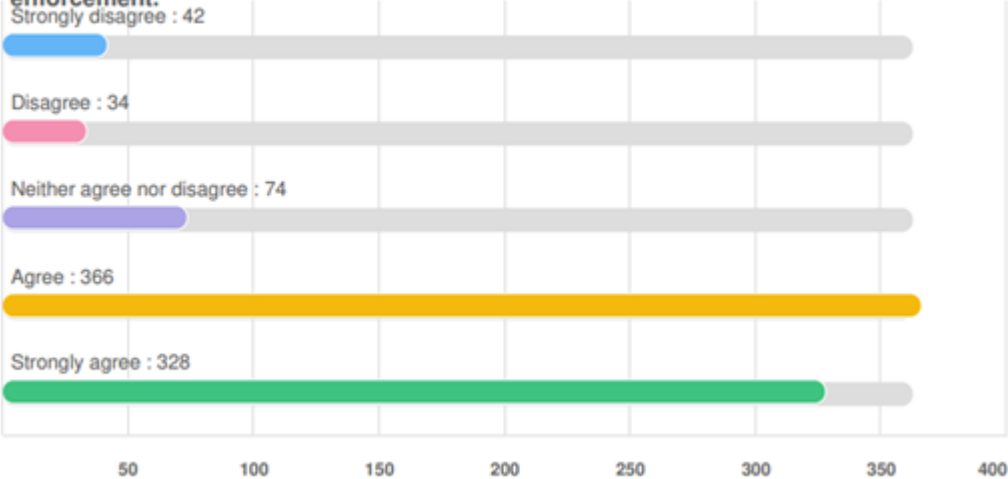
washing hung out. Playing on communal stairs should also be designated as anti-social behaviour. These areas should also have a notice stating that this is not a play area.

- It's about a hard - line was taken and well done to those responsible for making this change happen.
- Parking is a huge issue with people blocking drives/garages this is antisocial for people trying to get to work.
- Washing machines spinning off at 2am is antisocial.
- Ball games played on a cul-de-sac with three disabled bungalows with parking for residents. Balls been kicked at fences and doors and damage to cars.
- persistent behaviour that impacts on a resident.
- Too many loopholes, clarity required throughout, soft options abound and overall, what you do not class as ASB is ASB and what you class as ASB is violent criminal disorder
- Why have you stopped taking any action against people who park or drive over the grass verges, this mindless activity i causing so much damage too residential areas and making those areas a nightmare for the decent citizens. This behaviour also leads to other things like fly tipping and leaving bins on the pavements 365 days a year.
- The timing and frequency of reasonable household noise and children playing, and ball games needs to be taken into consideration as to whether its ASB.
- Disagree with you not considering one off parties with anti-social behaviour.
- Well done - now let's see it working
- This is amazing that you have or are considering tacking tougher action on tenants who show no disregard to others. These people destroy communities, I hope this comes to into force very soon.

I am clear about Sheffield City Councils overall approach to Anti-Social Behaviour enforcement.

Responses	844
% agree (all)	82.2%
% neither agree nor disagree	8.8%
% disagree (all)	9.0%
% Strongly agree	38.9%
% Agree	43.4%
% Neither	8.8%
% disagree	4.0%
% strongly disagree	5.0%

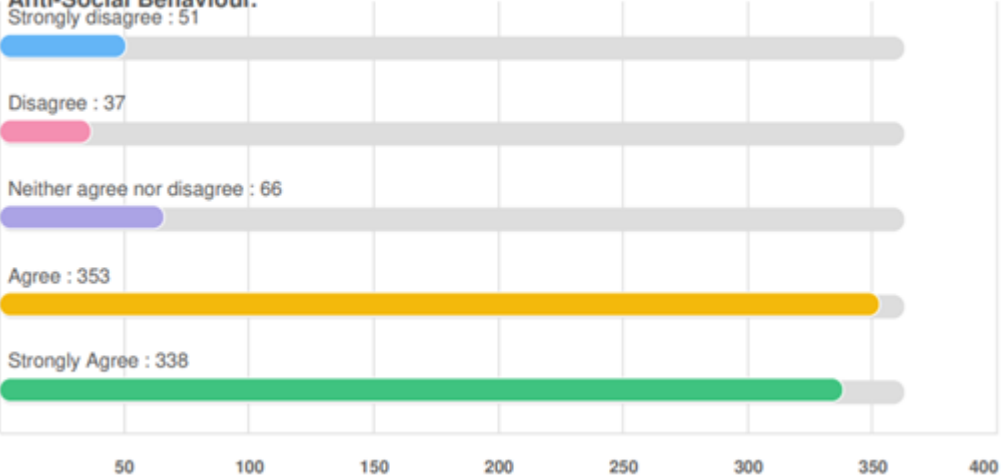
I am clear about Sheffield City Councils overall approach to Anti-Social Behaviour enforcement.



I am clear how Sheffield City Council supports vulnerable victims and perpetrators of Anti-Social Behaviour.

Responses	845
% agree (all)	81.8%
% neither agree nor disagree	7.8%
% disagree (all)	10.4%
% Strongly agree	40.0%
% Agree	41.8%
% Neither	7.8%
% disagree	4.4%
% strongly disagree	6.0%

I am clear how Sheffield City Council supports vulnerable victims and perpetrators of Anti-Social Behaviour.



Comments relating to support

(Vulnerable) Victims and perpetrators

- I don't think the council do enough to support victims.

- I feel the perpetrator needs to be dealt with in a stronger manner and needs serious punishment.
- Next to zero information is provided to victims and support isn't provided until victims seek help from other organisations.
- Perpetrators are not punished quickly enough or severely enough.
- you are doing well and care about us.
- I am not convinced that perpetrators of ASB are adequately dealt with.
- Use education rather than punishing people.

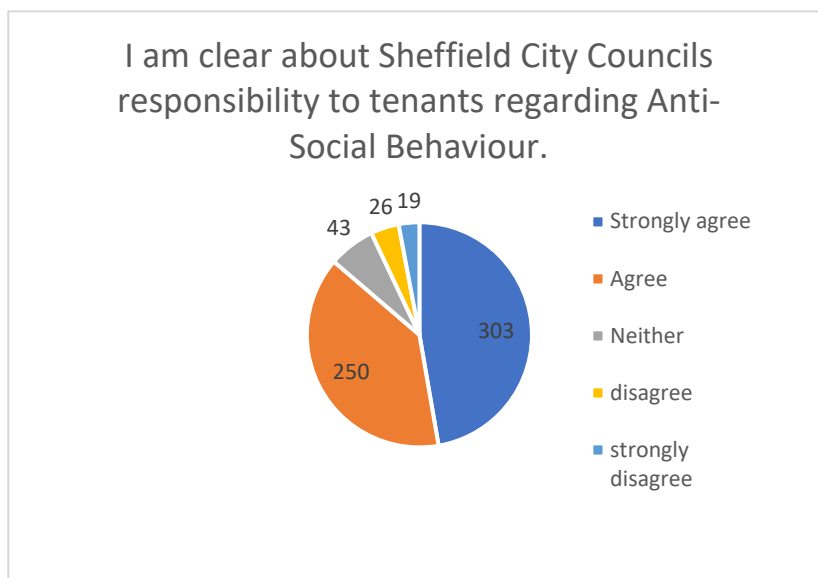
Tenant questions

I am clear about Sheffield City Councils responsibility to tenants regarding Anti-Social Behaviour.

Responses 641

% agree (all) 86.3%
 % neither agree nor disagree 6.7%
 % disagree (all) 7.0%

% Strongly agree 47.3%
 % Agree 39.0%
 % Neither 6.7%
 % disagree 4.1%
 % strongly disagree 3.0%

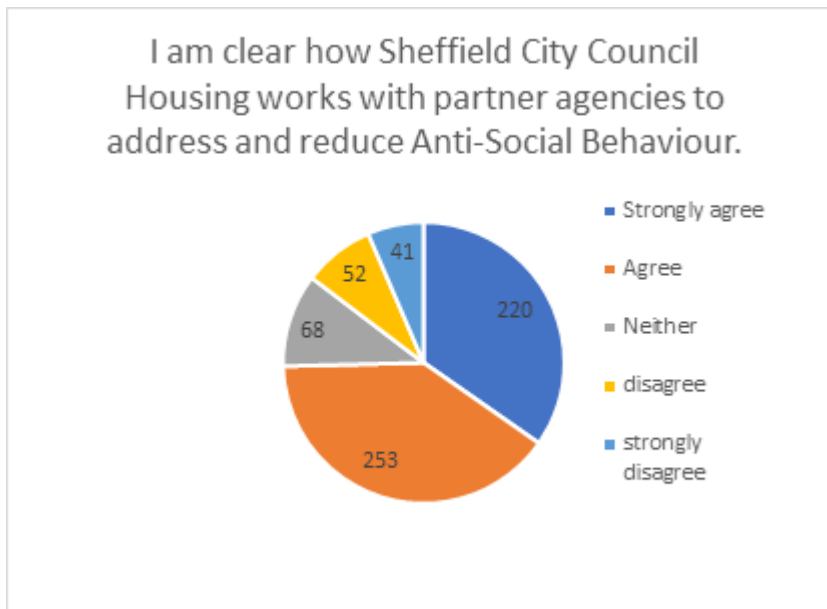


I am clear how Sheffield City Council Housing works with partner agencies to address and reduce Anti-Social Behaviour.

Responses 634

% agree (all) 74.6%
 % neither agree nor disagree 10.7%

% disagree (all)	14.7%
% Strongly agree	34.7%
% Agree	39.9%
% Neither	10.7%
% disagree	8.2%
% strongly disagree	6.5%



Comments relating to partners.

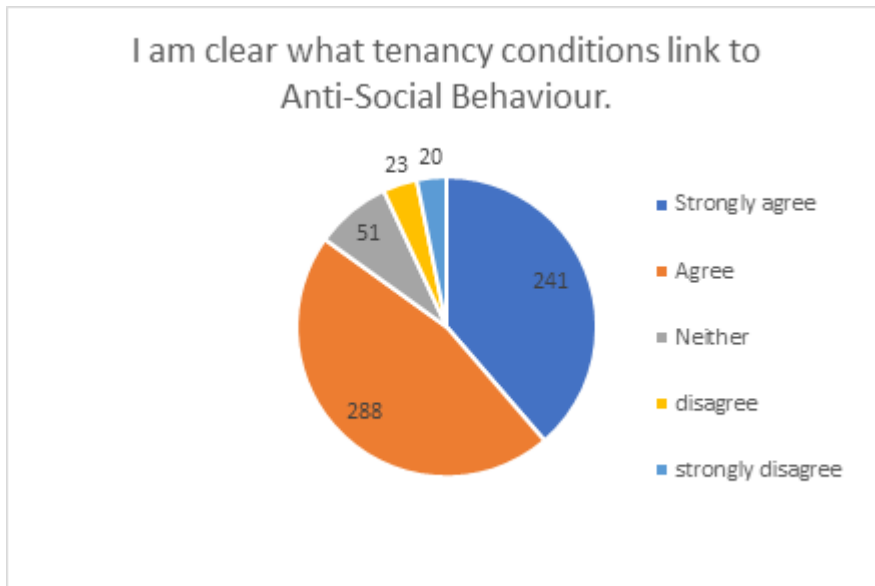
- It is not clear who will coordinate/ liaise with other agencies, police, probation, etc. when a Council tenant has an ongoing issue of ASB. From experience this has led to a failure to work in partnership or collaboratively.
- You haven't given any information on which or when partner agencies would be involved.
- I am unaware what partner agencies SCC uses to recorded anti-social behaviour.
- Still not clear on who else you involve in the process or how you work with them.
- There were no details about SCC working with partner agencies.
- ASB is a crime it is a blight to many communities and individual and as such should be taken more seriously by the police. It would be helpful to understand how this work links into the police.
- Cannot understand how Sheffield City Council Housing works with other agencies without knowing the agencies involved and their remit / terms of reference.
- Once again, legalese. None of the statement clearly indicates what the council's responsibility is or what/how partner agencies are being used.
- If the various teams even worked together, it might be acceptable but it isn't. In other LAs all issues relating to env health including housing, ASB,

littering, flytipping, noise, nuisance, pollution etc are dealt with by ONE OFFICER (and EHO with an EO) responsible for a patch so they can sort out issues holistically. And they work with external stakeholders by being co-located with them.

- Look at other SYorks councils for how to run a joined up effective service!

I am clear what tenancy conditions link to Anti-Social Behaviour.

Responses	623
% agree (all)	84.9%
% neither agree nor disagree	8.2%
% disagree (all)	6.9%
% Strongly agree	38.7%
% Agree	46.2%
% Neither	8.2%
% disagree	3.7%
% strongly disagree	3.2%



Equalities monitoring

What is your ethnicity?

Asian / Asian British	2.8%
Black / Black British	2.6%
Mixed / multiple heritage	2.9%
White / White British	88.9%
Other	2.8%

What is your religion or belief?

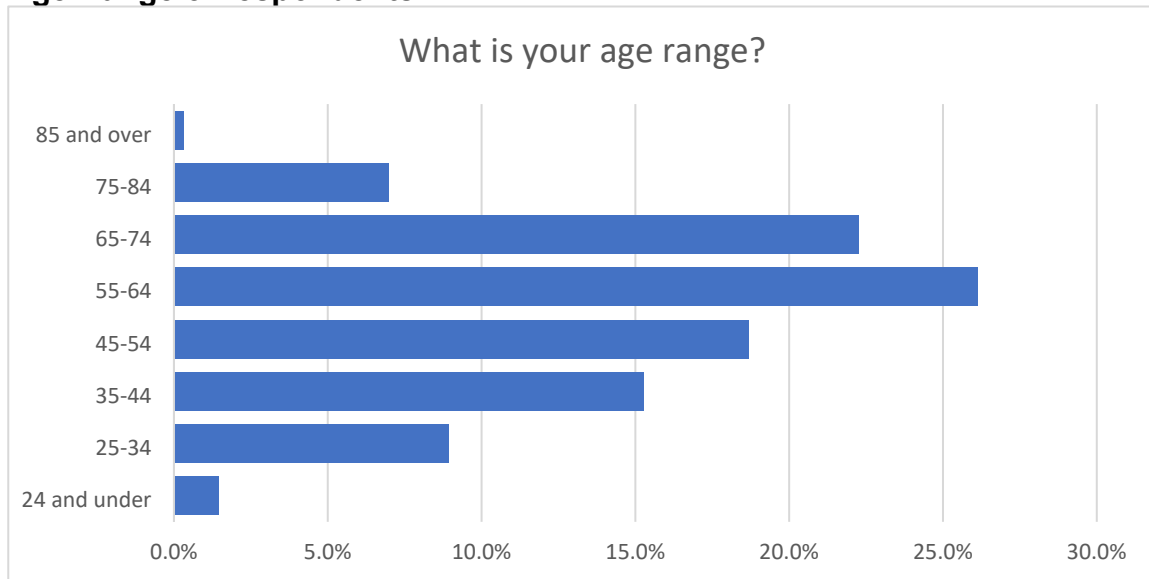
Buddhist	1.1%
Christian	43.3%

Jewish	0.5%
Muslim	2.5%
None	47.7%
Sikh	0.2%
Other	4.7%

Are you an unpaid carer for a family member or someone else?

No	82.6%
Yes	17.4%

Age Range of respondents



What is your gender identity?

Female	61.5%
Male	37.3%
Non-binary	0.7%
Other	0.5%

Do you have a disability or a long-term health condition?

No	42.3%
Yes	57.7%

What is your sex?

Female	61.7%
Male	38.3%

What is your sexual orientation?

Bi	2.7%
Gay / Lesbian	4.0%
Heterosexual / Straight	89.4%
Other	3.9%

Postcodes of respondents

postcode area	Non-tenant	Tenant	Total
---------------	------------	--------	-------

S2	10	35	45
S3	3	16	19
S4	2	5	7
S5	14	64	78
S6	10	48	58
S7	4	2	6
S8	36	67	103
S9		22	22
S10	6	9	15
S11	11	8	19
S12	9	30	39
S13	5	34	39
S14	1	34	35
S17	10	10	20
S18	1		1
S20	2	37	39
S35	8	18	26
S36	9	14	23
S43	1		1
S65		1	1
S75	1		1
Grand Total	143	454	597

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SHEFFIELD
CITY
COUNCIL

ANTI-SOCIAL BEHAVIOUR POLICY

Version 4.0 Final Version for CPL Committee Decision

This document outlines the approach Sheffield City Council will take when dealing with reports of anti-social behaviour.

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This document is the responsibility of:

Anti-Social Behaviour Team
Safer Neighbourhoods | Communities Service | Neighbourhoods
Sheffield City Council

Enquiries should be sent to asb@sheffield.gov.uk

Part 1: Introduction

1.1 Our Approach to Anti-Social Behaviour

The purpose of this policy is to set out Sheffield City Council's (the Council's) approach to managing anti-social behaviour.

Sheffield aims to be one of the safest cities in the United Kingdom and an effective response to anti-social behaviour is a strategic priority for the Council.

We believe that everybody should live in strong and connected neighbourhoods which they are happy to call home. To achieve this all residents and visitors to Sheffield should feel safe and secure, and should not suffer from anti-social behaviour, nuisance, or harassment.

Anti-social behaviour is unacceptable and will always be taken seriously by the Council. We expect people to show consideration and tolerance for their neighbours and the wider community.

Our focus is on reducing anti-social behaviour and the harm caused to victims and communities. Working in partnership with other services, we will take steps to prevent anti-social behaviour from occurring, and where it does, we aim to take swift and effective action to find a lasting solution.

1.2 Scope of the Policy

This policy applies to any person who may live in, work in, or visit Sheffield, including all housing tenures.

The Council is required by the Housing Act 1996, section 218A (as amended by the Anti-Social Behaviour Act 2003, section 12, and the Anti-Social Behaviour, Crime and Policing Act 2014, schedule 11 paragraph 23) to publish a Statement of Policy and Procedures for dealing with occurrences of anti-social behaviour. This policy has been informed by the legal and regulatory framework for tackling anti-social behaviour which includes:

- The Anti-Social Behaviour Act 2003
- The Anti-Social Behaviour, Crime and Policing Act 2014
- Crime and Disorder Act 1998
- The Housing Act 1985
- The Housing Act 1996
- The Environmental Protection Act 1990
- The Housing Act 1988
- General Data Protection Regulations 2018
- The Equality Act 2010
- Localism Act 2011
- Landlord and Tenant Act 1985
- Human Rights Act 1998

This policy should be read in conjunction with the following information (click on links for further details):

- [Sheffield Crime and Disorder Reduction Strategy 2021-25](#)
- [Sheffield Domestic and Sexual Abuse strategy 2018-2022](#) (currently under review)
- [Privacy notice – anti-social behaviour services](#)
- [Sheffield Adult Safeguarding Partnership](#)
- [Sheffield Children Safeguarding Partnership](#)
- [The Council's Environmental Regulation Policy](#)

Values

Our anti-social behaviour service commitments reflect our corporate values:



People are at the heart of what we do

We are here to reduce the harm caused by anti-social behaviour. We put people at the heart of what we do by listening and responding to the concerns of all those involved, and by ensuring our services are focused on reducing risk and harm, and on improving quality of life.



Openness and honesty are important to us

The way we deliver our services is based on assessment of evidence and factual information. The information we provide to the public and other services is based on this approach.



Together we get things done

Working together with each other and with our partners is at the very core of everything we do. Our work is underpinned by the statutory community safety partnership, called The Safer Sheffield Partnership.

1.3 Aims of the Anti-Social Behaviour Policy

The aims of this policy are as follows:

- To ensure the Council complies with its legal obligations and strategic objectives.
- Work with residents and communities to empower and support them in tackling and resolving anti-social behaviour.
- Adopt a harm centred approach, where the behaviour and the harm it is causing is considered when making case decisions, such as whether a report is anti-social behaviour, and what action is necessary. A harm centred approach to anti-social behaviour promotes taking into account the impact behaviour has on those who experience it.
- Take proportionate action to resolve anti-social behaviour, with an aim to intervene early and prevent escalation by using informal remedies and restorative approaches.
- Resolve/address/tackle anti-social behaviour in partnership with key partners and stakeholders.
- To adopt the [Home Office Anti-Social Behaviour Principles](#) which promote a consistent approach to understanding and addressing anti-social behaviour.

1.4 How we Define Anti-Social Behaviour

The term anti-social behaviour is used to describe a variety of issues which can cause nuisance, annoyance, harassment, alarm, or distress or which have a detrimental impact on the quality of life of those in the locality. This can range from a minor issue to serious criminal activity.

The statutory definition of anti-social behaviour as contained in the Anti-Social Behaviour, Crime and Policing Act 2014, is as follows:

- Conduct that has caused, or is likely to cause, harassment, alarm, or distress to any person.
- Conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or
- Conduct capable of causing housing-related nuisance or annoyance to any person,

We assess each report based on the circumstances, such as the evidence available, the impact on the victim and the best way to achieve a lasting solution.

The Council does not tolerate **hate crime and hate incidents** and will apply this policy to ensure robust action is taken against perpetrators, and support is provided to victims.

We will train staff so that they are able to identify signs of possible **domestic abuse** while dealing with reports of anti-social behaviour. If we find evidence of domestic abuse during an investigation, we will work with the victim to identify and seek appropriate support. Wherever possible we will also take action against the perpetrator.

The Council expects people to be tolerant and considerate, both in terms of their own behaviours but also those that they experience.

The examples below illustrate the types of behaviours which we generally will and will not consider to be anti-social behaviour.

We will consider and determine if the behaviour reported is unreasonable and if there are any enforcement actions available to us.

Examples of behaviours we generally consider to be anti-social behaviour are:

- Hate crime / hate incidents.
- Playing unreasonably loud music/television/video games or similar.
- Threatening or verbally abusing another person. This could include threats of violence, such as to kill or harm someone.
- Damaging property, including defacing a building with graffiti.
- Violent incident. We define a violent incident as one in which physical violence was used for example attacking another person.
- Failing to control a pet.
- Misusing drugs or alcohol, drug production or drug dealing.
- Incorrect disposal of rubbish, for example fly-tipping.
- Anti-Social use of vehicles for example off road riding of motorbikes or quad bikes, and misuse of road vehicles.

Examples of behaviours we generally consider not to be anti-social are:

- Reasonable household noise. For example, vacuuming and the use of other domestic appliances, opening/closing doors, using stairs.
- Positioning of wheelie bins.

- Boundary disputes.
- Carrying out DIY at reasonable times and for reasonable durations.
- Complaints of people looking at, ignoring, or staring at you where there is no other associated offence (such as Stalking).
- Babies crying.
- A one-off party if noise was the only issue and it is unlikely to be repeated.
- Children playing (including ball games). We will not consider this to be anti-social behaviour unless there is evidence of other issues such as verbal abuse, harassment, or deliberate damage.
- Minor issues such as cooking smells or items on washing lines.

These types of cases require a different response. The Council's involvement will be limited, in most cases we will provide guidance and tips around how the complainants themselves can resolve issues with their neighbours or we may refer the complainant to a mediation or support service.

Expectations

We expect everyone to:

- be respectful, considerate, and mindful of anything which spoils the quality of life of other people.
- be tolerant, and accept the reasonable needs, differing lifestyles, cultures, and choices of other people.
- where possible develop and strengthen relationships with neighbours and the wider community.
- take responsibility for minor personal disputes with their neighbours, where necessary we will offer advice and information to enable this to happen effectively.
- Not make untrue, 'vexatious' reports or allegations against other people.

If someone is suffering anti-social behaviour, we will do all that we can to help them. We can only do this by working together and we therefore expect people who ask for our help to cooperate with reasonable requests to assist us in resolving their case.

This may include:

- Agreeing to self-resolution actions such as talking to their neighbour.
- Keeping appointments with us.
- Keeping a record of incidents and using available technologies to capture and send evidence to us.
- Reporting criminal activity to the Police.
- Taking part in mediation.
- Being reasonable and respectful in the way they report issues and deal with staff.

Without this cooperation we may not be able to resolve the problem.

Additional Information for Sheffield City Council Housing Tenants:

Tenants are required to comply with the conditions set out in their tenancy agreement (called 'You and Your Home').

Condition 16 covers anti-social behaviour:

"16. You, your household and visitors must not do anything which is illegal, dangerous

or which would cause nuisance, annoyance, harassment, alarm or distress to other people. This condition applies within the boundary of and in the locality of your property”

Condition 17 covers anti-social behaviour towards employees.

“17. You, your household and visitors must not cause nuisance or annoyance, harassment, alarm, or distress towards any person employed in connection with the exercise of our housing management functions”

The Housing & Neighbourhood Service will take appropriate action if tenancy conditions are breached.

1.5 Roles & Responsibilities

When someone reports an anti-social behaviour issue to the Council, the appropriate service in the Neighbourhoods Directorate will assess it to determine the necessary action. We will give advice if the issue needs to be dealt with by another service (such as the Police or a Registered Housing Provider).

Various Council services investigate reports of anti-social behaviour from residents across Sheffield and will work together to address the issue.

The **Anti-Social Behaviour Team** is responsible for leading on serious/complex anti-social behaviour cases across the city. It also has uniformed officers to help gather evidence, prevent issues, and support communities affected by anti-social behaviour.

The **Community Safety Team** have officers who link with police and other partners to ensure a coordinated approach to problem-solving in cases of serious organised crime and associated anti-social behaviour.

The **Housing Service** investigate reports of anti-social behaviour involving Council tenants and leaseholders. Cases are assessed on a harm centred approach to ensure that victims receive the correct service. The Housing Service access and use a range of interventions and legal powers to seek early resolution to anti-social behaviour cases.

Environmental Protection Services investigate and take action in statutory nuisance cases including noise. They also have powers to take enforcement action against perpetrators for issues such as dog fouling, littering, and fly-tipping.

Part 2 Supporting Vulnerable People

2.1 Supporting Victims and Witnesses

We recognise that experiencing anti-social behaviour can be a worrying and stressful time. We understand the harm it causes and impact it has on quality of life.

We will provide a victim focused service by assessing the impact the behaviour has and tailor support based on individual needs.

We will keep in regular contact with victims and witnesses throughout the investigation and ensure they understand what action we are taking and why. We will agree how often we contact them based on individual needs and preferences.

We will also explain how, wherever possible, we will keep their report confidential (see Section 6 below for more information).

If we are unable to take action or if we determine that the behaviour is not anti-social, we will inform the complainant at the earliest opportunity, explain why the decision has been made and give relevant advice about next steps.

We will give advice, support, and guidance throughout our investigation.

We will adopt a harm centred approach. This means considering the level of harm caused to victims to determine the urgency of our response and the best course of action. To do this we will carry out a harm risk assessment to identify the impact the anti-social behaviour is having on those suffering from it and will consider:

- Evidence available (e.g. type of behaviour, frequency, severity).
- Vulnerability and impact on the victim.
- The best way to resolve the problem.

Examples of how we may support victims based on their individual circumstances are:

- Provide a single point of contact (for example their Neighbourhood Officer if they are a Council tenant).
- Referral or signposting to other organisations for support (for example Victim Support).
- Coordination of action and support between organisations.

2.2 Support for Vulnerable Perpetrators

We will adopt a harm reduction enforcement approach. Where necessary we will work with the person responsible for causing anti-social behaviour to identify support needs which may address the underlying causes of their behaviour. This may be for reasons such as drug or alcohol addiction, mental health issues or support with parenting. Doing this may be the best way to find a lasting solution to the problem.

If someone has been offered support and their anti-social behaviour continues, we will take appropriate action.

We will ensure that any action we take is reasonable and proportionate and meets our obligations under the Equality Act 2010 and any other relevant legislation. We will make reasonable adjustments to our policy and procedures where necessary.

Part 3. Taking Action

3.1 Reporting Anti-Social Behaviour.

The Council provide a range of ways to report anti-social behaviour, [see our website for further information](#) or ring 2734567.

When a report of anti-social behaviour is made to the Council, the relevant service will assess it to determine the most appropriate action. We will give advice if it needs to be dealt with by another organisation (such as the Police or a Registered Housing Provider).

3.2 Overview

We will investigate reports of anti-social behaviour and seek both sides of the story where necessary.

We will use the full range of tools and powers available to tackle anti-social behaviour.

We will decide on the most appropriate action based on factors such as the evidence available, the impact on the victim and the best way to achieve a lasting solution.

The action we take will be proportionate to the behaviour exhibited and circumstances of the case.

In general, we will aim to use 'informal' interventions and give perpetrators of anti-social behaviour a reasonable amount of time to change their behaviour before escalating action. However, if the evidence and circumstances justify it, we may take legal action straightaway.

There will be times where the Council is not the most appropriate lead agency. We will work in partnership and coordinate enforcement with other organisations and Council teams to ensure that the most appropriate action is taken.

3.3 Preventative Action

We will take steps to try and prevent anti-social behaviour from occurring in the first place.

We will also work with partner organisations to:

- identify areas/issues of concern at an early stage.
- identify support to vulnerable people where appropriate.

Prevention of anti-social behaviour is built into our Housing Services Allocations Policy. We will take steps to prevent people responsible for causing anti-social behaviour from obtaining or moving between Council tenancies. These steps are set out in our [Housing Allocations Policy](#).

In addition, the Council has introduced Introductory Tenancies to help prevent anti-social behaviour, by ensuring new tenants are aware of their responsibilities and the consequences of not complying with their tenancy conditions. Introductory Tenancies can be extended, or ended more quickly than Secure Tenancies.

3.4 Informal Action

Where appropriate, we will use informal actions to attempt to resolve issues at an early stage.

These actions may include:

- Encouraging residents to be good neighbours and providing advice and practical information on how neighbours can discuss matters together if appropriate.
- Warning letters / Breach of Tenancy Caution.
- Mediation.
- Acceptable Behaviour Contracts (An agreement made by an individual to the police and local authority to not commit anti-social behaviour).
- Restricting rehousing priority.

3.5 Legal Action

We will take legal action where it is necessary to resolve the issue. This may be because an urgent incident or breach of tenancy has occurred, or it may be a result of continuous and/or escalating incidents which have not been resolved by informal means.

Decisions on legal action and what type of legal action is most appropriate will be taken by the Council, taking into account all relevant information, and based on the facts of each case including individual circumstances.

Legal action we can take includes (this list may change due to new/amended legislation):

- Injunction (including attaching a power of arrest where necessary).
- Closure Power.
- Community Protection Notice.
- Abatement Notice for statutory nuisance (and prosecution if the notice is breached).
- Possession (eviction) proceedings including use of the Absolute Ground for Possession (Council housing tenants).
- Public Spaces Protection Order.
- Criminal Behaviour Order (where the Council are the prosecuting authority)

4. Working in Partnership

We will work in partnership with other organisations to share information, coordinate action and address support needs.

Anti-social behaviour investigations may require involvement from various Council departments, and external organisations. We will work closely with other services such as South Yorkshire Police, South Yorkshire Fire and Rescue, support providers, and other landlords. It may be that these organisations have access to a more appropriate enforcement action.

We also ensure that our teams who are investigating anti-social behaviour cases work with our support services including safeguarding and early help teams, youth justice, education, health (including mental health) and youth services. We recognise that those experiencing anti-social behaviour and those responsible for causing it, may have support needs, and we will offer referrals to support services when appropriate. We may work with other partners such as offender management services, the universities in Sheffield and voluntary organisations when a specific issue arises.

Where appropriate we may discuss reports of anti-social behaviour at multi-agency forums to ensure that a coordinated response is taken, involving all the relevant partners to resolve the problem.

We will ensure that the right action is taken, at the right time and by the right service, in order to provide the most effective response to anti-social behaviour in all cases.

This may mean we act after, and as a result of, action taken by another organisation (for example taking possession proceedings as a result of a criminal conviction) or we may ask another organisation to take action as an alternative to us using our powers.

5. Ending our investigation

5.1 Closing the case.

We will regularly review cases and close them at the appropriate time. We will aim to do this only when the situation is fully resolved, and no further action is required. However, in some cases we may have to close a case because we have concluded that no action is possible (for example because evidence is not available).

We will always aim to discuss the reason we intend to close the case with the person who reported the issue. Where necessary we will also give them advice on what to do next.

If there are further incidents reported after a case has been closed, we will take appropriate action based on the circumstances of the report. This may mean we start a new investigation, or we escalate the case from the last action. In some cases, we may decide that a new investigation is not required, for example where the report is of a similar nature to something we have already investigated and concluded that action is not possible. We will always explain what we are doing and why to the person making the report.

5.2 Measuring Performance

We will evaluate our performance using a range of different measures. This may include carrying out customer experience surveys.

We will ensure our performance results are available to customers and we will use this information to improve our services.

5.3 Training for Officers

We will ensure our workforce has the necessary skills, tools, and knowledge to do their jobs and will ensure that adequate training is provided to officers who manage anti-social behaviour cases.

Our specialist teams will have appropriate professional level qualifications.

5.4 Feedback and Complaints

This section relates to complaints about the Council's response to reports of anti-social behaviour, not about the report itself.

We welcome any feedback from customers and will seek to fully resolve any complaints about our service. Any complaints about our service will be dealt with under the Council's complaints procedure.

If customers remain dissatisfied with the outcome following the completion of the Council's complaints process, the case can be raised with the relevant Ombudsman who will review the Council's actions.

The [Local Government & Social Care Ombudsman](#) deals with complaints about most Council services other than social housing.

The [Housing Ombudsman](#) deals with complaints about housing organisations

5.5 ASB Case Review

The ASB Case Review (also known as the Community Trigger) is a victim's right to request a formal review of the action taken in relation to an issue they have reported. It

is available to individuals, community groups, and businesses, who are suffering anti-social behaviour where they feel that the organisation(s) involved are not doing enough to resolve an ongoing problem.

A request for an ASB Case Review can be made to the Council or South Yorkshire Police.

Where it meets the locally defined thresholds, the Council & South Yorkshire Police, alongside any other organisations involved, will carry out a case review and where necessary, make recommendations on any further action which can be taken to resolve the problem.

The threshold for an ASB Case Review in South Yorkshire is:

“You have reported 3 separate incidents relating to the same or similar issue of anti-social behaviour within the last 6 months”.

Further information about ASB Case Reviews can be found on the websites of the [Council](#), [South Yorkshire Police](#) or [Office of the Police Crime Commissioner](#).

5.6 Equalities and Diversity

The Council will treat everyone with fairness and respect. We value diversity and work to promote equality and tackle unlawful discrimination.

We are committed to helping customers to access our services in a way that suits individual needs.

We will meet the requirements relating to equality and diversity laid down in the Equality Act 2010. Section 149(1) of the Equality Act 2010 contains the ‘Public Sector Equality Duty’, under which the Council as a public authority must, in exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
- advance equality of opportunity between those who share a relevant protected characteristic and those who do not.
- foster good relations between those who share a relevant protected characteristic and those who do not.

The way we deal with anti-social behaviour, as set out in this policy, will reflect, and adhere to these statutory requirements, and the Council’s values.

6. Confidentiality & Sharing Information

We will seek information from and share information with other Council teams and other organisations for the purpose of effectively investigating and tackling anti-social behaviour.

We will ensure that we share information in a way that meets our obligations under the General Data Protection Regulations.

The way we share information to tackle anti-social behaviour is covered by an Information Sharing Agreement.

We will respect privacy and requests to remain anonymous. We will not tell people who are alleged to be causing anti-social behaviour, who has complained about them unless we have permission, or we are required to do so by a court. There may be some occasions where it is difficult to protect the identity of the victim due to the nature of the report for example a noise complaint between two neighbours where no other properties are in the locality.

If we receive an anonymous report, we will take all reasonable steps to investigate the behaviour and provide informal solutions however reporting a matter anonymously will limit the actions we can take.

We will investigate reports made on behalf of a victim by a third party but will require the victims' consent to this before any investigation can commence.

There will be times where we cannot guarantee confidentiality, even when someone requests it. This could include situations where we identify child protection or other safeguarding issues or where a criminal offence is suspected or has taken place or where the court requires us to disclose our records to the Defendant in the course of legal proceedings.

The Anti-Social Behaviour Services Privacy Notice sets out what information we collect and how we use it: [Privacy notice | Sheffield City Council](#)

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PART A - Initial Impact Assessment

Proposal Name: Anti Social Behaviour Policy

EIA ID: 2511

EIA Author: Amanda Perrott (HSG)

Proposal Outline: The Anti Social Behaviour (ASB) Team has developed a draft ASB Policy for SCCs ASB Services. This is a statutory requirement for the Housing Service. Public consultation on the policy has been carried out and a number of amendments made to the wording of the policy based on the feedback. The policy will be taken for approval at Communities Parks and Leisure Policy Committee on 11 March 2024.

Proposal Type: Non-Budget

Year Of Proposal: 23/24

Lead Director for proposal: Lorraine Wood

Service Area: Communities

EIA Start Date: 04/01/2024

Lead Equality Objective: Understanding Communities

Equality Lead Officer: Ed Sexton

Decision Type

Committees:

Policy Committees

- Communities, Parks & Leisure

Portfolio

Primary Portfolio:

Neighbourhood Services

EIA is cross portfolio:

No

EIA is joint with another organisation:

No

Overview of Impact

Overview Summary:

The proposed ASB Policy does not discriminate on the grounds of the characteristics listed. All can access ASB services (although those provided by the Housing Service are limited to tenants or those experiencing ASB from tenants). The ASB Policy sets out behaviour that is not acceptable and the enforcement actions available to teams. It is possible those with protected characteristics may suffer ASB as a direct result of these. The ASB Policy incorporates hate crime for example. The ASB Policy sets out how a harm focussed approach is taken where risk assessments are carried out to understand the extent of harm and risk the ASB is causing, which is positive. The ASB Policy works in line with adult and child safeguarding and Domestic Abuse policies. There is potential for negative impacts on groups e.g. younger people. Certain enforcement actions such as injunctions can be sought on those aged 10 years and over, and Community Protection Notices on those over 16, breach of the latter is a criminal offence, enforcement of breaches could therefore lead to 'criminalisation' of children, however actions such as these would only ever be used in full consultation with youth services. ASB may be caused by people who have mental health or physical disabilities and the behaviour may be as a direct consequence of a disability. We will ensure there is robust case management including assessment of vulnerabilities and protected characteristics and recording of these as part of good case management.

We will consider this alongside proportionality assessments when making enforcement decisions to ensure compliance with Equality Act 2010

Impacted characteristics:

- Age
- Disability
- Race
- Religion/Belief
- Sexual Orientation

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact:

No

Impact areas:

Across a Community of Identity/Interest

Initial Sign-Off

Full impact assessment required:

Yes

Review Date:

04/07/2024

PART B - Full Impact Assessment

Age

Staff Impacted:

Customers Impacted: Yes

Description of Impact: The ASB policy does not discriminate by age who can report ASB. There is potential that younger people/children will be perpetrators of ASB. Enforcement actions may 'criminalise'. Prior to taking legal enforcement action the relevant teams will consult with youth services. There will be regular reviews of ASB activities undertaken in respect of the policy and perpetrator/victim to ensure that this group is not being disadvantaged. Analysis of the consultation data identified that the percentage of people aged under 55 disagreed that they were clear about the aims of the policy (11.44%) and the overall approach to anti-social behaviour (12.55%) than those aged 55 or over (3.82% and 4.09% respectively). An analysis of the comments from these cohorts did not identify any specific factors relating to these groups.

Disability

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: Customers with disabilities are more likely to be victims of ASB and more likely to casue ASB (Regulator of Social Housing EIA 2023). For victims, having a strong, clear ASB Policy will bring about positive impacts. The policy explains how victims and vulnerable people will be supported. A harm risk assessment will be carried out with every victim, this will assess the extent of the impact. For perpetrators it may be that the behaviour is as a direct consequence of a disability, such as mental health. The council will ensure it fulfils its public sector equality duty. In advance of any legal enforcement action we will ensure there is robust case management including assessment of vulnerabilities and protected characteristics and recording of these as part of good case management. We will consider this alongside proportionality assessments when making enforcement decisions to ensure compliance with Equality Act 2010. By identifying disabilities we can ensure support and interventions are put in place that may achieve a positive outcome and reduce asb.nderlying/unment needs.

Race

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: Hate-related ASB is defined within the policy. Having a policy that sets out the approach to tackling and deterring hate incidents may have a positive impact on tenants who share the protected characteristics. A harm risk assessment will be completed with every victim to assess the impact of the behaviour and identify any support areas. Perpetrators - all ASB interventions and enforcement actions are taken based on evidence, often this is independent evidence or corroborated. For all there may be language barriers to accessing the service. Sheffield City Council has a translation and interpretation contract and staff (particularly within housing) ensure to record any communication needs of customers. Analysis of the consultation data identified that Asian/Asian British and mixed/multiple heritage respondents disagreed significantly more than other groups across all of the first 5 main questions asked in the consultation. An analysis of the comments from these cohorts did not identify any specific factors relating to these groups.

Religion / Belief

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: As per race (hate related ASB)

Sexual Orientation

Staff Impacted: No

Customers Impacted: Yes

Description of Impact:

As per race (hate related ASB) Analysis of the consultation data identified that a higher percentage of those with a sexual orientation other than heterosexual/straight disagreed across the first 5 main questions than heterosexual/straight respondents. An analysis of the comments from these cohorts did not identify any specific factors relating to these groups.

Action Plan & Supporting Evidence

Outline of action plan:

There are minimal potential negative impacts as a result of sharing and procedures in place within the Councils ASB S All are encouraged and do, take into consideration potential seeking resolution of ASB and the policy reflects this. Review with protected characteristics are disadvantaged.

Action plan evidence:

Regulator of Social Housing Equality Impact Assessment - N <https://assets.publishing.service.gov.uk/media/64bfcc5790b>

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

Review Date

Review Date: 04/07/2024



Report to Policy Committee

**Author/Lead Officer of Report: Hilary Coulson,
Head of Libraries, Archives and Information
Service**

Tel: 0114 4742084

Report of: Executive Director of Neighbourhood Services

Report to: Communities, Parks and Leisure Policy Committee

Date of Decision: 11th March 2024

Subject: **Library Opening Hours**

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
If YES, what EIA reference number has it been given?	2625				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Purpose of Report:

To provide an update and ask the Communities, Parks and Leisure Policy Committee to endorse the current extended Library Opening Hours. The report further sets out a proposal to open all Council run libraries from lunchtime for one day each month to allow for staff training and development.

Recommendations:

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

1. Note the contents of the report.
2. Note the data analysis in Appendix 1.
3. Endorse the change in opening hours and that these will continue as the standard opening hours for Council run libraries.
4. Approve the proposal for Council run libraries to open at a later time one day per month to allow for staff training and development.

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: Adrian Hart
		Legal: Nadine Wynter
		Equalities & Consultation: Ed Sexton
		Climate: Hilary Coulson
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	SLB member who approved submission:	Ajman Ali
3	Committee Chair consulted:	Cllr 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: Hilary Coulson	Job Title: Head of Libraries and Archive Services
	Date: 11 th March 2024	

1. BACKGROUND

- 1.1 The 2023/24 Communities, Parks and Leisure Policy Committee (CPL) budget was balanced on the assumption that the first phase of a strategic review would include changes to opening hours of the 11 Council-run Community Hub Libraries.
- 1.2 From April 2023 the opening times of Chapeltown, Crystal Peaks, Darnall, Ecclesall, Firth Park, Highfield, Hillsborough, Manor, Parson Cross, Stocksbridge and Woodseats libraries were standardised and increased from 31 hours to 34 hours a week. This change ensured we can use our staffing more flexibly to keep our libraries open during their published opening times and better reflect demand patterns of our customers.
- 1.3 Council-run Community Hub Libraries are now open on the same days and times across the city as follows:
- Monday 10am-5pm
 - Tuesday 10am-5pm
 - Wednesday 10am-5pm
 - Thursday - closed
 - Friday 10am-5pm
 - Saturday 10am-4pm
 - Sunday - closed
- 1.4 As with any change, it is good practice to review and understand its impact. We have now concluded this review and the data in Appendix 1 shows that the feedback from our customers has been largely positive. It is therefore proposed to maintain these standard opening hours on a permanent basis (or at least until the next review is required).
- 1.5 In addition to data analysis, the change in opening hours and new approach to staff timetabling has highlighted the lack of available time for training and development of our frontline teams. Whilst the libraries are open longer for customers, this means that libraries and archives staff do not have any allocated time for team meetings, one to ones, training, or personal development.
- 1.6 To remedy this, it is proposed to delay opening the libraries on one day each month (on either a Tuesday or Wednesday) and to use this time for staff development.
- 1.7 The days will be scheduled well in advance to make these as visible as possible to our customers and have been chosen as the least busy days across the libraries.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 There are risks with making any changes to the current provision because libraries are more than just a place to borrow books; they offer community meeting space, events that tackle isolation and support speech & language development in early years, access to IT for those who do not own their own equipment and/or cannot access the internet and are key provider of Sheffield's Warm Spaces. We hope that by continuing these changes to opening hours, we will extend the availability of library benefits and keep the changes under review.
- 2.2 The nature of libraries means they continually change, especially in today's digital environment. We need to be flexible and able to evolve. Our Community Hub Libraries need to embrace change and we need to continue to develop our professional and technical skills. By investing in library staff training, we improve the quality of service and also aim to increase staff satisfaction and retention.
- 2.3 Investing in our staff personal development contributes to improve the workforce opinion scores in the Library and Archives Services on Theme 3: Environment to Thrive. Particularly the areas that consider:
- I believe there are opportunities for me to develop my career here if I want to
 - I believe I have everything I need to do my job to the best of my ability

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The original customer consultation was carried out to inform the new opening hours in early 2023. Consultation began on 10th January and concluded on 26th February 2023 and there were 1271 responses to our survey. This consultation told us that for the majority of respondents, the change in the opening hours would not impact them, with 45% indicating "no change". 22% of respondents said they would use the library service more, and 17% said they would use it less. DCMS, as statutory superintendent, has been kept informed during this change.
- 3.2 Following the changes to opening hours last April, we asked customers for their feedback about how the opening times affect their use of the libraries. This ran from 9th January to 22nd February 2024 and was promoted in our libraries, our social media accounts and direct messages (for those who had signed up for this communication).

373 people responded to the recent consultation. 82% of respondents were broadly positive about the changes¹ and 78% of respondents said they used the libraries the same or more with the new opening hours².

3.3 There were 56 respondents who solely use the Council's Community Hub Libraries who stated they use our Libraries less than before, accounting 15% of all those who responded to us. This does correlate with the original consultation feedback, when 17% of people said they would use the library less than before.

3.4 The majority of these responses (43 people) said they were impacted by the removal of the late afternoon opening. and shows that 12% of those who responded have used the library less because of this change.

3.5 There were a further 13 who solely use the Council's Community Hub Libraries who stated they use our Libraries less than before due to the mid-week closed date moving to a Thursday (prior to April 2023, each Hub Library was closed for 1.5 days mid-week, but these were staggered across the week).

3.6 We want our Libraries to be open and accessible to all customers, but recognised we had to balance the need to make the Service more financially sustainable (with around a 13% reduction in the Council's core funding to the Library Service from 2023/24) and reflect the majority of customer demand, which showed that more people use the library in the morning than after 5pm.

3.7 Over the last year, library usage in person has continued to increase and come back from the impact of the Covid pandemic³. The trend in increasing usage and customer feedback indicates that overall, the changes to the opening times have been a success and therefore we are proposing to maintain these.

3.8

4. RISK ANALYSIS AND IMPLICATIONS OF THE REPORT

4.1 Equality Implications

4.1.1 There are no new equality implications from this report. The change to library opening times, from April 2023 was subject to a full equality impact assessment as part of the 2023/24 budget proposals. This has been reviewed for following the recent consultation in equality impact assessment number 2526.

¹ 307 respondents who answered, "Very happy", "Happy", or "Neither happy or unhappy" to the question: "Overall, how happy are you with the changes to the opening hours?"

² 291 respondents who answered, "I use the libraries more" or "No change" to the question: "How has your use of Community Hub Libraries changed since the introduction of new opening hours?"

³ Visits to Council run libraries between April 23 and January 24 was around 750,000, compared to 625,000 for the same time last year.

4.1.2 The 11 Community Hub libraries run by the Council will continue to remain open for longer than they were prior to April 2023 and longer than our statutory requirement, based on the judicial review in 2014.

4.1.3 The monthly half day late opening will be alternated between Tuesday and Wednesday mornings to not adversely impact one group of customers or regular users. The EIA notes the impact of standardising opening times reflecting that all the libraries are of equal value. Each library has an intrinsic worth and potential for its community and the value of a library should not only be measured by volume of users or busy periods, as this can be influenced by wider geographical inequalities (e.g. relative deprivation and/or the availability of healthy leisure time, etc).

4.2 Financial and Commercial Implications

4.2.1 The financial implications arising from changes in opening hours and having a standard day for closure are contained within the existing financial budgets. There is no requirement for additional funding.

4.3 Legal Implications

4.3.1 The Public Libraries and Museums Act 1964 outlines the legal framework for public libraries in England. According to section 7(1) of the 1964 Act, local authorities, acting as the Library Authority for their respective areas, are obligated to offer a 'comprehensive and efficient' library service to everyone who lives, works, or studies full time in their jurisdiction.

4.3.2 As the terms 'comprehensive and efficient' are not explicitly defined in the 1964 Act, the Council has the power to decide the best way to deliver public library services, considering the specific needs of its locality. The proposals presented in this report are tailored to the local requirements set out in this report.

4.4 Climate Implications

4.4.1 There are no direct Climate Implications, as the opening hours are already in place and whilst these are longer than previously, the buildings were already open for 5 days out of 7 prior to April 2023. As such the buildings were already heated on those days and any increase in energy use is therefore minimal.

4.4.2 Loaning library books to customers is a greener option than individuals purchasing themselves, as such the extended opening times should allow more customers to access the Library Services.

4.5 Other Implications

4.5.1 There are no further implications from this report.

5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 We could revert to the original opening hours. However, the way our service is currently structured, coupled with our available budget resources, mean that we would not be able to offer our customers consistency or the high-quality service they are now receiving.
- 5.2 Operating the previous opening hours often meant that we had to close our libraries at short notice because we cannot provide the right resources and the new opening hours has mostly prevented this from happening once the Service recruited to a significant number of vacancies over the summer of 2023.
- 5.3 There may be opportunities to integrate and co-locate library services with other government and partner agencies who share library values in the future, and we will continue to explore these opportunities. Any changes would need to include an impact assessment for customers and would be subject to further consultation.
- 5.4 There is an option to pay additional overtime for staff training and development. However, this would adversely impact our staff teams as they would need to complete all training and development activities outside of their normal working hours and full-time staff would routinely work 6 days a week. This would also adversely impact the libraries budget which is already committed to savings targets.
- 5.5 There is an option to not close our libraries for half a day each month to allow for staff training and development. However, this would mean that staff would need to take ad hoc time out of their working day to complete the necessary training, one to ones and any personal development. This would likely have an impact on customers as libraries would not be able to provide a consistent service.

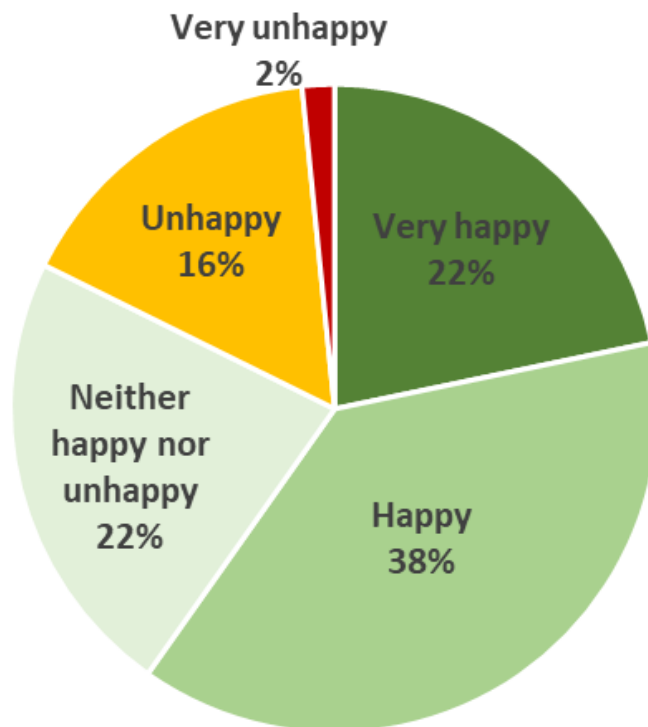
6. **REASONS FOR RECOMMENDATIONS**

- 6.1 The new opening hours provide library customers with the optimum available hours.
- 6.2 The new opening hours provide stable staff resources.
- 6.3 The proposed monthly half day late opening will enable investment in our staff, furthering their development and ensuring they can offer the highest quality service to customers.

Appendix 1

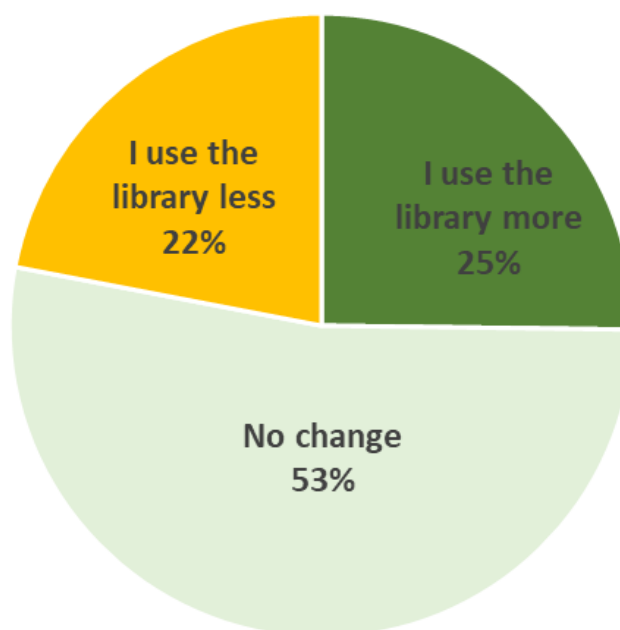
Question: Overall, how happy are you with the changes to the opening hours?

Response	Number	%
Very happy	81	82%
Happy	142	
Neither happy nor unhappy	84	
Unhappy	60	18%
Very unhappy	6	
Total	373	100%



Question: How has your use of Community Hub Libraries changed since the introduction of new opening hours?

Response	Number	%
I use the library more	94	78%
No change	197	
I use the library less	82	22%
Grand Total	373	100%



For those who solely use Council Community Hub Libraries and who stated they use the libraries less:

Question: Which of the changes contributed to your response to the question “How has your use of Community Hub Libraries changed since the introduction of new opening hours”?

[Note: individuals were able to choose more than one option]

Response	Number	%
No late opening	39	70%
Thursday closed	13	23%
Both Thursday closed & no late opening	3	5%
Multiple	1	2%
Grand Total	56	100%

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PART A - Initial Impact Assessment

Proposal Name: Library Opening Hours

EIA ID: 2625

EIA Author: Hilary Coulson (CEX)

Proposal Outline: Maintain current opening hours, which were changed as part of the budget proposal for 2023/24, covered in EIA1358. The hours have been reviewed after 9 months in operation with the proposal to maintain the current approach. This sought to improve the customer experience by extending opening hours in community hub libraries from 31 hours to 34 hours and standardise the times and days open across each library. This means all Council Hub Libraries are closed on Thursdays, and removal of the late afternoon opening, when use it lowest.

Proposal Type: Non-Budget

Year Of Proposal: 24/25

Lead Director for proposal: Lisa Firth

Service Area: Parks, Leisure and Libraries

EIA Start Date: 26/02/2024

Lead Equality Objective: Understanding Communities

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:

The impact of increased opening hours will affect every Sheffield City Council community hub library. The impact will be positive for the majority of people including those with protected characteristics. The standardisation of opening times underlines that all the libraries concerned are of equal value and that all communities should have equal opportunities to access and make use of their local library. It recognises that the value of a library should not only be measured by volume of users or busy periods, as this measurement can be influenced by wider geographical inequalities (e.g. relative deprivation and/or the availability of healthy leisure time, etc). Each library has an intrinsic worth and potential for its community. Although there could be a negative impact for people who are only able to attend the library between 5.00pm and 6.30pm once per week, analysis shows library usage at this time is very low, (i.e. at popular opening times we issue five times more books than the evening session). Anyone who is not able to visit a library can download free library e-books and e-magazines to their own compatible devices, or use our free Home Library Service, or visit Central Library which is open until 8pm on Wednesday evenings.

Impacted characteristics:

- Age
- Care Experienced
- Carers
- Disability
- Health
- Gender Reassignment
- Partners
- Poverty & Financial Inclusion
- Pregnancy/Maternity
- Race
- Religion/Belief
- Sex
- Sexual Orientation
- Voluntary/Community & Faith Sectors

Consultation and other engagement

Cumulative Impact

Does the proposal have a cumulative impact:

Yes

Following original consultation in Jan-Feb 23, we have carried out a survey asking for feedback from customers in Jan-Feb 24 to understand the impact of the changes made in April 23. This survey was promoted in our Libraries, on social media and via direct communication for individual who have signed up for this with the Library Service.

Impact areas:

Year on Year

Initial Sign-Off

Full impact assessment required:

Yes

Review Date:

11/03/2025
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PART B - Full Impact Assessment

Health

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours from 31 to 34 per week our customers will have increased access to a safe and warm space, where they can access books and information that are beneficial to their health and wellbeing, and events and activities that are beneficial to their health and wellbeing. We would no longer be opening between 5.00pm and 6.30pm one night per week, which can be mitigated by accessing the library services e-books and magazines, or access the Home Library Service as an alternative, or visiting Central Library which is open until 8pm on Wednesday evenings. Research commissioned by Sheffield Libraries & Archive service in 2016 showed the volunteering opportunities in our communities created by the 16 volunteer led libraries had positive health outcomes. By continuing to support and resource the volunteer led libraries we can expand access to safe and warm spaces, and free access to books and information that are beneficial to health and wellbeing. We will continue to maintain book stocks that can offer positive health outcomes.

Name of Lead Health Officer:

Comprehensive Assessment Being Completed: No

Public Health Lead signed off health impact(s):

Age

Staff Impacted:

Customers Impacted: Yes

Description of Impact: By increasing our opening hours, people of all ages will have increased access to library services. The needs of older people include: • Reliance on local libraries as a source of social contact to relieve isolation • Need for local provision or a home library service due to difficulty travelling or carrying books. • Retired people who are still active and want to be engaged in the community • Access to large print and talking books
The needs of children and young people include: • Early years development - activities e.g. toddler groups, reading groups • Support networks for parents • Libraries fostering positive attitude to literacy and current low literacy rates in the city.

Carers

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours, people who have caring responsibilities will have increased access to library services. The needs of carers include: • Access to safe and welcoming spaces • Access to autism friendly library services • Access to events and activities that promote health and wellbeing • Access to books and information that help manage health conditions • Access to computers and Wi-Fi that enable applications for universal credit and other benefits
By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for carers. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if a carer can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Care Experienced

Staff Impacted: No

Customers Impacted:

Yes

Description of Impact:

By increasing our opening hours, people who have are care experienced will have increased access to library services. The needs of those who are care experienced may include:

- Access to safe and welcoming spaces
- Access to autism friendly library services
- Access to events and activities that promote health and wellbeing
- Access to books and information that help manage health and wellbeing
- Access to computers and Wi-Fi that enable applications for public services

By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for individuals who are care experienced. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if a care experienced individual can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Disability

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

By increasing our opening hours, people of disabilities and higher level of need will have increased access to library services. The needs of people with disabilities include:

- Local provision to limit travel requirements
- Access to books and information that helps them manage their condition
- Access to social interaction and activities
- Access to large print and talking books
- Home Library service
- Access to safe and welcoming spaces

By increasing our opening hours from 31 to 34 this will provide increased access to library services for people with disabilities. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if a disabled person can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for people of who have had a gender reassignment living or working in Sheffield. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if library users can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Partners

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours from 31 hours to 34 this will provide increased access to the library and library services for our partners and partner services. Therefore, a positive impact from the change.

Poverty & Financial Inclusion

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: A positive impact will be created by increasing our opening hours from 31 to 34 hours per week. People accessing the library service can benefit from a safe and warm environment, free hot drinks as part of Welcoming Spaces, free access to internet and Wi-Fi, free find my past, free driving test theory, fine free access to library books.

Pregnancy / Maternity

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours, people of who are pregnant/on maternity will have increased access to library services. The needs of people who are pregnant/on maternity include: • Locally accessible provision • Welcoming safe spaces • Access to information and books that help them gain knowledge about their condition • Access to baby time sessions and peer support • Access to baby books that can inspire a lifetime of reading for fun with enhanced life changes. By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for all people. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if a person who is pregnant can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Race

Staff Impacted: No

Customers Impacted: Yes

Description of Impact: By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for people of all races living or working in Sheffield. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if library users can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Religion / Belief

Staff Impacted: No

Customers Impacted:

Description of Impact:

By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for people of religions and beliefs living or working in Sheffield. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if library users can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Sexual Orientation

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for people of all sexual orientations living or working in Sheffield. We are proposing to stop the one evening per week open from 5.00pm to 6.30pm and if library users can only access the library at this time, they can access library e-books and magazines or use the free Home Library Service or visit Central Library which is open until 8pm on Wednesday evenings.

Voluntary / Community & Faith Sectors

Staff Impacted:

Yes

Customers Impacted:

No

Description of Impact:

By increasing our opening hours from 31 hours to 34 this will provide increased access to library services for community groups, and therefore a positive impact. Community groups can also access community spaces in libraries outside of library opening hours.

Action Plan & Supporting Evidence

Outline of action plan:

Consultation with customers via Have your say, and surveys in libraries. to understand the impact of the changes that were made in April 2023, to inform a

decision about adopting these on an ongoing basis.

Action plan evidence:

Analysis of library usage patterns this year, compared to the previous year

Changes made as a result of action plan:

Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

Review Date

Review Date: 11/03/2025



Report to Policy Committee

Author/Lead Officer of Report: Ian Turner

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

Report to: *Communities Parks and Leisure Policy Committee*

Date of Decision: *11th March 2024*

Subject: *Sheffield Youth Cabinet and UK Youth Parliament*

Type of Equality Impact Assessment (EIA) undertaken	Initial <input checked="" type="checkbox"/>	Full <input type="checkbox"/>
Insert EIA reference number and attach EIA	2634	
Has appropriate consultation/engagement 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"/>
<p>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> <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:

The purpose of this report is to inform the Policy Committee of the work of the Sheffield Youth Council and UK Youth Parliament in providing a local, regional and national voice for the young residents of the city.

Recommendations:

It is recommended that the Communities Parks and Leisure Policy Committee:

1. Notes the update about the Sheffield Youth Cabinet (SYC) Elections and the work of young residents through SYC and the UK Youth Parliament (UKYP).
2. Notes the increase in participations of young residents in local democracy and decision making in their communities, across the city and nationally.

Background Papers:

Appendix A: Sheffield Youth Cabinet presentation

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.	Finance: <i>Adrian Hart</i>
		Legal: <i>Robert Parkin</i>
		Equalities & Consultation: <i>Ed Sexton</i>
		Climate: <i>N/A</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	<i>Ajman Ali</i>
3	Committee Chair consulted:	<i>Richard Williams Chair, Communities, Parks and Leisure</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>Chelsea Renehan</i>	Job Title: <i>Head of Community Youth Services</i>
	Date: <i>29/2/24</i>	

1. PROPOSAL

1.1 Introduction

1.1.3 The **Youth Voice and Influence Service** are a team within the Sheffield City Council's Community Youth Services of professionally qualified Youth and Community Workers who all have a passion for ensuring young residents voices in the city are heard.

They support and empower young people to shape, lead and produce their own activities and programmes such as:

- **SENDing Voices** – This group is for young residents aged 13 to 25yrs with a Special Educational Need or Disability (SEND).
- **SYP YPIAG** - The group allows young residents aged 13yrs to 25yrs to give direct feedback to the police on issues that matter to them and others.
- **Community Young Advisors** – There are numerous groups across the city for young residents aged 11 - 17yrs that gives the opportunity to engage with decision makers and influence change in their local area.
- **Sheffield Youth Cabinet** (see below)
- **Sheffield UK Youth Parliament** (see below)

1.1.2 Sheffield Youth Cabinet (SYC)

This is the citywide voice group for young residents in Sheffield. There are 35 elected young people (5 per Local Area Committee area). Elections take place once every 2 years and you need to be 11 to 17yrs old to stand in the elections. The youth Cabinet also have special interest/ link seats (which go up to aged 25) to try to ensure a diverse range of voices are represented.

SYC enables young Residents to have a say on issues that matter to them and to influence decision making at a local, regional and national level. SYC members represent the voice, views and opinions of their peers in their local areas. Their work is voluntary, and they are all passionate about making Sheffield and the UK a better and fairer place for young residents.

1.1.3 Sheffield UK Youth Parliament (UKYP)

We have 3 young residents elected as Members of UK Youth Parliament for Sheffield. They lead on national campaigns and the bi-annual Make your Mark Survey. Elections take place once every 2 years and you need to be 11 to 17yrs old and already elected to the Youth Cabinet to be able to stand for one of these roles.

1.2 Activity and Involvement

- 1.2.1 Youth councillors attended and took part in the Roots and Futures consultation on culture and heritage. Throughout summer and into autumn 2023, they worked on the schedule for the 2024 elections that will see a new youth cabinet elected including developing an online self-nomination form and introductory flyer and PowerPoint.

One SW youth councillor was also successfully select for the national British Youth Council Select Committee for Cost of Living.

The East Member of Youth Parliament attended the UKYP Annual Conference Leeds University to begin developing the national Food for Learning Bill.

- 1.2 In September, the SYC Full Cabinet met to review their priority area shifting focus slightly to develop a piece of work on the cost-of-living crisis and look at period education available in schools.

UKYP members voted for their national steering group rep and debate leads at the House of Commons. The three members of UK Youth Parliament will be attending a Youth Conference shortly in readiness for the House of Commons event in November.

SYC members attended the Regional Youth Con in October taking part in media training and worked on the national spill the tea campaign inputting their views to be fed in via MYP's to the House of Commons.

All three Sheffield Members of UK Youth Parliament (MYP's) attended the House of Commons Debate on the Food for Learning Bill in November ([British Youth Council | UK Youth Parliament Campaigns | Food for Learning: the Campaign for Universal Free School Meals \(byc.org.uk\)](https://www.byc.org.uk/campaigns/food-for-learning))

1.3 **SYC Elections**

Over 12,000 young residents voted in the SYC elections to elect the 35 Youth Cabinet members (5 from each Local Area Committee). The results were announced on 22nd February at an event at Bramall Lane.

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

2.1 **Sheffield City Council Plan 2024 – 2028**

A place where all children belong and all young people can build a successful future

***People** – we want Sheffield's children and young people to feel secure and safe in their lives, with a strong support network: to feel they can belong, whether that is in their local communities, their school, or wherever they want to be. We want them to have the opportunity to get involved in things that matter to them, to know that they are listened to and for Sheffield to help them build the foundations to succeed.*

Ensure all children and young people can feel like they can belong and thrive in Sheffield.

SYC and UKYP provide a voice for young Residents to influence and change the things that matter to them. Through this representation, young people can communicate the expectations of all young residents locally, regionally, and nationally and know that they are being heard at all these levels.

2.2 Sheffield City Council Youth Strategy 2022-2025

Sheffielders shape services

We want Young Sheffielders to have a say in all aspects of their services which spread beyond Community Youth Services but mean recognising Young Sheffielders in all areas of council decisions that affect them. To do this means we commit to actively listening to our young people.

We want young people to be heard and to feel safe enough to share their direct feedback. For this to happen we must provide a variety of platforms for young people, in particular those from underrepresented groups, to have a say.

SYC and UKYP aren't the only ways that young residents can voice their opinions but the expansion of SYC in 2022 means that more young residents from vulnerable and previously underrepresented groups have a voice locally, regionally and nationally.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Sheffield Youth Cabinet and Sheffield UK Youth Parliament are both fundamentally about consulting with and involving young residents in the city about decisions regarding how services are provided.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 Sheffield Youth Cabinet and UK Youth Parliament have a positive impact on young people. Thousands of young residents are engaged through the biennial elections to the Cabinet. The Cabinet gives voice and influence to young residents from across the city.

4.2 Financial and Commercial Implications

- 4.2.1 There are no financial or commercial implications of this decision.

4.3 Legal Implications

- 4.3.1 There are no legal implications of this decision.

4.4 Climate Implications

4.4.1 There are no climate implications of this decision.

4.4 Other Implications

4.4.1 None

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 None

6. REASONS FOR RECOMMENDATIONS

6.1 The elections to the SYC have been a great success, engaging over 12,000 young residents across the city in electing their representatives.

SYC and UKYP enable young residents to have a say on issues that matter to them and to influence decision making at a local, regional and national level. SYC members represent the voice, views and opinions of their peers in their local areas.