

## SHEFFIELD CITY COUNCIL

### CABINET DECISIONS AND KEY INDIVIDUAL CABINET MEMBERS AND EXECUTIVE DIRECTOR DECISIONS

#### Forward Plan of Executive Decisions 1 March 2016 to 30 June 2016

The Forward Plan is published on the first day of each month and shows the key decisions to be taken by the authority over the following 3 months. It also includes non-key decisions due to be taken by the Cabinet over the same period.

In addition, new issues and changes to existing issues will be published on the website as soon as they are known on the [What's New](#) web page.

1. This schedule provides amongst other decisions, details of those Key Executive Decisions to be taken by the Cabinet , Individual Cabinet Members or Executive Directors in 28 days and beyond as required by Section 9 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
2. The membership of decision makers are as follows:
  - **Cabinet** - Councillors Julie Dore (Chair), Leigh Bramall (Deputy Chair), Ben Curran, Jackie Drayton, Jayne Dunn, Terry Fox Mazher Iqbal, Mary Lea and Sioned-Mair Richards
  - Where **Individual Cabinet Members** or **Executive Directors** take Key Executive Decisions their names and designation will be shown in the Plan.
3. Access to Documents - details of reports and any other documents will, subject to any prohibition or restriction, be available from the date upon which the agendas for the Cabinet and Cabinet Highways Committee and Individual Cabinet Member and Executive Director reports are published and accessible via the Council's web-site at [www.sheffield.gov.uk](http://www.sheffield.gov.uk) or can be collected at the Town Hall at the following address:-  
Democratic Services, Town Hall, Sheffield, S1 2HH
4. Where it is intended to hold a meeting, or part of a meeting, in private a notice will be published at least 28 days prior to the meeting in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

<b>Date decision is expected to be taken and who will take the decision?</b>	<b>Description of decision</b> (This includes details of those items or parts of those items which will be considered in private & the reasons why their consideration will be in private) K = Key Decision P = Statutory Plan - part of budget and policy framework	<b>Cabinet Member and relevant Scrutiny Policy and Development Committee</b>	<b>What documents will be considered by the decision maker?</b>	<b>Date agenda documents available</b>	<b>Who can I contact about this issue and request documents, subject to availability?</b>
9 Mar 2016 Cabinet	Home Care Scrutiny Report  The report sets out the recommendations the Scrutiny Committee has made in relation to Home Care.	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)	Report of the Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee	1/3/16	Policy, Performance and Communications Emily Standbrook-Shaw Tel: 27 35065 emily.standbrook-shaw@sheffield.gov.uk
9 Mar 2016 Cabinet	Prevent Task Group Report  The Children, Young People and Family Support Scrutiny and Policy Development Committee set up a Task Group to look at Prevent. The report outlines their findings and recommendations.	Cabinet Member for Children, Young People and Families (Councillor Jackie Drayton), Cabinet Member for Neighbourhoods	Report of the Children, Young People and Family Support Scrutiny and Policy Development Committee	1/3/16	Policy, Performance and Communications Diane Owens Tel: 27 35065 diane.owens@sheffield.gov.uk

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9 Mar 2016 Cabinet	Provision of Taxi/Minibus Transport for SEN Children and Adults (K)  The current framework for the provision of Taxi / Minibus transport for SEN children and adults across the City expires in August 2016. There is therefore a requirement to re-procure a new framework to commence September 2016.	Cabinet Member for Finance and Resources (Councillor Ben Curran)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	1/3/16	Resources John Hudson Tel: 27 35039 john.hudson2@sheffield.gov.uk
9 Mar 2016 Cabinet	Revenue Budget and Capital Programme Monitoring 2015/16 Month 10 (as at 31/1/16) (K)	Cabinet Member for Finance and Resources (Councillor Ben Curran)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	1/3/15	Resources Mike Thomas Tel: 27 34358 mike.thomas@sheffield.gov.uk

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9 Mar 2016 Cabinet	Better Health and Wellbeing - Working Better Together in Communities (K)  Agreement to a new approach to investing in preventative community health and wellbeing services – based on working with collaborative partnerships of local organisations.	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)  Healthier Communities and Adult Social Care Scrutiny Committee	Report of the Executive Director, Communities	1/3/16	Communities Joe Fowler Tel: 27 34605 joe.fowler@sheffield.gov.uk

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9 Mar 2016 Cabinet	<p>Sheffield Digital Business Incubator (K)</p> <p>Sheffield City Council has been requested by the Department of Culture, Media Sport to receive and then act as Accountable Body for £3.5m capital funding to establish a new facility providing work space, business incubation and other services for entrepreneurs and small and medium sized businesses (SMEs) based in the Sheffield City Region whose ambitions and business models rely on digital technologies and their applications.</p> <p>Acting as Accountable Body SCC will assess detailed proposals and enter into Funding Agreements with third party delivery bodies.</p>	<p>Cabinet Member for Business, Skills and Development (Councillor Leigh Bramall)</p> <p>Economic and Environmental Wellbeing Scrutiny Committee</p>	<p>Report of the Executive Director, Place</p>	<p>1/3/16</p>	<p>Place            Ben Morley            Tel: 22 32389            ben.morley@sheffield.gov.uk</p>

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9 Mar 2016 Cabinet	Sheffield Housing Company Phase 2 (K)  An update on Sheffield Housing Company progress and the provision of security for Phase 2 development finance loan.	Cabinet Member for Housing, Cabinet Member for Finance and Resources (Councillor Ben Curran)  Safer and Stronger Communities Scrutiny Committee	Report of the Executive Director, Place Regulation 5 Notice	1/3/16	Place John Clephan Tel: 20 37128 john.clephan@sheffield.gov.uk

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14 Mar 2016 Cabinet Member for Health, Care and Independent Living	Young Carer, Parent Carer and Adult Carer Strategy (2016-20) (K)  The purpose of this report is to seek approval of the Young carer, parent and adult carer strategy  A carer is someone of any age who provides unpaid support to family or friends to enable them to cope and carry on with their day to day life as they could not manage without this help.  Crucial for the successful delivery of this strategy, is a mind-set change by everyone so that there is a better understanding of what caring means and the impact that it has on the carer's life.	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)  Children, Young People and Family Support Scrutiny Committee, Healthier Communities and Adult Social Care Scrutiny Committee	Young Carers, Parents and Adults Carers Strategy	6/3/16	Communities Joe Fowler Tel: 27 34605 joe.fowler@sheffield.gov.uk

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16 Mar 2016 Cabinet Member for Housing	<b>Implementation of Age Re-Designation Proposals (K)</b>  The report recommends the implementation of the outcomes following the review of current 40+ and 60+ age banded housing stock in Sheffield. The review criteria is based on: <ul style="list-style-type: none"> <li>• All accommodation currently designated for applicants aged 40+ is redesignated as either general needs accommodation or for applicants aged 60+</li> <li>• That some over 60 accommodation has been redesignated to general needs where demand is low.</li> </ul>	Cabinet Member for Housing  Safer and Stronger Communities Scrutiny Committee	Report of the Executive Director, Communities	8/3/16	Communities Rosie Sheldon Tel: 27 36608 rosie.sheldon@sheffield.gov.uk



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Not before 17 Mar 2016 Cabinet Member for Environment and Transport	Review of Sheffield City Council's Assisted Waste Collection Policy (K)  The report sets out the revised eligibility criteria, following a public consultation, for when an assisted waste collection will be granted.	Cabinet Member for Environment and Transport  Economic and Environmental Wellbeing Scrutiny Committee	Report of the Executive Director, Place	TBC	Place Alastair Black Tel: 20 37621 alastair.black@sheffield.gov.uk

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Not before 17 Mar 2016 Executive Director, Resources	Purchase of Liquid Fuels (K) The current YPO framework arrangement from which the Council purchases its liquid fuel requirements has expired, and YPO have now released details of the successor framework. In setting up the new framework, YPO have tested the market, although some further soft market testing will take place by SCC to confirm best value for money.	Cabinet Member for Finance and Resources (Councillor Ben Curran)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	TBC	Resources Paul Rayton Tel: 20 37590 paul.rayton@sheffield.gov.uk
Not before 17 Mar 2016 Leader of the Council	Capital Programme Approvals Month 8 (K)	Leader of the Council (Councillor Julie Dore)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	TBC	Resources Paul Schofield Tel: 27 36000 paul.schofield@sheffield.gov.uk

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Not before 17 Mar 2016 Cabinet	Sheffield Cohesion Strategy (K)  Renewing the City's Cohesion Strategy through a co-production model with the Cohesion Advisory Group	Cabinet Member for Neighbourhoods  Safer and Stronger Communities Scrutiny Committee	Report of the Executive Director, Communities	TBC	Communities Angela Greenwood Tel: 2930055 angela.greenwood@sheffield.gov.uk
Not before 17 Mar 2016 Cabinet	Sheffield Alcohol Strategy 2015-2019 (K)  The strategy will guide the strategic approach to addressing alcohol use and misuse in Sheffield for a 4 year period.	Cabinet Member for Public Health and Equalities  Healthier Communities and Adult Social Care Scrutiny Committee	Report of the Executive Director, Communities	TBC	Communities Helen Phillips-Jackson Tel: 27 53926 helen.phillips-jackson@sheffield.gov.uk

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Not before 17 Mar 2016 Cabinet	Hemsworth Extra Care (K)  The report proposes the procurement of a developer partner for an Extra Care housing scheme on the site of the former Hemsworth School.	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)  Healthier Communities and Adult Social Care Scrutiny Committee	Report of the Executive Director, Communities	TBC	Communities Dave Mason Tel: 0114 2734617 dave.mason@sheffield.gov.uk
Not before 17 Mar 2016 Cabinet	LD Accommodation Market Development Plan (K)  Sets out our intended approach to improvements in supply and quality of local accommodation for adults with a learning disability in Sheffield.	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)  Healthier Communities and Adult Social Care Scrutiny Committee	Report of the Executive Director, Communities	TBC	Communities Barbara Carlisle Tel: 0114 2735439 barbara.carlisle@sheffield.gov.uk

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Not before 17 Mar 2016 Cabinet	Developing a Youth Trust (K)  Cabinet is recommended to approve the start of a project to consider options for the development of a Youth Trust for Sheffield.	Cabinet Member for Children, Young People and Families (Councillor Jackie Drayton)  Children, Young People and Family Support Scrutiny Committee	Report of the Executive Director, Children, Young People and Families	TBC	Children, Young People and Families Sam Martin Tel: 0114 2296140 sam.martin@sheffield.gov.uk

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23 Mar 2016 Executive Director, Communities	Care Home Fees Review 2016/17 (K)  The report: <ul style="list-style-type: none"> <li>• Describes the National Care home market and national demographics.</li> <li>• Describes the local Care home market and Sheffield demographics. Considers the inflation impact on Care homes and sets this in the context of the Council's financial position.</li> <li>• Makes recommendations on a the proposed level of Care home fee increase for 2016/17</li> </ul>	Cabinet Member for Health, Care and Independent Living (Councillor Mary Lea)  Healthier Communities and Adult Social Care Scrutiny Committee	Report of the Executive Director, Communities	15/3/16	Communities Steve Jakeman Tel: 20 57151 steve.jakeman@sheffield.gov.uk

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24 Mar 2016 Executive Director, Resources	<p>Procurement of Translation and Interpretation Service (K)</p> <p>As a Public Authority we have legal responsibilities to ensure that residents can access our services. Those who have difficulty communicating in English may need help through translation and interpretation</p> <p>The Council currently has a Contract for the provision of translation and interpretation services with an external contractor. This contract ends on 31 August 2016.</p> <p>To ensure continuity of service provision, it is proposed that work is undertaken to procure a new contract with an external supplier for translation and interpretation services.</p>	<p>Cabinet Member for Finance and Resources (Councillor Ben Curran)</p> <p>Overview and Scrutiny Management Committee</p>	<p>Report of the Executive Director, Resources</p>	<p>16/3/16</p>	<p>Resources            Andrew Fellows, Diane Holland            Tel: 27 34405, Tel: 20 37082            andrew.fellows@sheffield.gov.uk,            diane.holland@sheffield.gov.uk</p>

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25 Mar 2016 Director of Housing and Neighbourhoods Service	PREVENT: Home Office Grant (K)  The report seeks approval for the acceptance of a Home Office grant to employ a Local Prevent Coordinator.	Cabinet Member for Neighbourhoods  Safer and Stronger Communities Scrutiny Committee	Report of the Executive Director, Communities	17/3/16	Communities Simon Mitchell Tel: 275 5971 simon.mitchell@sheffield.gov.uk
6 Apr 2016 Cabinet Member for Business, Skills and Development	RISE 2016-19: Approving Grant Funding to Support the Delivery of the RISE Graduate Placement Scheme 2016-19 (K)  The report seeks approval to receive up to £630,000 of grant funding from the University of Sheffield, Sheffield Hallam University and Sheffield City Region. In addition, the report asks for approval to enter into a Funding Agreement with Sheffield City Region.	Cabinet Member for Business, Skills and Development (Councillor Leigh Bramall)  Economic and Environmental Wellbeing Scrutiny Committee	Report of the Executive Director, Place	29/3/16	Place Sarah Lowijones Tel: 0113 22 32368 sarahlowijones@sheffield.gov.uk



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25 Apr 2016 Leader of the Council	Capital Programme Approvals Month 11 (K)	Leader of the Council (Councillor Julie Dore)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	15/4/16	Resources Paul Schofield Tel: 27 36000 paul.schofield@sheffield.gov.uk
Not before 25 May 2016 Cabinet	Revenue Budget and Capital Programme Monitoring 2015/16 Month 12 (as at 31/3/16) (K)	Cabinet Member for Finance and Resources (Councillor Ben Curran)  Overview and Scrutiny Management Committee	Report of the Executive Director, Resources	17/5/16	Resources Mike Thomas Tel: 27 34358 mike.thomas@sheffield.gov.uk

**A key decision\*** is one that results in income or expenditure of £500,000+, or is likely to be significant in terms of its effects on two or more wards. The full definition of a key decision can be found in Part 2, Article 13 of the Council's Constitution which can be viewed on the Council's website [www.sheffield.gov.uk](http://www.sheffield.gov.uk). Requests for copies or extracts from any of the publicly available documents or other documents relevant to the key decisions, or for details of the consultation process and how to make representations, can be made by ringing the contact officer or via the Democratic Services, Legal and Governance, Town Hall, Sheffield S1 2HH email to: [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk)