

SHEFFIELD CITY COUNCIL

EXECUTIVE FUNCTIONS DECISION RECORD

The following decisions were taken on Wednesday 12 December 2012 by the Cabinet.

Date notified to all members: 14th December, 2012

The end of the call-in period is 4:00 pm on 20th December, 2012

The decision can be implemented from 21 December, 2012.

Item No

6. REDESIGN OF EARLY YEARS' SERVICE

6.1 The Executive Director, Children, Young People and Families submitted a report setting out in principle proposals to redesign Early Years' Services in Sheffield.

6.2 **RESOLVED:** That Cabinet (a) approves in principle:-

- (i) the proposed redesign and streamlining of the organisational structure in early years services in order to maximise access to high quality early learning and health services with the resources available;
 - (ii) the proposed action plan for a quality improvement programme for all early years settings;
 - (iii) the proposed reorganisation of the management and co-ordination of 36 Children's Centres into 17 Children's Centre Areas;
 - (iv) the proposal that existing contracts with providers (due to end in March 2013) are not renewed where services are no longer required or funding is not available, while, at the same time, specifications for procurement of new targeted services will be developed;
 - (v) the proposed cessation of grants to 16 childcare providers in the Private, Voluntary and Independent sector and 4 in the statutory sector; and
 - (vi) the proposed reduction and transfer of the maintained childcare provision; and
- (b) notes (i) the proposed further communication and consultation to be carried out on the Early Years' Review and (ii) that a further report will be submitted to Cabinet in February, 2013 on the outcome of the consultation.

6.3 Reasons for Decision

6.3.1 The purpose of this report is to inform Members and seek approval in principle for proposals to redesign and streamline early years services in Sheffield in order to make savings in management, administration and premises costs whilst maintaining universal, early intervention and family support services that are flexible, accessible and of high quality. This is the next phase in the development, which builds on the consultation and proposals that formed the conclusions of the Early Years Review. The size, depth of the savings proposed and the timescale are as a result of the severe Government cuts to funding and changes in Government Strategies for early years. Due to these changes the Council will concentrate on being the Champion and advocate for children and families, will have an increased focus on 'uptake', quality assurance and value for money.

6.4 Alternatives Considered and Rejected

6.4.1 No alternatives were considered or thought to be appropriate in the circumstances.

6.5 Any Interest Declared or Dispensation Granted

None

6.6 Reason for Exemption if Public/Press Excluded During Consideration

None

6.7 Respective Director Responsible for Implementation

Jayne Ludlam, Executive Director, Children, Young People and Families.

6.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Children, Young People and Family Support.

7. HOME TO SCHOOL TRANSPORT POLICY

7.1 The Executive Director, Children, Young People and Families submitted a report providing a summary of the responses to the consultation process on the proposal to withdraw the discretionary element of free transport that is currently approved for attendance at denominational schools with effect from September 2013. The report recommended three options for consideration by the Cabinet

7.2 **RESOLVED:** That Cabinet agrees to withdraw all current provision for discretionary transport with effect from September 2013, including the

withdrawal of passes for pupils who are currently in receipt of them under the current policy.

7.3 Reasons for Decision

7.3.1 The current provision to fund denominational transport is discretionary. Under the current economic climate there is an urgent necessity to explore all areas of potential savings and efficiency.

7.3.2 The proposed change in policy would also ensure that all children are treated more equitably. Under current arrangements a child may receive a free bus pass to attend a Catholic School even though that may not be their nearest school. If a non-Catholic student wishes to attend an out of catchment area school that is beyond the statutory walking distance they are not provided with free transport.

7.4 Alternatives Considered and Rejected

7.4.1 The alternatives of (a) retaining the current funding of discretionary transport or (b) withdrawing current provision for funding discretionary transport on a phased basis commencing with entry to Reception and Year 7 in September 2013 and each subsequent year (under this option, pupils currently receiving a pass under discretionary criteria would continue to receive it until they finish at their current school) were rejected on the grounds of equity and the need to maximise savings within the Council's budget

7.5 Any Interest Declared or Dispensation Granted

None

7.6 Reason for Exemption if Public/Press Excluded During Consideration

None

7.7 Respective Director Responsible for Implementation

Executive Director, Children, Young People and Families.

7.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Children, Young People and Family Support.

10. COMMUNITY COVENANT ANNUAL REPORT AND ACTION PLAN

10.1 The Executive Director, Resources, submitted a report fulfilling the Council's commitment to produce an Annual Report on the progress made in meeting the commitments made as part of the Community Covenant in Sheffield which sought to ensure that local services, such as

education, housing etc. were appropriate to support the needs of the local armed forces community and which had been established in November 2011.

10.2 **RESOLVED:** That Cabinet:-

- (a) notes the progress made on the Community Covenant in Sheffield in the last year; and
- (b) approves the actions set out in the attached report.

10.3 **Reasons for Decision**

10.3.1 The Community Covenant ensures that services:-

- recognise the contribution made by the Armed Forces Community; remember the sacrifices made by members of the Armed Forces Community;
- share knowledge, experience and expertise to provide help and advice to members of the Armed Forces Community;
- encourage the integration from Service life into civilian life.

10.4 **Alternatives Considered and Rejected**

10.4.1 No alternatives were suggested or considered to be appropriate in the circumstances.

10.5 **Any Interest Declared or Dispensation Granted**

None

10.6 **Reason for Exemption if Public/Press Excluded During Consideration**

None

10.7 **Respective Director Responsible for Implementation**

Laraine Manley, Executive Director, Resources.

10.8 **Relevant Scrutiny and Policy Development Committee If Decision Called In**

Overview and Scrutiny Management .

11. **SECURING AND SUSTAINING GOOD QUALITY PERSONALISED SOCIAL CARE FOR ADULTS**

11.1 The Executive Director, Communities, submitted a report containing details of a business case for the future of the current social care service

for adults provided directly by the Council. The report set out the scope of current services under consideration and the broad options for change open to the Council, consistent with the Council's aspirations.

11.2 RESOLVED: That Cabinet:-

- (a) approves City-wide customer and public consultation about service redesign and alternative service options;
- (b) approves a formal consultation with staff and trade unions about service redesign and alternative service options; and
- (c) approves the development of more detailed proposals in the form of a business case which will be submitted to Cabinet in late 2013.

11.3 Reasons for Decision

11.3.1 The policy direction set out in the Corporate Plan 'Standing up for Sheffield' requires consideration of alternative delivery arrangements for existing In-House services. An exploratory review carried out by Officers in consultation with the Cabinet Member for Health, Care and Independent Living has identified broad options for change which indicates the need for Officers to undertake more detailed analysis of the options informed by the views of stakeholders. This will lead to a detailed business case to inform future decisions.

11.3.2 The nature of the potential changes to Council directly provided services impact on a staff group of over 1,000 employees and supports approximately 13,000 customers across Sheffield. Clear communication, involvement and inclusion in shaping the future of services are essential

11.3.3 The core outcome 'Better Health and Wellbeing' in the Corporate Plan 'Standing Up for Sheffield' is clear that our approach to promoting lifelong health and wellbeing, promoting independence and having effective and efficient care will require a shift of funding towards individuals and communities. Self Directed Support and personalised budgets are providing opportunities for people to have greater choice and control over the services they want to meet their needs. The recommendations made are in order to develop a business case for how the current resources invested in In-House services need to change to support this development.

11.4 Alternatives Considered and Rejected

11.4.1 The development of a full Business Case as proposed by this report will consider other potential change options and provide evidence for any future recommendations for change.

11.4.2 The Business Case will carry out a full programme risk assessment and Equalities Impact Assessments to inform future decisions.

11.5 Any Interest Declared or Dispensation Granted

None

11.6 Reason for Exemption if Public/Press Excluded During Consideration

None

11.7 Respective Director Responsible for Implementation

Richard Webb, Executive Director, Communities.

11.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Healthier Communities and Adult Social Care.

12. FUTURE OF COUNCIL HOUSING

12.1 The Executive Director, Communities, submitted a report containing details of the work undertaken, amongst other things, on the consultation with tenants, other customers and staff on the delivery of housing services in Sheffield following the transfer of Sheffield Homes staff to the Council on 1st April, 2013.

12.2 **RESOLVED:** That Cabinet:-

- (a) notes the updates given in this report; and
- (b) requests that a further report be presented to Cabinet when the outcomes of the service design work are known, detailing the longer-term proposals for the structure of housing services.

12.3 Reasons for Decision

12.3.1 At its meeting on 21st March 2012, Cabinet asked for a report to be brought back to Cabinet at a suitable time to 'set out the proposed organisational structure and a timetable for implementation'.

12.3.2 This report satisfies that request – in its details of the location of Sheffield Homes Teams from 1st April 2013, and in its update on the progress of the Programme as a whole.

12.4 Alternatives Considered and Rejected

12.4.1 An alternative option for the organisational location of Sheffield Homes teams within the Council from 1st April 2013 was considered. This option involved dispersing Sheffield Homes teams more widely across the

Council.

12.4.2 However, the long-term organisational location of Sheffield Homes teams within the Council will not be known until the service design work is completed. Therefore, to minimise any potential disruption to service delivery, and to reduce uncertainty for staff, the option to locate the majority of teams within the Communities Portfolio under a Director with lead responsibility for Council Housing was chosen.

12.4.3 Those teams who are transferring to a different location (eg. to the Resources Portfolio) are support services. For these specific teams, being located with the equivalent service in the Council will enable them to perform their function most effectively.

12.4.4 Although the majority of services will initially transfer to the Communities Portfolio, some teams will have regular interfaces with services within Place (eg. those working on council housing capital investment and strategy). This will help ensure that the necessary links are made to ensure that we maximise the benefits for integration.

12.5 Any Interest Declared or Dispensation Granted

None

12.6 Reason for Exemption if Public/Press Excluded During Consideration

None

12.7 Respective Director Responsible for Implementation

Richard Webb, Executive Director, Communities.

12.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Safer and Stronger Communities.

13. CHANGES TO COUNCIL TAX DISCOUNTS FOR SECOND HOMES AND EMPTY PROPERTIES.

13.1 The Executive Director, Resources, submitted a report referring to the Government's intention to provide, with effect from 1st April, 2013, local authorities with greater discretion on the level of Council Tax reliefs and discount they could offer as a means of generating more income. The report, specifically, contained proposals for the Council, from April, 2013, to remove the 10% discount on second homes, replace the exemption from Council Tax on empty homes in need of repair with a 25% discount for 12 months, replace the exemption from Council Tax on empty

unfurnished with a 10% discount for 6 months and, in respect of properties that have been empty for 2 years, increase Council Tax liability by 50%.

13.2 RESOLVED: That Cabinet:-

- (a) notes the proposals relating to Council Tax discounts and the Empty Homes Premium, detailed in this report and set out in Appendix 1 to the report; and
- (b) recommends to Council that it approve the proposals, to take effect from 1st April 2013.

13.3 Reasons for Decision

13.3.1 Adopting the proposed changes to Council Tax discounts for second homes and empty properties will potentially generate income in the region of £2m per year.

13.3.2 The reduction of discounts on second homes and empty properties and the implementation of an empty homes premium may encourage property owners to bring properties back into use providing associated environmental benefits.

13.4 Alternatives Considered and Rejected

13.4.1 A number of options are available to the Council including doing nothing. Doing nothing is not recommended as it is clear that making changes to the discounts on second homes and empty properties offers a valuable source of income to the Council which will make a significant contribution to its budget planning.

13.4.2 Awarding no discount at all for all empty unfurnished homes and properties in need of repair is an option, however, it is considered that this option poses operational risks that will adversely impact the service and its ability to collect the additional revenue particularly by a potential increase in queries, complaints and appeals as well as an increase in avoidance tactics and potential fraudulent claims.

13.4.3 The proposals made in this report are expected to deliver a fair offer for the taxpayer, a realistic level of revenue for the Council and not to add a burden on the administration process through problems associated with tax avoidance and non payment.

13.5 Any Interest Declared or Dispensation Granted

None

13.6 Reason for Exemption if Public/Press Excluded During

Consideration

None

13.7 Respective Director Responsible for Implementation

Laraine Manley, Executive Director, Resources.

13.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Overview and Scrutiny Management.

(NOTE: Councillors Isobel Bowler and Mazher Iqbal declared an interest in the above item on the grounds that they were in receipt of a discount for a second home and left the meeting during the consideration of the item.)

14. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2012 -13 (MONTH 6)

14.1 The Executive Director, Resources submitted a report providing the Month 6 Monitoring Statement on the City Council's Revenue and Capital Budget for 2012/13.

14.2 **RESOLVED:** That Cabinet:-

- (a) notes the updated information and management actions provided by this report on the 2012/13 budget position;
- (b) approves the release of £500,000 of additional financial support to Museums Sheffield as part of a long term stabilisation funding package as detailed in paragraph 15; and
- (c) in relation to the Capital Programme:-
 - (i) approves the proposed additions to the capital programme listed in Appendix 1, including the procurement strategies and delegations of authority to the Director of Commercial Services or Delegated Officer, as appropriate, to award the necessary contracts following stage approval by Capital Programme Group;
 - (ii) approves the proposed variations in Appendix 1, noting that some have already been approved by EMT within its delegated authority;
 - (iii) notes the emergency approvals and variations approved by

Directors under their delegated authority; and

- (iv) notes the latest position on the Capital Programme including the current level of forecasting performance.

14.3 Reasons for Decision

- 14.3.1 To formally record changes to the Revenue Budget and the Capital Programme and gain Member approval for changes in line with Financial Regulations and to reset the capital programme in line with latest information.

14.4 Alternatives Considered and Rejected

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

14.5 Any Interest Declared or Dispensation Granted

None

14.6 Reason for Exemption if Public/Press Excluded During Consideration

None

14.7 Respective Director Responsible for Implementation

Laraine Manley, Executive Director, Resources.

14.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Overview and Scrutiny Management.

15. DISPOSAL OF LAND AT ROTHER VALLEY WAY.

- 15.1 The Executive Director, Resources, submitted a report to enter into a conditional contract with UYE (Ltd) for the disposal of land at Rother Valley Way on a 99 year lease with an option to purchase the freehold interest within the first ten years. The conditional contract requires UYE Ltd to comply with conditions which have been imposed as part of Planning Permission that was granted on 24th September 2012 for a Community Renewable Energy Centre.

- 15.2 **RESOLVED:** That Cabinet:-

- (a) declares the land at Rother Valley Way surplus to the requirements of the Council for disposal;
- (b) approves the conditional contract for the disposal of the site at Rother Valley Way to UYE Ltd. in accordance with the terms of this report and delegate authority to the Director of Property and Facilities Management to finalise the terms of the sale; and
- (c) authorises the Director of Property and Facilities Management to instruct the Director of Legal Services to prepare and complete all necessary documentation to conclude the sale in accordance with the agreed terms.

15.3 Reasons for Decision

- 15.3.1 UYE`s Community Renewable Energy Centre will generate electricity and hot water from the incineration of waste wood. The electricity will be supplied to the National Grid and the hot water to provide heating for nearby homes. The proposals will diversify the energy sources available in the City and reduce reliance on the burning of fossil fuels.

15.4 Alternatives Considered and Rejected

- 15.4.1 UYE Ltd has been trying to identify a suitable site for a Community Renewable Energy Centre for a number of years. A site immediately opposite Rother Valley Way was discounted at an early stage on the basis of its likely ecological impact. A further site immediately adjacent to the eastern boundary of the Traveller`s Site was also discounted at an early stage on the basis of its likely impact on the living conditions of the travellers.

15.5 Any Interest Declared or Dispensation Granted

None

15.6 Reason for Exemption if Public/Press Excluded During Consideration

None

15.7 Respective Director Responsible for Implementation

Laraine Manley, Executive Director, Resources.

15.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Overview and Scrutiny Management.

16. WYBOURN SITES DISPOSAL (CRICKET INN 1B AND 1C)

16.1 The Executive Director, Place, submitted a report seeking authority to dispose of two cleared sites at Wybourn, known as Cricket Inn 1B and 1C, to Great Places Housing Group (GPHG) for the development of housing for affordable rent. This follows the decision of Cabinet on 1 August 2012 to dispose of the first Cricket Inn development site, known as 1A, to GPHG for the same purpose

16.2 **RESOLVED:** That Cabinet:-

- (a) agrees that the Cabinet decision of 1 August 2012 concerning the disposal of the site then identified at Appendix A and now described as Cricket Inn Site1A, be rescinded;
- (b) agrees that, subject to planning permission, the site now shown at Appendix A as Cricket Inn 1A be leased to Great Places Housing Group at nil consideration for a period of 125 years for use as social housing;
- (c) agrees that, subject to planning permission, the site now shown at Appendix A as Cricket Inn 1B be leased to Great Places Housing Group at nil consideration for a period of 125 years for use as Social housing;
- (d) agrees that, subject to planning permission and funding for the development being secured the site now shown at Appendix A as Site 1C be leased to Great Places Housing Group at nil consideration for a period of 125 years for use as social housing;
- (e) authorises the Director of Property and Facilities Management, in consultation with the Director of Housing, Enterprise and Regeneration, to agree terms for the disposal of the sites for the purposes set out in this report and to instruct the Director of Legal Services to complete the transfer on the terms agreed; and
- (f) agrees the proposed nomination arrangements set out at Section 6 of this report.

16.3 **Reasons for Decision**

16.3.1 Disposal of these sites would allow for residential development consistent with the Council approved Masterplan for Wybourn, Arbourthorne and Manor Park.

16.3.2 The development of approximately 70 new homes for affordable rent would help meet the identified shortfall in affordable housing in the city.

16.3.3 The provision of a mix of housing types, including bungalows, would

provide greater housing choice, especially for local older people who may wish to move to more suitable accommodation, thus freeing up much needed family housing.

- 16.3.4 The development of the sites by GPHG, the local landlord of choice, would ensure that local people and stakeholders were properly consulted and that their needs and aspirations were at the forefront of the planning and development process.

16.4 **Alternatives Considered and Rejected**

16.4.1 **Do not dispose of the site yet.**

In order to maximise receipt from the potential sale of the site it has been considered whether it would be appropriate to wait until an upturn in the economy before disposal. This would however mean that the site would be left undeveloped for an indeterminable time with no guarantee of developer interest in this site or potential best price offer.

It would also deny the opportunity to develop the site speedily and to fit with GPHG investment plans for the neighbourhood or resident expectation for the development of the site.

GPHG view continued investment in Wybourn as a high priority for their organisation, and the first new homes should be available by 2014.

The timely development of the site is also intended to raise developer confidence in the wider area which will be reflected in the viability of other potential projects.

This option would also delay the delivery of an important strategic intervention of the Wybourn and Manor Park Masterplan.

16.4.2 **Open market with conditions/no conditions**

Although this option could potentially allow rapid development of the site and maximise receipt, this is improbable in the current economic downturn as we could not guarantee developer interest or potential best price offer.

If the site was sold for open market development it would reduce the opportunity for local residents to access the new housing. It would also deny opportunity for local lettings and compromise the investment strategy of GPHG.

The process would also delay appointment of a developer and a start on site.

16.4.3 **Disposal of the site to another Registered Provider**

This option would allow development by a Registered Provider other than the local resident's landlord of choice.

Although this would introduce a choice of landlord for residents, it may compromise the opportunity for aligning investment and maintenance strategies.

This option may also compromise the compatibility of local lettings policies to the detriment of local residents wanting to access properties at Wybourn.

16.4.4 Disposal of the site to Sheffield Housing Company (SHC).

This site is not on the current list of sites that has been offered to the SHC. If it were to be offered then there is no certainty as to when the site would be released and any agreed release date would be made on the SHC priorities rather than local need.

16.4.5 Open competition with detailed development brief.

The Council could agree a development brief and advertise the site to developers. This would allow the Council to be prescriptive and prioritise the development requirements; however, it would delay the release of the site, be Council resource intensive and not guarantee developer interest or potential best price offer.

If a condition were included in the development brief that required that the developer work in partnership with GPHG then this may deter developer interest or create a difficult working arrangement that may be detrimental to any scheme.

16.5 Any Interest Declared or Dispensation Granted

None

16.6 Reason for Exemption if Public/Press Excluded During Consideration

None

16.7 Respective Director Responsible for Implementation

Simon Green, Executive Director, Place.

16.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Safer and Stronger Communities.

17. IMPLEMENTING THE COMMUNITY INFRASTRUCTURE LEVY IN SHEFFIELD

17.1 The Executive Director, Place submitted a report containing proposals relating to the introduction of a Community Infrastructure Levy (CIL) as a new way of securing contributions from developers towards infrastructure provision through the planning system. The first stage in introducing such a levy was to establish a *Preliminary Draft Charging Schedule* setting out the proposed rates that will be charged on new development, and this will be subject to a period of public consultation.

17.2 **RESOLVED:** That Cabinet:-

- (a) agrees to publish a Preliminary Draft Charging Schedule for public consultation;
- (b) agrees that the Council proposes a multiple rate CIL, to include a 'buffer', to deal with uncertainties in assessing future viability equating to 50% of the calculated 'margin' that could make a CIL contribution, in line with the proposed rates set out in the Table in paragraph 7.2 of the report;
- (c) includes an option in the Charging Schedule to allow for relief to be offered in exceptional circumstances; and
- (d) offers payment of CIL in instalments as a matter of course, as assumed in the viability study.

17.3 **Reasons for Decision**

17.3.1 The CIL will help to deliver the City's strategic priorities for infrastructure provision, will be generated by economic growth and reinvested into economic growth and infrastructure. Successful implementation and investment of CIL funds will make the city more competitive.

17.3.2 The first stage in adopting a CIL is to produce a *Preliminary Draft Charging Schedule* setting out the proposed rates that will be charged on new development, and this will be subject to a period of public consultation.

17.3.3 The recommended CIL rates are based on the ability of development to pay. A Viability Study has provided evidence that some development in the city can afford to pay a CIL charge to help meet identified needs for infrastructure. The CIL rates proposed represent a cautious approach to viability through the assumptions used and the inclusion of a 50% margin below the potential maximum affordable charge.

17.4 **Alternatives Considered and Rejected**

17.4.1 One option is not to implement a CIL, as it is not compulsory. Wolverhampton and Doncaster have decided not to implement a CIL at present. But most councils are working on a CIL because funding for

essential infrastructure is not otherwise available (60 authorities have already published a Preliminary Draft Charging Schedule.

- 17.4.2 If implemented, the Council has the option to set either a single or multiple rate CIL. A single rate would be where all development in all areas pays the same amount per square metre. This would have the advantage of simplicity. However, as the rate has to be based on viability, multiple rates may be appropriate to reflect variations in the viability of different types of development and different locations. The Viability Study has recommended multiple rates due to significant variations in viability across different uses and areas. A multiple rate is likely to raise more total CIL revenue and better reflects the actual viability of individual developments

17.5 **Any Interest Declared or Dispensation Granted**

None

17.6 **Reason for Exemption if Public/Press Excluded During Consideration**

None

17.7 **Respective Director Responsible for Implementation**

Simon Green, Executive Director, Place.

17.8 **Relevant Scrutiny and Policy Development Committee If Decision Called In**

Economic and Environmental Well-being.