

Cabinet

Wednesday 27 February 2013 at 2.00 pm

**To be held at the Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillor Julie Dore
Councillor Isobel Bowler
Councillor Leigh Bramall
Councillor Jackie Drayton
Councillor Harry Harpham
Councillor Mazher Iqbal
Councillor Mary Lea
Councillor Bryan Lodge
Councillor Jack Scott

Chair/Leader of the Council
Culture, Sport & Leisure
Business, Skills & Development
Children, Young People & Families
Deputy Leader/Homes & Neighbourhoods
Communities & Inclusion
Health, Care & Independent Living
Finance & Resources
Environment, Recycling & Streetscene

PUBLIC ACCESS TO THE MEETING

The Cabinet discusses and takes decisions on the most significant issues facing the City Council. These include issues about the direction of the Council, its policies and strategies, as well as city-wide decisions and those which affect more than one Council service. Meetings are chaired by the Leader of the Council, Councillor Julie Dore.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552. 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 Cabinet meetings. Please see the website or contact Democratic Services for further information.

Cabinet meetings are normally open to the public but sometimes the Cabinet 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. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

Cabinet decisions are effective six working days after the meeting has taken place, unless called-in for scrutiny by the relevant Scrutiny Committee or referred to the City Council meeting, in which case the matter is normally resolved within the monthly cycle of meetings. Further information on this or any of the agenda items can be obtained by speaking to John Challenger on 0114 273 4014.

If you require any further information please contact committee@sheffield.gov.uk or call us on 0114 273 4014.

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.

**CABINET AGENDA
27 FEBRUARY 2013**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
 1. The public and press will be excluded from the meeting during the consideration of item 14 on the agenda concerning the Disposal of land at Richmond Park Drive on the grounds that if the public and press were present during the consideration of the item there would be a disclosure to them of exempt information under paragraph 3 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person and in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
 2. The report of the Executive Director, Communities on the matter is not available to the public and press.
- 4. Declarations of Interest**

Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**

To approve the minutes of the meeting of the Cabinet held on 13th February, 2013.
- 6. Public Questions and Petitions**

To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny**

The Chief Executive will inform the Cabinet of any items called in for scrutiny since the last meeting of the Cabinet
- 8. Retirement of Staff**

Report of the Chief Executive
- 9. Cleared Sites Contract 2013/16**

Report of the Executive Director, Place.
- 10. Vocational Skills Provision 2014-16**

Report of the Executive Director, Children, Young People and Families.
- 11. Sheffield Local Plan (formerly Sheffield Development Framework) :**

Pre-submission Version of City Policies and Sites document and Proposals Map

Report of the Executive Director, Place.

12. **Voluntary Sector Grant Aid Investment in 2013/14**
Report of the Chief Executive.
13. **Disposal of Land at Sevenairs Road, Beighton**
Report of the Executive Director, Communities.
14. **Disposal of Land at Richmond Park Drive**
Report of the Executive Director, Communities.
15. **Priority School Building Programme - Fox Hill and Prince Edward Schools**
Report of the Executive Director, Children, Young People and Families.
16. **Redesign of the Early Years' Service - Outcome of Consultation**
 - (a) Report of the Executive Director, Children, Young People and Families.
 - (b) To report any recommendations from the meeting of the Children, Young People and Family Support Scrutiny and Policy Development Committee held on 27th February, 2013.

NOTE: The next meeting of Cabinet will be held on Wednesday 20 March 2013 at 2.00 pm

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

If you are present at a meeting of the Council, of its executive or any committee of the executive, 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.

Under the Council's Code of Conduct, members must act in accordance with the Seven Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership), including the principle of honesty, which says that 'holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'.

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.

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 DPs 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, and has been published on the Council's website as a downloadable document at [-http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests](http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests)

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 Lynne Bird, Director of Legal Services on 0114 2734018 or email lynne.bird@sheffield.gov.uk

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Cabinet

Meeting held 13 February 2013

PRESENT: Councillors Julie Dore (Chair), Isobel Bowler, Leigh Bramall, Jackie Drayton, Harry Harpham (Deputy Chair), Mazher Iqbal, Mary Lea, Bryan Lodge and Jack Scott

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1. APOLOGIES FOR ABSENCE

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where it was proposed to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting held on 16th January, 2013 were approved as a correct record with the following amendments to the resolution in respect of Item 11 – Parkhill Redevelopment:-

(a) the substitution of the words "Cabinet Member with responsibility for Finance" for the words "Cabinet Member (Finance and Resources)" in lines 3 and 4 of paragraph (B) ;

(b) the substitution of the words "Cabinet Member with responsibility for Housing" for the words "Cabinet Member for Homes and Neighbourhoods" in the last line of paragraph (C); and

(c) the substitution of the words "Chief Property Officer" for the words "Director of Property and Facilities Management Services" in lines 2 and 3 of paragraph (D).

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Petition relating to Pitsmoor Adventure Playground and Verdon Recreation Centre

5.2 The Cabinet received a petition containing 1,431 signatures (combining a 103 signature e-petition and 1,328 paper petition) requesting the Council to keep staff at the Pitsmoor Adventure Playground and Verdon Recreation Centre, allow more time for local residents and users of the facilities to discuss the future of the facilities with the Council before any changes were made and seriously consider alternatives to current proposals, working with local people and organisations, so that the future of these important

facilities could be secured.

- 5.3 Representations were made on behalf of the petitioners by Chris Taylor who stated that the Pitsmoor Adventure Playground was a huge resource and that almost 1,500 signatures in its support had been gathered in a short space of time. Youth and community workers at the facility provided services that were very much valued by the local community and provided opportunities for the children of new arrivals to establish social links and mix with other children in the area in a positive way that any community cohesion plan could not possibly replicate.
- 5.4 Mr Taylor added that the Playground made a major contribution towards diverting children and young people from potential anti-social behaviour or other criminal activity through the work of the staff who supervised the Playground. He added that closing the Playground risked adverse consequences in terms of crime and could prove to be an expensive mistake in terms of the potential costly involvement of agencies, including the South Yorkshire Police, in dealing with the consequences of closure.
- 5.5 Any move to close the facilities would remove the opportunity to provide children with the exercise they needed and help to address concerns about childhood obesity referred to in the City's Health and Wellbeing Strategy. Mr Taylor contended that the Council must work with the local community to keep the Playground open and that the community would be furious if this facility was removed.
- 5.6 Lisa Swift representing the Friends of Verdon Recreation Centre stated that the Playground and Centre provided a vital service and their closure would have an unacceptable impact on families and the neighbourhood. She stated that there was a need for a service that was flexible to local needs and that local groups and residents should be encouraged to participate in helping to make the facilities sustainable.
- 5.7 Ms. Swift added that the existence of staff at the Centre helped to create a safe environment in which children and young people could play. She suggested that a system which would involve a nominated key holder for the premises would not work. However, there was a need for staff to be in post to keep the facilities safe and secure and that without these staff, the Centre could not function effectively.
- 5.8 She stated that the Council should recognise the efforts made by the Burngreave community over a number of years to raise funds for sporting facilities which provided an effective supplement to the assistance provided by the Council.
- 5.9 Councillor Isobel Bowler (Cabinet Member for Culture, Sport and Leisure) responded that there was no doubting what Mr Taylor and

Ms. Swift was absolutely true and that the facilities were ones that were greatly valued by the local community. However, the Council had to consider many different, competing priorities within its service provision across the City. Activity Sheffield delivered three fixed facilities and mobile teams. The Council was now in a position where, to sustain the service, the council had to focus on its Mobile Teams. Currently, the Burngreave ward received a much higher level of Activity Sheffield resource than other wards in the City and this position was no longer sustainable and if the Council were to make the cut from its Mobile Team, rather than the fixed resource, it would be unfair to other areas which have the same level of need and would receive a significantly reduced service.

- 5.10 Councillor Bowler added that the Council was working hard with staff, local communities, partners on a range of options to keep as many facilities open and staffed through other service providers if appropriate. Discussions would continue to be held with the local community in order to secure, if possible, a community solution to maintaining access to the facilities which children and young people could use in a managed, safe way. The budget realities though meant that the Council was reducing resources for Activity Sheffield but, at the same time, trying to maintain as many services as possible across the City in partnership with communities.
- 5.11 Arising from the above discussions, Cabinet referred the petition on the Pitsmoor Adventure Playground and the Verdon Recreation Centre to the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee in March, 2013 together with the petition relating to the Highfield Adventure Playground, which had been considered by the Council meeting on 6th February, 2013.
- 5.12 Public Questions
- 5.13 Friend of Adventures
- 5.14 Berie Stott asked if there was a proposal for Activity Sheffield to make use of Outreach Workers as a trouble shooting method of tackling issues for young people across the City? She pointed out, however, that the Adventures organisation worked on an early intervention model of preventative working with young people and Ms. Stott asked was this not a more effective way of running this service?
- 5.15 Paul Samutt asked whether any other staffing models had been considered for management of Adventure Playgrounds and, if so, please could these be explained and the rationale behind them shared?
- 5.16 Jane Healey asked how could Activity Sheffield outreach workers meet the same number of visits that were achieved by Adventures last

year which totalled 25, 000?

- 5.17 Joe Taylor asked for details of Activity Sheffield's annual budget and how this had been spent in 2012/13 and how it would be spent 2013/14?
- 5.18 Councillor Isobel Bowler (Cabinet Member for Culture, Sport and Leisure) confirmed that Mobile Workers carried out trouble shooting activities across the City, and carried out preventative work in addition to requests for them to respond to issues.
- 5.19 In terms of staffing models, Councillor Bowler indicated that Adventure Playgrounds operated with a minimum of three staff in order to take account of the risks associated with adventurous play and reflecting OFSTED guidance on supervision ratios. Therefore, whilst the Playgrounds were open, staffing levels could not and should not be reduced. The Council had considered whether the opening hours of the Playgrounds could be reduced, but that the facilities would still have to operate with three staff at all times and, therefore if opening times were to reduce by 50% this would only achieve 50% of the savings target.
- 5.20 Councillor Bowler stated that it was proposed to lose a number of full-time staff posts from Activity Sheffield which, she acknowledged, was undesirable but nevertheless necessary in order that the Council made the required savings and realigned service provision in the most effective way within the resources available. The number of visits per member of staff at Highfields was approximately 8,000 (25,000 divided by the three staff) compared with the target of 10,000 per worker for mobile Activity Sheffield staff.
- 5.22 Redaction of Information
- 5.23 Nigel Slack referred to the questions he asked at the Cabinet meeting on 21st November, 2012 concerning the redaction of information from the final business case for the Highways (Streets Ahead) Contract and the responses of Councillors Bryan Lodge and Jack Scott at the meeting. Mr Slack also referred to the fact that he had raised the issue of redaction at the Council meeting on 23rd January, 2013 to which Councillors Julie Dore and Bryan Lodge had responded.
- 5.24 Mr Slack asked why the information referred to at the Cabinet meeting on 21st November, 2012 had been redacted and registered his concern that the definition of redaction as explained by Councillor Lodge at the Council meeting on 23rd January was very broad and unhelpful to the public in that it suggested that the driving force behind the redaction was not a legal concept but a contractor driven expectation.
- 5.25 He added that he understood what Councillor Dore was saying but it

was difficult to judge whether information was inappropriately redacted if the reason for the redaction was so vague.

- 5.26 Councillor Scott did not comment at the Full Council meeting but at a 'Meet the Cabinet' session the next night I again approached him, informally, to push for a more specific set of explanations for the redacted paragraphs, which he agreed to follow up, but he again suggested that the decision about redaction was essentially one for the contractor.
- 5.27 I therefore now find it necessary not only to ask whether there have been any further developments regarding the reasons for redaction being clarified but also what exactly are the procedures for agreeing the redactions in such cases?
- 5.28 Councillor Dore referred the question to the Chief Executive who indicated that, rather than give Mr Slack a verbal response, he would provide Mr Slack with a written response, with a copy to the Cabinet Member concerned, following his investigation into the degree to which it was possible to reduce the level of redaction to which Mr. Slack referred. However, the Chief Executive outlined the reasons which might be used for the redaction of information which fell into three categories namely, information which the Council was legally required to withhold, reasons of commercial confidentiality and the maintenance of individual privacy.
- 5.29 Kier Cleaning Budget
- 5.30 Stephen Windle asked, given the proposed cutbacks to the Kier Cleaning budget, were the Cabinet aware that the cutbacks included the cleaning of the Winter Gardens which were hugely used and, therefore should be well looked after?
- 5.31 Councillor Bryan Lodge (Cabinet Member for Finance and Resources) responded that the savings within the Kier Asset Partnership (KAPs) contract did not relate to cleaning. The savings were mainly centred upon the mail service and vacant properties management. However, the Council had a Service Level Agreement which required the Winter Gardens to be cleaned to a certain standard which would keep them well maintained.

6. ITEMS CALLED-IN FOR SCRUTINY

- 6.1 The Cabinet noted that (i) no items had been called-in for scrutiny since the last meeting of the Cabinet and (ii) the Children, Young People and Family Support Scrutiny and Policy Development Committee had, at its meeting on 24th January, 2013, scrutinised the Cabinet decision of 12th December, 2012 relating to Home to School Transport and had agreed to take no action on the Cabinet decision.

Redesign of Early Years' Service

6.2 The Cabinet received a report of the Children, Young People and Family Support Scrutiny and Policy Development Committee on the outcome of that Committee's scrutiny of the Cabinet decision of 12th December, 2012 relating to the Redesign of the Early Years Service.

6.3 The following recommendation had been made to Cabinet by the Children, Young People and Family Support Scrutiny Committee:-

"That Cabinet:-

(i) considers what transitional arrangements are needed to be put in place to ensure that good quality early years provision is able to be sustained; and

(ii) provides further detail of provision within the 17 areas, and gives assurances that a comprehensive communications plan is developed to inform parents of the locations of support, and the type of support available, in the 17 areas."

Councillor Gill Furniss (Chair of the Scrutiny and Policy Development Committee) advised Cabinet that the Scrutiny Committee intended to give further consideration to these proposals at a meeting on 27th February, 2013 and scrutinise the matter regularly thereafter.

Councillor Jackie Drayton (Cabinet Member for Children, Young People and Families) thanked the Children, Young People and Family Support Scrutiny and Policy Development Committee for their recommendations and welcomed the detailed discussions and debate at that meeting. She stated that the recommendations would be included within the compilation of consultation responses on the Early Years' Review. Councillor Julie Dore (Chair) confirmed that there was a need to ensure that the issues raised by the Scrutiny and Policy Development Committee were included in the forthcoming report to Cabinet on the outcome of consultation on the Early Years' Review.

7. RETIREMENT OF STAFF

The Chief Executive submitted a report on Council staff retirements.

RESOLVED: That this Cabinet :-

(a) places on record its appreciation of the valuable services rendered to the City Council by the following staff in the Children, Young People and Families Portfolio below:-

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
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Maxine Baker	Teacher, Valley Park Primary School	22
Helen Bush	Headteacher, Mundella Primary School	25
Janet Evans	Supervisory Assistant, Intake Primary School	31
Bronwyn Harrison	Night Residential Support Worker	23
Susan Melrose	Senior Teaching Assistant Level 3, St Mary's CE Primary School	25
Susan Myers	Teaching Assistant, Angram Bank Primary School	20
Jean Picksley	Deputy Headteacher, Athelstan Primary School	39
Celia Smith	Teacher, Beck Primary School	38
Elaine Wright	Teacher, Tapton School	23

(b) extends to them its best wishes for the future and a long and happy retirement; and

(c) directs that an appropriate extract of this resolution under the Common Seal of the Council be forwarded to them.

8. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2012/13 (MONTH 8)

8.1 The Executive Director, Resources submitted a report which provided the Month 8 Monitoring Statement on the City Council's Revenue and Capital Budget for 2012/13.

8.2 **RESOLVED:** That Cabinet:-

- (a) notes the updated information and management actions provided by this report on the 2012/13 budget position;
- (b) notes but does not approve the carry forward requests detailed in Appendix 1;
- (c) in relation to the Capital Programme:-

- (i) notes the proposed additions to the capital programme listed in Appendix 2, 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) notes the proposed variations and slippage in Appendix 2 and the EMT approved variations;
- (iii) approves the variations in Appendix 2 which are within its delegated authority;
- (iv) delegates to the Cabinet Members for Finance and Resources and Culture, Sport and Leisure authority to approve the additional works for the Manor Toddler Play scheme, and
- (v) notes the latest position on the Capital Programme.

8.3 Reasons for Decision

- 8.3.1 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.

8.4 Alternatives Considered and Rejected

- 8.4.1 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

8.5 Any Interest Declared or Dispensation Granted

None

8.6 Reason for Exemption if Public/Press Excluded During Consideration

None

8.7 Respective Director Responsible for Implementation

Laraine Manley, Executive Director, Resources.

8.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Overview and Scrutiny Management Committee.

9. CAPITAL PROGRAMME 2013/14

- 9.1 The Executive Director, Resources submitted a report providing an overview of the Council's Capital Programme, which showed a broadly balanced position with proposed expenditure totalling £ 564 million over the next 5 years to 2016/17.
- 9.2 The Capital Programme was made up of a number of different elements and detailed reports were appended relating to a breakdown of the Capital Programme by Portfolio; a Programme Monitoring report to 30th November 2012; Capital Programme Funding Sources; the Capital Receipt and Corporate Resource Pool (CRP) 2012-17; the Children and Young People and Families Capital Programme and Capital Strategy 2013-14; Housing Capital Programme 2012-17; Properties and Facilities Management (Resources) Capital Programme; Communities Capital Programme; the Neighbourhoods Investment Programme 2013/14 – 2017/18; the Housing Investment Programme 2013/14-2017/18; the Local Transport Plan (LTP); the Capital Approval Process and proposed Capital Projects by Portfolio.
- 9.3 As part of Cabinet's consideration of the joint report, it was noted that the Overview and Scrutiny Management Committee had noted the following recommendations without amendment, as part of its consideration of the report earlier in the day
- 9.4 RESOLVED: That the City Council, at its meeting on 1st March, 2013, be recommended to:-
- (a) approve those specific projects included in the 2012-13 to 2016-17 programme at Appendix 10 with block allocations being included within the programme for noting at this stage and detailed proposals will be brought back for separate Member approval as part of the monthly monitoring procedures;
 - (b) note the proposed Capital Programme for the 5 years to 2016/17 as per Appendix 10;
 - (c) approve the proposal at paragraph 18 to address the current funding gap on Building Schools for the Future (BSF) and note that progress will be monitored and reported to Members as part of the normal budget monitoring process;
 - (d) approve the allocations from the Corporate Resource Pool and the policy outlined in Appendix 4 such that the commitment from the CRP is limited to one year and no CRP supported schemes are approved beyond 2013 -14. (If substantial capital

receipts are realised within 2012-13 or 2013-14 a further report will be brought to Members as part of the monthly approval process); and

- (e) approve the proposal at paragraph 33 to incorporate all capital receipts arising from non charitable covenanted Parks into the CRP.

(NOTE: 1.This item is referred for approval by the City Council and cannot, therefore, be called in for scrutiny; and
2. The report on the Capital Programme 2013/14 will be circulated to all Council Members)

10. REVENUE BUDGET APPROVAL 2013/14

- 10.1 A joint report of the Chief Executive and the Executive Director of Resources was submitted, which set out the latest position on the 2012/13 budget; provided details of the Local Government Finance Settlement for 2013/14; sought approval to the City Council's revenue expenditure plans and requirements for 2013/14, including the position on reserves and balances; levies and precepts made on the City Council by other authorities; the City Council's Medium Term Financial Strategy, including the financial outlook for 2013/14 and beyond; proposals for the level of Council Tax to be kept the same as for 2012/13; and the technical calculation of the overall Council Tax increase, including South Yorkshire precepts.

As part of Cabinet's consideration of the joint report, it was noted that the Overview and Scrutiny Management Committee had noted the following recommendations without amendment, as part of its consideration of the joint report earlier in the day.

RESOLVED: That on the understanding that the reference to the proposed closure of the Bole Hill View Resource Centre in paragraph 130 of the joint report be amended to show the proposed closure of the Centre as taking effect from "March 2014" rather than "October, 2013" as shown, the City Council, at its meeting on 1st March, 2013, be recommended to:-

- (a) approve a net Revenue Budget for 2013/14 amounting to £477.430m;
- (b) approve a Band D equivalent Council Tax of £1,282.75 for City Council services, i.e. at the same level as 2012/13;
- (c) approve the Revenue Budget allocations and Budget Implementation Plans for each of the services, as set out in Appendix 2;

- (d) note that, based on the estimated expenditure level of £477.430m set out in Appendix 3 to this report, the amounts shown in part B of Appendix 6 would be calculated by the City Council for the year 2012/13, in accordance with sections 32 to 36 of the Local Government Finance Act 1992;
- (e) note the information on the precepts issued by the South Yorkshire Police Authority and the South Yorkshire Fire and Civil Defence Authority, together with the impact of these on the overall amount of Council Tax to be charged in the City Council's area.
- (f) note the latest 2012/13 budget monitoring position;
- (g) approve the Treasury Management and Annual Investment Strategies set out in Appendix 7 and the recommendations contained therein;
- (h) approve the Minimum Revenue Provision (MRP) Statement set out in Appendix 7; and
- (i) agree that authority be delegated to the Director of Finance to undertake Treasury Management activity, to create and amend appropriate Treasury Management Practice Statements and to report on the operation of Treasury Management activity on the terms set out in these documents.

(NOTE: 1.This item is referred for approval by the City Council and cannot, therefore, be called in for scrutiny; and
2. The report on the Revenue Budget 2013/14 will be circulated to all Council Members)

11. HOUSING STRATEGY 2013-23

11.1 The Executive Director, Place, submitted a report setting out the Council's Housing Strategy for 2013-2023 setting Sheffield City Council's approach to housing in all tenures and in all areas of the City. The Strategy would be supported by an Action Plan which would be refreshed every three years to make it responsive to the local and national housing landscape but will be guided by the overarching themes and priorities of the Strategy.

11.2 RESOLVED: That Cabinet:-

- (a) endorses the Housing Strategy 2013-23 as a statement of the City's housing priorities; and
- (b) approves the accompanying 2013-16 Housing Strategy Action Plan.

11.3 Reasons for Decision

- 11.3.1 To enable the Council to set out a clear vision and delivery plan for housing and housing services which will help the Council to achieve its ambitions to create a Great Place to Live and Sustainable Communities.
- 11.3.2 The new Housing Strategy will help our partners, funders and residents understand our housing ambitions for new and existing homes in the city and the housing services provided for Sheffield's residents. In addition, it will enable them to consider and develop their own opportunities to deliver this shared vision.

11.4 Alternatives Considered and Rejected

- 11.4.1 Although local authorities do not have a statutory duty to produce a housing strategy, previous government guidance has urged local authorities to take a more strategic approach to housing as part of their place shaping role.
- 11.4.2 Without a current housing strategy there will be no clear vision for Sheffield's housing that can be shared with partners, residents and funding bodies. In the past, funding bodies have requested to see the housing strategy as part of their decision making process. The lack of a strategy will also make it more difficult to develop a strategic approach to investment that amounts to millions of pounds over the life of the strategy.
- 11.4.3 Any benefit gained from not allocating resources to develop a strategy and monitor its action plan would be outweighed by the cost incurred through not developing a joined up strategic approach to housing policy and investment decisions. Progress updates of the strategy's action plan will also help to ensure that housing priorities that have been identified by partners and residents will be regularly monitored and reported on.

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

Simon Green, Executive Director, Place.

11.8 Relevant Scrutiny and Policy Development Committee If Decision Called In

Safer and Stronger Communities.

12. SHEFFIELD CITY REGION GROWTH FUND ROUND 3 - UNLOCKING BUSINESS INVESTMENT

- 12.1 The Executive Director, Place, submitted a report setting out proposals for the Council to act in the capacity of Accountable Body on behalf of the Sheffield City Region Local Enterprise Partnership (LEP) in relation to a £25m of Regional Growth Funding (RGF) programme secured under round 3. The City Council will be responsible for contracting with the Department for Business, Innovation and Skills (BIS) for the delivery of the programme, for receiving and managing the funds, for undertaking the technical assessment of the business proposals and for contracting with the recipient businesses. In respect of the contract with BIS, we will carry responsibility for the delivery of the programme outcomes.
- 12.2 The LEP, in whose name the bid was submitted, will retain a strategic/policy responsibility for the programme, including setting the overall approach to investment, leading the call for new proposals and reviewing overall progress of the programme and reporting this to the LEP Board.
- 12.3 **RESOLVED:** That Cabinet agrees to:-
- (a) the principle of the Council taking on the role of Accountable Body and establishing management arrangements for the assessment of investment applications, contracting for the delivery of job outcomes with business and monitoring the performance of these projects until 2016/17;
 - (b) delegate authority to the Executive Director, Place, in consultation with the Cabinet Member for Business, Skills and Development, the Director of Finance, and the Director of Legal Services, to agree the terms of and conclude the funding agreement with the Department for Business Innovation and Skills (BIS);
 - (c) delegate authority to the Director of Creative Sheffield, in consultation with the Cabinet Member for Business, Skills and Development and the Director of Legal Services and Director of Finance to agree any variations to the agreement with BIS;
 - (d) delegate authority to the Director of Creative Sheffield, in consultation with the Director of Finance and Director of Legal Services, to approve the scheme delivery plan for this programme which will include detailed methodology for the assessment, contracting and monitoring of business investment proposals;
 - (e) delegate authority to the Director of Creative Sheffield to approve investment decisions and contract with successful companies, in

consultation with the Chief Executive of the Sheffield City Region Local Enterprise Partnership;

- (f) delegate authority to the Director of Creative Sheffield to contract with business applicants in a form agreed with Legal Services; and
- (g) delegate to the Director of Creative Sheffield, in consultation with the Director of Finance and the Chief Executive of the Sheffield City Region Local Enterprise Partnership, authority to approve appropriate expenditure from the revenue finance approved by BIS for the purpose of managing these funds.

12.3 **Reasons for Decision**

12.3.1 This is now the third round of RGF and to date Sheffield specifically, and the City Region more generally, has had only very limited success in securing funds. Round 1 was largely limited to direct, large scale, bids and very few went forward from Sheffield City Region and only the Finningley Link Road and Advanced Manufacturing Research Centre were successful. In round 2, BIS encouraged programme bids and SCC worked with City Region partners to put together a proposal designed to distribute funds (with support) to Small and Medium Enterprises. The bid was not successful, although very similar programmes were supported through the Banks (eg Natwest and HSBC) which was clearly the Government's preferred route. Against this background, when round 3 was announced, we felt that it was imperative that Authorities worked with the LEP to put together a credible programme bid which would be able to support companies in the City Region with investment projects smaller than £1m. In order to do so, it was necessary to underpin the bid with a local authority accountable body and it was felt that Sheffield City Council was best placed to provide this function.

12.3.2 RGF is the most significant investment funding for business to emerge from Government since the demise of the RDAs. It is important that we are able to play a significant role in ensuring these funds are available to the City Region and Sheffield businesses in particular. We expect to support approximately 50/60 businesses through these funds up to half of which could be from Sheffield. The £25m will lever in a minimum of £100m of additional private sector investment and generate an absolute total of 1900 new or safeguarded jobs by the end of 2015/16.

12.4 **Alternatives Considered and Rejected**

12.4.1 **Not acting as Accountable Body for RGF**

SCC was the only LA in South Yorkshire prepared to take on this role and probably the only one with capacity. A Local Authority Accountable Body was a pre-requisite for a LEP led RGF bid, so failure to identify a suitably qualified authority acting in this role would have jeopardised our ability to draw down £25m for the benefit of small and medium sized businesses in

the City Region.

12.4.2 **Allowing the LEP business entity (LEPCO) to take over the role.**

This would not have been acceptable to BIS and the LEPCO would not have had the systems in place to carry out the essential functions required to administer the fund. In reality this was not a realistic option.

12.4.3 **Procuring a Fund Manager/Grant Administrator**

This would potentially have been a feasible option. However, this would have only covered part of the issue – ie the actual, administration of the grants/loans. The Council would still have had to contract with BIS and would have been responsible for the on-going monitoring of investments. So, whilst aspects of this option would have had some merit, we believe that it would not have represented a comprehensive and cost effective option.

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**

Simon Green, Executive Director, Place.

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

Environment and Economic Well-being.

NOTE: The next meeting of Cabinet will be held on Wednesday, 27th February, 2013 at 2.00 p.m. in the Town Hall.)

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SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Chief Executive

Date: 27th February 2013

Subject: Staff Retirements

Author of Report: John Challenger, Democratic Services

Summary: To report the retirement of staff across the Council's various Portfolios

Recommendations:

Cabinet is recommended to:-

- (a) place on record its appreciation of the valuable services rendered to the City Council by members of staff in the various Council Portfolios and referred to in the attached list;
 - (b) extend to them its best wishes for the future and a long and happy retirement; and
 - (c) direct that an appropriate extract of the resolution now made under the Common Seal of the Council be forwarded to those staff above with over twenty years service.
-

Background Papers: None

Category of Report: OPEN

REPORT TITLE: RETIREMENT OF STAFF

1. To report the retirement of the following staff from the Council's Service and to convey the Council's thanks for their work:-

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
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Children, Young People and Families

John Towers	Buildings Supervisor, St Theresa's Catholic Primary School	22
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Susan Whitlock	Deputy Headteacher, Gleadless Primary School	38
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Margaret Askham	Learning Support Teacher	23
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Place

Janet Crabtree	Programme Manager, Housing, Enterprise and Regeneration Service	41
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Resources

Kath Todhunter	HR Consultant	25
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2. To recommend that Cabinet:-
- place on record its appreciation of the valuable services rendered to the City Council by the above – mentioned members of staff in the Portfolios stated :-
 - extend to them its best wishes for the future and a long and happy retirement; and
 - direct that an appropriate extract of the resolution now made under the Common Seal of the Council be forwarded to those staff above with over twenty years service.



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Simon Green

Date: 27 February 2013

Subject: Cleared Sites Contract 2013/16

Author of Report: Neil Piper (20 37527)

Summary:

The current Cleared Sites Contract is used to manage and maintain cleared Council-owned sites (predominantly housing demolition sites) prior to their eventual disposal and/or development. This contract expires in April 2013, but will then be extended by three months to allow for completion of the procurement process.

In order to keep these sites tidy, safe and well-maintained, the Council will need to re-procure the contract and secure a new contractor to deliver these services over the coming years.

Reasons for Recommendations:

The current Cleared Sites contract expires in April 2013 and is then going to be extended by 3 months. The re-procurement and award of a new contract to cover the period July 2013 to April 2016 will allow for the continued management of the sites in the programme, keeping them tidy, well-maintained and safe, as well as increasing the attractiveness of the sites to potential developers as and when they are advertised for sale and development.

Recommendations:

R1. To approve the procurement of a contractor, by way of competitive tender, to deliver the services that form the Cleared Sites Contract 2013/16.

R2. To grant delegated powers to the Director of Commercial Services or his nominated representative to accept tenders and award a Contract for this Project, in consultation with the Director of Housing, Enterprise and Regeneration.

Background Papers: None

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Paul Schofield (24/08/2012)
Legal Implications
YES Cleared by: Lawrence Gould (22/08/2012)
Equality of Opportunity Implications
NO Cleared by: Ian Oldershaw (07/08/2012)
Tackling Health Inequalities Implications
NO
Human rights Implications
NO
Environmental and Sustainability implications
YES
Economic impact
NO
Community safety implications
YES
Human resources implications
NO
Property implications
NO
Area(s) affected
Potentially citywide
Relevant Cabinet Portfolio Leader
Harry Harpham
Relevant Scrutiny Committee if decision called in
Safer & Stronger Communities
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

Cleared Sites Contract 2013/16

1.0 SUMMARY

- 1.1 The current Cleared Sites Contract is used to manage and maintain cleared Council-owned sites (predominantly housing demolition sites) prior to their eventual disposal and/or development. This contract expires in April 2013, but will then be extended by three months to allow for completion of the procurement process.
- 1.2 In order to keep these sites tidy, safe and well-maintained, the Council will need to re-procure the contract and secure a new contractor to deliver these services over the coming years.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

- 2.1 The Cleared Sites contractor will be responsible for the management and maintenance of Council-owned cleared sites (predominantly housing demolition sites) across the city. Having this contractor in place will ensure that the sites are kept well-maintained, tidy and safe and do not have a detrimental impact on local residents and other users of the areas in the vicinity of these sites.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 This contract will ensure that the cleared sites in the programme are maintained to an agreed standard until they are disposed of or developed. Continued maintenance of these sites ensures that they do not become overgrown, unmanageable or magnets for fly tipping and other anti-social behaviour. Continued annual investment in the cleared sites will also increase their position as assets within the local community rather than eyesores and trouble spots.

4.0 BACKGROUND

- 4.1 The current Cleared Sites contract was awarded to Green Estate Ltd in April 2008 following a competitive tender process. The initial contract term was three years, with the option to extend for up to two further 12-month periods. Both extensions were activated, and the final extension term expires during April 2013.
- 4.2 There are currently over 120 hectares of cleared space (predominantly Housing land) being maintained under the current contract, spread across approximately 100 sites all over the city. Many of these sites do not have imminent development plans, so without ongoing maintenance they will become unkempt, overgrown, unsightly and unsafe, attracting fly tipping and other types of anti-social behaviour.
- 4.3 The Housing and Neighbourhood Regeneration Team has acted as Contract Administrator for the current contract since its commencement, and will continue in this role under the new contract.

4.4 The bulk of the work will be carried out on cleared housing sites across the city. The contract will also allow for works to be carried out on other non-housing sites under Council ownership, subject to the funding being available.

5.0 PROPOSAL

5.1 The proposal is to re-procure the Cleared Sites contract to commence immediately upon the expiry of the current contract in July 2013. The new contract will follow the same structure as the current contract - an initial term of three years (2013-16) with the option to extend for a further two years in 12-month increments, subject to available funding and contractor performance.

5.2 Commercial Services are currently preparing the procurement strategy for this contract. Initial work has already begun and the opportunity will be advertised by the Capital Delivery Service and Pre-Qualification Questionnaires, will be received and evaluated during March / April 2013. It is proposed that these submissions then be short-listed, and the short-listed organisations (no more than 6) be invited to tender for the contract.

5.3 Tenders will then be evaluated based on price and an agreed set of quality criteria. The Preferred Contractor will be identified and the Director of Commercial Services will then be able to accept the tender, issue a letter of acceptance and award the contract in consultation with the Director of Housing, Enterprise and Regeneration.

6.0 FINANCIAL IMPLICATIONS

6.1 The anticipated value of the contract for its initial duration (2013-16) is approximately £900,000. The majority of this funding has been identified from the Housing Revenue Account, (HRA), but there is a need to identify other sources of funding to maintain non HRA sites throughout the city, this amount is in the region of £150,000.

Proposals are to be submitted to both the Local Growth Fund Board and Neighbourhoods Investment Programme Boards for funding for this amount.

6.2 The type of contract that will be used means that the Council cannot guarantee any value of work to the contractor during the life of the contract.

6.3 HRA funding has been identified as follows:

- 2013/14: £300,000
- 2014/15: £250,000
- 2015/16: £200,000

The budget has an annual reduction to take into account the anticipated transfer of sites out of the cleared sites programme for redevelopment through the Sheffield Housing Company.

6.4 There are some sites and portions of sites within the cleared sites programme that are not eligible for HRA funding. Based on the approximate ratio of privately-owned properties to Council stock that originally stood on the demolition sites, it is estimated that around 15% of the site area in the programme was privately owned. Including a contingency of £5,000 per annum, this equates to around £50,000 p.a. (15% of the contract value is £45,000 p.a.).

6.5 A review of the current proposals indicated that the expenditure does not qualify as capital spend and will need to be funded from the revenue budget for which there is no provision. Thus the non-HRA sites will not be maintained unless expenditure can be re-prioritised.

7.0 LEGAL IMPLICATIONS

7.1 It is acknowledged that the Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply and, if that is the case, staff employed under the existing contract would transfer over to the successful tenderer. Corporate policies and procedures in this respect will be followed as the project progresses.

7.2 Officers are mindful of the importance of putting into place appropriate arrangements to secure the desired outcomes, ensure compliance with all legal requirements and protect the Council's position.

7.3 The Council's Contracts Standing Orders, including the European Union Procurement Rules, will be adhered to throughout the procurement. The tender process will be competitive and follow the principles of transparency and non-discrimination, and facilitate the achievement of value for money.

7.4 The successful tenderer will be required to enter into a formal written contract with the Council which will provide for effective service delivery at levels which accord with the Council's requirements.

8.0 EQUALITY IMPACT ASSESSMENT

8.1 An Equality Impact Assessment has been completed and is attached. It concludes that, for most groups, this project will have little or no impact. There may be some positive impact on the voluntary/community sectors and on community/social cohesion in the areas around the cleared sites. No negative equality impacts have been identified.

9.0 ALTERNATIVE OPTIONS CONSIDERED

9.1 One alternative option to re-procuring the Cleared Sites contract would be to let the current contract expire and not renew it. Whilst there would be obvious and immediate cost savings associated with this approach, the option was disregarded due to the substantial potential problems – both reputational and financial – that could arise if the cleared sites were not being maintained adequately. Many sites would

become overgrown and unmanageable very quickly, and past experience suggests that poorly maintained sites attract increased instances of fly tipping and other anti-social behaviour, as well as reducing the potential saleability and developability of the land. Sites could very easily become trouble spots and excessive plant and weed growth could hide numerous dangers (hazardous tipped materials, drug paraphernalia, broken glass, etc.), jeopardising the safety of local residents.

- 9.2 Another alternative to procuring an external contractor would be to use an in-house team from Parks & Countryside to carry out the works. Commercial Services approached the Director of Culture and Environment, who declined the opportunity.

10.0 REASONS FOR RECOMMENDATIONS

- 10.1 The current Cleared Sites contract expires in April 2013 and is then going to be extended by 3 months. The re-procurement and award of a new contract to cover the period July 2013 to April 2016 will allow for the continued management of the sites in the programme, keeping them tidy, well-maintained and safe, as well as increasing the attractiveness of the sites to potential developers as and when they are advertised for sale and development.

11.0 RECOMMENDATIONS

- R.1 To approve the procurement of a contractor, by way of competitive tender, to deliver the services that form the Cleared Sites Contract 2013/16.
- R.2 To grant delegated powers to the Director of Commercial Services or his nominated representative to accept tenders and award a Contract for this Project, in consultation with the Director of Housing, Enterprise and Regeneration.

Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Cleared Sites Contract 2013-16

Status of policy/project/decision: Existing

Name of person(s) writing EIA: Neil Piper

Date: 06/08/2012

Service: Housing, Enterprise & Regeneration

Portfolio: Place

What are the brief aims of the policy/project/decision? To procure a contractor to provide cleared sites maintenance services on Council-owned sites (predominantly Housing sites) across the city for the Cleared Sites contract 2013-16. The cleared sites maintenance programme is an ongoing programme and the current contract expires in April 2013. A new contract is therefore required so work can continue beyond April 2013.

Are there any potential Council staffing implications, include workforce diversity?

There are potential TUPE implications - these are being dealt with by Commercial Services under the Procurement Strategy.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	-Select-	
Disability	Neutral	-Select-	
Pregnancy/maternity	Neutral	-Select-	
Race	Neutral	-Select-	
Religion/belief	Neutral	-Select-	
Sex	Neutral	-Select-	
Sexual orientation	Neutral	-Select-	
Transgender	Neutral	-Select-	
Carers	Neutral	-Select-	
Voluntary, community & faith sector	Positive	Low	As part of the assessment process, all potential contractors will be required to demonstrate a willingness to provide volunteering opportunities where appropriate.
Financial inclusion, poverty, social justice:	Neutral	-Select-	
Cohesion:	Positive	Low	Proper maintenance of cleared sites contributes

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			positively to community cohesion
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc): The scope of this project is fundamentally equality neutral. The successful contractor will need to demonstrate a commitment to the provision of volunteer opportunities where appropriate, so there may be a slight positive impact on the voluntary sector. There will also be a small positive impact on community cohesion, as well-maintained cleared sites can improve and enhance an area. During the process of selecting and appointing a contractor, the Council's procurement rules will be followed, and in submitting tenders all potential contractors will be declaring their intention to adhere to all relevant statutory requirements related to this work, including Equal Opportunities, Health and Safety and Codes of Conduct. No negative equality impacts have been identified.

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: Ongoing throughout implementation **Q Tier Ref** / **Reference**

number: /

Entered on Qtier: No **Action plan needed:** No

Approved (Lead Manager): Neil Piper **Date:** 06/08/12

Approved (EIA Lead person for Portfolio): Ian Oldershaw **Date:** 07/08/12

Does the proposal/ decision impact on or relate to specialist provision: no

Risk rating: Low

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		
-Select-		
-Select-		

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Approved (Lead Manager): **Date:**

Approved (EIA Lead Officer for Portfolio): **Date:**



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Interim Executive Director, CYPF

Date: 27 February 2013

Subject: Vocational Skills Programme 14 – 16 (including alternative provision) for the academic years 2013-16 inclusive.

Author of Report: Nick Duggan, Assistant Director, 14 – 19 Commissioning

Summary: Lifelong Learning, Skills & Communities seeks permission to continue commissioning the Vocational Skills Programme (VSP) for learners at Key Stage 4 for the academic years 2013-14, 2014-15 and 2015-16. The VSP is organised by the service on behalf of schools and academies and makes available off-site provision at college or with other providers for learners of all abilities, including those 14-16 year olds at risk of disengagement.

Demand for the programme is entirely led by schools, academies and the Pupil Referral Unit (PRU) on whose behalf Lifelong Learning Skills & Communities procures, contract manages and quality assures a diverse range of provision and nationally recognised qualifications from a network of suitably experienced and accredited training providers from across the city. The programme will be fully funded by schools, academies and the PRU on a “per student per day” rate.

Reasons for Recommendations:

Lifelong Learning, Skills and Communities leads an extensive, established provider network drawn from the public, private and voluntary and community sectors which has successfully engaged an average of more than 2,000 Key Stage 4 learners per annum in off-site, vocationally -related studies. This

includes substantial numbers of those 14-16 year olds at risk of disengagement from learning. In the last six years, those learners choosing the programme have achieved a total of 9,179 GCSE-equivalent qualifications. As such the VSP has contributed to the attainment of these young people, the performance of their schools and the skills needs of the local economy. The programme is entirely demand led and does not incur a cost to the Council. The VSP is probably the largest Key Stage 4 vocational learning programme in the UK and has attracted national recognition as an exemplar of good practice.

The reason for seeking to re-procure the programme is the expiry of the existing three-year framework arrangement. The service is seeking through a framework agreement to procure by open and competitive tender, in accordance with Council Standing Orders and EU regulations a new VSP 14-16 programme for the academic years 2013-14, 2014-15 and 2015-16 which seeks to build on the good practice developed under existing arrangements.

Recommendations:

Cabinet is asked to:

- approve the undertaking of a procurement exercise in accordance with Council Standing Orders and EU regulations for the 14-16 Vocational Skills Programme for the period 2013-16 inclusive
- delegate powers to the Director of Lifelong Learning, Skills and Communities to proceed to contract after the procurement exercise has been completed without further recourse to Cabinet.

Background Papers:

Category of Report: OPEN

If Closed add – ‘Not for publication because it contains exempt information under Paragraph... of Schedule 12A of the Local Government Act 1972 (as amended).’

* Delete as appropriate

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Tricia Phillipson
Legal Implications
YES Cleared by: Nadine Wynter
Equality of Opportunity Implications
YES Cleared by: Bashir Khan
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
YES
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
Relevant Cabinet Portfolio Leader
Cllr Jackie Drayton
Relevant Scrutiny Committee if decision called in
CYPF
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
NO

1.0 SUMMARY

- 1.1 Lifelong Learning, Skills and Communities is seeking to continue commissioning the delivery of the VSP for Key Stage 4 learners for the academic years 2013-14, 2014-15 and 2015-16. The programme organises off-site provision for learners of all abilities, including those at risk of disengagement from education. The programme contributes to the City Council's strategic objective of building a strong and competitive economy through developing a highly skilled workforce.
- 1.2 Demand for the programme is entirely led by schools, academies and the Pupil Referral Unit, on whose behalf the service procures, contract manages and quality assures learning provision delivered by a network of suitably experienced and qualified training providers drawn from the public, private and third sectors across the city.
- 1.3 The source of the funding for the programme will be the city's schools, which will pay for the provision and the associated management and quality assurance of the programme by CYPF staff on a 'per student per day' rate. Similarly, providers will be reimbursed on a 'per student per day' rate. Payment will take place in arrears on the basis of actual attendance by learners.
- 1.4 The reason for seeking to re-procure the programme is the expiry of the existing framework arrangement.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 The VSP provides Key Stage 4 learners from participating schools, academies and the PRU with an opportunity to explore vocationally-focused provision at a time that is critical in helping them to determine their post-16 choices and subsequent career paths. It contributes directly to them being able to make an informed transition to sustainable education, employment or training opportunities which will help secure both their long term economic well-being and that of the city as a whole. This programme is a keystone of the city's Raising of the Participation Age Strategy (RPA) and will be connected to the City Deal and the 4,000 apprenticeship opportunities that this will generate in the city-region in the next three years.
- 2.2 The VSP is designed to complement and enhance the existing Key Stage 4 curriculum and, in addition, is designed to meet the learning needs of those at risk of disengagement by providing opportunities and qualifications that are both relevant and

motivating to this cohort. Moreover, the VSP provides all learners with the opportunity to secure vocational qualifications which will both contribute directly to their ability to progress to worthwhile, sustainable careers and generate additional, nationally recognised qualifications which contribute to the performance of schools and academies.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The learning outcomes for young people are vocational qualifications which carry currency with colleges, training providers and employers, increased personal confidence, resilience and readiness to undertake further post-16 education or work with training.
- 3.2 Colleges and other training organisations benefit by building progression pathways from the VSP into their post-16 provision and by enrolling school leavers onto their courses who are better prepared and motivated to succeed.
- 3.3 Employers benefit from having ready access to a potential workforce that is better prepared and equipped with the skills and experience to enter the world of work.
- 3.4 The programme includes a focus on supporting vulnerable young people e.g. Looked After Children, those with learning difficulties or disabilities, young carers, teen parents, children not on school roll and young offenders through the transition phase between secondary education and post -16 learning.
- 3.5 The programme supports an extensive network of voluntary and community sector training organisations and over recent years has significantly developed the capacity of these organisations to deliver education and training.
- 3.6 The programme also seeks to reduce the number of 14-16 year olds who are at risk of becoming disengaged from the education system and as such plays an important part in the city's strategy to reduce the number of 16-18 year olds not in education, employment or training (NEET). This becomes even more important with the new statutory responsibility conferred on the local authority under the Raising of the Age of Participation legislation to support all post-16 young people to remain in education or work with training.
- 3.7 The VSP has therefore a strategic fit with other programmes which are managed by Lifelong Learning, Skills and Communities on behalf of the City Council, specifically the ESF-funded NEETS programme known as Future:proof, the City Council's 100 Apprenticeship initiative, the pledge to create additional

apprenticeships in the city-region as part of the recently announced City Deal and the work undertaken with the Cutlers Company, the Hospital Trust and selected schools and academies to create a *Made in Sheffield* curriculum that is better aligned to the needs of employers and the local economy.

- 3.8 The sustainability of the VSP is assured whilst ever there is a demand from participating schools, academies and the PRU. Regular liaison and consultation with these stakeholders and young people seeks to ensure the relevance and therefore the attractiveness of the offer. The VSP is designed to expand or contract on the basis of the level of demand emanating from these institutions.

4.0 MAIN BODY OF THE REPORT

- 4.1 As stated above, the Vocational Skills Programme (VSP) for the academic years 2012-13, 2014-15 and 2015-16 builds on the experience of Lifelong Learning, Skills and Communities in delivering the current Vocational Skills Programme since the academic year 2004-05.
- 4.2 The VSP is probably the largest Key Stage 4 vocational learning programme in the UK and has attracted national recognition as an exemplar of good practice. Lifelong Learning, Skills and Communities leads an extensive, established provider network drawn from the public, private and voluntary and community sectors which has successfully engaged an average of more than 2,000 Key Stage 4 learners per annum in off-site, vocationally - related studies. This includes substantial numbers of those 14-16 year olds at risk of disengagement from learning. The programme is planned in partnership with schools, academies and the PRU, procured in accordance with Sheffield City Council Contract Standing Orders and quality assured using OFSTED standards by the 14-19 team in Lifelong Learning, Skills and Communities. The service also involves the provision of an Extended Curriculum Team that acts as a single point of contact for learning institutions in placing those young people at risk of disengagement in suitable alternative provision.
- 4.3 The VSP model has been held up as a national exemplar of good practice in supplying 14-19 vocational learning and has also been the subject of European Social Fund best practice visits.
- 4.4 Providers have been brought onto the commissioning framework through standard City Council procurement processes and are contract managed robustly to ensure the delivery of contractual targets, obligations and levels of quality.

- 4.5 A new procurement process will seek to continue and build upon this model for the academic years 2013-14, 2014-15 and 2015-16 in order to ensure that the provider network which is established continues to have the necessary skills, expertise and geographical coverage.

Financial Implications

- 4.6 The financial risks attached to the VSP programme 2013 - 16 are primarily associated with a lack of demand from participating schools and academies. This is predicated on the basis that the programme will be funded entirely by fees received from institutions based on a 'per student per day rate'. Therefore, whilst a lack of demand may impact on the delivery of the programme, it will not pose a risk to the Council. This will be ensured by contracts with providers which are framed so that all payments are made retrospectively on the basis of the actual number of learner days delivered in a given claim period. Minimum levels of business will not be guaranteed. Robust financial monitoring processes which meet the audit requirements of the Sheffield City Council will continue to be applied to the programmes by the Grants Administration Unit within Lifelong Learning, Skills and Communities. Officers within this Unit have significant knowledge and expertise as a result of several years experience in administering programmes of this nature.
- 4.7 Current gross spend is £2m per annum, mainly paid out to third parties, but this also includes recharges from other training units to cover the VSP delivery. This is funded mainly through charges for services and a small contribution from the VSP reserve. The VSP reserve is available to smooth the transition to a fully traded service to be achieved by August 2015.

Legal Implications

- 4.8 There are no legal implications attached to the programme beyond the need to ensure compliance with Council Standing Orders and EU regulations when undertaking procurement and any subsequent contracting. Any contingent risk will be mitigated by using the services of a Procurement Professional, taking advice from Commercial Services and consulting the Council's Legal Service.

HR Implications

- 4.9 There are no HR implications attached to the VSP. Existing staff are in place to discharge the Council's responsibilities in terms of procuring, contract managing and quality assuring the delivery of the programme. These staff have the skills and experience necessary to do so as a result of carrying out these roles in relation to the current VSP framework.

5.0 ALTERNATIVE OPTIONS CONSIDERED

5.1 The VSP could be terminated at the end of the 2012/13 academic year and schools, academies and the PRU required to organise their own off-site provision. The result would almost certainly be a return to the fragmented and unsatisfactory arrangements that existed before the city's schools asked the local authority to organise a structured, high quality and cost-effective VSP on their behalf. The benefits of a centrally procured, managed and quality assured network of training providers would be lost. Schools would have to duplicate these functions on an individual basis, with a consequent wastage of resource across the city. Not having the necessary expertise and experience in place would lead to potentially variable quality of health and safety, safeguarding and delivery arrangements thereby increasingly placing individual learners at risk. This option was rejected for these reasons.

6.0 REASONS FOR RECOMMENDATIONS

- 6.1 The continuance of the VSP preserves an essential part of the city's offer to Key Stage 4 learners, providing an introduction to vocational and employability skills which will be of great value in informing their post-16 choices and encouraging successful progression.
- 6.2 The VSP actively seeks to re-engage those learners at Key Stage 4 who are at risk of disengaging from learning and contributes therefore to the city's strategy for driving down 16-18 NEETs and in meeting the local authority's new statutory obligations associated with the RPA legislation.
- 6.3 The VSP offers an important opportunity for school-age young people to prepare for adult life and work by equipping them with the necessary skills, experience of the workplace and the vocational qualifications. It also helps furnish the workforce of the future with the attributes and competencies that will be needed for a strong and healthy local economy.
- 6.4 The VSP is connected strategically and contributes significantly to a range of important skills and employment initiatives in the city, as organised by the City Council and its partners including Future:proof, the 100 Apprenticeship initiative; the City Deal and the *Made in Sheffield* curriculum.

7.0 RECOMMENDATIONS

Cabinet is asked to:

- approve the undertaking of a procurement exercise in accordance with Council Standing Orders and EU regulations for the 14-16 Vocational Skills Programme for

the period 2013-16 inclusive

- delegate powers to the Director of Lifelong Learning, Skills and Communities to proceed to contract after the procurement exercise has been completed without further recourse to Cabinet.

Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Vocational Skills Programme

Status of policy/project/decision: New

Name of person(s) writing EIA: Gerard Higgins

Date: 25.7.12

Service: Lifelong Learning, Skills & Communities

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision?

Lifelong Learning, Skills & Communities, CYPF, seeks to continue the delivery of the Vocational Skills Programme (VSP) for learners at Key Stage 4 for the academic years 2013-14, 2014-15 and 2015-16. The programme which has been in existence for eight years is aimed at providing off-site provision for learners of all abilities, including those who are not actively engaged in education and those who are in danger of becoming so and progressing to become NEET post 16.

The reason for seeking to re-procure the programme is the expiry of the existing framework arrangement.

Are there any potential Council staffing implications, include workforce diversity?

There are no potential staffing implications for the Council. This represents the re-procurement of an existing programme. Those officers currently employed in procuring, contract managing and quality assuring the existing programme will continue to fulfil these functions in respect of the re-procured programme.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: “Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.” [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	The Vocational Skills Programme is aimed at learners aged at KS4 and therefore will not impact directly on the older population.
Disability	Positive	Medium	The programme will involve a focus on supporting vulnerable young people e.g. Looked After Children, those with learning difficulties or disabilities, young carers, teen parents, children not on school roll and young offenders through the transition phase between secondary education and post 16 learning.
Pregnancy/maternity	Positive	Medium	Teen parents are one of the groups of vulnerable

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			young people that the VSP seeks to target.
Race	Positive	Medium	The Vocational Skills Programme is a fully inclusive initiative in which schools from across the city participate, including those from areas where the population includes higher concentrations of people from a BME background.
Religion/belief	Neutral	Low	The Vocational Skills Programme is a fully inclusive initiative in which schools from across the city participate, including those from areas where the population includes higher concentrations of people from a BME background and those whose ethos is based around a particular denomination.
Sex	Positive	High	The Vocational Skills Programme seeks to challenge gender stereotyping in terms of encouraging young people to undertake experience and qualifications in occupations which traditionally have been the preserve of the opposite sex.
Sexual orientation	Neutral	Low	The Vocational Skills Programme is a fully inclusive initiative.
Transgender	Neutral	Low	The Vocational Skills Programme is a fully inclusive initiative.
Carers	Positive	Medium	Young carers are one of the vulnerable groups of young people which the VSP seeks to target.
Voluntary, community & faith sector	Positive	High	Many of the providers of the Vocational Skills Programme have traditionally been organisations based within the VCF.
Financial inclusion, poverty, social justice:	Positive	High	The programme will involve a focus on supporting vulnerable young people, including those at risk of exclusion on the grounds of poverty and seeks to maximise the opportunity for young people to achieve long-term economic well being through the acquisition of vocational and employability skills.
Cohesion:	Positive	High	The VSP will contribute to the encouragement of social cohesion through opening the opportunity to gain vocational and employability and thereby secure long term economic self-sufficiency to all young people

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			irrespective of gender, ability, race, religious faith, sexual orientation and level of economic and social deprivation.
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc): High

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: July 2016 **Q Tier Ref**

Reference number:

Entered on Qtier: No

Action plan needed: Yes

Approved (Lead Manager): Nick Duggan **Date:** 25.7.12

Approved (EIA Lead person for Portfolio): **Date:**

Does the proposal/ decision impact on or relate to specialist provision: yes

Risk rating: -Select-

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
Disability	At the end of the programme	July 2016
Sex	At the end of the programme	July 2016
Carers	At the end of the programme	July 2016
VCF	At the end of the programme	July 2016
Financial Inc	At the end of the programme	July 2016
Cohesion	At the end of the programme	July 2016
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		

Approved (Lead Manager): Nick Duggan Date: 25.7.12

Approved (EIA Lead Officer for Portfolio): Basahir Khan Date: 25/7/12

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SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Simon Green, Executive Director, Place

Date: 27 February 2013

Subject: Sheffield Local Plan (formerly Sheffield Development Framework): Pre-Submission Version of City Policies and Sites Document and Proposals Map

Author of Report: Peter Rainford (273 5897)

Summary: Members are asked to approve the final version of the Sheffield Local Plan's City Policies and Sites document and Proposals Map. These include revisions following two consultations, including that on additional housing sites. Changes proposed introduce additional flexibility reflecting continuing economic challenges and the Government's priority to increase the delivery of new homes.

Reasons for Recommendations:

The document and map help to implement the adopted Core Strategy and to meet statutory and national policy requirements. They take account of previous consultation and have been subject to sustainability appraisal and equality impact assessment. They are needed to guide the process of development management and to update the current Unitary Development Plan policies, adopted 14 years ago.

Recommendations: That Cabinet:

1. Endorses the current version of the City Policies and Sites document and Proposals Map for publication
 2. Refers this report and the documents to the next meeting of the full Council for approval for publication, invitation of formal representations and submission to the Secretary of State for Communities and Local Government
 3. Authorises the Executive Director of Place, in consultation with the Cabinet Member with responsibility for Business Skills and Development to take all necessary procedural steps following the formal representations to enable the schedule of any changes to the document and Proposals Map to be submitted to the Secretary of State.
-

Background Papers: City Policies and Sites document and Proposals Map

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Section 9 Cleared by: Anna Sanderson
Legal Implications
YES Section 10 Cleared by: Nadine Wynter
Equality of Opportunity Implications
YES Section 11 Cleared by: Ian Oldershaw
Tackling Health Inequalities Implications
YES Section 12
Human rights Implications
NO: Section 13
Environmental and Sustainability implications
YES Section 14
Economic impact
YES Section 15
Community safety implications
YES Section 16
Human resources implications
YES Section 17
Property implications
YES Section 18
Area(s) affected
Whole city excluding area within the Peak District National Park
Relevant Cabinet Portfolio Leader
Leigh Bramall
Relevant Scrutiny Committee if decision called in
Economic and Environmental Wellbeing
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
YES

27 FEBRUARY 2013

SHEFFIELD LOCAL PLAN (FORMERLY SHEFFIELD DEVELOPMENT FRAMEWORK):
PRE-SUBMISSION VERSION OF CITY POLICIES AND SITES DOCUMENT AND
PROPOSALS MAP

1 SUMMARY

1.1 This report seeks Cabinet's approval of the Council's final version of the City Policies and Sites document and Proposals Map. These are statutory documents subject to a process set out in legislation. This means they would become subject to a six-week period of representations from stakeholders and other members of the public before being submitted to Government for public examination into their soundness. The report sets the latest version in the context of previous work and consultations, explains the steps required for statutory adoption and outlines implications for Council policy.

2 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE?

2.1 The new policies and map will guide decisions by the Council and its partners about new development and other changes in land use. They will help to make sure that new developments cater for the needs of all in the city and respect the environment and the needs of future generations. They will help to provide necessary development and to protect and improve people's home environments, the places where they work and visit, and the ways in which they travel. They will take forward improvements that have already been happening and deal with more recent issues that have arisen.

2.2 The new Map proposes areas (known as policy areas) with different principal land uses and mixes of associated minor uses. It also allocates specific sites where particular kinds of development will be required. These area-based proposals will have a strong influence on the character and role of every part of the city, both in areas of change or in more stable neighbourhoods. Land will be made available in the right areas for a wide range of needs and conflicts between contrasting land users will be kept to a minimum. This will support initiatives to attract investment and infrastructure to the city. The Plan puts transformation and sustainability at its heart to help create opportunities for future economic growth and local communities that work well, and all this in a sustainable way.

2.3 The proposed allocations include some greenfield housing sites that were consulted on last year. One of the Government's key priorities is to increase the delivery of new homes and this land is needed to help meet the long-term need for new homes when the market recovers. But the proposals do not involve any changes to the Green Belt and over 90% of the housing land continues to be through the re-use of sites that have previously been developed. To fully meet all long-term needs we will need to take a more strategic look at the options but this will be something for an early review of the Local Plan as a whole.

3 OUTCOME AND SUSTAINABILITY

- 3.1 The proposed policies are needed to guide the content of planning briefs and decisions about planning applications (including, for example, through the work of the Sustainable Development and Design Panel). The intention is that they should help to achieve the objectives and policy outcomes already set out in the Council's adopted Local Plan (Sheffield Development Framework) Core Strategy. These place transformation and sustainability at their heart. All proposed policies and site allocations have themselves been appraised for sustainability. The documents, if adopted, will therefore make a very significant contribution to sustainable development in the city.

4 BACKGROUND

- 4.1 The Sheffield Local Plan comprises the renamed Sheffield Development Framework and is a statutory responsibility of the Council. The change in name is needed to conform with the new National Planning Policy Framework, issued in March 2012. The Plan is the City's primary land-use and place-shaping strategy. It covers all of the city except for the areas in the Peak Park, which the Peak Park authority is responsible for planning. It already includes the Core Strategy, which sets out the planning vision for Sheffield, spatial policies (dealing with what is proposed to happen where and how it will be delivered) and other policies dealing with key issues (particularly concerning environmental sustainability). The Core Strategy was subject to public examination by a Planning Inspector and was formally adopted by the Council in March 2009.
- 4.2 The Core Strategy did not cover all the matters needed in the development plan. The second document, now presented to Cabinet, contains additional policies to implement Core Strategy objectives through development management and defines the Core Strategy's broad spatial policies using boundaries on the Ordnance Survey base of the Proposals Map.
- 4.3 The new document and map have been through a long process of preparation and consultation. The last main period of consultation was in 2010 but further work was put back to allow an additional stage of consultation on Additional Sites for housing. The Government has made it clear that local authorities should be able to demonstrate a five-year supply of 'deliverable' housing (in addition to allocations over the rest of the period up to 2026). This means that the land has to be suitable and available but, crucially, development there also has to be achievable in economic terms. Achievability of development has been greatly affected by changed market conditions and it is necessary to help compensate for the resulting loss of deliverable housing sites. The opportunity has also been taken to make changes arising from the new National Planning Policy Framework.

5 THE POLICIES

- 5.1 As the policies flow from the Core Strategy and help to implement it, they are presented under the same headings as in the Core Strategy. The new document is not the place to amend the objectives and policies of the Core Strategy, which necessarily constrain the scope for alternative options in the subsequent document and map. More radical alternatives will need to be explored when the whole Local

Plan comes up for review. As the Core Strategy is already nearly four years old this should begin as soon as work on the present documents is complete.

5.2 For ease of reference, the text for each policy in the document has four main sections:

- Introduction, showing how the policy flows from 'higher-order' policy and why it is needed
- The policy statement itself, with definitions where needed
- Reasons for the content of the policy as proposed
- Explanation of how it will be delivered

5.3 The scope of the policies and changes proposed following the last consultation are outlined in Annex A to this report. Changes have been proposed to:

- Reflect the new policies of the National Planning Policy Framework and the proposed revoking of the Regional Spatial Strategy
- Update in the light of other changes in the planning process, particularly the provisions for the Community Infrastructure Levy
- Reduce overlap with national standards
- Deal with issues previously omitted
- Provide more flexibility where the draft criteria were too demanding for developers in the current challenging economic climate
- Allow more detailed requirements to be set out in supplementary non-statutory policies
- Reflect other new evidence
- Define meanings more clearly
- Condense and combine policies where appropriate.

5.4 Many of the changes are in direct response to comments made by consultees, to whom we offer our thanks. Whilst there are always issues where agreement cannot be reached, needing recourse to the process of public examination, we think that the revised policies go a long way to addressing concerns raised.

5.5 The policies can be found in chapters 2-10 of the City Policies and Sites document.

6 POLICY AREAS AND SITE ALLOCATIONS

6.1 The policy areas and site allocations flow from the Core Strategy's policies about the spatial distribution of land uses and the functioning of specific places. These are shown, along with other designations, in the eight sheets of the Proposals Map, which is available for Members to consult in the Members' Library and can be accessed electronically at [Sheffield City Council - City Policies and Sites](#)

6.2 There is always a tension in plans between the needs for certainty and flexibility. A degree of certainty is necessary to inform decisions about infrastructure, land purchase and property investment and to enable public confidence about the future of their neighbourhoods. But it is also necessary to adapt to changes in markets and provide for development opportunities that could not have been foreseen, especially when it would help bring investment to regeneration areas. So, trade-offs have to be made between certainty and flexibility.

- 6.3 An important way in which the plan creates certainty is by allocating specific sites where a specific land use or uses are required. This helps to ensure that there is enough land to meet the city's requirements, particularly for housing and employment. However, considerable flexibility is allowed through the designation of policy areas that cover the whole city, where certain uses are *preferred* (still giving a measure of certainty) but a wide range of other uses is still *acceptable*. Some uses are not mentioned in the policies so they can be considered on their merits whilst others are identified as unacceptable in principle if they would conflict with the preferred uses. So, for example, in Housing Areas, housing is preferred and should be dominant, small-scale shops and business development would be acceptable but industrial development would be unacceptable (see policy H1).
- 6.4 Since the previous consultation on these policy areas we have concluded that the amount of flexibility needed to be increased to reflect the continuing uncertainties in the economy. So, for example, the Priority Office Areas, with their high proposed concentrations of offices, have been reduced in area and the minimum required percentage of offices has been reduced. In Business Areas the preference for offices has been deleted, making a wider range of non-industrial businesses equally acceptable and these more flexible areas are more extensive than previously proposed.
- 6.5 The policy areas and site allocations are explained more fully in the document in chapters 11 and 12. Full details of allocations in each of the Core Strategy Areas are set out in chapters 13-23.

7 ADDITIONAL HOUSING SITES

- 7.1 The economic downturn has seriously affected demand for building new homes on many of the sites where the Core Strategy envisaged and promoted development. Demand for high-density city living has fallen significantly and it is also likely to take longer to redevelop in the housing renewal areas. When the consultation draft document and map were prepared in 2010 it appeared that there would still be enough land to meet citywide requirements but this is no longer the case. Whilst recovery of demand might occur in the longer term it is not possible, for the present, to demonstrate how this capacity would be taken up. The difficult decision was, therefore, taken to carry out a further round of consultation in early 2011, principally on potential new greenfield sites.
- 7.2 The consultation on these sites revealed a high level of local opposition. People value the greenspace in their neighbourhoods and anxieties were also expressed about additional pressures on schools and health services, increased traffic and pollution and loss of features of ecological or heritage value. Many respondents were not convinced that the city's need for new homes could not be met on brownfield land.
- 7.3 If the proposed new sites are a step too far for local people it remains questionable whether they will be sufficient to meet the projected long-term requirement for new homes and there remains a significant shortfall in the five-year supply. This has been observed and commented on by the housebuilders. Nor would they enable us to meet the five-year housing requirement, which is the Government's key yardstick for the supply of local housing land. To meet the full requirement in the

current market would have required a review of strategic policy on open space and Green Belt, which was beyond the remit of the current document.

- 7.4 Where housing development is sustainable and consistent with the Core Strategy, national policy is clear about a presumption in favour. We have given careful consideration to the comments received relating to sustainability of the proposed sites and commissioned significant further survey work to check out questions raised. But, in most cases, there are not compelling grounds for arguing that development would not be sustainable. Development would sometimes need to be designed to incorporate features of value (e.g. conserving hedgerows) and densities should sometimes be reduced to lessen the impact on the character of an area (e.g. in a village setting). Some ecological concerns can be addressed by securing a proportion of a site as open space (e.g. as part of a Green Link).
- 7.5 The implications for community services such as schools and health facilities will be matters for the providers to respond to (e.g. by providing additional classrooms or opening new surgeries). The providers are not in a position to produce blueprints and we have received no advice that pressure on facilities would be sufficient grounds for not allocating land. However, the position will need to be reviewed over time, taking account of all the changes in demand that have occurred. So it would still be necessary to review the position as planning applications are submitted. This would take account of funding options including the Community Infrastructure Levy.
- 7.6 In principle, an alternative remains, which is not to allocate. We are not recommending this because we need to ensure that there are enough homes for people living in the city. Whilst the current economic pressures are temporarily suppressing demand, this will return as the economy picks up and the housing market adapts. Planning strategy needs to take the long view. This accords with the Corporate Plan aim of having the right number of desirable homes in the right places to meet the future needs of residents. Even if we were minded to recommend the shorter-term view based only on current reduced market demand, we would be raising false expectations about our ability to safeguard these greenfield sites. The Government's presumption in favour of sustainable development, together with its ambition to increase levels of housebuilding, mean that where there is not a five-year supply the presumption will be to allow appeals into refusal of permission for housing, wherever they occur. This could lead to more sensitive sites than those proposed being at risk. In the current policy context, holding back sites where development would be sustainable could mean the plan being found unsound.
- 7.7 We are continuing to propose a two-stage process, which is, firstly, to put forward those additional housing sites that can be justified within the terms of current Core Strategy policy and, secondly, to follow this up with a review of the Core Strategy. We recognise that the first stage will not produce all the site capacity needed but we would be taking the action that is possible short of delaying everything until the Core Strategy can be reviewed. This stage would then be followed by the preparation of a revised Local Plan where more wide-ranging options for finding new housing land can be consulted on. These options should take account of new research into changes in nationally produced projections, assessment of local housing markets in the City Region, appraisals of the sustainability of additional site options and negotiations with neighbouring authorities.

7.8 We have prepared responses on all of the comments received and these are presented in schedules that we propose to publish on the Council's website. We have also published a range of ecological, archaeological and agricultural surveys undertaken following the consultation. A schedule is appended as Annex B, showing our assessment of individual sites.

8 THE NEXT STAGES

8.1 There have been three rounds of extensive consultation and the next stage is the last one. This involves publishing the final version of the document and Proposals Map and representations are invited. This stage is announced in the local press and copies of the documents are made available at First Points, libraries and housing offices across the city. Representations are made on a proforma that asks for comments on the *soundness* of the policies and proposals. To be sound, national policy states that they must be 'positively prepared', justified, effective and in accordance with national policy.

8.2 Although we have tried to address all the concerns that could require changes, there will be some where the Council and stakeholders will continue to disagree as to what is sound. In those cases where further changes would still be justified, they would be presented in a schedule and the published document and map together with the schedule are submitted to the Government for public examination by a Planning Inspector. The Inspector will make recommendations about what should be amended before the plan comes back to Cabinet and full Council for adoption. Although the recommendations will no longer be binding (as they were when the Core Strategy was produced) we would need very good reasons for not acting on them.

8.3 The timetable we are working to is:

- | | |
|-------------------------------|-------------------------------|
| • Full Council | April 2013 |
| • Representations | Late April to early June 2013 |
| • Consideration of comments | June/ July 2013 |
| • Submission | August 2013 |
| • Public examination hearings | November/ December 2013 |
| • Inspector's report | April 2014 |
| • Adoption | August 2014 |

8.4 The precise timetable will depend on the scale and nature of the representations and how much requires examination in the public hearings.

9 FINANCIAL IMPLICATIONS

9.1 There are no new financial implications. Publication of the City Policies and Sites document and Proposals Map and the representations stage have been budgeted for in 2012/13. It should be noted that expenditure will increase markedly in 2013/14, when the bulk of the Planning Inspectorate's charges for the public examination of the document would be incurred. This is being taken into account in budgeting for the next financial year and will be managed and met within the Service's settlement for the 2013/14.

10 LEGAL IMPLICATIONS

- 10.1 Under the Planning and Compulsory Purchase Act 2004, the Council is required to prepare a Local Development Framework (now Local Plan) which forms the basis of planning for its area. The recommendations of this report contribute to meeting this requirement.
- 10.2 A formal resolution of the Council is also required in order to adopt the new policies and map referred to in this report.

11 EQUALITY OF OPPORTUNITY IMPLICATIONS

- 11.1 The options that led to these policies have been subject to an equality appraisal and an Equality Impact Assessment. Attention is drawn to the following impacts:
- Policy C1 – housing within reasonable walking distance of local shops and facilities and public transport
 - Policy C2 – residential design that provides for disabled and older people
 - Policy D1 – access for disabled people at public buildings and places of work
 - Policy D2 – new open space including provision for children where there is a shortage
 - Policy D3 – affordable housing
 - Policy E2 – accessible parking for disabled people
 - Policy E3 – street design to provide for disabled people, older people, young people and people with young children
 - Policy G2 – opportunities sought to extend access to the Green Network for wheelchair use.
- 11.2 The representations process is set out in regulations but groups representing people who might otherwise be disadvantaged by planning and development will be informed of the opportunity to comment. Users requiring the document in large print, audio format, Braille or on disk will be given a contact address and phone number. Implications of the consultation processes have already been audited for the adopted Statement of Community Involvement (which sets out the Council's approach and standards to be achieved when consulting with the public on planning matters).

12 HEALTH INEQUALITY IMPLICATIONS

- 12.1 The policies contribute to reducing health inequalities by applying consistent standards across the city.
- Policy C1 includes health facilities in the list of community facilities that should be accessible from new housing
 - Policy D2 provides for new open space in areas of shortage
 - Policies E1, E2, E3 encourage walking and cycling
 - Policy F1 requires mitigation if large scale development would contribute to loss of air quality
 - Policies G2 and G3 encourage greening of the city through further green links and tree planting/ retention
 - Policy G6A protecting the countryside.

13 HUMAN RIGHTS IMPLICATIONS

- 13.1 The process for representations and adoption of the documents conforms to national law that takes due account of human rights.

14 ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

- 14.1 The policies and proposals accord with the National Planning Policy Framework, which requires development to be sustainable and affirms the environmental dimension of sustainability. The policies also flow from the Core Strategy objectives and policies, which have been appraised for sustainability and further appraisal has been carried out of the options that led to the present policies. Some critical policies for sustainable development and design already appear in the Core Strategy but attention is drawn to the following that are proposed for the new document:

- Policy A1 – infrastructure priorities contributing to sustainable transport, reduced carbon emissions and area resilience
- Policies A2, B3, C1 – location of development contributing to reducing the distances people need to travel
- Policy E1 – promoting sustainable ways of travel to new developments
- Policy E2 – helping to manage demand for the use of private cars
- Policy E3 – requiring street design to contribute to sustainable drainage and reduced carbon emissions
- Policy F1 – avoiding harmful effects of pollution
- Policy F2, G10 – providing for sustainable management of waste
- Policies G1, G2, G3, G4 – promoting biodiversity and the natural environment.

- 14.2 The policy areas and site allocations all flow from the Core Strategy and further appraisal has been carried out of the allocations options to draw out any local impacts that could not be discerned at the more strategic scale. The policy areas were not subject to sustainability appraisal as it was concluded that little would be added to what had already been done for the spatial strategy and spatial policies of the Core Strategy.

- 14.3 A report on the sustainability appraisal will be published with the consultation draft of the policies and comments on this will be invited.

15 ECONOMIC IMPACT

- 15.1 The policies support the Core Strategy themes of Economic Prosperity and Sustainable Employment and of Serving the City Region:

- Policy A1 indicates regeneration, release of employment land and maximising benefits from scarce resources among the factors for prioritising spending of Community Infrastructure Levy
- Policy A2 ensures that sensitive uses do not hinder employment uses in areas where employment should have priority
- Policy B1 supports economic regeneration with its design strategy for the City Centre

- Policy B2 supports the economic strengthening of the City Centre's Primary Shopping Area
- Policy B3 gives priority to the viability and regeneration of existing centres, including the City Centre.

15.2 The policies avoid placing undue additional burdens on businesses in the form of conditions. High quality and sustainable design may carry some costs but the policies (e.g. policy B1) recognise the different circumstances in different areas. The sustainable design criteria accord with national guidelines and the Council has already shown itself to be realistic when there are viability concerns. The main additional sums paid by developers would be the Community Infrastructure Levy and, for housing developments, a contribution to affordable housing. The Community Infrastructure Levy (policy A1 but at a level still to be consulted on) would replace most negotiated Section 106 contributions and, for housing developments, the sum negotiated for affordable housing will continue to take account of the viability of the development (policy D3). Otherwise, developer contributions would normally be only those that are essential for their scheme to proceed.

16 COMMUNITY SAFETY IMPLICATIONS

16.1 Safety features frequently in the criteria for development:

- Policy C1 – pedestrian access from new housing to shops and services to be safe
- Policy D1 – safety is a requirement in securing access form disabled people in public buildings and workplaces
- Policy D2 – safety is a factor in the design of new open space
- Policy E1 – requires action where a development would have significant highway safety impacts and provision of safe travel in Travel Plans (see also F2)
- Policy E2 – safety of on-street parking is a consideration in any relaxation of upper limits on off-street provision
- Policy E3 – safety of users is required in the design of roads and streets
- Policy F1 – contaminated land to be made safe before development is permitted
- Policy G10 – contains a requirement for entrances and pedestrian routes to be well located, obvious and overlooked
- Policy G14 – safety considerations to influence design of advertisements.

17 HUMAN RESOURCES IMPLICATIONS

17.1 The publication of the document and Proposals Map and the preparation of supporting reports and other evidence can be undertaken by staff on the current establishment though the peaking of work associated with the public examination may make it necessary to defer competing tasks. It is assumed that any major work on overall review of the Local Plan would come after publication and examination of the present documents.

18 PROPERTY IMPLICATIONS

- 18.1 The development criteria, policy areas and allocations apply equally to the Council as to other public or private sector developer or property interests. Council property management intentions, like those of any other property owner, are relevant in the assessment of the deliverability of proposed allocations (which include Council-owned land) but the Council's property interests are not material considerations for determining planning policy.

19 ALTERNATIVE OPTIONS

- 19.1 Alternative options were fully considered and consulted on at the Emerging Options stage of the earlier City Policies and City Sites documents. The more strategic choices were largely determined by the Core Strategy and the choice with many of the policy criteria and allocations is whether to have them or not. However, there were alternative options for many of the criteria (e.g. a higher standard or a lower one than what is proposed) and choices about the required uses for allocation sites. These will be detailed in the Background Reports to be published in time for the representations, which will contain fuller evidence for the selection and rejection of options for policies and proposals.

20 CONCLUSIONS ON REASONS FOR RECOMMENDATION

- 20.1 The document and map help to implement the adopted Core Strategy and to meet statutory and national policy requirements. They take account of previous consultation and have been subject to sustainability appraisal and equality impact assessment. They are needed to guide the process of development management and to update the current Unitary Development Plan policies, adopted 14 years ago.

21 RECOMMENDATION

That Cabinet:

- 21.1 Endorses the current version of the City Policies and Sites document and Proposals Map for publication
- 21.2 Refers this report and the documents to the next (non-budget) meeting of the full Council for approval for publication, invitation of formal representations and submission to the Secretary of State for Communities and Local Government
- 21.3 Authorises the Executive Director of Place, in consultation with the Cabinet Member with responsibility for Business Skills and Development to take all necessary procedural steps following the formal representations to enable the schedule of any changes to the document and Proposals Map to be submitted to the Secretary of State.

Simon Green
Executive Director, Place

February 2013

ANNEX A: SUMMARY OF POLICIES IN THE CITY POLICIES AND SITES DOCUMENT

1. This Annex provides a brief overview of the policies now proposed and some of the broad changes.
2. The **Introduction** sets the scene in the wider local plan but it has been extended to include wording recommended by the Planning Inspectorate to demonstrate conformity with the National Planning Policy Framework.
3. The theme of **Economic Prosperity and Sustainable Development** is well covered in the Core Strategy spatial policies and the new document proposes only two further policies under this heading:

A1 Infrastructure Requirements and Developer Contributions. This policy sets the broad priorities for funding from the Community Infrastructure Levy (considered by Cabinet on 12 December). It has been amended to state the main criteria for prioritising.

A2 Requirements for Economic Prosperity and Sustainable Employment. This policy picks up two outstanding matters, which are making sure that sensitive uses are not allowed where they would constrain businesses, and providing for local people who experience the impacts of new businesses also have access to the benefits. The definitions are revised to take a broader view of what is meant by local.

4. The policies for **Serving the City Region** deal with aspects of the City Centre that are relevant to making it a more attractive and more effective core city destination:

B1 City Centre Design. This policy gives a steer on the balancing of economic and design quality requirements in the City Centre quarters, drawing on the guidance of the Urban Design Compendium. Changes are relatively detailed and by way of updating and clarity.

B2 Development in the Central Shopping Areas and Cultural Hub. This policy states criteria for implementing the Core Strategy vision for the City Centre. Changes include a sequential preference for shops in the Primary Shopping Area, identification of a broader Central Shopping Area to include adjoining retail areas such as The Moor, and locations for units selling bulky goods. There is some relaxation of restrictions on the proportion of non-retail uses on ground-floor frontages outside the Primary Shopping Area.

B3 Retail and Leisure Development outside Existing Centres. This policy (formerly C5) identifies specific local requirements not covered in national policy on out-of-centre provision. It had also prescribed a specific five-yearly ceiling on any margins of additional retail development at Meadowhall. Although it is accepted that the quantitative evidence is lacking to define the precise margin for any new retail development, the Council remains firmly committed to the position adopted in the Core Strategy, of keeping the centre at its present size to promote confidence in the regeneration of the City Centre.

5. The theme of **Attractive and Sustainable Neighbourhoods** includes not only housing but also services for local communities.

C1 Access to Local Services and Community Facilities in New Residential Developments. This seeks to ensure that a range of shops and services are within reasonable walking distance of people's homes and is modified to deal with accessibility to public transport, previously covered in the Regional Spatial Strategy.

C2 Residential Design. This deals with aspects of design distinctive to housing uses, including inclusiveness and integration of different house types. Various wording improvements are proposed and the requirement for wheelchair housing is maintained at 25% of all developments of 4 or more dwellings (as in the Unitary Development Plan), rather than increasing it to 30% of dwellings as had been proposed in the previous draft.

C3 Safeguarding Sensitive Uses from Nuisance. This addresses the tension where developing housing in sustainable locations increases the risk of noise or disturbance – the policy requires mitigation of harm to living conditions. But it now leaves the precise timing of late-night opening to be determined in supplementary guidance.

C4 Development in District and Neighbourhood Centres. This supports Core Strategy policies, dealing with pressures to replace shops by uses that could undermine the vitality and viability of centres or cause disturbance to neighbouring communities. It now gives equal weight to shops and community facilities as core functions in these centres.

6. The chapter on **Opportunities and Well-Being for All** takes up three issues under this heading in the Core Strategy.

D1 Inclusive Design in Public Buildings and Places of Work. The previous policy addressed a range of access needs but the revised version focuses on requirements for disabled people at public sites and workplaces. The previous version also aimed to safeguard facilities for community use but it was concluded that planning controls could not prevent closures in the absence of other initiatives.

D2 Open Space in New Housing Developments. This identifies where open space would be expected as a part of new housing schemes. The requirement has been relaxed to apply to only housing developments of 4 or more hectares recognising practical problems with providing open space on smaller sites and that funding for greenspace from the new Community Infrastructure Levy will be more limited in view of other priorities. (Provision of soft landscaping is covered in policy G10 – see below).

D3 Delivering Affordable Housing. This policy completes the provision for affordable housing in the Core Strategy (policy CS40), retaining a target of 40% of units to be affordable, though it is recognised that this cannot be attained under present economic circumstances. But, in the most viable

locations, it is expected that this will still be achievable as well as the CIL payment in higher value areas over at least some of the period covered by the policy.

7. **Movement and Sustainable Transport** are intrinsic themes of the spatial strategy and policies in the Core Strategy but these policies need to be complemented by criteria for development management.

E1 Development and Trip Generation. This policy provides guiding principles for travel plans and transport assessments to ensure that developments contribute significantly to sustainable travel. It now omits the statement about development not being permitted on trip generation grounds as this is now covered by the National Planning Policy Framework, which indicates refusal would be appropriate only if cumulative impacts were severe.

E2 Parking. The statutory documents need to include standards to support the Core Strategy policies for managing the demand to travel – these are expressed in terms of maximum levels of parking and are complemented by provision for disabled people. Provision is now made for a higher level of off-street parking than originally proposed for businesses outside the City Centre and for housing areas where there are safety or operational reasons.

E3 Design for Roads and Movement. This wide-ranging policy shows how design and travel needs can be integrated. It has been reduced in length to give it more focus.

8. The theme of **Global Environment and Natural Resources** is of such importance that the Core Strategy Inspector required the transfer of the relevant development management policies from the present document to the Core Strategy. In particular, the statutory policies relating to climate change and flood risk no longer appear here and users are referred to Core Strategy policies CS64 and CS65 on sustainable design and CS67 on managing flood risk. This leaves relatively little to be covered in the present chapter, which now includes just three policies.

F1 Pollution Control. This ensures that account is taken of existing or resulting pollution of air, land or water. Amendments deal with the cumulative impacts of development on air quality and the effects of light pollution.

F2 Requirements for Waste Management. This policy reflects the potential impact of such developments for their surroundings and proposes appropriate safeguards. No significant changes have been made.

F3 Safeguarding Mineral Reserves. This policy has been added at the request of the Coal Authority to encourage extraction of any coal reserves before a site is developed to prevent them from being sterilised. This would be conditional on no unacceptable environmental impacts.

9. The chapter on the **Green Environment** deals with features of Sheffield's 'green city' character.

G1 Safeguarding and Enhancing Biodiversity and Features of Geological Importance. This policy promotes biodiversity as a feature of all aspects of development and safeguards areas of particular ecological and geological value. Changes are relatively minor.

G2 The Green Network. This safeguards and promotes the network of green space throughout the city (and shown on the Proposals Map) – this promotes biodiversity, health, leisure and sustainable transport objectives. The policy is little changed.

G3 Trees, Woodland and the South Yorkshire Forest. Trees and woodland play a special part in Sheffield’s ‘green’ character and this policy would protect existing trees and promote planting. Changes have been made to better reflect the South Yorkshire Forest Plan.

G4 Water in the Landscape. With its deep valleys, water is a distinctive feature of the Sheffield landscape but a resource that needs to be managed in view of the risk of flooding – this policy brings together guidance to deal with both issues. Changes are mainly matters of rewording.

10. **Character and Heritage** was a major aspect of the Design Principles policy in the Core Strategy (CS74) and the principles are developed into more specific criteria to guide development.

G5 Development and Area Character. Specific aspects of the character of areas are identified that need to be reflected in the design of development. Changes are mainly to improve wording.

G6A Development in Countryside Areas including the Green Belt. This policy complements national policy for Green Belt and deals with related countryside areas not so designated, by setting out local conditions for any development that is, exceptionally, allowed. The former policy G6 was subdivided into G6A and G6B to enable more specific coverage of landscape character and G6A reflects the new national policy context. Reference is no longer made to existing ‘Major Developed Sites in the Green Belt’ because the National Planning Policy Framework now sets out criteria for assessing development proposals on previously developed sites in the Green Belt.

G6B Landscape Character. This new policy requires development in the city’s cherished countryside areas to reflect the range of distinct landscape characteristics around Sheffield.

G7 Development affecting Features of Heritage Value. This provides more specific guidance about the areas, buildings and archaeological heritage that merit particular protection. It now incorporates the **former policy G9** protecting the city’s distinctive historic parks and gardens

11. The chapter on **Areas that Look Good and Work Well** takes up the general design themes that do not contribute primarily to one of the specific themes in previous chapters. Taken together, the design policies in the document will contribute to Building for Life principles that are informing the physical

regeneration of neighbourhoods. It develops the second part of the Core Strategy policy on Design Principles (CS74).

G10 Design Quality. This sets out specific design requirements needed to deliver the more general Core Strategy objectives. The proposed changes are mainly ones of detail but the policy now incorporates the issue of public art (**formerly policy G12**) emphasising it as an integral part of design in major developments.

G11 Tall Buildings. This follows from the Core Strategy policy on Tall Buildings (CS76), providing criteria for their design. But it now indicates the prevailing context in each Quarter of the City Centre in terms of a range of building heights rather than specifying single thresholds.

G13 Shop Front Design. This policy provides guidance that will affect locations that are particularly important in terms of the character and image of their area. Additional detail is now proposed to inform consideration of planning applications.

G14 Advertisements. This sets out conditions to ensure that advertisements do not disfigure their location – like shop fronts, they can have a major impact and detract from the design quality of buildings. Changes are mainly matters of detail.

ANNEX B: ASSESSMENT OF ADDITIONAL HOUSING SITE OPTIONS

Additional Sites Ref	Site Name	Officer Recommendation	Total Site Area (Ha)	Original Estimated Dwelling Capacity	Revised Estimated Dwelling Capacity	Notes
	North Community Assembly					
P00502	Wiggan Farm, Towngate Road, Worrall	Allocate for Housing	1.77	55	40	Reduce estimated site capacity to reflect irregular shape of site and local concerns about over development. Lower density required to reflect character of area.
P00503	Former Sports Ground, Greaves Lane, Stannington	Allocate for Housing and Open Space	1.46	20	20	Half of site to be improved as public open space.
P00505 (now part of P00521)	Platts Lane/ Oughtibridge Lane, Oughtibridge	Allocate for Housing	1.26	40	40	Development conditional on provision of a bridleway bridge over the railway to improve accessibility to public transport and local services. Site to be combined with two adjacent proposed housing sites to form one large allocation.
P00506	Hawthorn Avenue/ Coppice Close, Stocksbridge	Allocate for Housing	1.72	50	50	Cost of drainage infrastructure likely to make development unviable until at least late in the plan period. Ecology survey has required a condition to protect New Hall Wood by requiring a 15m buffer between the woodland and built development.
P00507	Worrall Hall Farm, Kirk Edge Road/ Top Road, Worrall	Allocate for Housing	0.84	25	15	Reduce estimated site capacity to reflect irregular shape of site and local concerns about over-development and impact on character.
	East Community Assembly					
P00500	Infield Lane, Darnall	Allocate for Housing	1.58	80	80	Number of dwellings reflects recent planning application for housing

Additional Sites Ref	Site Name	Officer Recommendation	Total Site Area (Ha)	Original Estimated Dwelling Capacity	Revised Estimated Dwelling Capacity	Notes
P00508	Former Sports Ground, Bawtry Road, Tinsley	Retain as Open Space	3.50	95	0	There is a shortage of informal open space in the area and it has not been shown that the site is deliverable for housing due to multiple land ownership (there are 63 separate owners through a land banking company but only 16 responded to the consultation). Parts of the site are ecologically important and currently subject to flooding.
P00501	Foley Street/ Levenson Street, Attercliffe	Allocate for Industry	0.85	0	0	Brownfield site and uncontroversial.
P00131	Darnall Works, Darnall Road, Darnall	Allocate for Flexible Use (mix of Housing and Employment uses)	6.48	100	100	Informal planning and development guidance to be prepared show at least 2.48 ha for housing. Brownfield site and uncontroversial.
Central Community Assembly						
P00498	Herries Road, Owlerton	Allocate for Business and Industry	0.55	0	0	Brownfield site and uncontroversial.
P00516	Gilders Car Showroom, Middlewood Road, Middlewood	Allocate for Housing	1.30	80	80	Site has planning permission for 80 townhouses. Potential interest in developing part of the site for retail but the overriding need for housing means a housing allocation is more appropriate.
South Community Assembly Area						
P00499	Dairy Distribution Centre, Hemsworth Road, Norton	Allocate for Housing	0.60	15	10	Some of the existing buildings are archaeologically important and should be retained. The Community Assembly have nominated this site for the local list.
P00511	Former SHU Playing Fields, Hemsworth Road, Norton	Allocate for Housing and Open Space	4.01	40	40	Development conditional on re-instatement of 2.67ha as recreational open space of an appropriate standard - there is interest from a local cricket club. Other funding sources might also be required.

Additional Sites Ref	Site Name	Officer Recommendation	Total Site Area (Ha)	Original Estimated Dwelling Capacity	Revised Estimated Dwelling Capacity	Notes
P00512	Norton Lane, Norton Oakes, Norton	Designate as Housing and Open Space Areas	1.53	30	0	In response to comments, the Council carried out ecological assessments but the owners have now advised that the site is no longer surplus to their requirements. The western part of the site should be retained as open space to maintain the Green Link and the central hedgerow. The eastern part should be designated as Housing Area to indicate the preferred use should it become surplus at a later date.
P00518	Former Abbeydale Grange School, Abbeydale Road	Allocate for Housing	2.44	90	90	The school has been demolished and there is a vacant site. This site will be included in the Planning Brief for the Bannerdale Centre, which will be consulted on. This would indicate the layout and density of the development. Development and safeguard features of ecological value.
P00525	Bannerdale Centre and adjacent land, Carter Knowle Road	Allocate for Housing and Open Space	14.89	80	80	The Bannerdale Centre is still in use and due to close from 2014. A Planning Brief comprising this site and the former Abbeydale Grange School will be subject to consultation and define the final location of development. Conditions on the allocation should determine the developable area, secure the playing pitches and safeguard features of ecological or heritage value.
	South East Community Assembly Area					
P00367	Beighton Road, Woodhouse	Allocate for Housing	3.02	90	90	Previously proposed as a site for a vocational centre in 2010 City Policies and Sites document. Public access to the Shirebrook Valley will be retained and hedgerows and trees incorporated within the development where possible.
P00509	Junction Road, Woodhouse	Allocate for Housing and Open Space	2.00	60	40	The proposed site area is reduced and the area needing protection for ecological reasons and to provide the Green Link is proposed for designation as an Open Space Area.

Additional Sites Ref	Site Name	Officer Recommendation	Total Site Area (Ha)	Original Estimated Dwelling Capacity	Revised Estimated Dwelling Capacity	Notes
P00510	Woodhouse East	Allocate for Housing and Open Space	10.5	220	220	Minimum of 3.1 hectares of this farmland area should be retained as open space in order to maintain the countryside setting and safeguard areas of tree planting and environmental improvements by local community.
P00495	Holbrook Rise, Holbrook	Allocate for Business and Industry	0.45	0	0	Brownfield site and uncontroversial.
	South West Community Assembly Area					
P00496	Hadfield Service Reservoir, off Glebe Road/ Blakeney Road, Crookes	Do not allocate for Housing but retain in Housing Policy Area	1.26	40	0	Site is no longer available during plan period though it could come forward as a 'windfall' if owners change their plans.
P00497	Lydgate Reservoir, Evelyn Road, Crookes	Do not allocate for Housing but retain in Housing Policy Area	0.65	20	0	Evidence is not yet available to confirm that the site would be available during the plan period. Could be put back in after representations stage if the landowner produces evidence of availability or it could come forward as a 'windfall' if they change their plans after that.
P00517	Canterbury Crescent, Fulwood	Allocate for Housing	0.70	15	15	The allocation would be subject to conditions regarding safeguarding of ecological interest, e.g. mitigation measures if required to safeguard any protected species visiting the site.



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Chief Executive

Date: 27th February 2012

Subject: Voluntary Sector Grant Aid Investment 2013-14

Author of Report: Anne Giller (273 5126)

Summary: The purpose of this report is to seek approval for recommended awards from the Voluntary Sector Grants Fund for the period 1st April 2013 to 31st March 2014 and to operate a Lunch Clubs Fund.

Reasons for Recommendations:

The reason for the recommendations is to support the local voluntary sector by making awards of funding from the Council grant aid budget. The purpose of grant aid investment is

- to mobilise volunteering and promote active citizenship,
- to provide experience and training opportunities for local people and create jobs,
- to provide important services for local citizens and innovative responses to emerging social needs,
- to enable voluntary organisations to draw in external funding and boost the local economy.

Recommendations:

Cabinet is asked, having had due regard to the provisions of Sections 149 and 158 of the Equality Act 2010 and Section 17 of the Crime and Disorder Act 1998, and to the issues raised by those provisions, to approve the grant award recommendations listed in Appendix 1.

Cabinet is asked to endorse the award process described in Section 5 above and to approve the actions, arrangements and recommendations at Sections 6 and 12 above, and the following specific delegations:-

- (a) The Director, Policy, Partnership and Research is authorised:-
- (i) to administer the Lunch Clubs Fund as described in Appendix 1;
 - (ii) to agree the terms of and authorise the completion of all funding agreements relating to grants made from the Voluntary Sector Grants Fund and the Lunch Clubs Fund ('the Grant Funds'), together with any other associated

agreements or arrangements that he may consider appropriate, provided that if the terms of a proposed funding agreement involve the variation of any standard terms previously agreed by Internal Audit and / or Legal Services the agreement shall not be completed without the consent of the Chief Internal Auditor and the Director of Legal Services;

- (iii) where (a) a change of circumstance affects the ability of an organisation to deliver the purpose of the grant awarded, (b) the Director considers the performance of the organisation to be below an acceptable standard or (c) an organisation has breached any of the award conditions contained in their funding agreement, to review, adjust or suspend grant awards;
- (b) The Director, Policy, Partnership and Research, in consultation with Cabinet Member for Communities and Inclusion, is authorised:-
- (i) to carry out during the first six months of 2013-14 a review of the service provided by Shopmobility Sheffield and to decide the amount of grant (if any) to be awarded to Shopmobility Sheffield for the period from 1st October 2013 to 31st March 2014 and the terms on which this is paid;
 - (ii) to agree the amounts, purposes and recipients of any individual grants awarded in year from the Grant Funds including any additional sums received or returned or unpaid funds;
 - (iii) where (a) a change of circumstance affects the ability of an organisation to deliver the purpose of the grant awarded or (b) the Director considers the performance of the organisation to be below an acceptable standard or (c) an organisation has breached any of the award conditions contained in their funding agreement, to withdraw grant awards.

Background Papers: See attached report.

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Patricia Phillipson
Legal Implications
YES Cleared by: Andrew Bullock
Equality of Opportunity Implications
YES Cleared by: Adele Robinson
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
YES
Human resources implications
NO
Property implications
NO
Area(s) affected
Citywide
Relevant Cabinet Portfolio Leader
Cllr. Mazher Iqbal
Relevant Scrutiny Committee if decision called in
Safer, stronger communities
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
YES

Voluntary Sector Grant Aid Investment 2013-14

1.0 Summary

- 1.1 The purpose of this report is to seek approval for recommended investment in the voluntary and community sector for 2013-14 funded exclusively from the Council's core revenue budget. This budget is subject to approval of the Council budget for 2013-14 to be adopted at Council on 1st March 2013. The Council's Grant Aid budget is managed by a team within Policy, Partnership and Research, which is part of the former Deputy Chief Executive's portfolio. This report deals with the arrangements for the Voluntary Sector Grants Fund and the Lunch Clubs Fund in 2013-14. Individual recommendations for awards are contained in Appendix 1.
- 1.2 In 2013-14 the total proposed investment in grant aid is £2,538,000, which includes an amount of £49,000 transferring from the Communities portfolio to support the mental health priority of the Voluntary Sector Grants Fund *Building social inclusion and cohesion and fostering good relations* theme.
- 1.3 In reaching the recommendations proposed in Appendix 1 attention has been given to ensuring that the organisations to be funded are fit for purpose in terms of governance, service delivery and financial viability and that the investment represents good value in terms of outcomes for service users.

2.0 What does this mean for Sheffield people

- 2.1 The grants recommended in Appendix 1 of this report will support activities and services that will directly benefit a wide range of local citizens. Benefits for local people arising from the grants recommended in Appendix 1 include access to services for people experiencing domestic abuse, support for vulnerable adults, support for older people, opportunities for people from Black and ethnic minority communities and access to advice and advocacy services. Organisations awarded a grant will be asked to monitor service use, to provide a diversity profile of their service users and report how they manage their user consultation and involvement.
- 2.2 While the grants recommended in Appendix 1 will have a positive impact for a range of local people that use the organisations funded, the amount of funding available within the budget in 2013-14 will be at least £300,000 less than the budget in 2012-13. This constrains the decisions of the Grant Awards Recommendation Panel and means that amounts recommended may be lower than would otherwise have been and that fewer applications may be recommended for an award. Voluntary sector organisations usually rely on a variety of funding sources of which Council Grant Aid is only one, but other funding opportunities are also shrinking. As a result some organisations may need to reduce their service levels to manage within a reduced budget. Other organisations are looking at different ways of configuring their services to maintain their activities. Reductions in funding may mean job losses and reduced opportunities for volunteering.

- 2.3 The majority of the grants recommended in Appendix 1 will encourage significant opportunities for local people to contribute to the wellbeing of their communities by engaging in volunteering. They will support organisations providing quality training and the opportunity to gain experience that will enhance volunteers' skills and employability.
- 2.4 The grants recommended in Appendix 1 will enable local people to engage in active citizenship as trustees and management committee members shaping and guiding the development of these organisations and the services they provide.
- 2.5 The majority of the grants recommended in Appendix 1 will provide employment opportunities for local people by helping to sustain organisations that employ paid staff.
- 2.6 Included within the Grant Aid budget is an amount used to provide grants to a network of local lunch clubs. The majority of lunch clubs are small self-help groups run entirely by volunteers that encourage older people to participate in a range of activities that reduce social isolation and promote health and wellbeing in older age. Between 2,500 and 3,000 older people will benefit from attending these clubs in 2013-14.

3.0 Outcome and sustainability

- 3.1 Grants are a flexible and responsive way of providing support to local voluntary and community sector organisations. The grants recommended in this report will fulfil a number of functions, including sponsoring specific project work, providing core funding to sustain organisations where alternative income streams are not available and enabling organisations to lever in other funding.
- 3.2 As with all public funding we need to ensure that we achieve good value for money from this investment and that our spending in the voluntary sector helps to achieve wider efficiencies that are crucial at this time of reducing budgets. Each grant will be the subject of a funding agreement that will stipulate the specific outputs and outcomes to be achieved by the organisation in return for the grant. Performance will be monitored against this agreement during the grant period. Based on previous monitoring returns it is estimated that the activity delivered by the organisations recommended for funding will be enhanced by around 5,000 hours of volunteer input each week.
- 3.3 The current funding climate means that many organisations face having to make efficiency savings and consider radical changes to their operation in order to remain sustainable, while maximising their outputs and outcomes and delivering best value for money. During 2012-13 a number of important organisations in the city that provide infrastructure support to the voluntary and community sector in terms of capacity building and training and services such as HR, accountancy, volunteer recruitment, charitable and legal advice, finding funders and fundraising, etc. have come together to form a new partnership, known as FUSE. The aim of FUSE is to improve and streamline access to support for local groups and organisations and deliver efficiency

savings that will enable as much funding as possible to be focussed on frontline delivery rather than backroom costs. The partnership was successful in securing an award of £400,000 from the Government's Transforming Local Infrastructure (TLI) programme to provide financial support for this change process. The TLI funding ends in September 2013 and before this date we anticipate that there will be a number of significant developments. To take account of this and the impact it may have on how our grant aid might usefully be invested, it is proposed that awards made under the Infrastructure theme are for six months only. Progress will be reviewed prior to the end of September and further awards made in the light of this. There are currently 11 members in the FUSE partnership and 4 of these organisations are recommended for six months awards in Appendix 1 (page 23).

- 3.4 Appendix 1 includes recommendations for funding 16 local advice centres for the first six months of 2013-14 only (page 18). For the past two years local advice centres, through their consortium CLASSY, have been working together with Council officers to reshape the advice service delivery model across the city in order to take account of the changed funding landscape and to address some shortcomings in the current model. The new delivery model will have far-reaching consequences for existing organisations as it is intended to fund a standardised service delivered by a small number of larger and sustainable organisations. It is intended that this work will come to fruition during 2013-14. Three advice centres Sharrow CAB, Woodseats Advice Centre and Castle Advice Service merged in 2012 to form Sheaf Citizens Advice Bureau and some other centres are in advanced merger discussions. It is proposed that applications from advice centres to deliver to the new model from October 2013 onwards will be invited and determined prior to 1st October 2013 by the Director of Policy, Partnership and Research pursuant to the delegated authority sought from Cabinet in the recommendation in paragraph 13.2(b)(ii) of this report.

4.0 Reasons for the recommendations

- 4.1 The reason for the recommendations in Appendix 1 is to support the local voluntary sector by making awards of funding from the Council grant aid budget. The purposes of grant aid investment are
- to mobilise volunteering and promote active citizenship,
 - to provide experience and training opportunities for local people and create jobs,
 - to enable voluntary organisations to provide important services for local citizens and innovative responses to emerging social needs,
 - to enable voluntary organisations to draw in external funding and boost the local economy.

5.0 How the recommendations were reached

- 5.1 The Voluntary Sector Grants Fund was established by Cabinet in 2011 and the first awards were made from 1st July 2012. In line with the agreed processes consideration was given to the award of multi-year funding and 11

applicants were awarded a grant for a period of 21 months to 31st March 2014 (subject to a review of the actual amount to be awarded in 2013-14). Accordingly, applicants holding a 21 month agreement have not been required to reapply for funding in 2013-14 but the amounts recommended for payment to these organisations have been scrutinised by the Grant Awards Recommendation Panel in line with the reduced budget. The organisations concerned are Ben's Centre for Vulnerable People, City of Sanctuary, Languages Sheffield, Mental Health Action Group, New Beginnings (VAS), Sheffield Association for the Voluntary Teaching of English, Sheaf Citizens Advice Bureau, Sheffield Chinese Language School, Sheffield Credit Union, Sheffield Domestic Abuse Outreach Service and St Vincent de Paul Furniture Store.

- 5.2 The bidding round for the Fund for 2013-14 was advertised on the Council website and widely through various VCS networks in September 2012 with a closing date of 30th October. Funding was advertised under two themes that reflect aspects of the current priorities of the Council: *Building social inclusion and cohesion and fostering good relations* and *Supporting the local voluntary sector to thrive and deliver*.
- 5.3 It was decided not to advertise a third theme *Tackling poverty, promoting social justice and financial inclusion*, which is current in 2012-13 and will continue in 2013-14. The reason for this is that with two exceptions grants held under this theme in 2012-13 are all local advice providers; the two exceptions being Sheffield Credit Union and St Vincent de Paul Furniture Store, both of which hold 21 month agreements, which means that they were not required to reapply for funding for 2013-14. Given the uncertain future of the majority of the advice centres in their present form, as mentioned at paragraph 3.4 above it was decided that it would be unnecessarily burdensome and confusing to ask advice centres to make fresh applications for 2013-14. Instead a decision was taken to continue funding the currently funded advice services for 6 months to 30th September 2013. This means that the advice centres listed in Appendix 1 were not required to make an application for funding, but they were asked to indicate their desire to be funded from 1st April to 30th September 2013 and to comment on the impact of a funding reduction. This information was made available to the Grant Awards Recommendation Panel and is available for consultation by Cabinet members (contact Anne Giller, Voluntary Sector Liaison Team Manager). The amounts recommended for awards to these organisations in Appendix 1 were subject to consideration by the Grant Awards Recommendation Panel bearing in mind the reduced budget and the need to maintain an interim service while the arrangements for the new model are concluded.
- 5.4 In 2012 a review was conducted into the Sheffield Domestic Abuse Partnership, a multi-agency domestic abuse support service of which Sheffield Domestic Abuse Outreach Service is an integral part. The recommendations of the review that were agreed on 21st November 2012 by the Cabinet Member for Health, Care and Independent Living include changes to the future shape of service delivery and changes to existing funding arrangements involving the pooling of budgets across Council portfolios. In order to support the implementation of the review's recommendations it is proposed that the outcomes and outputs of the funding agreement with Sheffield Domestic

Abuse Outreach Service during the remainder of the 21 month period will become the responsibility of the Drugs and Alcohol and Domestic Abuse Co-ordination Team as part of the pooled budgets.

- 5.5 Applications to the VSGF were first checked by officers to ensure that they met the standard eligibility criteria. These criteria were formulated in September 2011 following consultation including consultation with the local voluntary and community sector. The Chair of the Grant Awards Recommendation Panel, the Cabinet member for Communities and Inclusion, was informed of any applications that did not meet the standard criteria and the reasons for this. Eligible applications went through an evaluation process involving an assessment comprising a series of judgement points covering strategic fit, quality of service and track record, approach to diversity and equality, financial risk and robustness and value for money. These judgement points were originally developed by the Director of Policy, Partnership and Research in consultation with the voluntary sector in September 2011 and were advertised as part of the application process.
- 5.6 The Grant Awards Recommendation Panel, chaired by the Cabinet member for Communities and Inclusion and comprised of two further elected members and the Director of Policy, Partnership and Research, met in November and December to formulate the recommendations to Cabinet listed in Appendix 1. The assessments and details of all applications were presented to the Panel. In formulating its recommendations the Panel took into account all relevant considerations including the equalities impact of the applications and statutory Best Value Guidance. It was guided heavily by the assessments and the quality of the applications. A report of the impact of these awards will be prepared after the end of the financial year 2014 and published on the Council website. The background papers for each application to the Voluntary Sector Grants Fund are available for consultation by Cabinet members (contact Anne Giller, Voluntary Sector Liaison Team Manager).
- 5.7 The Grant Awards Recommendation Panel decided to recommend awards to the following applicants based on the officer assessments: Ben's Centre for Vulnerable People, City of Sanctuary, Deaf Advice Service Sheffield, Emmaus Sheffield, Firth Park Advice Centre, Foxhill & Parson Cross Advice Centre, Haven House, Heeley Advice Centre, Heeley City Farm, Hillsborough & Area Advice Service, Langsett Advice Centre, Languages Sheffield, Mental Health Action Group Sheffield, New Beginnings, Northern Refugee Centre, Pakistan Advice and Community Association, Pitsmoor Citizens Advice Bureau, Pro-help, Roshni Asian Women's Resource Centre, Sheffield and District African-Caribbean Association, Sheffield Association for the Voluntary Teaching of English, Sheaf Citizens Advice Bureau, SHEBEEN, Sheffield Chinese Community Centre, Sheffield Chinese Language School, Sheffield Community Transport, Sheffield Credit Union, Sheffield Debt Support Unit, Sheffield Domestic Abuse Outreach Service, Sheffield Law Centre, Sheffield Mental Health Citizens Advice Bureau, Sheffield Rape & Sexual Abuse Counselling Service, Sheffield Women's Aid, Shopmobility Sheffield, South East Sheffield Citizens Advice Bureau, South Yorkshire Funding Advice Bureau, St Vincent de Paul Furniture Store, St Wilfrid's Centre, Tinsley Advice Service, Together for Regeneration, Voluntary Action Sheffield Lunch Clubs Support, Voluntary

Action Sheffield, Yemeni Community Association and Young Women's Housing Project.

- 5.8 The Grant Awards Recommendation Panel decided to recommend an additional award at their own discretion to the following applicant: Creative Pathways. The reason that the Panel decided to make this recommendation is to allow Creative Pathways an extended period of time (max 6 months) to consider joining the FUSE partnership.

6.0 Proposed grant spending 2013-14

- 6.1 The Council Grant Aid budget including the awards from the VSGF and the Lunch Clubs Fund proposed in Appendix 1 will contribute towards the Council's corporate plan *Standing Up for Sheffield* and in particular the following outcomes: 'Better Health and Wellbeing', 'Tackling Poverty and Increasing Social Justice' and 'Safe and Secure Communities'.
- 6.2 Details of recommended awards from the Voluntary Sector Grants Fund are attached to this report as Appendix 1, which provides brief details of the amount and purpose of the award being recommended. Each grant included in Appendix 1 will be the subject of a Funding Agreement that sets out the outputs, outcomes, milestones and conditions on which the funding is granted together with a budget of how the grant will be spent. Every grant is subject to a set of standard grant conditions approved by Legal Services. It is proposed that responsibility for attaching additional conditions to a grant where these have been identified as appropriate during the grant assessment process be delegated to the Director of Policy, Partnership and Research.
- 6.3 The majority of the awards recommended are for a period of 12 months. The grant to Shopmobility Sheffield is for 6 months and further funding is contingent upon the outcome of a review of the service during the first 6 months. It is proposed that responsibility for carrying out and deciding the outcome of this review should be delegated to the Director of Policy, Partnership and Research in consultation with the Cabinet member for Communities and Inclusion. The awards recommended under the Infrastructure theme to the FUSE partners are for 6 months for the reasons outlined at paragraph 3.3 above. The awards to 16 advice centres are also for 6 months for the reasons outlined at paragraph 3.4 above.

7.0 Legal Implications

- 7.1 The legal power for the Council to establish, administer and make awards from the various grant funds as described in this report is provided by the general power of competence contained in Section 1 of the Localism Act 2011. Subject to certain statutory restrictions, none of which apply in this case, Section 1 gives the Council "power to do anything that individuals generally may do".
- 7.2 In considering this report Cabinet must be mindful of the requirements imposed by the public sector equality duty enacted in Section 149 of the

Equality Act 2010. Some of the proposals in this report involve the taking of action to assist persons sharing 'protected characteristics' within the meaning of the 2010 Act to overcome or minimise disadvantage or otherwise meet their needs. This is permitted by Section 158 of the Act 2010. More details are set out below in section 8 of this report.

- 7.3 Cabinet must also have due regard to the likely effect of the proposals on, and the need to do all that it reasonably can to prevent, crime and disorder, the misuse of drugs, alcohol and other substances and re-offending in its area (Section 17 of the Crime and Disorder Act 1998). More details are set out below in section 9 of this report.
- 7.4 The European Commission has considered the issue of whether public sector financial support for credit unions constitutes unlawful state aid and takes the view that in some circumstances it may do so. Sheffield Credit Union holds an award from the Voluntary Sector Grants Fund that runs to March 2014 and was agreed in June 2012. In making the original award agreed in June 2012, officers in Legal Services were of the view that the grant to Sheffield Credit Union would not be unlawful. The funding agreement that covers this grant contains appropriate provisions in relation to this issue agreed with Legal Services.

8.0 Equality Implications

- 8.1 Section 149(1), Equality Act 2010 (the 'public sector equality duty') places a statutory duty on the Council to 'have due regard' when exercising its functions to the need to:-
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 8.2 Section 149(3) goes on to provide that having due regard to the need to advance such equality of opportunity involves having due regard, in particular, to the need to:-
- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 8.3 For the purposes of Section 149 the relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 8.4 Section 149(6) recognises that compliance with the Section 149 duties may involve treating some persons more favourably than others. However, this does not to permit conduct that would otherwise be prohibited by or under the Act.
- 8.5 Section 158 provides that if the Council reasonably thinks that:-
- (a) persons who share a protected characteristic suffer a disadvantage connected to the characteristic,
 - (b) persons who share a protected characteristic have needs that are different from the needs of persons who do not share it, or
 - (c) participation in an activity by persons who share a protected characteristic is disproportionately low,
- then the Act does not prohibit the Council from taking any action which is a proportionate means of achieving the aim of:-
- (i) enabling or encouraging persons who share the protected characteristic to overcome or minimise that disadvantage,
 - (ii) meeting those needs, or
 - (iii) enabling or encouraging persons who share the protected characteristic to participate in that activity.
- 8.6 In considering the application assessments the Panel was mindful of earlier reports concerning the future shape of funding to the voluntary sector and the equality impact assessments completed in relation to these changes notably in February 2011 and September 2011. The grant application form asked applicants to identify potential users with protected characteristics and describe how they ensure open and equal access to their services. In formulating their recommendations to Cabinet and deciding whether or not to recommend an award, the Panel took into account the impact, including equalities impact of the decisions they were making.
- 8.7 Some of the proposed grants are to groups serving members of ethnic minority communities where the activity or service to be funded will enable ethnic minorities to overcome a disadvantage connected to their ethnicity or will encourage participation in an activity where engagement by Black and ethnic minority people is disproportionately low. Some of the proposed grants are to organisations that provide single gender services, namely Roshni Asian Women's Resource Centre, Sheffield Rape and Sexual Abuse Counselling Service, Haven House, Sheffield Women's Aid, and Young Women's Housing Project, where the needs of women in relation to men are different. The Director of Policy, Partnership and Research is satisfied that all these proposed grants fall within the ambit of the positive action provisions of Section 158, and would be not only in line with the public sector equality duty, but examples of the Council's active compliance with this duty.
- 8.8 An equality impact assessment has been completed for this report and a copy of this document is attached as Appendix 2 (page 26). The Grant Aid budget is specifically aimed at supporting the local voluntary sector and as such has a positive impact on the sector. However the budget overall is continuing to reduce by comparison with previous years, which means that there is less funding available for investment in the sector through grant aid at a time when other funding sources are also reducing. Fewer grants are recommended and the value of some of the grants recommended is less than might be the case if

the budget was larger. This inevitably has a negative impact on the sector. Demand is managed by identifying a limited range of priorities for the funding. These priorities are chosen to align with current Council priorities and are aimed to ensure that groups with protected characteristics are not excluded. Applicants are asked to identify in their application how they address the particular needs of groups with protected characteristics. In deciding which awards to recommend to Cabinet the Grant Awards Recommendation Panel took into account the overall funding position of the applicant and the likely impact of the award including the impact on people with protected characteristics. Attention was paid to applicants that could demonstrate a positive approach to managing services within a reduced funding environment including collaborations and mergers and other efficiency savings aimed at delivering best value for the money available. Despite the reduced level of investment, positive impacts have been identified among the range of awards recommended for older people, women, disabled people, Black and ethnic minority people, the voluntary sector, financial inclusion and cohesion in the city. No specific negative impacts have been identified although the majority of awards recommended are less than the amounts requested in the applications, which may in some cases result in lower levels of service.

- 8.9 Organisations funded from this budget will be asked to provide information about the equality impact of the grant awarded in their monitoring returns. This information will be collated and reported in an annual report for each fund. These reports will be published on the Council website and notice of their publication is circulated to all elected members.

9.0 Community Safety Implications

- 9.1 Section 17 of the Crime and Disorder Act 1998 imposes a duty on the Council to exercise its functions with due regard to the likely effect on, and the need to do all that it reasonably can to prevent, crime and disorder (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances and re-offending in its area.
- 9.2 Among the awards recommended in Appendix 1 are awards to eight organisations that deliver services that have a positive impact on community safety. These are Ben's Centre for Vulnerable People that works with and provides a place of safety for street drinkers; Sheffield Domestic Abuse Outreach Service, Haven House and Sheffield Women's Aid that work with victims of domestic abuse and in the case of the latter two organisations provide a place of refuge; Sheffield Rape and Sexual Abuse Counselling Service and the Young Women's Housing Project that work with victims of sexual abuse including child sexual abuse; and City of Sanctuary that works to promote positive community relations between the host community and refugees and asylum seekers.
- 9.3 None of the proposed awards is considered likely to have a negative impact on community safety.

10.0 HR Implications

- 10.1 Grant management including assessment, monitoring and reporting and the provision of advice and support to funded organisations will be undertaken within existing staff resources in 2013-14. There are no other additional Council human resource implications arising from the recommendations in this report.

11.0 Environmental Implications

- 11.1 There are no specific environmental implications arising from this report.

12.0 Financial Implications

- 12.1 The core budget for grant aid for 2013-14 has been prepared on the basis of the budget allocated to grant aid by Council at its meeting on 9th March 2012 after any in-year cash limit adjustments and minus 7.5%. As part of the Council's budget setting process an equality impact assessment was completed in November 2012 and consulted upon in January 2012 in relation to this budget reduction. The action plan associated with this equality impact assessment identified that a robust and transparent assessment process would be used to ensure that applications for Grant Aid offer value for money and fit with the Council's current priorities. Wherever relevant we will support local VCS organisations in their applications to other external funders. We will continue to make funding available to support infrastructure services that help local VCS organisations to identify and apply for external funding. We will make every effort to ensure that when decisions are made about the award of grants from the Voluntary Sector Grants Fund account is taken of other funding to the organisations from elsewhere in the Council and the level of any reductions being applied to that funding.
- 12.2 The financial implications arising from the proposals contained within this report can be summarised as follows:

	£
Proposed Provisional budget (includes £49,000 to transfer from Communities)	2,538,000
VSGF Grants recommended in Appendix 1	1,643,698
Lunch Club Fund	170,000
Balance including ringfenced sums to be allocated in year	724,302
Proposed total expenditure	2,538,000

- 12.3 An amount of £49,000 will be transferred as a cash limit adjustment from the Communities portfolio to support grants awarded under the mental health priority of the *Building social inclusion and cohesion and fostering good relations* theme.

12.4 Other sums may be received in year from other parts of the Council or other partners to be managed as part of the grant aid process to fund local voluntary sector activity. It is recommended that decisions to award grants in year from the grant aid budget, including any additional sums, returned or unpaid funds, be delegated to the Director of Policy, Partnership and Research in consultation with the Cabinet Member for Communities and Inclusion.

13.0 Recommendations

13.1 Cabinet is asked, having had due regard to the provisions of Sections 149 and 158 of the Equality Act 2010 and Section 17 of the Crime and Disorder Act 1998, and to the issues raised by those provisions, to approve the grant award recommendations listed in Appendix 1.

13.2 Cabinet is asked to endorse the award process described in Section 5 above and to approve the actions, arrangements and recommendations at Sections 6 and 12 above, and the following specific delegations:-

(a) The Director, Policy, Partnership and Research is authorised:-

(i) to administer the Lunch Clubs Fund as described in Appendix 1;

(ii) to agree the terms of and authorise the completion of all funding agreements relating to grants made from the Voluntary Sector Grants Fund and the Lunch Clubs Fund ('the Grant Funds'), together with any other associated agreements or arrangements that he may consider appropriate, provided that if the terms of a proposed funding agreement involve the variation of any standard terms previously agreed by Internal Audit and / or Legal Services the agreement shall not be completed without the consent of the Chief Internal Auditor and the Director of Legal Services;

(iii) where (a) a change of circumstance affects the ability of an organisation to deliver the purpose of the grant awarded, (b) the Director considers the performance of the organisation to be below an acceptable standard or (c) an organisation has breached any of the award conditions contained in their funding agreement, to review, adjust or suspend grant awards;

(b) The Director, Policy, Partnership and Research, in consultation with Cabinet Member for Communities and Inclusion, is authorised:-

(i) to carry out during the first six months of 2013-14 a review of the service provided by Shopmobility Sheffield and to decide the amount of grant (if any) to be awarded to Shopmobility Sheffield for the period from 1st October 2013 to 31st March 2014 and the terms on which this is paid;

(ii) to agree the amounts, purposes and recipients of any individual grants awarded in year from the Grant Funds including any additional sums received or returned or unpaid funds;

- (iii) where (a) a change of circumstance affects the ability of an organisation to deliver the purpose of the grant awarded or (b) the Director considers the performance of the organisation to be below an acceptable standard or (c) an organisation has breached any of the award conditions contained in their funding agreement, to withdraw grant awards.

John Mothersole
Chief Executive

Voluntary Sector Grants Fund

Proposed awards 1st April 2012-31st March 2014

The proposed awards are grouped alphabetically by name of organisation under three funding themes

Theme 1: Building social inclusion and cohesion and fostering good relations

Ben`s Centre for Vulnerable People (Sheffield)

Charitable limited company founded in 1996 and based in premises on Orange Street off West Street. Managed by a Committee of 5. Provides a service for street drinkers 4 days a week offering a safe accessible environment where users can get food, clean clothes and information and advice about access to other services. Also provides activities and support to enable users to develop skills and become rehabilitated into the community.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £54,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards work with vulnerable street drinkers in line with outputs, outcomes and budget to be specified in a funding agreement.

City of Sanctuary

Charitable limited company founded in 2005 and based in Victoria Hall on Norfolk Street. Managed by a Committee of 7. Provides awareness raising and cross cultural activities with the help of refugee and asylum seeker volunteers to encourage a culture of welcome, hospitality and mutual understanding.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £25,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards work to promote cohesion in line with outputs, outcomes and budget to be specified in a funding agreement.

Emmaus Sheffield

Charitable limited company and affiliate member of Emmaus UK founded in 2000 and based in Sipelia Works on Cadman Street. Managed by a Committee of 10. Runs a self-supporting community for homeless people in Sheffield. The community offers a home, employment and a sense of belonging to residents, who refurbish and sell donated goods through an on-site shop.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £27,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards the community companions project for homeless people in line with outputs, outcomes and budget to be specified in a funding agreement.

Haven House Project

Charitable limited company founded in 1975 and based in housing association premises. Managed by a Committee of 5. Services include supported accommodation, advice on benefits, housing and legal rights, emotional support, resettlement and outreach, therapeutic support for children and young people, in-house activities for women and an outreach service.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £10,600 for the period 1st April 2013 to 31st March 2014 as a contribution towards therapeutic work with children in line with outputs, outcomes and budget to be specified in a funding agreement.

Heeley City Farm

Charitable limited company founded in 1981 and based at Council owned site on Richards Road. Managed by a Committee of 5. Runs an urban farm with training and educational activities including vocational courses for unemployed adults, an environmental education service and specific programmes for volunteers, young people and adults with learning disabilities. Houses the South Yorkshire Energy Centre.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £31,560 for the period 1st April 2013 to 31st March 2014 as a contribution towards maintaining volunteering opportunities for vulnerable people in line with outputs, outcomes and budget to be specified in a funding agreement.

Languages Sheffield

Charitable limited company formed in 2007 and based at The Circle, Rockingham Lane. Managed by a Committee of 8. Supports and develops complementary language schools across different ethnic minority communities within the city. Also takes a lead on improving cultural and linguistic awareness across the city.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £35,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards developing and maintaining the standards of local complementary language schools in line with outputs, outcomes and budget to be specified in a funding agreement.

Mental Health Action Group

Registered charity founded in 1992 and based in Council owned premises at Castle Market. User-led organisation managed by a Committee of 12. Runs a drop-in centre offering group activities and support for people with severe mental health problems.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of up to £12,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards running a self help organisation for mental health service users in line with outputs, outcomes and

budget to be specified in a funding agreement. The full amount of this grant will only be paid if the organisation moves out of Castle Markets as planned and needs a contribution towards higher rent and running costs.

Roshni Asian Women`s Resource Centre

Registered charity founded in 1992 and based in own shop front premises on London Road. Managed by a committee of 7. Provides a resource centre for Asian women across the city where women of all ages can access a varied programme of services and activities, including a mentoring service, information, advice and support sessions, advocacy, training, youth provision, cultural events and health and well-being activities.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £54,420 for the period 1st April 2013 to 31st March 2014 as a contribution towards work to develop opportunities and support services for Asian women in line with outputs, outcomes and budget to be specified in a funding agreement.

SHEBEEN

Charitable limited company founded in 2003 and based in rented space at the SYAC building on the Wicker. Managed by a committee of 4. Provides environmental activities in Sheffield that engage BME people of all ages in environmental activities in which they are under-represented.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £23,600 for the period 1st April 2013 to 31st March 2014 as a contribution towards work to develop a programme of activities in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield & District African Caribbean Community Association

Charitable limited company founded in 1955 and based in Council owned premises on the Wicker. Managed by a Committee of 20. Provides a base for activities to benefit the African-Caribbean community citywide.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £70,000 for the period 1st July 2012 to 31st March 2013 as a contribution towards services to the African Caribbean community in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Association for the Voluntary Teaching of English

Charitable limited company founded in 1999 and based at Scotia Works. Managed by a Committee of 7. Recruits and trains volunteers to teach English as a second language. Provides individual tuition for people unable to access mainstream provision and supports learners to progress from one-to-one tuition to group based learning.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £48,600 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of pre-ESOL language tuition in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Chinese Community Centre

Registered charity founded in 1995 and based in own shop front premises on London Road. Managed by a Committee of 9. Provides a point for access to services and a focus for social, cultural and educational activities for the Sheffield Chinese community. Runs three main projects concentrating on health, mental health and youth participation. Also houses an outreach advice service from Sharrow Citizens Advice Bureau for the Chinese and Vietnamese community.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £30,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of services to the Chinese community in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Chinese School

Charitable limited company formed in 1973. The school is managed by a sub-committee of 11 as part of Sheffield Chinese Association. Runs a large complementary language school open to all and catering for all age ranges up to A level standard at King Edward VII School on Glossop Road.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £8,400 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of a complementary language school in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Community Transport

Industrial and provident society founded in 1988 and based in privately rented premises in Montgomery Terrace Road. Managed by a Committee of 6. Runs a Community Car Scheme that uses volunteer drivers to transport disabled people.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £24,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of a volunteer car transport scheme in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Rape & Sexual Abuse Counselling Service

Registered charity founded in 1980 and based in own premises. Managed by a Committee of 6. Provides a citywide counselling service for self-referred women who have experienced sexual abuse.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £52,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards counselling services for women and girls in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Women`s Aid

Charitable limited company, affiliated to national organisation, founded in 1974 and based in privately owned premises. Managed by a Committee of 7. Provides emergency safe accommodation for women and children leaving situations of domestic violence. Also provides aftercare and resettlement support and an outreach service for non-resident women living in violent situations.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £13,200 for the period 1st April 2013 to 31st March 2014 as a contribution towards therapeutic work with children in line with outputs, outcomes and budget to be specified in a funding agreement.

Shopmobility Sheffield

Charitable limited company based at Westhill Lane Municipal Car Park off West Street. Managed by a Committee of 12. Runs a scooter and wheelchair loan scheme.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £14,000 for the 6 month period 1st April 2013 to 30th September 2013 as a contribution towards the provision of a scooter and wheelchair loan scheme in line with outputs, outcomes and budget to be specified in a funding agreement. An amount of up to £14,000 will be ringfenced within the budget to support similar activity during the second six months of 2013-14. Award of this funding will be contingent on the outcomes of a review of this service to be carried out during the first six months of 2013-14.

St Wilfrid's Centre

Registered charity administered by the Diocese of Hallam Trust and based in its own premises on Queen's Road. Managed by a committee of 10. Provides welfare support and a wide range of activities for homeless and vulnerable people the majority of whom have mental health problems.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £52,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards welfare and development support for people with mental health problems in line with outputs, outcomes and budget to be specified in a funding agreement.

Voluntary Action Sheffield (New Beginnings)

Charitable limited company founded in 1925 and based in its own premises at The Circle, Rockingham Lane. Managed by a committee of 13. Provides a range of

infrastructure support services for voluntary, community and faith sector groups and organisations across the city. New Beginnings is a project developed by the VAS Volunteer Centre to assist the integration of refugees and support them to contribute to the life of the city by engaging in volunteering opportunities with local community organisations.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £17,400 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of a volunteer programme for refugees in line with outputs, outcomes and budget to be specified in a funding agreement.

Young Women`s Housing Project

Charitable limited company founded in 1983 and based in Council owned premises. Managed by a Committee of 5. Offers safe accommodation and support to 16-25 year old women survivors of sexual abuse or violence. Provides a support service including life skills training to enable residents to move towards independent living. Offers outreach and continuing support to former residents.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £28,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards therapeutic support for young women in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Domestic Abuse Outreach Service (SDAOS)

Charitable limited company founded in 1994 and based in privately owned premises. Managed by a Committee of 7. Operates a citywide support service for individuals who have experienced domestic abuse. Services include Power to Change programme, one to one safety planning and emotional support and self-help groups.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £145,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of a community based outreach service for people experiencing domestic abuse. This funding will be transferred to be managed by the Drug, Alcohol and Domestic Abuse Action Team as part of a pooled budget in line with recommendations agreed following a review of the Domestic Abuse Partnership in 2012. The grant will be used to fund the delivery of outputs, outcomes and budget to be specified in a funding agreement that reflects the redesigned service to be launched in April 2013.

Theme 2: Tackling poverty, promoting social justice and financial inclusion

Deaf Advice Service Sheffield

Charitable limited company founded in 1985 and based in premises rented from Voluntary Action Sheffield at The Circle on Rockingham Lane. Managed by a Committee of 11. Provides a city-wide advice service for Deaf and hearing impaired people and their families in Sheffield.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £18,708 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Firth Park Advice Centre

Registered charity founded in 1982 and based in own premises in Stubbin Lane. Managed by a Committee of 16. Provides neighbourhood based advice service and participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £28,284 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Foxhill and Parson Cross Advice Service Ltd.

Charitable limited company founded in 1988 and based in own premises on Wordsworth Avenue. Managed by a Committee of 9. Provides neighbourhood based advice service and participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £51,507 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Heeley Advice Centre

Charitable limited company founded in 1981 and based in Heeley Green Centre. Managed by a Committee of 13. Provides neighbourhood based advice service.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £8,230 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Hillsborough and Area Advice Service

Charitable limited company founded in 2004 and based in premises at the Baptist Tabernacle off Hillsborough Corner. Managed by a Committee of 13. Provides neighbourhood based advice service and participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £28,190 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Langsett Advice and Area Resource Centre

Charitable limited company founded in 1979 and based in Council premises at Creswick Street Children`s Centre. Managed by a Committee of 11. Provides neighbourhood based advice service.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £14,665 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Northern Refugee Centre

Charitable limited company founded in 1983 and based at Scotia Works and Castle Market. The charity has a geographical remit beyond the city and is managed by a committee of 11. In Sheffield it provides a range of support services for refugees, asylum seekers and new arrivals, including city-wide advice and support services.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £18,513 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Pakistan Advice and Community Association

Registered charity founded in 1993 and based in privately rented accommodation on Pagehall Road. Managed by a Committee of 9. Provides advice and advocacy service, citizenship classes and other cohesion activities.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £17,741 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Pitsmoor Citizens Advice Bureau

Charitable limited company formed in 1975 based in own shop front premises on Spital Hill. Managed by a Committee of 8. Provides neighbourhood based advice service and participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £78,742 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheaf Citizens Advice Bureau

Charitable limited company formed in 2012 from the merger of Castle Advice Service, Sharrow Citizens Advice Bureau and Woodseats Advice Centre and based in rented premises on Duke street, London Road and Chesterfield Road. Managed by a Committee of 9. Provides neighbourhood based advice service and participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £133,300 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Citizens Advice Bureau Debt Support Unit

Charitable limited company founded in 1988 and based in privately rented premises in the Old Dairy on Broadfield Road. Managed by a Committee of 5. Provides training for advice workers on a range of social welfare law topics and citywide debt consultancy service for neighbourhood advice centres. Manages the Financial Inclusion Fund project in Sheffield increasing debt advice across the city. Also participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £46,064 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice service training (£34,700) and debt advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Credit Union

Industrial and provident society founded in October 2004 and based in privately rented premises on Commercial Street. Managed by a Committee of 10. Provides a citywide credit union and financial services.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £50,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards three projects to develop customer services in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Law Centre

Charitable limited company founded in 1984 and based in privately rented premises off the Wicker. Managed by a Committee of 8. Provides a citywide legal advice service primarily in employment, immigration, anti-discrimination and housing law and training for advice centres and other community groups.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £56,095 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of legal advice and representation in line with outputs, outcomes and budget to be specified in a funding agreement.

Sheffield Mental Health Citizens Advice Bureau

Charitable limited company founded in 1980 and based in NHS owned premises at the Carlisle Centre, Nether Edge Hospital. Managed by a Committee of 11. Provides a city-wide advice and advocacy service for mental health service users living in hospital and in the community.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £25,392 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

South East Sheffield Citizens Advice Bureau

Charitable limited company founded in 1979 and based in its own shop front premises in Mosborough. Managed by a Committee of 12. Provides neighbourhood based advice service and a citywide advice service for the Gypsy and Traveller community. Also participates in the delivery of the citywide Advice Sheffield telephone line.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £51,480 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

St Vincent de Paul Furniture Store

Local branch of international charity founded in 1986 located in diocese owned premises on Queens Road. Managed by a Committee of 9. Provides free furniture to families in need across the city. Referrals are accepted from registered statutory and voluntary sector organisations, including the Council, advice centres and GPs.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £71,000 for the period 1st April 2013 to 31st March 2014 as a contribution towards the delivery of a furniture

recycling service for people in need in line with outputs, outcomes and budget to be specified in a funding agreement.

Tinsley Advice Service

Registered charity founded in 1984 and based in rented premises in a community building on Bawtry Road. Managed by a Committee of 11. Provides neighbourhood based advice service.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £24,000 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Yemeni Community Association Sheffield

Charitable limited company founded in 1984 and based at the Yemeni Economic and Training Centre on Attercliffe Road. Managed by a Committee of 8. Provides a range of services to the local Yemeni community including an advice service from a base at the Firvale Centre.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £8,507 for the period 1st April 2013 to 30th September 2013 as a contribution towards the delivery of advice services in line with outputs, outcomes and budget to be specified in a funding agreement.

Theme 3: Supporting the local voluntary sector to thrive and deliver

Voluntary Action Sheffield (Lunch Clubs)

VAS is delivering a support and development service for the network of lunch clubs across the city including around 65 clubs that receive Council funding. This work replaces services formerly provided by the organisation Agewell and Lunch Clubs in Sheffield.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £53,500 for the period 1st April 2013 to 31st March 2014 as a contribution towards the development and support of older people's lunch clubs and activity groups in line with outputs, outcomes and budget to be specified in a funding agreement.

Joint application from the FUSE partnership

FUSE is a partnership of 11 support services for frontline voluntary and community sector organisations across Sheffield. The partnership led by Voluntary Action Sheffield was formed following the award of £400,000 from the Government's Transforming Local Infrastructure (TLI) programme. The TLI project, which ends in September 2013 provides funding for the partnership to reconfigure their services to deliver an infrastructure offer for the city that is streamlined, accessible, customer efficient, value for money and affordable

Recommendation

To ring-fence up to £150,000 from the Voluntary Sector Grants Fund to support infrastructure services to be delivered by the FUSE partners in 2013-14. To make four awards from this ringfenced amount as detailed below for the first six month period. To review progress before the end of September 2013 and make awards for the second six month period in line with the legacy of the TLI project, Council priorities and value for money. Awards recommended for the period 1st April to 30th September 2013 are as follows:

1) South Yorkshire Funding Advice Bureau

Charitable limited company founded in 1990 and based in privately rented premises on Paternoster Row. Managed by a Committee of 7. Provides funding information, advice and training to front-line voluntary and community groups in Sheffield and across South Yorkshire. Also delivers cost effective information using the Internet and email.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £21,000 for the period for the period 1st April 2013 to 30th September 2013 as a contribution towards a funding advice service for the Sheffield voluntary, community and faith sector in line with outputs, outcomes and budget to be specified in a funding agreement.

2) South Yorkshire ProHelp

Part of Business in the Community, a charitable limited company founded in 1982. South Yorkshire ProHelp is based in premises provided by Yorkshire Water on Newton Chambers Road. Managed by a Committee of 11. Supports voluntary and community groups to develop their skills and capacity by providing access to pro

bono professional expertise in areas such as law, finance, architecture, public relations, marketing and management.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £5,000 for the period 1st April 2013 to 30th September 2013 as a contribution towards the development of pro bono support from the business community for Sheffield voluntary sector organisations in line with outputs, outcomes and budget to be specified in a funding agreement.

3) Together for Regeneration

Charitable limited company founded in 1999 as a project within the Diocese of Sheffield. Based in diocese premises on Effingham Street and managed by a Committee of 5. Provides infrastructure support to build the capacity of voluntary community and faith sector organisations in South Yorkshire.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £1,500 for the period 1st April 2013 to 30th September 2013 as a contribution towards infrastructure support for Sheffield voluntary, community and faith organisations in Sheffield in line with outputs, outcomes and budget to be specified in a funding agreement.

4) Voluntary Action Sheffield

Charitable limited company founded in 1925 and based in its own premises at The Circle, Rockingham Lane. Managed by a committee of 13. Provides a range of infrastructure support services for voluntary, community and faith sector groups and organisations across the city, including payroll, accountancy, community development and volunteering opportunities. Also provides a training programme across a range of topics relevant to the voluntary sector. The Circle offers rented office space for organisations and meeting and training rooms for hire. VAS runs a Volunteer Centre that provides a brokerage service putting potential volunteers in touch with volunteering opportunities in the city and works with organisations to improve the quality of volunteer placements.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £41,500 for the period 1st April 2013 to 30th September 2013 as a contribution towards the provision of a volunteer centre and infrastructure support services including community accountancy and small group development for the Sheffield voluntary, community and faith sector in line with outputs, outcomes and budget to be specified in a funding agreement.

Creative Pathways

Charitable limited company founded in 2010 based in rented premises at Spartan House on Carlisle Street. Managed by a committee of 3. Provides infrastructure capacity building services to BME organisations and community development support for BME residents.

Recommendation

To award a grant from the Voluntary Sector Grants Fund of £15,000 for the period 1st April 2013 to 30th September 2013 as a contribution towards the provision of infrastructure support services including fundraising, financial management,

governance and legal advice for Sheffield voluntary, community and faith sector organisations in line with outputs, outcomes and budget to be specified in a funding agreement.

Lunch Clubs Fund

The purpose of this fund is to promote the Council's strategy to support the independence, health and wellbeing of older people by making available a fund offering grants to lunch clubs. Evidence shows that an active and positive old age reduces the likelihood of reliance on statutory services. The majority of lunch clubs are self-help groups run by and for older people and provide a forum to socialise, share a meal and undertake group activities. Membership comprises mainly people aged over 70 and increasing numbers of people aged in their 80s and 90s including a few aged over 100. The clubs take self-referrals and referrals from relatives and health and social care professionals. In 2011-12 over 2,500 older people attended a lunch club and the clubs delivered over 80,000 hot meals.

Applications to the Lunch Clubs Fund are invited from clubs on a year on year basis in advance of each financial year. All awards are under £10,000 and decisions are delegated to the Director, Policy, Partnership and Research on the recommendation of a Grant Awards Recommendation Panel convened for the purpose. Authority is delegated to the Director, Policy, Partnership and Research to determine how the grants are calculated and to vary awards from this Fund during the year because of a change in a lunch club's circumstances and to make new awards from any unallocated spend within the budget to clubs setting up. A full report of the awards made from this Fund is produced after the end of each financial year. This is circulated to elected members and published on the Council's website.

Recommendations

To allocate a Lunch Clubs Fund of £170,000 (plus any additional sums which may be received by the Council specifically for this purpose) for the period 1st April 2013 to 31st March 2014.

To confirm the delegated powers to administer the Fund set out above.

Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Council Grant Aid Investment 2013-14

Status of policy/project/decision: New

Name of person(s) writing EIA: Anne Giller

Date: 12th November 2012

Service: Policy Partnership and Research

Portfolio: Deputy Chief Executive's

What are the brief aims of the policy/project/decision? To agree awards from the Grant Aid budget 2013-14. The budget has reduced from the amount available in 2013-14 by around £300,000.

Are there any potential Council staffing implications, include workforce diversity? No

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Positive	Medium	Evidence collected from 46 organisations awarded a Revenue Grant in 2011-12 delivering a wide range of different services showed that 19% of beneficiaries were aged over 60 and 6% were aged under 20. The report includes a recommendation to continue to provide a Lunch Clubs Fund which will support around 65 different lunch clubs that operate in localities around the city. The clubs are self-help groups run by and for older people. Between 2,500 and 3,000 older people will benefit from attending a lunch club during the year. This includes numbers of older people aged in their 80s and 90s for whom attendance is sometimes their only regular outing. Clubs take self-referrals and referrals from relatives and social and health care workers who refer older people recovering from illness, bereavement, etc. Among the VSGF grants being recommended is a grant to fund development support

Appendix 2

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			for the lunch clubs, to help them expand their activities and ensure that they are able to manage challenges such as succession planning, transport failure, etc. 2 grants recommended will support therapeutic work with children in families that have experienced domestic abuse. 1 grant will support therapeutic work with young women who have experienced domestic and sexual abuse. All organisations awarded a grant will be asked to collect diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website and used to evaluate the effectiveness of the grants and the fund in reaching people of different ages.
Disability	Positive	-Select-	Among the grants recommended are 2 grants to organisations that run schemes for disabled people with mobility difficulties. 6 grants are recommended to organisations working with people with mental health problems. All organisations awarded a grant will be asked to collect diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website and used to evaluate the effectiveness of the grants and the fund in reaching local disabled people. Evidence collected from 46 different organisations awarded a Revenue Grant in 2011-12 delivering a wide range of different services showed that 28% of total beneficiaries reported a disability or long-term health problem.
Pregnancy/maternity	Neutral	-Select-	
Race	Positive	-Select-	Among the grants recommended are 12 grants to organisations whose services are aimed particularly at BME people. This includes 7 BME-led organisations some of which deliver services to specific communities of interest. All organisations awarded a grant will be asked to collect diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website

Appendix 2

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			and used to evaluate the effectiveness of the grants and the fund in reaching local BME people. Evidence collected from 46 different organisations awarded a Revenue Grant in 2011-12 delivering a wide range of different services showed that 43% of total beneficiaries were of BME origin.
Religion/belief	Neutral	-Select-	Support to faith based groups will be provided via the grants recommended to the FUSE partnership whose membership includes an organisation that specifically targets faith based groups. This organisation will be working during April- September 2013 to ensure that mainstream
Sex	Positive	Medium	Among the grants to be awarded are 5 grants to organisations whose services are exclusive to women. In making these recommendations to Cabinet the Grant Awards Recommendation Panel has taken notice of the Equality Act 2010, which makes it unlawful for the Council, when exercising a function, to do any act which constitutes discrimination or harassment within the meaning of the Act. The Grant Awards Recommendation Panel is satisfied that grants to be awarded to single gender services fall within the exemption provisions of the legislation which permit this. All organisations awarded a grant will be asked to collect diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website and used to evaluate the take up by men and women of services supported by the grants. Evidence from monitoring provided in 2011-12 suggests that more women than men present as beneficiaries of the services supported by the grants. 52% of total beneficiaries were women and 44% were men. Gender information was not disclosed for 4% of users.
Sexual orientation	Neutral	-Select-	None of the applicants identified LGB people as their

Appendix 2

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			target beneficiaries although LGB people are likely to make use of some of the services funded by the awards recommended. All organisations awarded a grant will be encouraged to include questions about sexuality in their diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website and used to evaluate the effectiveness of the grants and the fund in reaching local LGB people. The Council also endeavours to support LGB people through a range of other initiatives.
Transgender	Neutral	-Select-	None of the applicants identified Trans people as their target beneficiaries. All organisations awarded a grant will be encouraged to include questions about gender in their diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. Where appropriate organisations will be advised to monitor in line with relevant legislation. This information will be collated and reported annually on the Council website and used to evaluate the effectiveness of the grants and the fund in reaching local Transgender people.
Carers	Neutral	-Select-	The Council has recently concluded a tender exercise to award a contract for carer support in the city and services to carers were not a priority for this funding. None of the applicants identified carers as their target beneficiaries although carers are likely to make use of some of the services funded by the awards recommended.
Voluntary, community & faith sector	Positive	High	All the grants recommended are to local voluntary sector organisations. The availability of grant aid funding is an important and positive boost to the local voluntary and community sector but the fact that the budget for 2013-14 will be at least £300,000 less than

Appendix 2

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<p>was available in 2012-13 will have an impact on the sector in that fewer grants may be recommended and the amounts awarded will be lower than might otherwise have been. The grants awarded will contribute towards core costs, support jobs and volunteering opportunities in the voluntary sector in Sheffield. 4 grants awarded will contribute to strengthening the infrastructure of the local voluntary sector. All organisations awarded a grant will be asked to collect diversity monitoring for their users, staff and management committee and report this in their grant monitoring returns. This information will be collated and reported annually on the Council website.</p>
<p>Financial inclusion, poverty, social justice:</p>	<p>Positive</p>	<p>-Select-</p>	<p>18 grants awarded will contribute towards outcomes related to tackling poverty, promoting social justice and financial inclusion. During the first 6 months of 2013-14 changes will be made to the funding of advice provision. These changes will aim to get the maximum benefit for people in advice need in the city by streamlining existing services and reducing the number of providers. As far as possible funding will be directed towards front-line advice provision, which remain important to local citizens at a time of sweeping welfare reforms. 1 award recommended will support projects delivered by the Credit Union and aimed at helping local people on low incomes manage some of the impacts of the government welfare reforms. Outcomes and outputs will be monitored at the end of the grant period. This information will be collated and reported annually on the Council website.</p>
<p>Cohesion:</p>	<p>Positive</p>	<p>-Select-</p>	<p>24 of the grants recommended will contribute to outcomes related to building social inclusion and cohesion and fostering good relations. 8 grants have been identified as having a positive impact on community safety. Outcomes and outputs will be</p>

Appendix 2

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			monitored at the end of the grant period. This information will be collated and reported annually on the Council website.
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc):

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date:

Q Tier Ref

Reference number:

Entered on Qtier: -Select-

Action plan needed: -Select-

Approved (Lead Manager): Anne Giller

Date: 12th November 2012

Approved (EIA Lead person for Portfolio): Adele Robinson **Date:**

Does the proposal/ decision impact on or relate to specialist provision: yes

Risk rating: -Select-

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
All groups	Positive impacts have been identified for older people, women, disabled people, Black and ethnic minority people. No negative impacts have been identified arising from the awards recommended. However it must be noted that the overall reduction in the grant aid budget will mean that fewer awards are recommended and amounts awarded are lower than the amounts requested in most cases. This will impact on service beneficiaries of voluntary sector organisations that include people with protected characteristics. In making their applications, applicants are asked to provide evidence of how they address issues of diversity and equality and this information is taken into account when assessing the applications and considering the award recommendations.	Anne Giller - reviewed quarterly during the grant period 2013-14 and diversity information collected and collated after end of grant period.

Appendix 2

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	<p>Attention is also paid to the likely or reported impact of reduced funding on groups with protected characteristics. Organisations funded from this budget will be asked to provide information about the equality impact of the grant awarded in their monitoring returns. Monitoring information will be collected after the end of the award period (31st March 2014). This will be reviewed for each award in the light of outcomes and outputs identified in the individual Funding Agreements. The information will be collated across the organisations funded and reported in an annual report that will be published on the Council website and circulated to elected members.</p>	
Sexual orientation	<p>We will encourage organisations awarded a VSGF grant to consider how they ensure they are inclusive of LGB people. This will be included in discussions with individual organisations when drafting the Funding Agreement prior to the payment of the award. Organisations that collect this information will be asked to report it.</p>	<p>Anne Giller Before 1st April 2013 Diversity information reported May 2014</p>
Trans	<p>We will encourage organisations awarded a VSGF grant to consider how they ensure they are inclusive of Trans people. This will be included in discussions with individual organisations when drafting the Funding Agreement prior to the payment of the award. Organisations that collect this information will be asked to report it.</p>	<p>Anne Giller Before 1st April 2013 Diversity information reported May 2014</p>

Approved (Lead Manager): Anne Giller **Date:** 12th November 2012

Approved (EIA Lead Officer for Portfolio): Adele Robinson **Date:** 24th January 2013



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Executive Director (Communities)

Date: 27 February 2013

Subject: Disposal of land at Sevenairs Road, Beighton

Author of Report: Dave Mason (27 34617)

Summary:

Guinness Northern Counties has secured an allocation of grant from the Homes & Communities Agency (HCA) Affordable Homes Programme for 2011/15. This includes funding for supported accommodation for those experiencing mental ill health, which forms part of Sheffield's Local Investment Plan as approved by Cabinet on 24 August 2011.

A suitable site has been identified at Sevenairs Road in Beighton and the delivery of the scheme requires the Council to dispose of this land at nil consideration.

Reasons for Recommendations:

There is currently an under provision of specialist supported housing for people who experience mental ill health in Sheffield. The need has been identified for more housing with flexible support to meet the needs of a younger population with mental health problems who require short to medium term support to enable their recovery towards greater independence. This gap in provision has led to a number of people being inappropriately accommodated in expensive registered residential care. The proposed development would benefit clients across the city due to the increase in choice and dispersal of resources.

There is a particular gap in provision in the south east of the city where there are no suitable units of supported housing for this client group. Clients from this area have to relocate to central/north Sheffield for rehabilitation placements, which has removed some from their neighbourhood and family ties. The Sevenairs Road site represents the best available option within the south east of the city in terms of affordability and access to amenities.

Recommendations:

- R1 That the land now shown at Appendix A be declared surplus to the requirements of the City Council and subject to planning permission be disposed to Guinness Northern Counties at nil consideration for use as social housing.
- R2 That the Director of Property & Facilities Management be authorised to agree final terms for the disposal of the site to deliver the scheme set out in the report, including the variation of any boundaries as required, in consultation with the Director of Housing Enterprise and Regeneration and to instruct the Director of Legal Services to complete the necessary legal documentation.

Background Papers: None

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Paul Schofield
Legal Implications
YES Cleared by: Andrea Simpson
Equality of Opportunity Implications
YES Cleared by: Phil Reid
Tackling Health Inequalities Implications
NO
Human rights Implications
NO
Environmental and Sustainability implications
YES
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
YES
Area(s) affected
South East Sheffield
Relevant Cabinet Portfolio Leader
Cllr Harry Harpham – Homes & Neighbourhoods Cllr Mary Lea – Health, Care and Independent Living
Relevant Scrutiny Committee if decision called in
Safer and Stronger Communities
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

Disposal of land at Sevenairs Road, Beighton

1.0 SUMMARY

- 1.1 Guinness Northern Counties has recently secured an allocation of grant from the Homes & Communities Agency (HCA) Affordable Homes Programme for 2011/15. This includes funding for supported accommodation for those experiencing mental ill health, which forms part of Sheffield's Local Investment Plan as approved by Cabinet on 24 August 2011.
- 1.2 A suitable site has been identified at Sevenairs Road in Beighton and the delivery of the scheme requires the Council to dispose of this land at nil consideration.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 This new provision would enable fair access for Sheffield people by providing approximately 20 units of good quality supported accommodation for people with mental health problems, who need short to medium term support. Whilst these individuals may sometimes live relatively independently recovery from mental health problems is not always quick. These individuals would have continuing care planning and care coordination provided by adult community mental health services from Sheffield Health and Social Care NHS Foundation Trust.
- 2.2 The newly developed accommodation would be an improvement to the surrounding neighbourhood bringing a derelict garage site back into use. This particular locality is well used to providing host facilities for this client group having had a substantial inpatient hospital facility nearby for several years.
- 2.3 Current supported housing provision specifically for people with mental health needs is located in Uppertorpe, Pitsmoor, Langsett, Hillsborough, Sharrow, Abbeydale, Chapelton, Broomhill, Nether Edge, City Road and the City Centre. There is no current provision further south east than City Road. Familiarity with an area and proximity to family members and/or others for additional support or social inclusion can be important considerations for potential users of supported housing, so the lack of provision in this sector of the city does need to be addressed.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The scheme will bring a number of benefits. There is currently a shortage of supported housing provision for people who may need more than two years of support to be ready to live independently. This includes people who are using long-term hospital services (rehabilitation and recovery services), shorter-term acute hospital services, are inappropriately placed in residential care, or who are living with friends or family but want to gain more independence. There is currently a very limited number of

supported housing services in Sheffield specifically for people with mental health needs that have 24 hour staffing on site. This means that people ready to leave the settings mentioned above can feel that they are taking a larger step down in support than they are ready for; the proposed service will provide an important intermediate step in the journey towards independent living, which for some people can take several years. It should reduce the length of hospital stays, which can be detrimental to peoples' mental health if they are longer than necessary.

4.0 MENTAL HEALTH SERVICES IN SHEFFIELD

- 4.1 There are various community support services available for individuals with poor mental health provided by statutory and voluntary sector partnership schemes; however, there is a lack of capacity in this sector of supported housing. This can result in clients living in residential care which is unsuitable for their needs, and therefore limits the scope for reablement and a return to more independent living. The development of more suitable accommodation will enable support to be tailored to the assessed needs of individuals enabling them to learn life skills and improve self management of their mental ill health.
- 4.2 The housing related support services within the City are currently being reconfigured to ensure that the strategic needs of the City are met, this new development scheme would cater for individuals that with the right support for the right length of time would be able to live independently in the future. The Supported Accommodation Pathway will ensure a transparent and consistent route into and out of supported housing services that is fair for Sheffield people.

5.0 PROPOSED SCHEME

- 5.1 The scheme, refined in partnership with Council officers, would offer 20 self contained flats for clients. The well designed scheme would encourage positive outcomes for individuals and their families, relate well to the neighbourhood and meet the strategic needs of Sheffield. The development would consist of communal areas for life skills, staff facilities such as an office and sleep in space. There would also be outside space for activities and physical activities.

6.0 PROPOSED SITE: SEVENAIRS ROAD GARAGE SITE, BEIGHTON

- 6.1 The proposed site is currently a garage site managed by Sheffield Homes, on the fringe of the Beighton Flower estate. There were originally twenty-seven garages but fifteen have been demolished and none of the remaining twelve are tenanted.
- 6.2 The site is within easy walking distance of bus and tram routes as well as the comprehensive amenities of Crystal Peaks.
- 6.3 Vehicular access to the site is currently from Daisy Walk but a new

access would be created from Sevenairs Road if the scheme went ahead.

7.0 FINANCIAL IMPLICATIONS

- 7.1 During the formulation of the Local Investment Plan, the HCA made clear government's expectation that local authorities would maximise the use of their own resources to provide affordable housing. The grant rates available under the new Affordable Homes Programme for 2011/15 are significantly lower than for the previous period, and would not allow the provision of affordable housing without the addition of substantial internal subsidy from housing associations' own resources. Given the challenges inherent in delivering a viable programme under the new regime, this scheme will not move forward without the Council contributing the value of its land.
- 7.2 The Council is, like GNC, a Registered Provider of Social Housing and, in theory, could have bid for grant to deliver these schemes and thus retained the assets. However, unlike GNC, it is not possible for the Council to match HCA funding with its own borrowing against future rental income, since both sources of funding are considered public subsidy (schemes funded by 100% public subsidy are not considered by the HCA to be value for money). This means the schemes could not be self-financing for the Council, which would need to use its capital programme to fund them, diverting money from other priorities.
- 7.3 In light of the funding complications described in 7.2, the Council did not submit a bid for direct funding from the 2011/15 Affordable Homes Programme. (Instead, local partners have secured funding to deliver approximately 380 units in 2011/15). There is no prospect of grant funding being made available directly to the Council before 2015/16.
- 7.4 Disposing of the land to GNC for nil consideration would equate to a Council contribution to the scheme of £250,000, which was the estimated market value of the land as at December 2012.
- 7.5 The land is held by the Council for the purposes of Part II of the Housing Act 1985 and is accounted for within the Housing Revenue Account. No provision has been made within the Neighbourhoods Investment Programme for a capital receipt being generated from the sale of this asset, so there is no direct impact on the planned capital programme.

8.0 LEGAL IMPLICATIONS

- 8.1 Disposal of the site to GNC at nil consideration would constitute assistance in connection with privately let housing accommodation and would require consent under Section 25 Local Government Act 1988. When deciding whether to dispose of a site at a discount to its market value it must be considered whether the proposed disposal would be in the interests of the City and its inhabitants as a whole and council tax

payers and would be consistent with the effective, economic and efficient discharge of the Council's functions.

- 8.2 A general consent has been issued for financial assistance or gratuitous benefit consisting of disposal of land to registered providers of social housing for development as housing accommodation, including accommodation occupied by persons who, on account of mental illness or handicap, are receiving support from a local social services authority, or accommodation which is let by a registered provider as social housing. There is a limit on the aggregate value of assistance under this consent in any financial year. It is not thought that this limit will be exceeded as a result of this disposal but if necessary specific consent will be sought.

9.0 EQUALITY IMPLICATIONS

- 9.1 An Equality Impact Assessment has been undertaken which identifies the impact of the new project as positive with no disproportionate impact identified for any particular group. The new development will offer a supportive environment for people with mental health issues. Enabling them to tackle the challenges they face to better manage their mental health and gain the confidence to live independently.

10.0 ALTERNATIVE OPTIONS CONSIDERED

- 10.1 Other sites were considered and GNC conducted a search for suitable private sector land in the south east of the city. Some sites were provisionally identified but they did not compare to Sevenairs Road in terms of affordability and access to amenities.

11.0 REASONS FOR RECOMMENDATIONS

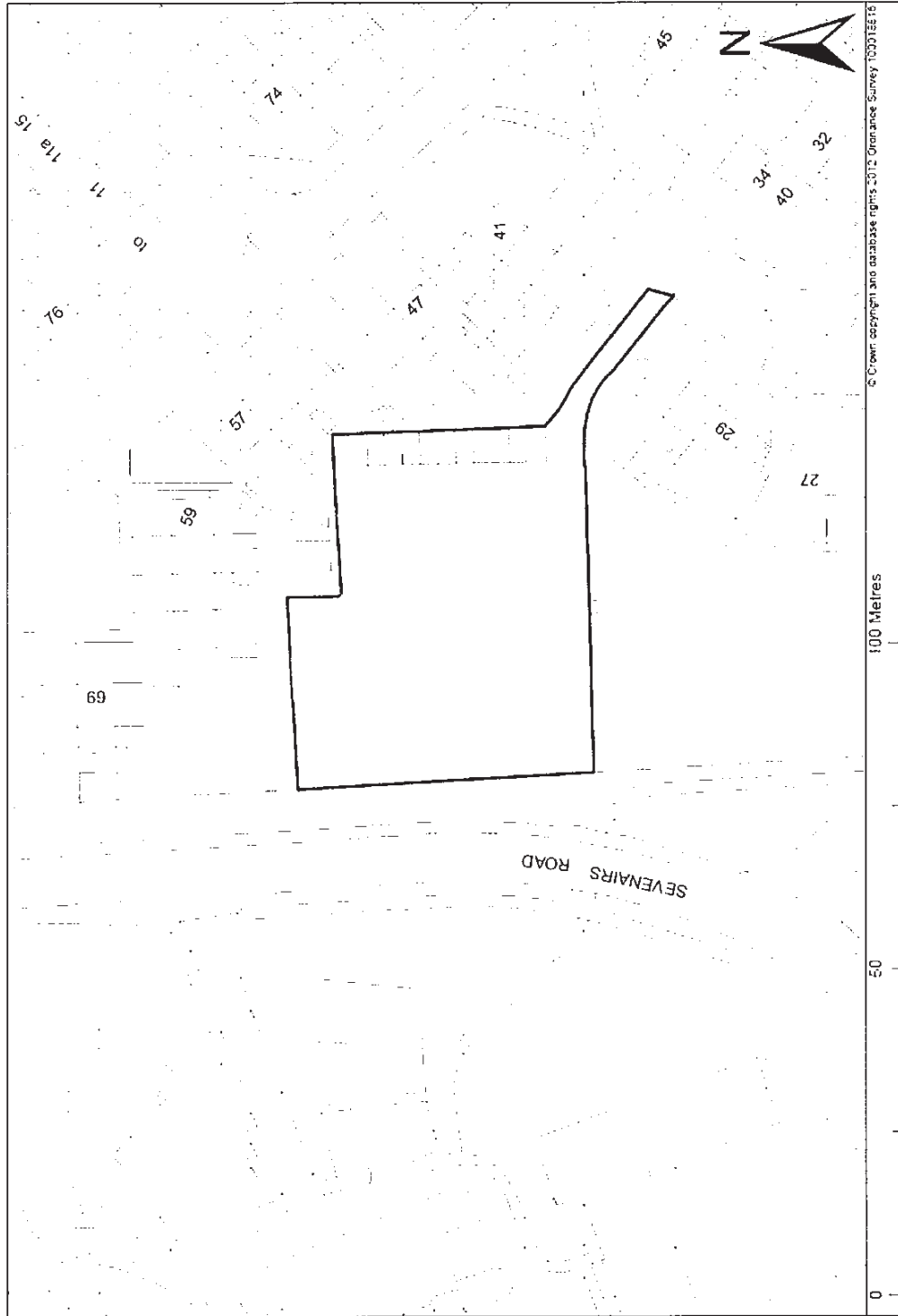
- 11.1 There is currently an under provision of specialist supported housing for people who experience mental ill health in Sheffield. The need has been identified for more housing with flexible support to meet the needs of a younger population with mental health problems who require short to medium term support to enable their recovery towards greater independence. This gap in provision has led to a number of people being inappropriately accommodated in expensive registered residential care. The proposed development would benefit clients across the city due to the increase in choice and dispersal of resources.
- 11.2 There is a particular gap in provision in the south east of the city where there are no suitable units of supported housing for this client group. Clients from this area have to relocate to central/north Sheffield for rehabilitation placements, which has removed some from their neighbourhood and family ties. The Sevenairs Road site represents the best available option within the south east of the city in terms of affordability and access to amenities.

12.0 RECOMMENDATIONS

- R1 That the land now shown at Appendix A be declared surplus to the requirements of the City Council and subject to planning permission be disposed to Guinness Northern Counties at nil consideration for use as social housing.

- R2 That the Director of Property & Facilities Management be authorised to agree final terms for the disposal of the site to deliver the scheme set out in the report, including the variation of any boundaries as required, in consultation with the Director of Housing Enterprise and Regeneration and to instruct the Director of Legal Services to complete the necessary legal documentation.

Appendix A: land at Sevenairs Road, Beighton



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By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Jayne Ludlam

Date: February 2013

Subject: Priority School Building Programme: Fox Hill and Prince Edward Primary Schools Rebuild

Author of Report: Tricia Slater 27 35779

Summary: The purpose of this report is to highlight the inclusion of Fox Hill and Prince Edward Primary Schools in the government led Priority School Building Programme (PSBP) and the necessary permissions required to enable Prince Edward new school to be built on an adjacent site.

Reasons for Recommendations:

- The successful inclusion in the PSBP provides an opportunity to address significant building condition and suitability issues at Fox Hill and Prince Edward Primary Schools;
- The agreement to proceed within the existing site boundary at Fox Hill and on the preferred neighbouring site to Prince Edward will enable the new schools to be developed with minimal disruption to the existing pupils on sites that will continue to be accessible to the current catchment area.

Recommendations:

- I. Note the Memorandum of Understanding (MoU) for each school has been signed by the Chief Executive. (**APPENDIX A**)
- II. Note there will be no loss of Public Open Space due to the development of better quality facilities with public access provided by a Community Use Agreement (CUA);
- III. Members approve the inclusion of the site adjacent to the existing Prince Edward Primary School (**APPENDIX B**) as the site for the new school and note the proposed substitution of the former Bluestone School site

th July 2011 in

respect to the completion of the land package.

- IV. Pending a formal decision to dispose of the former Bluestone School site to SHC, Members confirm that the former Bluestone School site must not be used or committed for use for any other purpose without a decision of Cabinet.
-

Background Papers:

Category of Report: OPEN

If Closed add – ‘Not for publication because it contains exempt information under Paragraph... of Schedule 12A of the Local Government Act 1972 (as amended).

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Paul Schofield
Legal Implications
YES Cleared by: Sarah Bennett
Equality of Opportunity Implications
YES Cleared by: Bashir Khan
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
No
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
YES
Area(s) affected
Fox Hill and Manor
Relevant Cabinet Portfolio Leader
Councillor Jackie Drayton
Relevant Scrutiny and Policy Development Committee if decision called in
CYPF
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
YES/NO

1. SUMMARY

- 1.1 The purpose of this report is to provide the background to the Council's inclusion in the Department for Education's (DfE) Priority School Building Programme (PSBP), a government programme aimed at rebuilding schools in the worst condition. Applications to rebuild Fox Hill and Prince Edward Primary Schools have been successful and these schools are included in the programme, which will be procured and project managed by the government's Education Funding Agency (EFA).
- 1.2 The report will highlight the land, property, legal and financial implications of the programme and recommendations to proceed.

2. WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 Both of the schools successfully included in this programme serve two of Sheffield's most deprived areas with on average around 90% of the current pupils living in one of the 30% most deprived areas nationally, as measured by Income Deprivation Affecting Children Index (IDACI).
- 2.2 Over £5m of capital investment is required for priority maintenance alone over the next 3 -5 years due to the poor building condition of these schools. If the issues around suitability were also included the figure would be far higher. The successful inclusion of these schools into the rebuild programme will enable the funding that would have been invested into essential maintenance to be diverted to other schools in priority need. Overall, the backlog maintenance is estimated at around £121m for the primary school estate alone.

3. OUTCOME AND SUSTAINABILITY

- 3.1 Under the PSBP financed by the Department for Education (DfE), two of Sheffield's poorest condition primary schools will be rebuilt providing modern and efficient primary school buildings capable of delivering an inspirational curriculum to 735 primary aged children.
- 3.2 Fox Hill will operate as an Academy under the governance of the Steel City Schools Partnership, which will also run Montenev Primary School and Mansel Primary School. It is our understanding that individuals currently involved with the governance of the Fox Hill and Montenev Federation and the Mansel Primary partnership arrangement will also be involved in the Steel City Schools Partnership.
- 3.3 Prince Edward Primary will continue as a Local Authority Community school.

4. BACKGROUND

- 4.1 In July 2011, the Department for Education (DfE) announced the Priority School Building Programme (PSBP). The intention at this point was for the programme to be a privately financed programme to provide school facilities whose aim was to address those schools in the worst condition. The programme is a national programme aimed at both primary and secondary schools.
- 4.1.1 In May 2012, the Secretary of State announced which schools would be included in the PSBP. The qualifying criteria for which has been that the amount of maintenance investment required should be the equivalent of 30% or more of the costs to rebuild the school. The total number of applications was 587, of which 261 schools were successful.
- 4.1.2 Within the announcement 30 schools were identified as being priority and as such could not wait until a Private Finance Initiative (PFI) approach could be developed for the programme before action was taken and would therefore attract centrally managed capital grant. Both Sheffield schools are included in the top 30 priority schools and therefore **will not** be a Privately Financed Initiative (PFI) schools.
- 4.1.3 A Memorandum of Understanding (MoU) has been prepared by the EFA and is expected to be signed off by the Chief Executive by the end of November. (See **APPENDIX A**)
- 4.1.4 The EFA aim to have the new schools opened by March 2015.
- 4.2 Fox Hill Primary School
- 4.2.1 The current priority maintenance requirements for this school (including heating, mechanical and electrical) total over 40% of the estimated cost to rebuild the school. This school is of CLASP* construction with the associated levels of asbestos. The external curtain walling has decayed and the large expanse of flat roofing is problematic. The blow air heating system is ineffective and adds to the poor internal environmental conditions. There are 25 boilers across this site and the water tanks are located and therefore only accessible via the neighbouring Community Centre. The presence of asbestos throughout this building has made improvements to the poor quality classrooms expensive and therefore piecemeal. In certain areas classrooms are only accessible through other classrooms, which can be disruptive to teaching and learning. Rebuilding this school would provide greater value for money.
- 4.2.2 The current site that accommodates the existing school buildings is sufficient in size and layout to enable a new school to be built on the same site whilst the school continues to operate. On completion of the new build school, the existing school would be demolished and

the area developed into quality play/sports facilities.

*Steel-framed, flat-roofed prefabricated buildings made of steel and concrete and referred to as the **CLASP** method of construction have been used since the 1950s by local authorities for schools and other public buildings.

4.3 Prince Edward Primary School

4.3.1 Prince Edward Primary was built in the 1920s as a secondary school for 1600 pupils. The current priority maintenance requirements for this school (including heating, mechanical and electrical) total over 50% of the estimated cost to rebuild the school. The school is built on a number of levels which makes accessibility problematic. The boiler needs replacing, lighting and ventilation is poor. The presence of asbestos throughout this building has made improvements to the poor quality classrooms expensive and therefore piecemeal. Rebuilding this school will provide greater value for money and will support the ongoing measures to raise attainment.

4.3.2 The existing school is located on a site close to the junction at Manor Top where Prince of Wales Road joins City Road. Although the physical buildings are considerable in size, the whole site with play facilities (including access to green space) is extremely constrained. Both the location and size of the existing footprint have led to the recommendation to relocate the school on a neighbouring site. This is covered in more detail below (section 4.4 – Land and Property Implications)

4.4 LAND AND PROPERTY IMPLICATIONS

4.4.1 There are no specific land and property issues which relate to the proposals to rebuild Fox Hill.

4.4.2 The proposed site for rebuilding Prince Edward Primary School encompasses part of the existing school site and part of a cleared council housing site currently included within Sheffield Housing Company (SHC) land package (see **APPENDIX B**). The recommendation is to remove the area of land shown in APPENDIX B from the SHC land package and substitute it with a comparable alternative site. The site that is proposed will be substituted is the former Bluestone School site (see **APPENDIX C**), the development of which is currently identified for Housing Use, and would be discussed with the local community at the appropriate time. The preferred option would be to rebuild the school on the site identified, demolish the existing school and release the site for future disposal. The future use of the resultant cleared site will be considered within the context of the corporate asset management strategy.

4.4.3 Whilst the site itself has not been yet legally transferred to the SHC, there is a present contractual commitment under the Development Agreement signed on 7th July 2011 between the Council and the

SHC for the Council to transfer sites within the agreed Land Package to SHC at an agreed point in the future following the discharge of certain conditions. However, there are also provisions in the Agreement with the SHC that sites can be withdrawn from the Land Package and substituted with others under certain circumstances where there is a furtherance of the Council's operational needs or for the achievement of its statutory duties. The substituted sites must be capable of development to provide an equivalent number of housing units at an equivalent level of return and will typically be of a similar size and in a similar location and prior notice of such a substitution should be served on the Company itself.

- 4.4.4 A suitable substitute site has been identified and the issue has been raised with the SHC at its Board meeting on 31st October 2012 at which agreement was reached in principle subject to further feasibility work being carried out.
- 4.4.5 The proposed substitute site shown in APPENDIX C is the site of the former primary school known as Bluestone and has been identified by the Planning Authority as a site for housing in the Sheffield Development Framework (SDF) and contributes to identified housing supply figures.
- 4.4.6 Part of the proposed site shown in APPENDIX B is currently designated as Public Open Space (POS). Within the context of the relevant policy 'CS47 Safeguarding Open Space', an assessment outlined this as an area that lacks both formal and informal provision. Under normal circumstances this proposal would be contrary to policy, however it has been accepted as an exceptional case with the request that on-site replacement provision for such open space is provided and is of a better quality and accessible to the community. A Community Use Agreement is required for planning approval.
- 4.4.7 The provisions set out within the Community Use Agreement will ensure there is no loss of POS as a result of the new school development.

4.5 HUMAN RESOURCE IMPLICATIONS

- 4.5.1 Currently there are 70 LA staff working from office accommodation in Prince Edward. The vision has always been that these staff will be relocated to the relevant schools in line with the Special Educational Needs (SEN) Integrated Resources (IR) strategy.

4.6 FINANCIAL IMPLICATIONS

- 4.6.1 Capital: All Capital costs associated with the procurement, design and build of this project will be incorporated into the PSBP and will be in addition to the capital allocation currently received and committed to school expansions and maintenance programmes as

part of the CYPF Capital Programme.

- 4.6.2 Demolition Costs: Within the PSBP the policy is not to include the cost of demolition where the new school is moving to a new site. The implication of this is that the demolition costs will be included within the programme for the Fox Hill rebuild, but will be excluded in the case of Prince Edward. The current estimate for demolishing the existing Prince Edward Primary School is £175,000.
- 4.6.3 Risks: The substitution of the Bluestones site may affect the timing and value of future capital receipts and this will be reflected in the appropriate reports.
- 4.6.4 Revenue: The costs associated with the relocation of LA staff from Prince Edward will be contained within the CYPF Revenue budget.

4.7 LEGAL IMPLICATIONS

- 4.7.1 The Council has a contractual agreement with the Sheffield Housing Company which has been approved by the Council's Cabinet and is contained within the Development Agreement signed in July 2011. The appropriate process of substitution as described in the Development Agreement has begun and the substitution has been agreed in principle. The SHC does retain the right to reject a proposed substitute site and the formal process of disposal needs to take place. However, notice of withdrawal has been given and so this will not prevent the withdrawal of the land needed for the Prince Edward Primary School rebuild.
- 4.7.2 Although the changes to the schools mentioned in this report include the transfer of a school to a new site, statutory proposals are only required to comply with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 if the main entrance of the school on the proposed new site would be 2 miles or more from the main entrance of the school on its current site.
- 4.7.3 Information provided by the EFA suggests that neither the Council nor the schools will be a contracting authority for the purposes of procurement legislation. However, the Council has signed the Memorandum of Understanding (**Appendix A**) acknowledging that formal agreements may be required to deal with project-specific issues e.g. related to title/contamination/access. The exact agreements required will need to be agreed in due course. However, the provisions of the agreements are likely to include taking on liabilities where the Council owns the site. It would appear that opportunities for the Council to withdraw from the PSBP if the contractual arrangements are unacceptable, or for any other reason, will be limited.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Do Nothing: If it is decided not to continue to support the EFA to develop plans to rebuild the 2 primary schools in the city, the opportunity for greatly needed investment into the Sheffield school estate would be lost.
- 5.2 Continue with Asset Management Planning and Maintenance: As highlighted at paragraph 2.4, over £5m is required to maintain these schools over the next 3-5 years. CYPF currently receive an allocation of £6.5m (2012/13) to invest in maintenance programmes for all CYPF properties, which includes 170 schools where an estimated £121m investment is required in the 133 primary schools alone.
- 5.3 Use Existing Capital Allocations to Rebuild Schools: Current annual capital allocations (2012/13) total around £11m for the provision of school places and the maintenance of all CYPF estate.

To divert this funding away from the planned school expansions, new school buildings to provide additional places and building maintenance programmes would mean the authority would not be able to meet its statutory duty 'to ensure the provision of 'sufficient' schools' for the provision of primary and secondary education in their area' and ensure premises regulations are being adhered to.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The successful inclusion in the PSBP provides an opportunity to address significant building condition and suitability issues at Fox Hill and Prince Edward Primary Schools;
- 6.2 The agreement to proceed within the existing site boundary at Fox Hill and on the preferred neighbouring site to Prince Edward will enable the new schools to be developed with minimal disruption to the existing pupils on sites that will continue to be accessible to the current catchment area.

7. RECOMMENDATIONS

- I. Note the Memorandum of Understanding (MoU) for each school has been signed by the Chief Executive. (**APPENDIX A**)
- II. Note there will be no loss of Public Open Space due to the development of better quality facilities with public access provided by a Community Use Agreement (CUA);
- III. Members approve the inclusion of the site adjacent to the existing Prince Edward Primary School (**APPENDIX B**) as the site for the new school and note the proposed substitution of the former Bluestone School site (**APPENDIX C**) to the

th July 2011 in

respect to the completion of the land package.

- IV. Pending a formal decision to dispose of the former Bluestone School site to SHC, Members confirm that the former Bluestone School site must not be used or committed for use for any other purpose without a decision of Cabinet.

APPENDIX A

Priority School Building Programme Template Document Memorandum of Understanding for a Subsequent School

Document Status: Final
SEPTEMBER 2012

Document Properties	
Document Author	Rob Davenport
Document Owner	Louise Whitesman
Organisation	Education Funding Agency
Title	PSBP Template Document: Memorandum of Understanding for Subsequent School (Capital)
Document Type	Memorandum of Understanding
Review Date	August 2013
Abstract	
<p>This document is the Memorandum of Understanding for a Subsequent School i.e. a school that will be designed by the contractor following their appointment as Selected Panel Member. It is intended that a Memorandum of Understanding is prepared and signed at the beginning of engagement between the EFA and schools.</p> <p>A signed MOU must be in place in order for a Feasibility Study to be submitted.</p>	

LETTER HEADER / DATE / ADDRESS ETC

Dear *[insert school's addressee]*

As we take forward the delivery of the Priority School Building Programme (**PSBP**) for the batch of *[insert area]* schools and for *[insert school name]*, we wanted to outline the roles and responsibilities of our respective organisations, to ensure that the programme is delivered in the most efficient and practical manner.

The delivery of the PSBP is being managed on behalf of the Secretary of State for Education by the Education Funding Agency (**EFA**), which is an executive agency of the Department for Education.

For each school the Secretary of State will enter into delivery contracts (for example, he will sign the design and build contract with the contractor). The Secretary of State and the EFA fully understand and acknowledge the vital role that the school, its governing body [and Trust] [,/and] *[insert name of local authority]* [and *[insert name of diocese]* diocese] has in ensuring the efficient delivery of the project in a way that satisfies all of our respective requirements (in this letter we will refer to these parties collectively as 'the school and its stakeholders'). For this reason, we have set out in this letter the principal roles and responsibilities of the relevant organisations and we are asking that the school and its stakeholders each countersigns this letter to indicate their acknowledgement of the processes involved in achieving a successful and timely delivery.

Prior to final signature of the contracts, we will ask the school and its stakeholders to sign a formal agreement with the Secretary of State. This agreement will set out, in more specific detail, exactly what is required from all parties to deliver the building works and what, in limited and clear circumstances, the implications will be if a party fails to deliver those requirements. The final form of that agreement will be prepared in due course and whilst it will be a standard form for all schools in the capital part of the PSBP, we will ensure that it is shared with the school and its stakeholders at appropriate times during its development so that no element will come as a surprise to you at the time of signature.

The Role and Responsibilities of the Secretary of State and the EFA

The EFA will manage the delivery of the building works 'centrally' and its primary responsibility is to ensure that the investment of public money achieves the objective of dealing with the condition need at the school at a reasonable cost to the taxpayer.

The EFA will prepare the feasibility study for the school, manage the project development with the contractor and act as contract manager during the build process following contract signature. In order to deliver this role successfully, the EFA will work closely with the school and its stakeholders throughout the processes described above to ensure that an appropriate level of local input is established and maintained.

The EFA will be using its Contractors' Framework to deliver the building works which has a proven track record of delivering schools in an extremely timely manner. Further information on the Contractors' Framework can be found by following the link below.

The Role and Responsibilities of the School and its Stakeholders

The school and its stakeholders will need to work with the EFA so that the feasibility study is submitted on time and thereafter so that the project development process can progress as efficiently as possible both for the school and for the other schools in the batch. Whilst it is not clear yet exactly what this commitment will entail (and it will be different for each school), the school and its stakeholders should expect to dedicate resources and time to attending meetings and feeding in information and views to the project throughout the feasibility project development and construction processes.

To allow the EFA to complete the feasibility study and project development process in a timely fashion, we will need the school and its stakeholders to supply certain information including information relating to the property's title (so that we can grant appropriate access rights to the construction contractor to come onto the site and to carry out the planned works). We understand that in a number of cases (such as, for example, the provision of detailed property information), the school itself will not be best placed to provide the necessary information. In such cases we would expect the school to assist the EFA in dealing with the person or organisation best able to deliver the required information (for example, the local authority). The school must also allow access to the site for the carrying out of a number of property related surveys (including intrusive surveys).

It is important that information and access is provided in a timely manner and that any information is correct.

As referred to above, the Secretary of State will be entering into a design and build contract and under that contract, he will be taking on certain responsibilities (and thus liabilities) to the contractor relating to local site matters and school activities. He will be relying on the information and access given by the school and its stakeholders and in the agreement to be signed between the Secretary of State and the school and its stakeholders, may look to the school and its stakeholders to assume some of these responsibilities for themselves. Appendix 1 to this paper sets out in more detail how the contracting will work and Appendix 2 sets out examples of the sorts of responsibilities that the Secretary of State may look to pass to the school and its stakeholders.

There will also be some non-property matters that the Secretary of State will seek to pass to the school and its stakeholders. For example, a general obligation not to disrupt the building works.

Once the building works are complete, the design and build contract provides for a 12 month period during which time, if a problem arises, the construction company can be required by the Secretary of State to solve the issue. Following the expiry of that period and the resolution of any issues that may have emerged, we will expect to transfer the contract to the school. This will give the school rather than the Secretary of State, any remaining rights against the construction company in respect of any defects in the buildings which later arise.

Whilst the PSBP does include funding for certain fixed furniture, fittings and equipment and for ICT network infrastructure, it does not include any funding for loose furniture and

equipment (including ICT equipment). As such the school will be expected to re-use as much of its existing furniture and equipment as it considers necessary in the new school and to make up any deficit for itself.

We look forward to working with you and the other parties involved in delivering this project and the improved facilities for *[insert name of school]*. Please countersign this letter below where indicated.

Yours sincerely

.....

Mike Green
Head of Capital
For and on behalf of the Education Funding Agency

In acknowledgement of the expectations upon the School set out in this letter for the delivery of the Priority School Building Programme:

Signed on behalf of the School by:

[Head teacher / Principal]

Signed on behalf of the School's Governing Body by:

[Chair]

[Signed on behalf of the Trust by:

[Trustees]]

Signed on behalf of the *[insert name of local authority]* by:

[Chief Executive]

Signed on behalf of the *[insert name of diocese]* by:

[insert position]

APPENDIX 1

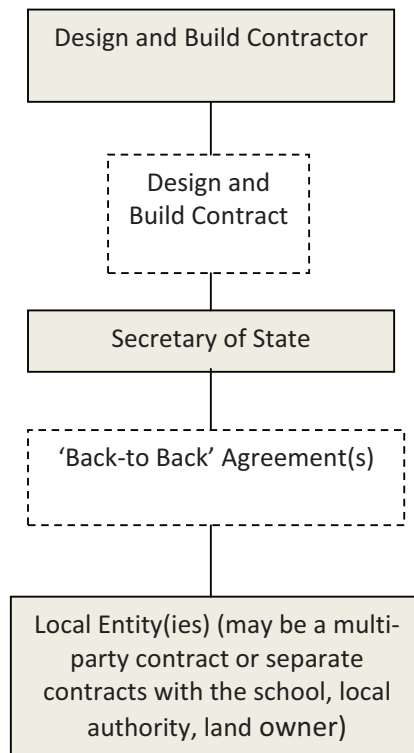
Contract Structure

Under the Design and Build contract, the Secretary of State will assume certain responsibilities to the contractor. A number of these responsibilities relate to 'local' site matters and school activities that the school and its stakeholders are better placed to manage and control than the Secretary of State.

In contracts previously let by local authorities they have required schools to enter into back-to-back arrangements to pass on those responsibilities (the local authority owes the duty to the contractor and that duty is then mirrored to the school or local entity in its contract with the local authority). With the passing of the responsibilities comes also the right to enforce any failure to carry them out. It is proposed that the same arrangements be put in place for the PSBP and that the Secretary of State passes 'local' responsibilities to schools and other local entities and also has the right to enforce their performance although there would be no obligation to take any enforcement action should the Secretary of State choose not to do so.

Schools in England are 'owned' under a number of corporate structures and the ownership of the land they are on is yet more diverse. Schools may either be local authority maintained, Academy Trusts, VA or Foundations; the land they sit on may be owned by the school, the local authority, the local diocese or another third party. Responsibilities passed to a local entity must be passed to the person best able to manage and hold them (i.e. the local school 'owner' and the local landowner (if different)) so there may be a multi-party back-to-back agreement or separate agreements with more than one local entity.

The proposed contract structure for PSBP is detailed below:



APPENDIX 2

Examples of Risks and Responsibilities

There are responsibilities that the school and its stakeholders will need to fulfil in order to facilitate the building works at the school. The majority of these relate to property and planning issues and include:

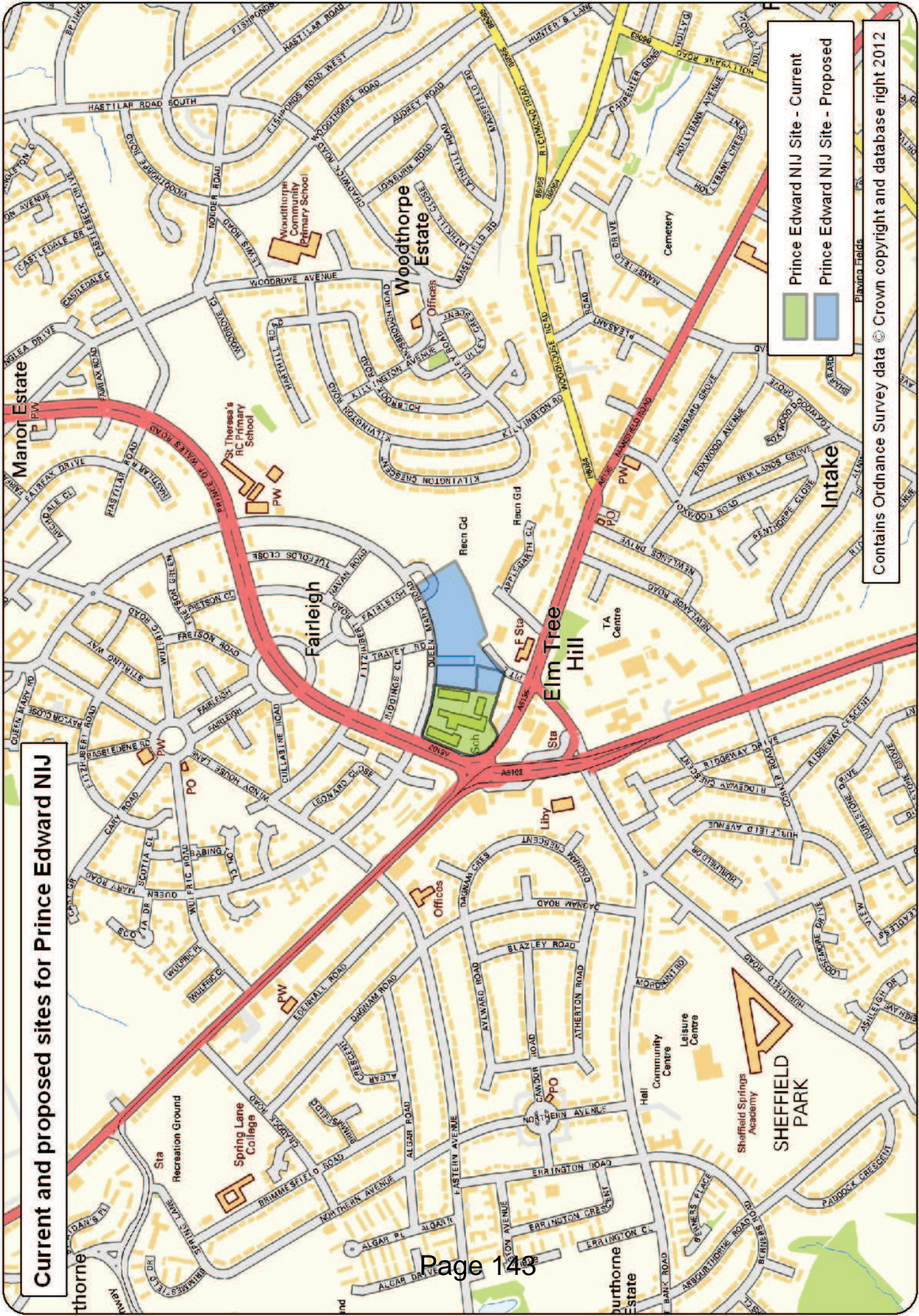
- a. *restrictive covenants over the site or part of the site that need to be released or otherwise addressed (for example a covenant in the title not to build in a specified place on the site):* these are often dealt with either by way of insurance, a release from the covenant holder or via a land tribunal. All of these require the involvement of the landowner or the holder of a material interest in the land. A failure to take the insurance or otherwise deal with the covenant would require either taking the risk that the covenant would not be enforced in the face of the works or varying the project to avoid breaching the covenant.
- b. *Occupational interests (for example, telemasts, substations, and nursery, caretaker or dentist leases):* these are likely to require the landowner or lessor to vary or terminate the interest as necessary for the purposes of the works.
- c. *Adverse rights (for example a group of local residents who have had long uninterrupted rights to walk across playing fields for recreation and to access amenities):* the landowner would need to make the Secretary of State aware of these rights so that they can be rescheduled or the plan for the site varied to accommodate them.
- d. *Access to the site:* the landowner may need to enter into or vary or extend agreements with 3rd party owners of adjoining land to ensure that the school site can be accessed by the contractor.
- e. *Highways/planning/utilities agreements:* Landowners are likely to need to enter agreements to satisfy planning condition or move utilities.

The list above is not exhaustive but experience has shown that they are real when carrying out works of this nature. There are mitigating actions that can apply to each provided they are known about in advance. As such, the responsibility to be passed to the school and its stakeholders is:

- to declare all property interests that are known about and that may affect the site; and
- to take those steps that are needed to enter into agreements etc in order that the mitigating actions are effective and the works can go ahead. All of the agreements with 3rd parties can be facilitated centrally by the EFA as part of the central procurement function but the Secretary of State will not be entitled to enter into the agreements itself.

There are also non-property matters that the Secretary of State will need to pass down. For example, a general obligation not to disrupt the building works (which includes an obligation to comply with the decant programme (i.e. if a school is being delivered in phases the school must be ready to move from an area on time if that area is the subject of the next build phase)).

Current and proposed sites for Prince Edward NIJ



Contains Ordnance Survey data © Crown copyright and database right 2012

Former Bluestone Primary School Site



SHEFFIELD

Former Bluestone Primary School Site



SHEFFIELD CITY COUNCIL Cabinet Report

Report of: Executive Director, Children Young People and Families Service

Date: 27 February 2013

Subject: Redesign of Early Years Services –Consultation feedback and final recommendations

Author of Report: Dawn Walton/Julie Ward

Summary: The purpose of this report is to inform members of the outcomes of the consultation carried out between early December 2012 and early February 2013 and associated update of the equality assessments and to seek approval for the final recommendations in respect of the redesign of early years services.

Reasons for Recommendations:

The final recommendations have been made taking into account the outcomes of the communication and consultation process, which commenced in early December 2012 and concluded in early February 2013, around the in principle proposals set out in the Cabinet paper of 12 December 2012. The recommendations are necessary in order to redesign and streamline early years services to make savings across management, administration and premises and prioritising early intervention and family support services that are flexible, accessible and of high quality.

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.

Recommendations: Members are asked to;

- Approve the transition plans as set out in this report
- Note the findings from the consultation and revised equality impact assessments
- Approve the revised recommendations;
 - To develop a revised action plan for a quality framework and make this available to all providers in line with comments from the consultation and in recognition of the Government proposals for Improving Quality

and Changes to Regulatory Regime outlined in the DfE publication 'More Great Childcare', and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013).

- To reorganise the 36 Ofsted registered children's centres into 17 areas each with a named main site and a number of outreach delivery sites.
- To note that the 17 areas have been amended following suggestions from the consultation process.
- That a statutory process be undertaken to deregister the 19 centres that no longer require Ofsted registration.
- That the present policy of "block purchasing" premises and hosting payments will cease and in the future "spot purchase" of venues will be undertaken when and where they are needed.
- To develop a comprehensive communication plan to inform parents of the venues and the types of support available in the new 17 areas.
- To cease childcare subsidy grants to 20 providers in the Private Voluntary and Independent and statutory sector on 31st March 2013.
- That the local authority will offer to continue to work with these providers, on an individual basis, over a three month period to give them support to develop their business plans for their organisation to help them become sustainable. These plans should include financial forecasts, management costs, staffing structures and ways to develop flexible and accessible services to children and families and assist in seeking other forms of income.
- To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the childcare market. In line with local authority employment policies and negotiation with trade unions in order to retain qualified staff across the sector.
- That existing contracts with the providers set out in appendices 2 are not renewed. Time limited transitional arrangements to be put in place based on service demand and to accommodate Procurement Employment Legislation where applicable.
- That specifications for procurement of targeted services required to fulfil the Council's statutory duties will be developed.
- That Cabinet notes and approves that decisions made to implement the recommendations will be made by the Cabinet member or officers in accordance with the Leaders scheme of delegation.

Background Papers:

- Cabinet report Redesign of early years services 12-12-2012
- The Review of Early years and Multi Agency Services 0-5 2012 incorporating a summary of the Review of Early Years and 0-5 multi agency services consultation
- Draft Children's centre programme
- Draft Childcare strategy
- Draft Quality improvement programme
- Draft LA Maintained Sector Childcare Provision (Young Children's Centres)
- Building Successful Families

- Consultation Documentation
- Government proposals for Improving Quality and Changes to Regulatory Regime outlined in the DfE publication 'More Great Childcare', Elizabeth Truss, Conservative MP, 29 January 2013, and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013).

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
Cleared by: Laura Pattman
Legal Implications
Cleared by: Lynne Bird
Equality of Opportunity Implications
Cleared by: Bashir Khan
Tackling Health Inequalities Implications
YES
Human rights Implications
YES
Environmental and Sustainability implications
YES
Economic impact
YES
Community safety implications
NO
Human resources implications
YES
Property implications
YES
Area(s) affected
ALL
Relevant Cabinet Portfolio Leader
Cllr Jackie Drayton
Relevant Scrutiny Committee if decision called in
CYPF
Is the item a matter which is reserved for approval by the City Council?
YES/NO
Press release
YES

1. Summary

1.1 This report sets out the final recommendations for the redesign of early years services. These are based on the Local Authority's statutory duties and responsibilities and the feedback from the extensive consultation carried out on the proposals outlined in the December 2012 Cabinet paper. The size and 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.

1.1.1 The consultation process highlighted an exaggerated perception of the impact of the proposals and hope that this report, the transitional plans and the communications strategy will help to provide a more realistic picture of the impact.

1.2 Background

1.2.1 On 12 December 2012, Cabinet considered a report titled "Redesign of Early Years Services." This contained a number of in principle proposals which have stimulated a high level of interest and concern.

1.2.2 The report focused on;

- The outcomes of the Early Years Review carried out in 2011;
- The changes in Government policy governing the delivery of early years services; and
- The current financial position of the City Council and the unprecedented level of cuts being placed on the Council's funding.

1.2.3 The proposals made in the report were approved in principle and these were;

- 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.
- The proposed action plan for a quality improvement programme for all early years settings.
- The proposed reorganisation of the management and co-ordination of 36 Children's Centres into 17 Children's Centre Areas
- 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. At the same time specifications for procurement of new targeted services will be developed.
- The proposed cessation of subsidy grants to 16 childcare providers in the Private Voluntary and Independent sector and 4 in the statutory sector.
- The proposed reduction and transfer of the maintained childcare provision

1.2.4 Cabinet agreed the proposals in principle, with specific recommendations that;

1. Further communication and consultation was to be carried out on the Early Years Redesign and;
2. A further report is submitted to Cabinet in February 2013 on the outcome of the consultation.

1.2.5 The report was also called in for scrutiny on 24th January. Members of the CYPF Scrutiny Board agreed the following recommendation:

That: -

- Consideration be given to what transitional arrangements are needed to ensure that good quality early years provision is sustained.
- Further details of provision within the 17 children's centre areas is provided.
- A comprehensive communications plan is developed to inform parents of the locations of support, and the type of support available, in the 17 new areas.

These recommendations were accepted by the Full Council at its meeting of the 6th February 2013.

2. What does this mean for the People of Sheffield

2.1 The severe Government cuts to the Early Intervention Grant mean that the funding available for Early Years services has reduced significantly. Despite the reductions in funding the council is committed to ensuring that parents and carers have access to:

- Good quality childcare that will still be available in all areas of the City.
- Children's centre services including early health professionals and information and support services within their local community. This will be either through a children's centre building or an outreach site.
- Services delivered across the City; that are accessible and flexible, and meet families needs.
- Services that in the transitional period will be managed in order to safeguard vulnerable children and comply with the Council's equality duty.

2.2 Reorganisation of Children's Centre areas

- It is not planned that the number of outlets delivering children's centre services will reduce and the volume of activity will not decrease; however, the delivery of services may take place in different buildings, within a local area.

- There will be an early years stakeholder forum linked to each children's centre area for parents/carers/providers and partners to get involved and inform planning of services and activities.
- More families need to be engaged in children's centre activities, we will do this through increased reach, contact and communication with them.
- Services will continue to be maintained and delivered across the City; these will need to become more accessible and flexible, to better meet the needs of children and families.
- The management of children's centres will be undertaken by the Council and this will be reviewed in the future.

2.3 Childcare subsidy grants

- Out of over 200 childcare organisations across the Private, Voluntary, Independent and statutory organisations, there are 20 organisations currently receiving a childcare subsidy grant these will cease on 31st March 2013.
- Following the withdrawal of this funding the council will continue to work with these organisations to help them to review and change their business models, staffing structures, management, administration and premises costs and seek alternative sources of income in order to be sustainable without grant funding.
- However, this may mean, if businesses are not able to change their model and can no longer provide childcare, parents may need to transfer their children to an alternative provider or other providers may be required to take over the running of some services (we will provide support for children and families with any transition or changes). In particular priority will be given to families who have children with special educational needs and disabilities.
- As part of our transitional plans we are bringing forward opportunities to expand 2 year old FEL from April 2013, ahead of the Government's recommendation.
- A crisis fund will be set up to support families to ensure the needs of the most vulnerable children are met, in particular where short term additional childcare is required.
- To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the childcare market. In line with local authority employment policies and negotiation with trade unions in order to retain qualified staff across the sector. This could lead to a reduction in staffing and management of up to 50 posts. Some posts will transfer to the new provider; however this is yet to be determined.
- Following the withdrawal of the childcare subsidies on 31st March 2013, families currently accessing childcare from the community nurseries will face three possible scenarios on 1st April 2013:
 1. Their existing provider has identified a sustainable business plan to continue to provide services following the withdrawal of the subsidy.

2. Their existing childcare provider has not been able to develop a sustainable business plan following the withdrawal of subsidy and will no longer be able to continue to provide services. However, sufficiency assessments for their area indicate that there are enough childcare places available in the area on 1st April.
 3. Their existing childcare provider has not been able to develop a sustainable business plan following the withdrawal of subsidy and will no longer be able to continue to provide services. Sufficiency assessments indicate that there are not enough childcare places available in the area on 1st April to accommodate the number of places lost through the closure of the nursery.
- Through work to support the organisations to become sustainable and childcare sufficiency assessments, it is clear that the vast majority of parents currently accessing childcare from the community nurseries will continue to have sufficient childcare provision to meet their needs readily available from 1st April.
 - To ensure that childcare provision continues for parents facing the third scenario, we will work with these, as stated to ensure that the existing providers will be able to continue. We believe that the review of management structures and funding models will enable some providers to continue but if they can not do this, we will try to identify alternative providers to deliver the services. If all else fails the council is prepared to step in to protect services for children and families, until an alternative provider is in place.

2.4 Contracts for early years services

- In line with procurement legislation there will be a fair and transparent commissioning process to ensure that all commissioned services provide value for money and meet our key priorities.
- Government guidelines require that parents who need advice about access to training and employment and childcare support with their training or employment, will need to secure this through job-centre plus.

2.5 Quality of early years services

- Parents will be able to easily access information about the quality of services available in their area to enable them to make informed choices about early education and childcare.
- The early years workforce will be supported to share good practice including developing the skills to support high quality play in settings and with childminders.
- All settings delivering Free Early Learning places will need to provide best value for money and high quality learning environments and will be monitored through the OFSTED inspection process.
- The needs of diverse communities will be reflected in provision across the City.
- More nurseries will be inclusive and able to meet the needs of children with additional and special needs and disabilities.

3. Outcomes and sustaining the future of early years services.

- 3.1 This paper focuses on the services provided to young children from pre birth to 5 years and their families.' It sets out a framework which draws the key strands of early years support provided by health, education and social care alongside employment agencies in order to improve outcomes for children and families.
- 3.2 The vision for early years in Sheffield is to provide welcoming, inclusive services for all children and their families that improve their quality of life and meet the needs of modern families and lifestyles.
- 3.3 The City Council and its key partners share the ambition to ensure a "Great Start in Life" for all of our youngest children. Improving outcomes in all aspects of early years is a key priority in achieving this ambition. This makes a direct contribution to the "Standing up for Sheffield" corporate plan 2011-2014 by delivering the best possible use of our limited resources to meet the needs of Sheffield children and families.
- 3.4 These outcomes are measured by a range of indicators that demonstrate;
- Improvement in children's health
 - Improvement in children's social development
 - Improvement in ability to learn and school readiness
 - Strengthening families and communities
 - Removal of barriers to employment
- 3.5 The recommendations set out in this paper are based on research and evidence that demonstrates these outcomes are crucial in any development or redesign of early years services.
- 3.6 The sustainability of services needs to reflect the current financial pressures and the necessity to deliver services in a streamline more effective way which requires us to cluster and merge children's centre areas and maximise the use of FEL to sustain childcare.
- 3.7 The Local Authority's statutory duties and responsibilities for early years services are as follows;
- To fulfil the Childcare Sufficiency duty: which requires local authorities to know where childcare places are needed to ensure supply meets demand for childcare and to stimulate the market where demand outstrips supply.
 - To provide information, and advice to families and childcare providers.
 - To provide families with children's centres services e.g. early health, advice and information and family support available at out reach sites.
 - Public Sector Equality Duty
 - Human Rights Act (Article 8)

4. Context and drivers for change

4.1.1 The Early Years Review 2011 focused on easy access to services, quality childcare and readiness to learn, and set out proposals for change. However as stated in the December Cabinet paper the severity of the financial situation for the Council has accelerated the need to make more radical changes and implement them more quickly. Therefore the key drivers for change are identified under the following headings;

4.1.2 **Safeguarding.**

A recent analysis of Sheffield's serious case reviews and case reviews (these consider children who have suffered serious injury or death) show that 78% of the children at the focus of these reviews were between 0-5 years. The learning from this demonstrates that challenges remain in the way that professionals work together in early years and the way that early identification and integrated support is provided.

The council has developed a multi agency prevention service by introducing weekly multi agency allocation meetings (MAAMs). The aim is to provide multi agency packages of support to children and families delivered by multi agency support teams (MAST). The framework is based on a shared set of principles and the use of the common assessment framework (CAF) to assess need and identify appropriate support. For example, this enables families to be supported in their own community to access both universal and targeted specialist support as needed. Data demonstrates that only 34% of referrals to MAST are received from early years and the majority of these come directly from health professionals and children's social care. We know, from childcare providers, that there are a number of vulnerable 0-5s who are not yet identified for support through this process. Therefore it is a priority that the most vulnerable children are identified at the earliest stage in order to put in the right intervention when it is most needed and reduce the number of children and families being involved in case reviews.

In 2013 MAST received a good practice inspection from Ofsted regarding its early intervention work and is now available as a good practice example of multiagency working.

<http://www.ofsted.gov.uk/resources/good-practice-resource-early-intervention-through-multi-agency-approach-sheffield-city-council>.

4.1.3 **Early Health.**

Universal health services are provided across Sheffield to improve maternal and infant health. Health Services (including Maternity Services, Health Visitors and GP's) work in partnership with the City Council Early Years provision and the Voluntary sector to give the youngest children the very best start in life and ensure children are ready to learn as they start school.

However health inequalities in the city persist. Targeting early health support has had some success in reducing the gap between people living in certain geographical areas and population groups with poor health outcomes.

We have a number of evidence based targeted interventions for example, Family Nurse Partnership, the “Doula” programme and Breastfeeding Peer Support where both local and national evaluations demonstrate positive outcomes for those most vulnerable. New Public Health Outcomes for the City have been identified to improve and protect health and wellbeing and to improve the health of the poorest fastest. These include; Breastfeeding, Smoking in pregnancy, Under 18 conceptions, Childhood obesity, Tooth decay, Vaccination coverage and Infant Mortality.

Through the redesign of early years services an example of how we will reprioritise funding would be to analyse the data showing the difference in breastfeeding rates across community assembly areas e.g. breastfeeding at 3-6 weeks in the South West is 72.8% but in the South East is 35.3%. Another example shows a similar picture with smoking during pregnancy (at delivery) the highest level of smoking is 19.8% in the East, 17.5% in the North and the lowest being 3.6% in the South West. Both these indicators are part of the infant mortality action plan and have significant longer term outcomes on children’s health. The data will influence how we distribute early health and family support resources in the redesign.

4.1.4 **Attainment.**

Since 2008 the outcomes at the end of early years foundation stage (up to age 5) have been well below the national average. The picture is improving slowly as Sheffield has increased its percentage of children achieving a good level of progression by 4.4% from 2011 to 2012 and is now in line with the National average. This improvement is not reflected in the educational outcome gap between those children in the most disadvantaged 20% and the rest of the population, as this has widened compared to National averages over the last 4 years. In order to address the growing gap at foundation stage in Sheffield we must continue to support the increase in attainment and halt the widening of the outcomes gap. A model of quality improvement is necessary to support all settings in ensuring good systems are in place for the effective delivery of learning, welfare and safeguarding requirements and provide challenge to settings who are not rated as good or outstanding through Ofsted inspections. School readiness of all children is a key priority and we want to ensure all children achieve their full potential at every stage. National Indicator 92, which measures the educational outcome gap between those children in the most disadvantaged 20% and the rest of the population, shows that Sheffield currently ranks at 143 out of 152 authorities, this is unacceptable and we are doing everything we can to improve this.

4.1.5 **Inclusion.**

The availability and quality of provision for children with additional and special needs and disabilities is inconsistent across the City. Currently a number of parents have to travel in order to access suitable childcare and provision

which is welcoming and inclusive. To ensure suitable childcare is available in all localities it is necessary to maximise resources and minimise duplication to ensure that all children's needs can be met locally and families are supported when choosing their childcare provision. This is in line with our city wide inclusion strategy.

- 4.1.6 In summary, the key themes demonstrate that generally, across the board, we could do better and so must address these issues, with some urgency, in the redesign of early years services. This is compounded by the current economic profile within the City and the anticipated impact of welfare reforms. The aim of these long term plans is to improve early identification and ensure key partners are working together to secure better outcomes for all under 5s.

4.2 Consultation

- 4.2.1 Following approval in principle of the proposals we have undertaken a city-wide consultation exercise with parents/carers and stakeholders. Consultation has taken place from early December to early February.

- 4.2.2 Activities undertaken as part of the consultation are;

- 10,000 leaflets and posters sent to all providers/users/schools/partners.
- Consultation survey forms distributed online and in paper format.
- Consultation documents circulated to 471 parent/carers via the Parents Assembly, Parent's BME Assembly, Parents SCC Workers Assembly and associated professionals including the Sheffield Parent/Carer forum (Parents of Children with Additional Needs).
- Consultation documents circulated to Community Assembly managers/Mast managers and other professional contacts.
- Consultation events for parents/carers held in Town Hall.
- Forums held in all 36 children's centre areas.
- Individual meetings with 20 providers who are directly affected by the proposals.
- Consultation meetings for all providers (approx 250).
- Consultation meetings with Primary School Heads and Governors.
- Meetings with current contactors who are directly affected by the proposals
- Consultation documents and signposting at all the mosques.
- Individual letters to parents whose children attend settings that may be affected.
- Children's Centre Advisory Boards and School Governors
- Individual emails and letters that came into officers and elected members were taken into account and seen as part of the consultation.

- 4.2.3 This consultation built on and was added to previous consultation from the "Review of Early Years Services including 0-5 MAST" during 2011, where parents and providers were asked for their views about the development of early years services. It needs to be acknowledged that this most recent consultation related to the specific proposals put to Cabinet in December 2012

and, is a more detailed and targeted consultation on relatively complex and overlapping proposals.

4.3 Consultation Findings

- 4.3.1 A full report on the consultation is available at appendix 1. This consultation has demonstrated that early years services are very important to the families of Sheffield. The strength of feeling has been shown through the many comments we have received through the questionnaires, informal discussion and organised events, attendances at Cabinet and Full Council meetings and the Scrutiny Board. Early years covers a wide range of services and there have been particular strong views and overlapping views about the role of children's centres and childcare providers. We have tried to ensure in our summary of responses that we have captured the issues that are of most importance. Respondents, especially parents, genuinely believe that this will lead to closure of settings and reduction of childcare provision for the most vulnerable children and in particular those children with additional or special needs and disabilities. This is also replicated in the responses to the proposals for children's centres where respondents believe that this will mean a reduction in services through closure of children's centre buildings.
- 4.3.2 Although there was a geographical spread of respondents across the city, the highest proportion of respondents (23%) was from one postcode area. All views expressed have been taken into consideration, when making the recommendations, specifically the transition plans.
- 4.3.3 It is difficult to comment on the percentage response rates, in comparison with the number of families in the City. As the precise number of families with children aged 0-5 in the City is unknown. However we do know that there are approximately 30,000 children aged 0-5 in the City*. Also, some respondents provided responses to more than one of the 4 areas of consultation. 1,555 consultation survey forms were returned in total**. 76% of these were from parents who currently use services. The highest response rate was to the reorganisation of Children's Centres and a high number of responses came from parents of children with special educational needs and disabilities.
- 4.3.4 There were significant numbers of lengthy and detailed comments. We have included a representative summary of views from all comments gathered.
- 4.3.5 The questionnaires were commented on as not being easily understood, these were amended but we also carried out 2 visits to every children's centre to provide face to face meetings with parents and providers.
- 4.3.6 Cabinet are requested to carefully consider the consultation response before making a recommendation. A summary of the outcomes follows on the next page;

*public health data.

**responses received to consultation closure date of 4 February.

4.4 Proposal 1. Improving the Quality of Early Years Provision in all settings

4.4.1 High quality provision is the best foundation for reducing inequalities between young children. There is a strong commitment to ensuring that all providers should focus on readiness to learn and closing the equalities gap at the end of the foundation stage. The original proposal was to develop an action plan for a quality improvement programme for all settings through;

- The development and implementation of a quality improvement audit tool covering the 5 main components of the Early Years Foundation Stage.
- A review and development of the Sheffield Charter for Quality that we would expect every setting to obtain, to enable providers to build a wider range of skills, knowledge and competencies which will underpin their practice. This will become the Sheffield quality badge.
- Investment in early reach and engagement within the redesigned children's centre areas for hard to reach families and children not currently attending pre-school
- Monitoring the provision of funding for 2, 3 and 4 year old FEL to ensure high quality childcare services are available across Sheffield which meets the needs of children, parents and families.
- Extending services provided to families to include home based care for children and families with specific needs and provision which will be flexible to families extended working patterns.
- Ensuring that all early years providers are inclusive and promote the responsibilities of the Special Educational Needs Co-ordinator (SENCO) and Equalities Needs Co-ordinator (ENCO).
- An early years city-wide network which will influence decisions based on research and development, and will provide an opportunity to share and disseminate good practice.

4.4.3 Summary of responses to proposal 1

4.4.4 There were 264 responses. 70% of these were from parents/carers who are currently using services others were from providers, professionals and others.

4.4.5 Parental responses came from all areas of the City, there was an overwhelming number from one area which showed parents were able to organise themselves and give similar responses. We welcome their effort and the information they provided. This has however been noted in context of the City as a whole.

4.4.6 21% responses from parents had children with an identified learning need or disability. 68% of responses were from white British/other European backgrounds, 16% Asian/Asian British, 4% other ethnic groups, 5% dual heritage, 7% Black African Caribbean/Black British.

- 4.4.7 53% respondents said they would welcome our proposal to introduce a quality improvement model and audit programme. 38% said they would not.
- 4.4.8 61% respondents agreed that all providers should be expected to achieve the standard required by the council under its Quality Charter. 38% disagreed.
- 4.4.9 61% respondents agreed that all providers should ensure access to a special needs coordinator and equality needs coordinator. 26% disagreed.

4.4.10 What the Consultation told us

The comments made by respondents have been drawn into the following key themes;

Introduction of a Quality Improvement model/audit programme
High numbers said Ofsted make the judgement on Quality, why do we need the Local Authority to add another layer of burdensome ‘scrutiny’ that is expensive and unnecessary and detracts from the core business of caring for children
It is important to have high quality settings, but do not introduce a quality improvement model that has complex systems which overwhelms small/single providers. This sounds like it could be extra procedures and paperwork.
A Quality Improvement Model will cost large amounts of money, creating job roles that would be best used in frontline services
We should be using high quality ‘Outstanding’ provision to disseminate good practice to poorer provision, rather than spending money on quality improvement schemes
Any Quality Improvement Model should be available free of charge and with access to free support to enable all providers to be judged in an equitable way. ‘Inspectors’ should be field based and well qualified
Requirement for settings to achieve the Quality Charter
Not sure that ‘Auditing’ and ‘Marking’ Quality results in improvement. They are externally imposed rather than being driven by staff
Unsure what rights there are for implementing this in Private Sector. Businesses in their own right are regulated by Ofsted
The Audit Tool and Sheffield Charter For Quality will only lead to more ‘red tape’ and ‘league table’ effect for nurseries, risking further closures/reduction
Quality Charter is an extra layer of inspection that incurs extra costs, taking money from frontline services.
Each setting to have access to a SENCO/ENCO
EYFS already requires a SENCO and ENCO at every setting. These responsibilities should be embedded in every setting

Every setting should have a SENCO and ENCO, families need to build a relationship with people in these responsibilities especially the SENCO
Children with special educational needs should have access to support in their own setting.
It would be good to have a network of SENCO's and ENCO's, but not organised by SCC
Other comments
Quality of provision is better at children's centres than in private settings/Schools
Quality of provision is already good at children's centres
Miscellaneous comments

4.4.11 Outcome and recommendations

4.4.12 We have reconsidered the proposals for Quality Improvement giving due regard to the consultation outcomes and also the very recent national Government proposals for Improving Quality and Changes to Regulatory Regime outlined in the DfE publication 'More Great Childcare', Elizabeth Truss, Conservative MP, 29 January 2013, and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013.)

Recommendation;

The results of the consultation confirmed that quality of early years services is extremely important to parents and providers alike, and after considering these findings we are making the following recommendation;

To develop a revised action plan for a quality framework and make this available to all providers in line with comments from the consultation and in recognition of the Government proposals for Improving Quality and Changes to Regulatory Regime outlined in the DfE publication 'More Great Childcare', and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013).

The revised action plan will include the following;

- To put together a framework for settings and childminders which enables them to share good practice and set standards for self-evaluation with a minimum level of bureaucracy.
- To offer an audit tool for providers to access which is user friendly and gives scope for settings to improve, to be supportive and prepare for Ofsted.

- To ensure all providers are aware of and comply with the code of practice for 2, 3 and 4 year old FEL, and achieve good or outstanding Ofsted judgements.
- Due regard be given to the recent Government proposals regarding the role of the Local Authority in Quality Improvement with childcare settings.
- Encourage all settings to take responsibility for the promotion of SENCO and ENCO responsibilities.
- Graduate Leader Fund will no longer be available (This funding ceased from Government in 2012. Sheffield extended the funding throughout 2012-2013 out of Council resources).
- To support all children with SEN and disabilities and ensuring they have the opportunity to access a setting in their local areas, which can meet their needs. This is supported by the continuing development of the Inclusive Learning Strategy the early years strand of which is developing and improving inclusive practice in the Early Years across all sectors. There is a focus on;
 - Improving transitions and integrated working by building better links between partners, schools and pre-school providers.
 - Improving early identification and assessments.
 - Making greater use of flexible registration.
 - Improving workforce skills, knowledge and understanding.

4.5 Proposal 2. Reorganisation of Children's Centres Areas

4.5.1 The proposal is to reorganise the 36 Ofsted registered children's centres into 17 Ofsted registered children's centre areas. There will be one designated main site with outreach sites across each of the 17 children's centre areas. The number of outlets delivering children's centre services will not reduce and the volume of activity will not decrease; however, the delivery of services may take place in different buildings, within a local area. This will reduce administration and management requirements and the number of Ofsted assessments required. We will need to carry out our statutory duties where centres require deregistration. It will mean a more effective way of managing children's centres and ensuring efficiency across the City. The main purpose of reorganising the existing centres is to improve Ofsted outcomes, increase engagement and reach of the most vulnerable families by clustering service areas across the City. This is in line with the changing Ofsted framework where inspections will be carried out across a cluster of services. This will improve consistency and co-ordination of services, reduce bureaucracy and duplication and make more efficient use of premises, therefore reducing management and administration costs.

4.5.1.1 The proposals for the groupings of the 17 children's centres areas were based on deprivation levels, numbers of children aged 0-5 and numbers of vulnerable children. During the consultation we were deliberately not prescriptive about the 17 areas because we wanted to draw on the knowledge of local families, providers and partners to get their views on the size and shape of the redesign, and where these boundaries should be. Work is still being done on finalising this due to the statutory duty requirements.

4.5.1.2 The deregistration process will provide further opportunity for consulting across all areas prior to designation.

4.5.2 Summary of Consultation Responses

4.5.3 There were 687 responses. 79% were from parents/carers who are currently using services, and others responses were from providers, professionals and others. In addition to the questionnaires meetings were held with advisory boards covering 12 children's centre areas and an additional city-wide advisory board. Meetings were held with children's centre leads and providers receiving hosting and premises funding. Comments from all these meetings have been taken into account.

4.5.4 Parental responses came from all areas of the City with high levels of responses (19.6%) from the S9 postcode area.

4.5.5 11% of parents responding had children with an identified learning need or disability. 74% of responses were from white British/other European backgrounds, 11% Asian/Asian British, 4% other ethnic groups, 5% dual heritage, 6% Black African Caribbean/Black British.

- 4.5.6 96% of respondents agreed that we should make sure that all families have access to children's centre services/activities. 2% disagreed.
- 4.5.7 50% of respondents agreed that the best way of reaching all families is by providing outreach services across the areas. 34% disagreed.
- 4.5.8 28% agreed with their proposed new children's centre area. 51% disagreed.
- 4.5.9 52% agreed that we should focus our resources on encouraging those families who need support (but don't currently use our services) to attend. 35% disagreed.
- 4.5.10 48% agreed that we should make more effective use of resources, for example through sharing management and facilities across children's centre areas. 36% disagreed.

4.5.11 What the consultation told us

The comments made by respondents have been drawn into the following key themes;

Access to children's centre services
There was a strong feeling that all families should be able to access and benefit from all children's centre services and not just those seemingly "vulnerable." The majority indicated that they were being discriminated against for not falling into the category of being vulnerable.
More support for "vulnerable" families
Every family should have access to children's centre services within reasonable walking distance of their home. Transport was a major concern for a high number of parents, the ability to cross areas if necessary and the cost of public transport which may deter them from attending.
Respondents wanted services to be local and there was agreement from many parents that more outreach/local services may be needed. (Outreach means services from a local building other than the main site).
Some respondents did not want any change and wanted services to stay in the same place
Some families would be willing to pay a small charge to receive services
Better co-ordination of health visitors, GPs surgeries, social workers, local facilities and community groups is needed.
Location of proposed 17 areas
Areas are too large
Change is needed and new areas supported
Outreach services would only work if marketed properly

<p>Out of the 17 areas, 3 attracted most concern and suggestions given on how they might be organised differently. These were;</p> <ol style="list-style-type: none"> 1. Stocksbridge –It would be difficult to change. 2. Darnall/Tinsley/Woodhouse/Handsworth –Area too large and the profiles of these communities is very different. 3. Woodthorpe, Wybourn and Manor –This area needs to be reconfigured with the area above.
Existing children’s centre buildings should be kept to avoid wasting capital investment
More information is needed –where will the designated site be and where will outreach services be provided in each area
Children’s Centre services should be better advertised and promoted so families know what is available
Management
Bring all children’s centre activities under council control to ensure that services are consistent in each part of the City
Reducing management would reduce effectiveness
Reduce management costs rather than cutting services

4.5.11 Outcome and recommendations

The results of the consultation informed us that there was a great deal of interest in the location of children’s centres and the services they provide. After considering these findings we are making the following recommendations;

- To reorganise the 36 Ofsted registered children’s centres into 17 areas each with a named main site and a number of outreach delivery sites. Appendix 3 shows the main named children’s centre sites
- To note that the 17 areas have been amended following suggestions from the consultation process.
- That a statutory process be undertaken to deregister the 19 centres that no longer require Ofsted registration.
- That the present policy of “block purchasing” premises and hosting payments will cease and in the future “spot purchase” of venues will be undertaken when and where they are needed.
- To develop a comprehensive communication plan to inform parents of the venues and the types of support available in the new 17 areas.

Additional information

- A clear outreach strategy will be developed for each new area to ensure that services can be locally accessed and that the concerns in relation to distance and the ability to travel can be considered for each area and services developed to mitigate this concern.

- Local stakeholder forums will be established linked to each children's centre area for parents/carers/providers and partners to get involved and inform planning of services and activities.
- Children's centres will continue to offer services to all families, as well as targeting reaching families with the most vulnerable children. By vulnerable children we mean;
 - Looked after Children
 - Children under a Child Protection Plan
 - Children with SEN or disability
 - Children with or needing a Common Assessment Framework
- All early years services need to be part of the multi agency prevention service in order to support families on a shared set of principles and priorities.

4.6 Proposal 3. Childcare Strategy

4.6.1 The Government's decision to cut the Early Intervention Grant so drastically and put additional resources into Free Early Learning for vulnerable 2 year olds means we no longer have the money to fund the subsidies given to childcare providers. In line with the Government's policies there is an expectation that childcare provision will be self sustainable and the role of the local authority is to facilitate the market in order to ensure there is sufficient childcare to meet the demands of working parents and support for vulnerable children.

The two aspects of this proposal are;

- to stop providing subsidy grants currently allocated to 20 childcare providers (13 voluntary and community settings, 3 schools, 3 private settings and 1 NHS)
- To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools and progressing the transfer of the 4 remaining nurseries within the childcare market. This will take place over the next 12 months in line with local authority procurement, employment policies and negotiation with trade unions in order to retain qualified staff across the sector.

4.6.2 Summary of consultation responses

- 4.6.3 There were 416 responses. 80% from parents/carers who are currently using services and the others from providers, professionals and others.
- 4.6.4 Parental responses came from all areas of the City with high levels of responses from the S9 and S8 postcode areas.
- S9 -17.9%.
 - S8 -15.8%.
- 4.6.5 12% had children with an identified learning need or disability. 69% of responses were from white British/other European backgrounds, 14% Asian/Asian British, 6% other ethnic groups, 4% dual heritage, 7% Black African Caribbean/Black British
- 4.6.6 20% respondents agreed that we should focus resources on the most vulnerable children and stop the subsidy allocated to a small number of providers in the city. 62% disagreed. Analysis by postcode showed that a higher proportion of respondents from the S9 area disagreed (94%).
- 4.6.7 7% agreed that the council should no longer be a childcare deliverer and focus our resources on advising and facilitating the sustainability of the private, voluntary and Independent sector and schools. 82% disagreed.

What the consultation told us

The comments made by respondents have been drawn into the following key themes;

Vulnerable children/families
Not all resources should be focussed on the most vulnerable groups. All children should have equal access to high quality affordable childcare.
Concerns from working parents who are low earners but not “vulnerable.”
There was concern that some community nurseries would have to close and this may impact on provision for vulnerable families in areas of disadvantage.
All children with Special Educational Needs and disabilities should have access to good local provision which meets their individual needs.
Quality
There are concerns about the perceived quality of provision in the private sector, staff are young and inexperienced
Comments that the community nurseries provide excellent quality and value for money.
Parents at LA maintained nurseries are concerned about losing the excellent quality they experience at these provisions.
Continue to support high quality provision as rated by Ofsted across the PVI and maintained sector

Sufficiency of childcare
High numbers of comments were made by working parents on-low incomes, concerned about the affordability of childcare in the private sector.
There are concerns about whether there will be enough places for vulnerable 2 year olds and whether Schools will be able to provide suitable places for these.
Workforce
Concerns about potential job losses for staff at LA maintained nurseries.
It is important that a highly skilled experienced workforce is retained

4.6.9 Outcome and recommendations

Whilst it is acknowledged that there is a significant level of concern about the removal of childcare subsidy grants and the perceived closure of provision resulting from this and similar level of concern about the local authority nurseries, what is evident is that there is inequity across the City. This must be addressed within the proposals acknowledging the limited funds available to provide a resource to all areas of identified need. Therefore it is essential that the local authority take up their role as market facilitator in a responsible and fair way.

The Government's policy on childcare is to provide funding through its Free Early Learning Initiative, the City will have £23m to deliver this, it is vital that providers maximise the opportunity to increase take up of the FEL places which will be an additional funding stream.

After considering these findings the recommendation is;

- To cease childcare subsidy grants to 20 providers in the Private Voluntary and Independent and statutory sector on 31st March 2013.
- That the local authority will offer to continue to work with these providers, on an individual basis, over a three month period to give them support to develop their business plans for their organisation to help them become sustainable. These plans should include financial forecasts, management costs, staffing structures and ways to develop flexible and accessible services to children and families and assist in seeking other forms of income.
- To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the childcare market. In line with local authority employment policies and negotiation with trade unions in order to retain qualified staff across the sector.

In implementing these proposals;

- The local authority is committed to ensure that all children and families continue to receive the service they require from 1 April 2013 however we cannot guarantee that it will be in the same building or with the same provider.

- Information will be available through a multimedia approach for all parents to enable them to access good quality childcare

4.7 Proposal 4. Development of a procurement process for the delivery of high quality services.

4.7.1 The Proposal is:

Not to renew existing contracts. See appendix 2. The local authority currently funds a number of organisations to provide services which are no longer required as part of the LA's statutory duties, or need to be reviewed in light of best value principles. The intention is to develop a more targeted approach to funding to ensure the needs of the most vulnerable families are met. This will be achieved through procurement of a new specification for family support services which will provide opportunities for smaller voluntary and community organisations to tender for services, along with larger organisations and charities which specialise in working with complex families. This will mean some redistribution of resources which currently support services such as childcare.

4.7.2 Summary of responses

4.7.3 There were 188 responses. 71% of these were from parents/carers who are currently using services; other responses came from providers, professionals and others.

4.7.4 Parental responses came from all areas of the City but there was a disproportionate number of responses from the S9 area (23.4% of all parental responses).

4.7.5 14% of responses from parents came from parents whose children had an identified learning need or disability. 64% of responses were from white British/other European backgrounds, 17% Asian/Asian British, 2% other ethnic groups, 8% dual heritage, 9% Black African Caribbean/Black British

4.7.6 52% respondents agreed that we should introduce a system which gives the opportunity for both large and small organisations to tender for services and provides good value for money. 33% disagreed.

4.7.7 50% respondents agreed that we should adopt a more targeted approach to funding to ensure the needs of the most vulnerable are met. 33% disagreed.

4.7.8 What the consultation told us

The comments made by respondents have been drawn into the following key themes;

Vulnerable Families
There were concerns about targeting services to vulnerable families. Whilst it was acknowledged that these need additional help there was concern that other families, including working families also need support. Also some families not yet considered vulnerable may become so if they do not receive preventative services.
Tendering/Procurement of services
Concerns that the quality of services will not be guaranteed and will not meet the needs and demands of local people.
One size fits all services are unresponsive to local needs. It is important for social inclusion that a mix of families utilise the services.
Comments about the focus being on profit rather than quality of provision.
There was a criticism of MAST services.
Make more use of volunteers
High quality services provide value for money and budget cuts should be made "elsewhere."
All services should be monitored regularly and measured for impact and quality.
Charities and non for profit groups
Charities provide better value for money than profit groups
Local community based services should be strengthened, local businesses and services can better provide and promote local facilities.
Other Comments
There were a number of positive comments about both childcare settings and children's centre provision.
Cutting services for children and families will be detrimental
Quality of provision is already good
Dissatisfaction with current services /complaints that services are targeted for BME groups.

4.7.9 Outcome and recommendations

We have taken into consideration the principles of the renewed national and local Compact which aims for local authorities and local organisations to work together for the benefit of communities and is set out in the Best Value duty. The organisations affected by this proposal were informed of the funding position in September 2012 and transitional arrangements are being developed with these organisations to ensure cost effective and innovative services can be delivered to the families of Sheffield.

After consideration of the findings we recommend;

- That existing contracts with the providers set out in appendices 2 are not renewed. Time limited transitional arrangements to be put in place based on service demand and to accommodate Procurement Employment Legislation where applicable.
- That specifications for procurement of targeted services required to fulfil the Council's statutory duties will be developed.

Additional Information

- The specifications for procurement of targeted services will focus on meeting the requirements to fulfil the Council's statutory duties. The specifications for procurement of targeted services will be for early engagement and reach to families, family support services and specialist support. Time limited transitional arrangements will be put in place to ensure safeguarding of vulnerable children and compliance with equalities duties and to accommodate Procurement and Employment Legislation.

We will be putting in place transitional arrangements across the four areas:

- To reorganise the children's centre areas
- To cease childcare subsidy grants
- To transfer the management and delivery of 7 Local Authority nurseries
- Existing contracts not renewed

taking into consideration;

- the findings from the consultation,
- the Equality Impact Assessments. (These were undertaken with each individual provider and contractor and identified action plans in order to mitigate any risk factors which highlighted potential reductions to service),
- dialogue with parents and providers, during the numerous meetings held through the City in all of the 36 Children's Centre areas and the Town Hall.

These transitional arrangements will be based on individual organisational action plans, service demands and the needs of children and families. They will be time limited and will be in line with the overall recommendations. The transition plans are as follows;

4.8.1 Improving the Quality of Early Years Provision in all settings

- Communication with all settings and childminders to support self-assessment and sharing of good practice.
- Provide an auditing tool for providers to access from April 1st 2013.
- Information available to all providers regarding relevant training on the Early Years Foundation Stage and preparing for Ofsted inspection.

4.8.2 The reorganisation of children's centre areas

- This will take place from 1 April –September 2013. To carry out our legal and employment legislation duties we will apply for a waiver for 3 months during the transition period. This will include the transition of responsibilities of co-ordination and governance to the local authority. (See appendix 3 for named main sites).
- In the transition process we will cease hosting and premises contracts to organisations and replace these with a system of paying for use of space or premises. (From "block purchase" to "spot purchase" of venues when and where we need them).
- There will be an implementation plan which will focus on management and governance and transition arrangements to move from 36 centres to 17. This will include application of TUPE where appropriate.

- Transition of the advisory boards into 17 local area forums linked to each children's centre area for parents/carers/providers and partners to get involved and inform planning of services and activities.
- To undertake further consultation to ensure designated children's centre sites and outreach sites are in the right place to ensure services are accessible, flexible and local. There will be opportunity to use additional alternative buildings where appropriate e.g. Health centres etc.
- To produce a comprehensive communication plan for each children's centre area, giving clarity on what is available, when and where, and with an ability to offer flexibility if required. This will be communicated to all families through a variety of methods including face-to-face, online etc. and will include opportunities for
- Feedback from parents/carers and families to shape and influence future children's centre delivery.

4.8.3 Childcare Strategy

- To cease the childcare subsidy grants to 20 providers from March 31st 2013 and work with these providers to put in individual action plans according to the demand for service and the ability of the providers to deliver them.
- In relation to transition plans there will be a need for some organisations to change their business model, staffing structures and delivery in order to move to a sustainable future. Advice and assistance will be available over a three month period to work on action plans for a sustainable future.
- Where organisations indicate that they will no longer be able to provide childcare services we will actively seek to manage the market in line with our sufficiency assessment. A risk assessment is in place and actions outlined to minimise any sufficiency risks in a locality and in some cases more detailed negotiations are taking place.
- Where a provider has given notice of closure and no longer wishes to deliver childcare, we will work with alternative providers to secure the service and develop action plans. We will ensure services to children and families will continue from 1st April.
- We will work with parents and carers to ensure any changes or transitional arrangements will maintain consistency of service and support any parent's requests in seeking alternative childcare provision.
- There will be an emergency fund for those families identified as needing short term support.

- Following the withdrawal of the childcare subsidies on 31st March 2013, families currently accessing childcare from the community nurseries will face three possible scenarios on 1st April 2013. See section 2.3

4.8.4 Development of a procurement process for the delivery of high quality services

- There will no longer be a need to fund any contracts for services that are not required as part of our statutory duties and any contracts in future will be linked to the City's core priorities and duties.
- There has been an acknowledgement through the process of concerns from those organisations delivering services that while notice was given in September 2012 their funding would cease from 31 March 2013, we are identifying individual transitional arrangements with each organisations facing reductions.
- Where TUPE applies, it will be necessary to set the timescales and the transitional arrangements for new contracts.
- To begin the procurement process a market brief will be available from 1st March 2013 for new family support contracts, and continued dialogue with organisations to help in their plans to tender for future services.

We have taken into consideration the principles of the renewed National Compact which aims for local authorities and local organisations to work together for the benefit of communities and is set out in the Best Value duty. The organisations affected by this proposal were informed of the funding position in September 2012 and transition arrangements are being developed with these organisations to ensure cost effective and innovative services can be delivered to the families of Sheffield.

5. Financial Implications

5.1.1 The financial implications from the Cabinet paper of 12 December 2012 reflected the impact of the proposed actions. These implications remain the same following the consultation phase during January 2013.

5.1.2 The outcomes of the consultation further emphasised the concerns of a small number of providers currently in receipt of a childcare subsidy. Detailed risk assessments carried out with providers focusing on business continuity have informed where the city council will need to actively look at the market for future service delivery.

5.1.3 The Human Resource implications of this report mentions the possibility of TUPE transfer between employers and the redesign of internal services. Any financial implications of this will have to be quantified, in liaison with Human Resources.

5.1.4 The financial implications from the 12th December 2012 Redesign of Early Years Services Cabinet paper are still relevant following the consultation phase which took place from December to early February 2013, there are no additional financial implications.

The financial table below shows the vastly reduced funding for 0-5 year olds and reflect the revised funding figure for 2 year old Free Early Learning of £5.4m.

Early Years Proposal (Net Numbers)

Expenditure Category		12-13 £000	Saving £0	Resource for 13-14 £000
Free Early Learning / Childcare (3-4 yr olds)	Schools	8,638	0	8,638
Free Early Learning / Childcare (3-4 yr olds)	PVIs	9,134	0	9,134
Funding for 2 year olds	School/PVIs	1,395	0	5,400
Sub Total Free Entitlement		19,167	0	23,172
The following activities have been funded from early years resources up to 31-3-2013				
Children's Centres Hosting and Premises Contracts - External and New Childcare Grants Graduate Leader Funding Childcare Maintained Provision Early Years Teams Public Health Activities Quality Improvement Team		12,069	-3,578	8,491
Total Early Years Non-FEL		12,069	-3,578	8,491

6 Legal Implications

- Sheffield City Council has a statutory duty under section 6 of the Childcare Act 2006 to secure sufficient childcare for parents in their area who require childcare in order to enable them to take up or remain in work, or to undertake education or training. The ability of councils to meet this duty is governed by the resources available to it – with the legislation framing sufficiency in terms of what is “reasonably practicable” within the funding available. In addition, section 7 of the Childcare Act 2006 places a duty on the Council to secure sufficient free early years provision for eligible children. The Council must also had due regard to the Best Value principles, Public Sector Equality Duty, Duty to ensure Sufficiency of childcare places and Article 8 of the Human Rights Act.
- The recent consultation and updating of Equality Impact Assessments following the Cabinet paper of 12 December 2012, together with previous consultations has informed the adjustments required to ensure that we’ve met both our equalities duties and financial responsibilities, including the legal requirements to fully consult on proposals and changes. Cabinet must satisfy itself that it is aware of the concerns and duties. It must consider the impact of the mitigation actions proposed. They must balance the impact of these decisions in the context of the position of the Council and ensure the recommendations are reasonable.

7 Equality of Opportunity Implications

- 7.1 The commitment to fairness, inclusion and social justice is at the heart of the Council’s values. We believe that everyone must get a fair and equal chance to succeed and this starts from pre-birth. It is recognised that children under 5 are the main group who will be impacted upon and full regard has been given to Section 149 (3) Equality Act 2010 including (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low. Although overarching EIAs have been drawn up the Council is mindful that the duty is owed to individuals. The level of scrutiny of the application of the duty can, if required, during the transition periods, result in EIAs being prepared for specific groups and individuals and a resultant action plan can be put in place. This area will be closely monitored, including oversight by the Scrutiny Board. Extensive consultation on the redesign of early years in January 2013 has considered the potential impact on all disadvantaged and vulnerable groups and communities.
- 7.2 The detailed impact assessments have highlighted a number of key concerns and mitigating factors. Cabinet members have been supplied with the EIAs which they will read fully and satisfy themselves that the legal duties can be met. They are asked to note the adverse impact on some protected groups and the actions proposed. They are then asked to balance any residual

impact against the need to implement changes for the reasons set out in the report. As the Cabinet have indicated, they will consider the EIAs, the concerns have not been fully set out in this report. Key concerns include;

- Possible reduction of services or transfer to new providers.
- Concern about continuity of care for children with additional or special needs (SEN) or Learning Difficulties and Disabilities (LDD).
- Concerns about access to childcare provision within BME communities
- Impact on the childcare workforce of potential redundancies. This is particularly significant for women and BME staff.

7.3 The consultation process highlighted an exaggerated perception of the impact of the proposals and hope that this report, the transitional plans and the communications strategy will help to provide a more realistic picture of the impact.

7.4 The overarching EIAs for each of the proposals are attached. Cabinet must carefully consider noting the content and satisfying themselves that the duties can be met and proper actions to mitigate the impact will be put in place.

- Appendix 4 - Quality Improvement (Document 107).
- Appendix 5 - Reorganisation of children's centre areas (Document 106)
- Appendix 6 - Childcare subsidy grants (Document 111)
- Appendix 7 - Transfer of management of local authority nurseries (Document 108)
- Appendix 8 - Contracts & Procurement (Document 110)

The Council's Scrutiny process will keep progress under review and if duties are not being met further measures will be put in place.

8. Human Resource Implications

8.1 Through the consultation there is a continued recognition that changes will affect staff with potential job losses, some movement between establishments and the possibility of TUPE transfer between employers which will be considered as part of a TUPE assessment process. There are 3 groups of staff affected by these proposals, SCC staff, NHS Sheffield Children's Foundation Trust staff and those employed in the PVI sector. The MER process continues to apply to SCC staff only and TUPE assessment will apply to external organisations. Trade Unions are being fully consulted on specific proposals within appropriate timescales.

8.2 The HR Processes for managing change, reduction in numbers and TUPE Transfer are being worked through with HR and the full implications for staff

including redeployment and redundancy options are being fully explored as part of this process.

9. Property Implications

9.1 Following the consultation, property implications are being taken into consideration. It is the Council's intention to make use of existing property assets that are available so as to ensure best value. This will reflect the identified needs of communities, informed by the most recent consultation.

9.2 Existing capital investments will be utilised to avoid any financial claw back.

9.3 Reorganisation will take into consideration;

- ensuring that the right localities are used for the required activities
- to optimise the contribution our property assets make to the council's strategic and service objectives;
- prioritise investment in our operational assets to meet service delivery needs;
- to seek innovative value for money solutions for our operational property
- To maintain the economic and service delivery values of our property investments.
- to reduce the environmental impact of our operational property assets and to use our assets to promote sustainable neighbourhoods
- The current anomalies in rental charges which are currently being addressed.

10. Environmental and Sustainability

10.1 It is not anticipated that there will be any negative effect on the environment caused by these proposals.

11. Alternative Options Considered

11.1 These recommendations follow the original proposals that were put to Cabinet in December 2012. Alterations to the original proposals have been made to reflect the consultation that has taken place. In compiling the original proposals alternatives were considered;

- To make no changes. This is not possible given the reductions to funding and Government policy changes
- To outsource all early years activities. This is not possible at this time due to the breath of changes required and the potential change to the role of local authorities in respect of early year's services.

11.2 The proposals outlined and the changes made are in line with the local authority's statutory duties and responsibilities that with the restricted financial position take priority to maintain.

12. Recommendations:

12.1 Members are asked to;

- Approve the transition plans as set out in this report
- Note the findings from the consultation and revised equality impact assessments
- Approve the revised recommendations;
 - To develop a revised action plan for a quality framework and make this available to all providers in line with comments from the consultation and in recognition of the Government proposals for Improving Quality and Changes to Regulatory Regime outlined in the DfE publication 'More Great Childcare', and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013).
 - To reorganise the 36 Ofsted registered children's centres into 17 areas each with a named main site and a number of outreach delivery sites.
 - To note that the 17 areas have been amended following suggestions from the consultation process.
 - That a statutory process be undertaken to deregister the 19 centres that no longer require Ofsted registration.
 - That the present policy of "block purchasing" premises and hosting payments will cease and in the future "spot purchase" of venues will be undertaken when and where they are needed.
 - To develop a comprehensive communication plan to inform parents of the venues and the types of support available in the new 17 areas.
 - To cease childcare subsidy grants to 20 providers in the Private Voluntary and Independent and statutory sector on 31st March 2013.
 - That the local authority will offer to continue to work with these providers, on an individual basis, over a three month period to give them support to develop their business plans for their organisation to help them become sustainable. These plans should include financial forecasts, management costs, staffing structures and ways to develop flexible and accessible services to children and families and assist in seeking other forms of income.
 - To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the childcare market. In line with local authority employment policies and negotiation with trade unions in order to retain qualified staff across the sector.
 - That existing contracts with the providers set out in appendices 2 are not renewed. Time limited transitional arrangements to be put in place based on service demand and to accommodate Procurement Employment Legislation where applicable.

- That specifications for procurement of targeted services required to fulfil the Council's statutory duties will be developed.
- That Cabinet notes and approves that decisions made to implement the recommendations will be made by the Cabinet member or officers in accordance with the Leaders scheme of delegation.

Consultation on the Redesign of Sheffield's Early Years Services

February 2013



CONTENTS

1. Introduction and Background.....	p5
2. Why the Redesign is Necessary.....	p7
3. Consultation Activities Undertaken.....	p9
4. Information about Respondents.....	p13
5. General Points to Note.....	p17
6. Summaries of Questionnaire Responses.....	p19
6.1 Redesign of Children’s Centre Areas.....	p19
6.2 Childcare Strategy.....	p25
6.3 Quality Improvement Model for Providers.....	p31
6.4 How We Will Deliver High Quality Support Services (Procurement).....	p37
7. Brief Summary of Overall Findings.....	p45
8. Outcome & Final Recommendations.....	p47
8.1 Redesign of Children’s Centre areas.....	p47
8.2 Childcare Strategy.....	p49
8.3 Quality Improvement Model for Providers.....	p51
8.4 How We Will Deliver High Quality Support Services (Procurement).....	p53
 Appendix 1a / 2a	
Children’s Centre Areas – Questionnaire / Background	

Appendix 1b / 2b

Childcare Strategy – Questionnaire / Background

Appendix 1c / 2c

Quality Improvement Model – Questionnaire /

Background

Appendix 1d / 2d

Procurement – Questionnaire / Background

Appendix 2e – Children’s Centre Areas – Map

Appendix 2f – Children’s Centre Areas – Table of Proposals

1. Introduction and Background

In December 2012 Sheffield City Council considered a Cabinet paper which set out a number of 'in principle' proposals to redesign early years services in Sheffield. Cabinet gave approval for consultation to proceed on these proposals before decisions are made.

These proposals were in four areas:

Introduction of an Early Years Quality Improvement Programme

The proposal is:

- to implement a Quality Improvement Programme for all early years settings, by introducing an audit tool and expanding the Sheffield Quality Charter. These measures will help early years providers to improve skills, knowledge and competencies. We want to encourage all early years providers to sign up to this programme and to sign up to the Quality Charter.

Reorganisation of Children's Centre Areas

The proposal is:

- to reorganise the existing 36 Children's Centre areas into 17 larger areas with one named designated centre for each area. Other buildings within the area would continue to be used as outreach centres, so parents and carers would still be able to access services locally. There would be no reduction in services, however savings would be made in management and administration costs.

Sheffield's Childcare Strategy

There are two elements to this proposal:

- to stop providing grants currently allocated to 20 childcare providers (16 in the Private, Voluntary and Independent sector and 4 in the statutory sector)
- to transfer the management and delivery of Local Authority maintained childcare provision to schools and private, voluntary and independent settings over a period of time.

Procurement of High Quality Support Services

The proposal is:

- not to renew contracts with existing providers and to develop new specifications for procurement which provide opportunities for smaller voluntary and community organisations to tender for services, along with larger organisations and charities which specialise in working with complex families. The aim is to ensure a more targeted approach to funding to ensure the needs of the most vulnerable families are met. This will mean some redistribution of resources which currently support services such as childcare.

Consultation activities began with an event for providers prior to the Cabinet meeting of 4 December 2012. These continued to 4 February 2013.

2. Why the redesign is necessary

The need to redesign has arisen as result of:

- The review of early years (2011) which identified the need for change in order to improve outcomes for the youngest children
- The Government's policy shift, which moves from a universal approach to a targeted approach to the most vulnerable and disadvantaged families. The Government has also refocused the use of funding to Free Early Learning for 3 and 4 year olds and vulnerable 2 year olds.
- The significant reduction in funding for early years. The budget available for early years services has reduced over the last two years and in 2013 there has been a further £6.8m cut to the Early Intervention Grant

Proposals were made to redesign and streamline services in Sheffield in order to make savings in management, administration and premises costs whilst maintaining universal services and focussing upon early intervention and family support services that are flexible, accessible and of high quality. These proposals were based on previous consultations, detailed data on early years provision and take-up and the professional expertise of officers and partners working in this area.

3. Consultation Activities Undertaken

Following approval in principle of the proposals, we have undertaken a city-wide consultation exercise with parents, carers and stakeholders.

Consultation has taken place throughout January, ending on 4 February 2013.

It is important to note that, in addition to the structured activities outlined below, we have also captured views through informal conversations in settings.

3.1 How the consultation was promoted / publicised

- Information published on the Early Years area of the Council website: www.sheffield.gov.uk/earlyyearsreview
- 10,000 leaflets and posters sent to all areas of the City via providers / schools/ partners / children's centres / mosques / other information points
- Individual letters to parents whose children attend settings that may be affected

Consultation information was also circulated by a variety of methods to:

- 483 members of the Parents' Assembly (including the strands of BME and SCC (Sheffield City Council) Parents' Assemblies) as well as to the Sheffield Parent Carer Forum (parents and carers of children with additional needs)
- Community Assembly managers, MAST managers and other professional contacts

3.2 Meetings / Events

- An event for providers on 4 December 2012 in advance of the Cabinet paper being published.
- 72 consultation events, including 2 full day drop-in sessions in each of the 36 children's centres with officers available to answer questions and language support provided.
- A drop-in consultation event for parents / carers was held in the in Town Hall, 10am-6pm on 11 January 2013 (primarily for parents

- An additional consultation event for BME parents at a community nursery (provided on request).
- Individual meetings with 20 providers who are affected directly by the proposals. (These meetings have also helped to inform the Equality Impact Assessments.)
- A drop-in event at the Town Hall for all providers.
- Consultation meetings with Primary School Heads and Governors, Children’s Centre Advisory Boards and the Children’s Centre Board which includes health colleague representatives.
- A meeting with current contractors who are directly affected by the proposals.

3.3 Consultation Questionnaires

- The consultation areas are complex and overlapping therefore it was decided to produce four separate questionnaires to separate out the issues and simplify the process.
- Questionnaires for each of the four consultation areas were made available both online and in paper format. A free-post envelope was provided for return of paper questionnaires. Copies of the four questionnaires can be found at Appendix 1a, 1b, 1c, 1d.
- Detailed background information was provided to accompany the questionnaires and respondents were asked to read this carefully before giving their views. The background information set out what the proposals were and what they would mean to providers and service users. Copies of the background information can be found at Appendix 2a, 2b, 2c, 2d, 2e and 2f.
- Although the questionnaires were brief, respondents were given unlimited space to add any further comments, views or suggestions they felt relevant.

- The first draft of the questionnaire regarding redesign of children's centre areas was tested at an initial meeting in a children's centre and amendments were made following feedback from parents and carers.
- Paper copies of the questionnaire were handed out in every children's centre at the full day consultation events.
- Some respondents criticised the consultation process, saying that certain questions were 'leading' and that the online navigation process was not simple enough. The on-line navigation process was simplified.
- There was an excellent response rate to the consultation.

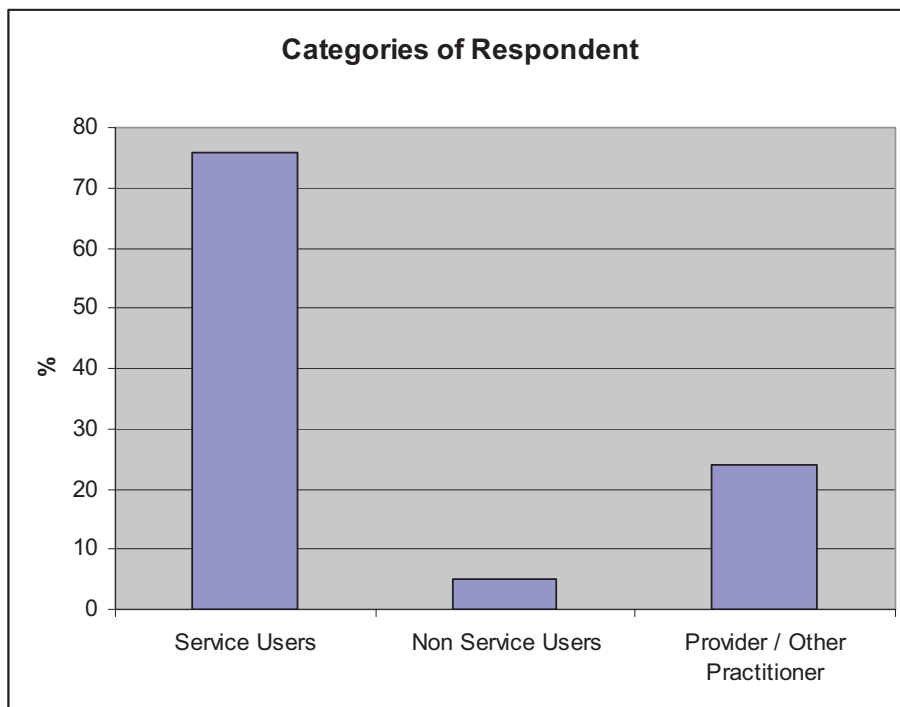
4. Information About Respondents

A total of 1555 responses were received by the deadline of 4 February 2013. A further 70 paper questionnaires were received after the deadline. These have not been included in the statistical information (due to time constraints), however the comments respondents made have been read and taken into account.

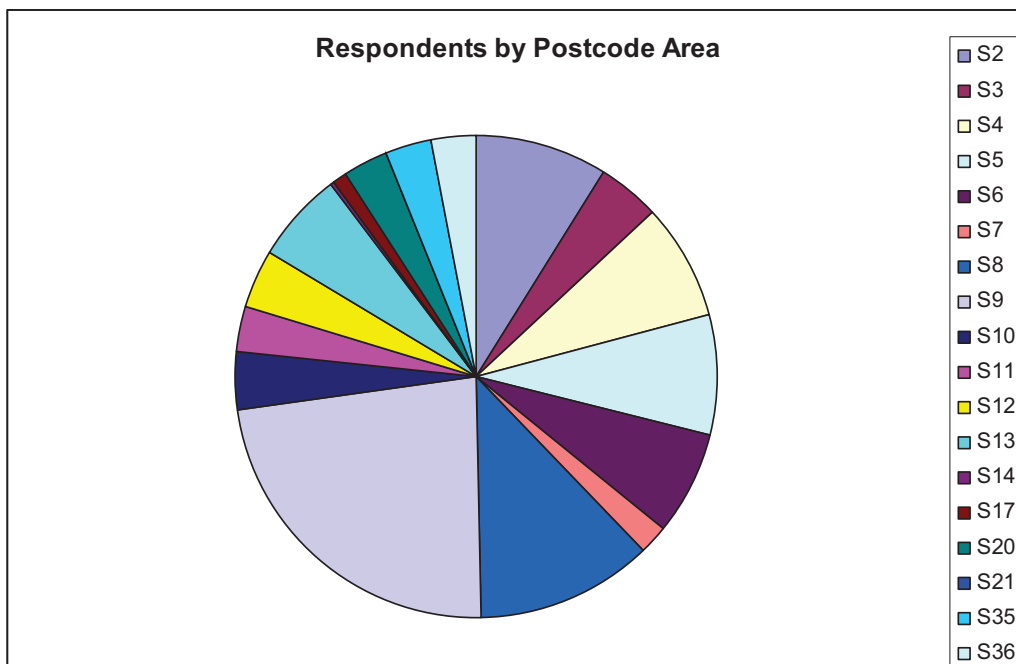
The 1555 completions are broken down as follows:

- Proposed New Children’s Centre Areas – 687
- Children’s Strategy – 416
- Quality Improvement Model – 264
- How We Will Deliver High Quality Support Services (Procurement) – 188

The majority of responses were from users of early years services (76%). (Response percentages add up to more than 100% as some respondents came into two categories, e.g. service user and provider.)

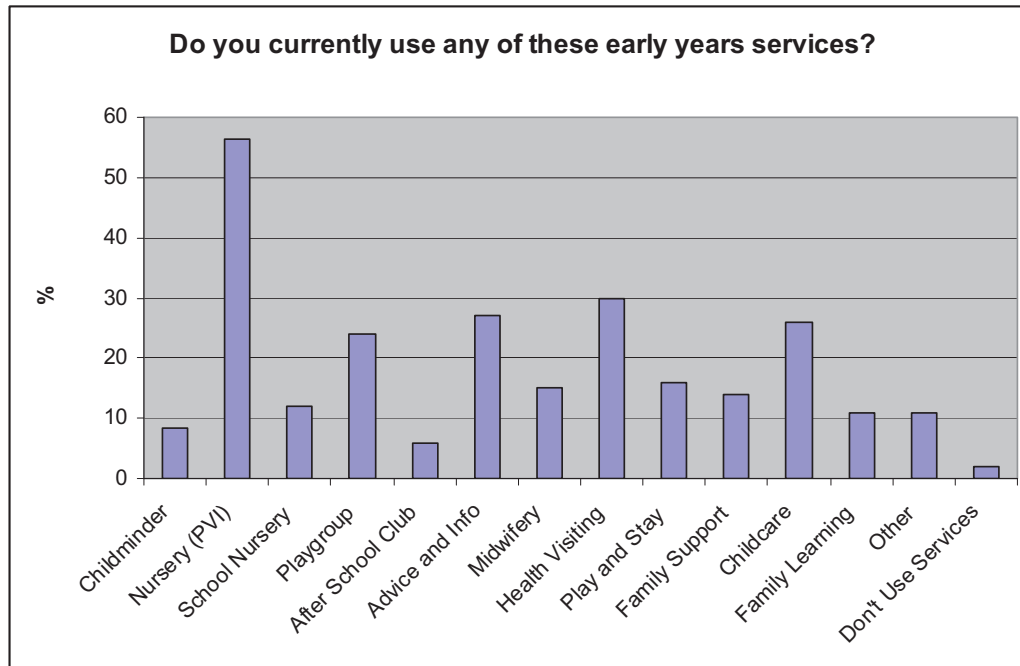


There was a geographical spread of respondents from all areas of the City. However, there was an overwhelming number from one area which showed providers and parents were able to organise themselves and give similar responses. This area is one of those most affected by the removal of grants. A number of comments from respondents in this area were identical, suggesting that the surveys had been completed as a group. Whilst it is acknowledged that the views expressed are valid and have been taken into consideration, they have to be interpreted in the context of the high profile “Save our early years” campaign.



In addition to postcode breakdown, details can be provided on request for other demographic factors, e.g. ethnicity, number of children under 5 in the family, whether child has an identified learning need. All these groups were represented in the consultation.

Users of early years services were asked which services they currently access. The top five categories were nursery (PVI) – 56%, health visiting – 30%, advice and information – 27%, childcare – 26% and playgroup -24%.



5. General Points to Note

Some of the respondents provided opinions about two or more of the 4 areas via one questionnaire. Where this was the case, the comments relating to another area were added into the themes for the appropriate area.

Responses to the consultation clearly indicate that many people believe the proposals will result in closure of settings and reduction of childcare provision for the most vulnerable children and in particular those with additional needs or learning disabilities. This also applies to the responses to the proposals for children's centres where respondents believe that this will mean a reduction in services through closure of children's centre buildings.

The questionnaires and documentation were not as clear as we would have liked as the proposals had not yet crystallised, but the level of engagement shows there was some understanding. The lesson learnt was that we needed to present the proposals very clearly and simply. In light of this and the complexity of the proposals we arranged for officers to visit each of the 36 existing Children's Centres to speak to parents and others and try to make them as clear as possible.

6. Summaries of Questionnaire Responses

6.1 Have Your Say on the Proposed New Children’s Centre Areas in Sheffield

The table below shows number of responses to the survey broken down by category. Percentages have been rounded up or down accordingly. Total percentages may be greater than 100% as respondents were able to tick more than one option, e.g. service user and provider.

Number of responses	Percentage*	Type of respondent
521	79%	Someone who uses early years services
34	5%	Someone who does not use early years services
18	3%	Provider - Private
34	5%	Provider - Voluntary / Independent
84	13%	Other (e.g. other practitioner, local authority staff, etc)

These are a summary of responses to each question in the questionnaire. The questionnaire itself is attached at Appendix 1a.

1) The overwhelming majority (96%) of respondents agreed that the Council should make sure that all families have access to children’s centre services / activities. 2% answered ‘No’ and 1% were ‘Not sure.’

2) 50% of respondents agreed that the best way of reaching all families is by providing outreach services across the areas. A third did not agree and 16% were ‘Not sure.’

3) Over half (51%) of respondents did not agree with their proposed new children's centre area. 28% did agree and 19% were 'Not sure.'

It should be noted that these overall percentages do not reflect the significant polarity between responses from different postcode areas. For example, in S9 87% disagreed with their proposed new children's centre area whereas in S36 no respondents disagreed.

4) 52% agreed that the Council should focus resources on encouraging those families who need support (but don't currently use services) to attend. 35% did not agree and 12% were 'Not sure.'

Only a few additional comments were made in relation to this question. The main points made were that all families should be encouraged to attend children's centres and some felt that those families who do not currently attend may not want to and cannot be forced to do so.

5) Just under half of respondents (48%) agreed that the Council should make more effective use of resources. 36% did not agree and 15% said 'Not sure.'

While respondents generally agreed that making a more effective use of resources was a good idea, they did not feel that the reorganisation of children's centre areas would accomplish this. It was evident that many respondents perceived the reorganisation as a reduction in services and closure of children's centres. This was recognised early in the consultation process and we noted documentation were not as clear as we would have liked as the proposals had not yet crystallised. In light of this and the complexity of the proposals we arranged for officers to visit each of the 36 existing Children's Centres to speak to parents and others and try to make them as clear as possible.

Additional comments:

A number of general themes / concerns emerged from the overall comments.

1) All families should be supported, not just vulnerable families

- Parents commented that all parents need support at times especially when becoming parents for the first time, also, parents who are not vulnerable can be affected by post natal depression, family breakdown and other issues that mean they need support. Some respondents felt so strongly that they thought they were being discriminated against for not falling into the category of being vulnerable.
- Some suggested more support for “vulnerable” families.

“Just targeting 'vulnerable families' could prove a big risk in the long run for the wider community all families should have access to childcare services.”

“Although I agree that vulnerable families sometimes need more support, I disagree that the main focus of your resources should be on these areas. Every family needs support, focus and resources. Should be divided equally.”

“More help for younger & vulnerable families.”

2) Services being accessible / local

- Recurring themes from the overall comments:
 1. Respondents wanting services within walking distance of their homes
 2. Cost of public transport (may deter families from attending)
 3. More outreach / local services may be needed

“I think it's important to keep open as many centres as possible to that they are in walking distance of families who need them. There are already waiting lists for all the groups run by our centre so I think merging larger groups

together will result in a crowded, stressful environment for both children and parents. All parents should be encouraged to take their children to playgroups, not just a selected few.”

“If xxx children’s centre were to close, I would have to try to access other areas by bus which with 3 children under the age of 3 is impossible as not many buses will allow a pram of this size on their bus. I walk half a mile to this children’s centre 3 times a week to access their play and stay services and without them I honestly think my children would not be thriving as they are. Please do not close or reduce the wonderful services that are on offer at this centre.”

The need for 'outreach' services is paramount. If the centre areas are to increase considerably in size it is essential that the services remain accessible.

“As a single mother with no family or friends in the area, I get a lot of support from the Children's Centre. It's like a second home- some people speak the same language and I don't want any change. I use Health Visitor, English Classes and advice”

3) Services / Resources

“Sure start services are fantastic but often accessed by people who could pay for service. Ask these families to contribute more financially. A lot would.”

“With limited resources the council needs to look at further maximising opportunities for supporting families and children. This includes utilising and better coordination of the roles of health visitors, Doctors surgeries, social workers, children's centres, local facilities and community groups.”

4) Location of proposed 17 areas

- Recurring themes from the overall comments:
 1. The areas are too large
 2. Change is needed and the new areas supported
 3. Outreach services would only work if marketed properly
 4. Existing children's centre buildings should be kept to avoid wasting capital investment
 5. More information is needed –where will the designated site be and where will outreach services be provided in each area
 6. Children's Centre services should be better advertised and promoted so families know what is available

"I have answered no to the questions because the children's centre area is far too big."

"More promotion as I didn't even know there was a children's centre at xxx till my child attended nursery".

5) Specific Children's Centre areas

Three (of the 17) areas attracted most concern. Suggestions were given on how they might be organised differently:

1. Stocksbridge – It would be difficult to change.
2. Darnall / Tinsley/ Woodhouse / Handsworth – Area too large and the profiles of these communities is very different.
3. Woodthorpe, Wybourne and Manor – This area needs to be reconfigured with the area above.

6) Management

- Recurring themes from the overall comments:
 1. All children's centre activities should be brought under council control to ensure that services are consistent across the city
 2. Reducing management would reduce effectiveness

3. Reduce management costs rather than cutting services

7) Miscellaneous

There were a number of identical or very similar responses as follows;

“The questions need to be more specific. The proposed children centre areas are too large. No information has been given on how management and administration costs will be achieved while still providing a range of services in all areas. There has been no information on what a hub will do or how they will be selected. Darnall Children Centre should be managed by the community through Darnall Community Nursery”

6.2 Have Your Say on the Childcare Strategy

The table below shows number of responses to the survey broken down by category. Percentages have been rounded up or down accordingly. Total percentages may be greater than 100% as respondents were able to tick more than one option, e.g. service user and provider.

Number of responses	Percentage*	Type of respondent
317	80%	Someone who uses early years services
17	4%	Someone who does not use early years services
16	4%	Provider - Private
20	5%	Provider - Voluntary / Independent
42	11%	Other (e.g. other practitioner, local authority staff, etc)

These are a summary of responses to each question in the questionnaire. The questionnaire itself is attached at Appendix 1b.

1) 62% of respondents did not agree that available resources should be focused on the most vulnerable children and the subsidy allocated to a small number of childcare providers stopped. 20% were in agreement with this proposal and 18% were 'Not sure.' This was the case regardless of type of respondent (e.g. service user, provider).

When responses were analysed by postcode of respondent this showed a significantly higher proportion (94%) of those living in one area disagreeing with the proposal.

2) Only 7% agreed that the Council should no longer be a childcare deliverer and focus resources on advising and facilitating the sustainability of Private, Voluntary & Independent sector and schools. The majority (82%) of respondents did not agree with this proposal and 11% were 'Not sure.'

The additional comments show that most of the respondents are users of local authority nurseries and are highly satisfied with the service they currently receive. It is therefore not surprising that such a low number agreed with this proposal. Respondents are concerned that schools or private providers would not be able to supply the same high quality service and value for money as that offered by the local authority. These concerns have been taken very seriously and we will monitor the situation and continue dialogue with providers.

Additional comments:

A number of general themes / concerns emerged from the overall comments.

1) All families should be supported, not just vulnerable families

- Recurring themes from the overall comments:
 1. All families should have equal access to high quality affordable childcare.
 2. Concerns from working parents who are low earners but not "vulnerable."

"I think that Sheffield should focus on helping those parents who work."

"I think the council should provide childcare to the people of Sheffield – meaning everybody not just vulnerable families."

"Your idea of vulnerable is very narrow and ignores many other children who need help. By forcing childcare into the private sector means only people with extremely well paid jobs can afford top pay for day care. All parents should

have access to it. Costs should be in proportion to earnings –the rich should pay more.”

2) Miscellaneous comments about services for vulnerable families

- Recurring themes from the overall comments:
 1. Concern that some community nurseries would have to close and this may impact on provision for vulnerable families in areas of disadvantage.
 2. All children with Special Educational Needs and disabilities should have access to good local provision which meets their individual needs.

“My child has developed lots since starting nursery at (named LA nursery) and they are excellent with all children including children with disabilities.”

“At the nursery where I work we pride ourselves on supporting children to reach their full potential and another worry is that moving / placing children with special educational needs in private / voluntary settings will not meet their needs. Staff within the children's centre nurseries are all highly qualified and have a great deal of experience with supporting these kinds of individual children, which I believe is necessary to meet all their developmental needs.”

3) Provision (including quality of)

- Recurring themes from the overall comments:
 1. Concerns about the perceived quality of provision in the private sector – staff are young and inexperienced.
 2. Community nurseries provide excellent quality and value for money.
 3. Parents at local authority-maintained nurseries are concerned about losing the excellent quality they receive at these provisions.
 4. Continue to support high quality provision as rated by Ofsted across the PVI and maintained sector.

“Charities provide better quality and value than profit groups. They support the communities to provide for their own needs.”

“Private and voluntary wouldn’t be equipped to provide the service we provide.”

4) Sufficiency of childcare, especially for working parents

- Recurring themes from the overall comments:
 1. Affordability of childcare in the private sector (large number of comments made by working parents on-low incomes).
 2. Concerns about whether there will be enough places for vulnerable 2 year olds and whether schools will be able to provide suitable places for these.

“I am worried about the School being able to provide childcare which I need for my job. I want both my children to go to the same place. I am pleased with this nursery and the staff. I am worried about the staff losing their jobs. I don’t want my children to have to move again –it’s not good for them.”

“Turning childcare private could make it more expensive and become more of a business that a childcare provider. Childcare is already too expensive and should be made cheaper.”

“Many parents including myself would not be able to continue to work full-time or part-time without the provision of childcare. My childcare provider is subsidised and therefore I would no longer be able to afford to pay for childcare and I would have to stop working.”

5) Workforce

“What will happen to all the highly qualified and skilled staff? It is not sufficient to say that the council will try to keep job losses down: these staff are an investment for the city.”

*“It is important that a highly skilled experienced workforce is retained
In focussing on the most vulnerable children, the local authority will lose sight
of supporting the delivery of quality childcare for mainstream families. All
children and families should have equal rights to services in their locality. The
local authority MUST retain control of the maintained childcare provision on
the Children Centre sites as this has proven to be high quality effective pre-
school services to support the primary school achievement targets across the
City. If we lose this model, we will lose skilled and experienced staff who work
hard to identify additional needs in children and families at the earliest
opportunity.”*

5) Cutting services for children and families will be detrimental

*“Why change what is working well? I am sure that there are other areas that
cuts could be made in without affecting the children of Sheffield.”*

“I like the way things are now and don’t want it to change.”

*“I like this nursery. I like the staff. If it closes I will be upset. I live close and
don’t want to travel anywhere else.”*

6) Miscellaneous

*“Why do only a few providers get a subsidy? I would like activities where I can
attend with my child.”*

The following statement was received on numerous questionnaires from
respondents from one area of the City.

*“MAST activities for children under 5 and their families must be included in the
redesign of early years services. The subsidy to childcare providers was to support
the most vulnerable children. In addition these childcare providers who are charities
and not for profit community organisations raised hundreds of thousands of pounds*

each year to support Sheffield's most vulnerable children. The wording in this questionnaire identifies that Sheffield City Council is trying to demonise charities and community organisations they have worked with for decades instead of working with them to best manage shrinking resources. Services provided by MAST need to be proved as best value because charities and not for profit organisations may be able to provide quality local services at a lower cost and need to be encouraged and supported to manage the services for children”.

6.3 Have Your Say on the Quality Improvement Model for Childcare Providers in Sheffield

The table below shows number of responses to the survey broken down by category. Percentages have been rounded up or down accordingly. Total percentages may be greater than 100% as respondents were able to tick more than one option, e.g. service user and provider.

Number of responses	Percentage*	Type of respondent
186	74%	Someone who uses early years services
8	3%	Someone who does not use early years services
4	2%	Provider - Private
14	6%	Provider - Voluntary / Independent
44	18%	Other (e.g. other practitioner, local authority staff, etc)

These are a summary of responses to each question in the questionnaire. The questionnaire itself is attached at Appendix 1c.

1) 53% of respondents would welcome a proposal to introduce a Quality Improvement Model. 38% would not welcome this proposal and 9% were 'Not sure'.

2) 61% of respondents agreed that all providers including childminders should be expected to achieve the standard required by the Council under its 'Quality Charter'. 32% did not agree, 7% were 'Not sure'.

3) 61% agreed that all providers should ensure access to a special needs coordinator and equality needs coordinator (either in its own setting or through referral to another provider). 26% did not agree, 11% were 'Not sure'.

21 parents indicated they had a child or children with an identified learning need or disability. Interestingly, less than half of these parents (43%) felt it was necessary to ensure access to a SENCO and ENCO in every setting. Over half (52%) of this group of parents did not feel this was necessary. The majority of the parents who did feel it was necessary also reinforced this view in the 'additional comments', many speaking about their personal experience of being supported by a SENCO / ENCO.

Additional comments:

A number of general themes / concerns emerged from the overall comments.

These have been split into three main sections:

- 1) Responses against the introduction of a Quality Improvement model
- 2) Miscellaneous responses regarding the introduction of a Quality Improvement model
- 3) Questions

Section One:

Responses against the introduction of a Quality Improvement model:

- Recurring themes from the overall comments:
 1. Isn't required; sufficient assessment and scrutiny are already carried out by Ofsted

"Ofsted already provide assessment, you should be supporting and disseminating good practice from the childcare providers that already achieve and outstanding assessment from Ofsted not spending money re-assessing to your own criteria."

“Isn't this what Ofsted already do? How is replicating work already being done going to save money?”

2. Extra bureaucracy / red tape / administration; will increase paperwork and detract from looking after children

“Ensuring quality and good services is obviously a priority, but please don't introduce a complex or difficult system which overwhelms small /single providers. Safe guarding children is a priority and supporting providers to help families, this sounds like it could be extra procedures and paperwork.”

3. Schools should not provide 2-year-old FELs; unsuitable and don't have the expertise
4. Waste of money; shouldn't be spent on quality assurance schemes / re-assessing own criteria but on raising attainment
5. Will cost money that could be used to keep childcare settings open
6. Not required if SCC is prepared to support the quality already available
7. Will create job roles (more money) that aren't needed

Suggestions:

- Don't close settings with good Ofsted results

SENCO & ENCO:

- At every setting
- (And ENCO) need to be based at the same setting

Section Two:

Miscellaneous responses regarding the introduction of a Quality Improvement model:

Suggestions:

- Recurring themes from the overall comments:
 1. (Quality Improvement Model) should be available free of charge to all providers to ensure they are working to the same standards and allow them to be judged in an equitable way
 2. Ensuring quality and good systems is a priority
 3. Independent (i.e. non-local authority) inspection could be beneficial

SENCO & ENCO:

- Recurring themes from the overall comments:
 1. Should be available for all children with learning disabilities; is there a need for an Equality Needs Coordinator?
 2. Progress made with child due to SENCO wouldn't have been achieved at a private setting
 3. Ensure training for SENCOs is high quality

Other:

- Recurring themes from the overall comments:
 1. Support community nurseries, particularly in underprivileged areas
 2. Concern about the proposal to take on apprentices; have they got the motivation and potential for these roles?
 3. Settings are only as good as the teams within them
 4. Not sure funding nurseries in vulnerable areas where parents don't work / can't afford the fees will help

Section Three:

Questions:

- How rigorous and demanding will this charter be, particularly for the safety, wellbeing and quality of service delivery for vulnerable children and families?
- How will this affect community nurseries?
- What will happen to settings who do not want to follow this model?
- Will this just be for registered provision?
- Who will agree the standards?
- How will current governance structures be used to enable effective scrutiny?
- Is there current linkage between under 5's services across the city that can account for unregistered children?
- Will this be a free audit?

6.4 Have Your Say on How We Will Deliver High Quality Support Services (Procurement)

The table below shows number of responses to the survey broken down by category. Percentages have been rounded up or down accordingly. Total percentages may be greater than 100% as respondents were able to tick more than one option, e.g. service user and provider.

Number of responses	Percentage*	Type of respondent
130	71%	Someone who uses early years services
4	2%	Someone who does not use early years services
6	3%	Provider - Private
18	10%	Provider - Voluntary / Independent
29	16%	Other (e.g. other practitioner, local authority staff, etc)

These are a summary of responses to each question in the questionnaire. The questionnaire itself is attached at Appendix 1d.

1) Just over half of respondents (52%) thought SCC should introduce a system which gives the opportunity for both large and small organisations to tender for services and provides good value for money. 33% answered 'No' to this question and 15% were 'Not sure'.

Of the 130 respondents who were service users, 51% agreed with the proposal. The remaining 49% either disagreed or did not have an opinion.

There were 53 responses from providers and other practitioners. The majority of providers (private, voluntary / independent) agreed with the proposal. Of

those who identified themselves as other practitioner, 38% agreed with the proposal. 35% disagreed and 27% were 'Not sure'.

2) 50% of respondents felt we should adopt a more targeted approach to funding to ensure the needs of the most vulnerable families are met. 33% were against this proposal, 17% were 'Not sure'.

Of those who were against the proposal, the main concern seemed to be around vulnerable families being targeted at the expense of other families and those families not perceived to be 'in need'. Several felt that all families' needs and wishes should be taken into account and that a mixture of families using services was important for social inclusion.

Additional comments:

A number of general themes / concerns emerged from the overall comments.

1) All families should be supported, not just vulnerable families

'[Targeting]...the most vulnerable families will lead to many families being missed out or unsupported because they are not in enough need.'

'I agree that as a vulnerable family we need ADDITIONAL help but it shouldn't be ALL the help.'

'Fair enough, try to engage with vulnerable families; however do not let it affect the families who already use your services.'

2) Miscellaneous comments about services for vulnerable families

'Even though some families may be perceived as less vulnerable, they are the families where funding cuts hit the hardest. Parents who may have been working have to stop in order to look after their children meaning a less

productive local economy and more people claiming benefits to keep themselves afloat. They then find themselves in the most vulnerable families category.'

'Reaching more vulnerable families is dependent on those parents acknowledging that they need help and committing to attending playgroup settings or children centres.'

'Vulnerabilities including prevalence of disability, households with single parents, households on low incomes and households where English is a second language should all be considered when deciding how to prioritise services.'

3) Concerns about the impact of a tendering process

'By limiting funding to genuinely inclusive facilities such as Broomhall Nursery the Council runs the risk of dividing children in the city based on financial well being of their parents.'

'By tendering out services the quality of services will not be guaranteed. It needs to be met with quality provision by people who know the families.'

'Good value for money doesn't necessarily mean good value for service users.'

'Services that are provided by children's centres are over seen by the council and have the same ethos, support services and consistency families need, managers are working together towards the same ends to help support vulnerable families. When you say tendering, are the services being sold to private companies in which case how much input can the council have once sold, or are the services just going to be provided by others at a cost given to the council, in which the council will have ability to say how these services will be run.'

'It is important for social inclusion that a mixture of families utilise the services. I feel strongly that by outside private companies tendering, this loses consistency and constant provision.'

'If the organisation was taken over by the private sector they wouldn't be able to meet the demands of the area.'

'My concerns are that the council wishes to include large organisations (PVI's) [Private Voluntary Independent] into its funding system, while the smaller PVI's are left with what is on offer. We should be encouraging smaller voluntary and community organisations and therefore, and therefore promoting community adhesion.'

'Tendering leads to cutting corners as organisations outbid each other to do more for less. The best approach would be to bring all children's centres' activities under council control to ensure that services are consistent in each part of the city.'

'Funding provided by the council should be available for children and families in crisis.'

'How can we guarantee that we have a robust system that not only ensures value for money, but high quality service provision that will support children's best interests and have their health and well-being / developmental outcomes at the fore?'

'Regardless of what authorities would like us to believe, the tendering process aims to find the cheapest provider solution.'

4) Charities / not-for-profit groups / communities are the most suitable providers for local services

'Charities always provide the best value for money than profit groups.'

'Let the community and charities run the services, they save money and provide services where services are needed, our community, our services, our say!!'

'Services which do not recognise the individual needs of the community are a waste of money because the families will not use them.'

'To strengthen local communities and infrastructure, large and smaller organisations should, where possible, be community-led and based in the community. This would also help support local businesses and services, and promote better community usage of facilities – rather than a large, for profit organisation, that would just deliver the service, and take its profit out of the community, for its shareholders.'

5) Cutting services for children and families will be detrimental

'I appreciate the need of savings, however to make cuts in childcare is outrageous. Without the nurseries or fewer nurseries, it would mean more children at one nursery, which would lead to less attention given to each child and a possibility of things getting overlooked, for example learning difficulties. Our children are the future of our city and cuts to the childcare will ruin their development in the lead up to school, and put them behind other children their age.'

'Savings might need to be made but not with children and families that need help.'

'Do not make cuts to childcare it will have a huge impact on local families.'

'How can a high quality service be provided when all these cuts are being made and valuable experienced staff are being made redundant?'

'If funding is stopped in council run children's centres as planned then the childcare services provided will be greatly hit.'

6) Quality of provision / current system is already good

'Council are currently running high quality provision in all areas.'

'The current provision is excellent and should be built on rather than being torn apart.'

'Many of the settings at risk already provide many additional services to nursery care and they should be supported to continue these in the communities where they are already situated.'

7) Comments about specific Children's Centres / personal experiences

'Broomhall Nursery School and Children's Centre is an exceptional resource, providing outstanding services for local families... There is not a shadow of doubt in my mind that there is no better provision in the city.'

'Chancet Wood provides good value for money as it stands... Without the help and value of this nursery I would not have been able to return to work after my maternity leave had finished.'

'The children's centre my child attends in Burngreave provides great value for money, the staff are highly qualified and do their very best to meet the needs of all families in their local area.'

'Primrose is well used - we use the nursery for our son from age 3 and our daughter is on the waiting list for a baby room place. We access the centre daily, Monday - Saturday with Ready Steady Go group. 6 full mornings. Dads groups, health visiting and have used midwifery, breast feeding support, talking toddlers, Stay and Play at this and Hillsborough, Shooters Grove, Stocksbridge Children's Centres and antenatal classes at Palgrave.'

'It is essential that vulnerable children in disadvantaged areas like Manor are able to continue to receive the same level of care and intervention and disadvantaged families are supported.'

8) Dissatisfaction with current services

'Parenting classes are provided by poorly qualified MAST workers... MAST is a waste of money.'

'If it means more parachuted services from MAST then no thank you.'

'The children's centres need to put groups on that the public want rather than what they think we need.'

'We did not collectively agree to the cluster model for CC. We opposed MAST and the expansion of this service.'

'There are so many different models being used in the city. It is confusing for practitioners so goodness knows how parents feel.'

9) Comments about the questionnaire

- Some respondents felt the questions were 'leading'

'These questions dress up negative things as positive developments.'

'I don't see how answering 2 'leading' questions is really allowing us to give our views!'

'Stop wasting taxpayers' money by doing these questionnaires that are non-specific.'

'The way that early years have conducted the review is misleading. I find it difficult to answer these questions as I don't have trust in Sheffield early years and councillors.'

10) Services being accessible / local

'All children should be able to have access to a childcare facility in their own local area, giving them the opportunity to interact socially with familiar faces in a familiar environment at a set price for families to be able to afford.'

'Childrens centre should be open to all. Let the communities run the centres. They will do a better job and stop wasting taxpayers' money.'

'Regardless of which centre I cannot travel to different areas and other parent/family may be in the same position, therefore children's centres should stay as they are.'

'Services need to be appropriate and reflective of local need. These care best provided by the community themselves and the SCC should support and encourage local charities and not for profit groups to provide these services. '

'Services which are a one size fits all and unresponsive to local needs services are a waste of money as people do not use them.'

7. Brief Summary of Overall Findings

The results of the consultation confirmed that early years services are extremely important to parents and providers alike.

There was a good response to the consultation and a lot of strong feelings were expressed. Many responses indicated that parents and carers are concerned that the redesign will lead to a substantial reduction in early years services and closure of children's centres and childcare settings. Parents' main concerns are that the proposals will lead to:-

- a loss of children's centre services;
- insufficient good quality childcare for working parents.
- the needs of children with special educational needs and disabilities not being met.

However the proposals have been designed to limit the impact of budget reductions to services as far as possible and central features of the redesign are that parents will still be able to access:-

- children's centres services locally whether that is through a designated children's centre or outreach site (many of the existing children's centres will be outreach sites) and;
- good quality childcare in all areas of the City which meets the needs of all children including those of children with special educational needs and disabilities.

To address the concerns which parents have expressed a communications plan is being developed to inform parents of the locations and the type of support available in the new 17 areas.

8. Outcome and final recommendations to Cabinet

The final recommendations have been amended taking account of the consultation outcomes.

8.1 Reorganisation of Children's Centres

Summary of Key Consultation Outcomes;

- Services need to be locally accessible and families were worried about transport issues
- Whilst it is appropriate to focus on the needs of vulnerable children and families good quality universal support should be available for all.
- Existing Children's Centre Buildings should be utilised to avoid wasting capital investment.
- We need to publicise more information about the reorganisation.
- Children's centre services need to be better promoted so that parents know what services they can access, where, how and when.
- Out of the 17 areas, 3 attracted most concern and suggestions were given on how they might be organised differently. These were;
 1. Stocksbridge (needs to remain as it is (due to location it would be difficult for families to access services elsewhere).
 2. Darnall/Tinsley/Woodhouse/Handsworth (Are too large and community profiles too different).
 3. Woodthorpe, Wybourn and Manor (Should be reconfigured with the area above).

Impact on recommendations made to Cabinet

After consideration of the findings the following actions will be recommended to Cabinet;

- To reorganise the 36 Ofsted registered children's centres into 17 areas each with a named main site and a number of outreach delivery sites.
- To note that the 17 areas have been amended following suggestions from the consultation process.

- That a statutory process be undertaken to deregister the 19 centres that no longer require Ofsted registration.
- That the present policy of “block purchasing” premises and hosting payments will cease and in the future “spot purchase” of venues will be undertaken when and where they are needed.
- To develop a comprehensive communication plan to inform parents of the venues and the types of support available in the new 17 areas.

Additional information

- More information about the main sites and outreach sites will be provided with the Cabinet report. Provision of the outreach site details will offer reassurance that existing children’s centre buildings will continue to be used, together with additional buildings.
- A clear outreach strategy for each new area should be developed to ensure that services can be locally accessed and that the concerns in relation to distance and the ability to travel can be considered for each area and services developed to mitigate this concern.
- Changes to proposed children’s centre areas will be recommended as follows (please see appendix 2f);
 1. Stocksbridge will remain unchanged.
 2. Area 10 will include Darnall, Tinsley, Manor.
 3. Area 11 will include Wybourn, Arborthorne, Norfolk Park.
 4. Area 12 will include Woodhouse, Handsworth and Woodthorpe.
 5. The area named as area 11 will remain unchanged but is now area 13.

8.2 Childcare Strategy

Summary of Key Consultation Outcomes;

- Parents at those settings which would lose childcare subsidy grants were very concerned that the childcare provision they use may close or quality may reduce.
- Parents at local authority childcare provisions are similarly concerned that or transfer from local authority control will result in closure or reduced quality.
- Working families, parents of children with special or additional needs and disabilities and those in disadvantaged areas were most concerned.

Impact on recommendations made to Cabinet

Whilst it is acknowledged that there is a significant level of concern about the removal of childcare grants and the perceived closure of provision resulting from this (especially local authority nurseries), what is evident is that there is currently inequity across the city. Some areas with identified poor outcomes have not had the benefit of additional resource in relation to childcare.

This must be addressed within the proposals, acknowledging the limited funds available to provide a resource to all areas of identified need. Therefore it is essential that the local authority take up their role as market facilitator in a responsible and fair way. The local authority will ensure that there is sufficient, good quality, locally accessible childcare that meets the needs of all children, including those with special educational needs and disabilities, in all areas of the City.

After consideration of the consultation findings and taking into account the results of detailed Equality Impact Assessments the following actions will be recommended to Cabinet;

- “To cease childcare subsidy grants to 20 providers in the Private Voluntary and Independent and statutory sector on 31st March 2013”.

- “That the local authority will offer to continue to work with these providers, on an individual basis, over a three month period to give them support to develop their business plans for their organisation to help them become sustainable. These plans should include financial forecasts, management costs, staffing structures and ways to develop flexible and accessible services to children and families and assist in seeking other forms of income”.
- “To transfer the management and delivery of 7 Local authority nurseries, by continuing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the childcare market. In line with local authority employment policies and negotiation with trade unions in order to retain qualified staff across the sector”.

Additional Information

- We will ensure that information is available through a multimedia approach for all parents to enable them to access good quality childcare

8.3 Improving the Quality of Early Years Provision

Summary of Key Consultation Outcomes;

- Respondents felt that Ofsted already provide sufficient assessment and that further measures to introduce a new quality framework including monitoring and assessment are unnecessary.
- Quality is of high importance and people feel that all providers of 2, 3 and 4 year old Free Early Learning places must comply with the code of practice and achieve a good or outstanding judgement from Ofsted.
- A non –bureaucratic framework that enables settings and childminders to share good practice and an audit tool for practitioners would be welcomed.
- All settings should take responsibility for promotion of the SENCO and ENCO responsibilities and children with special educational needs and disabilities should have access to a setting in their local area which can meet their needs.

Impact on recommendations made to Cabinet

After consideration of the findings the following actions will be recommended to Cabinet;

- The in principle proposal to develop a revised action plan for a quality framework will be recommended however; this should be changed in line with comments from the consultation. The recommendation is;

“To develop a revised action plan for a quality framework and make this available to all providers in line with comments from the consultation and in recognition of the Government proposals for Improving Quality and Changes to Regulatory Regime outlined in the DfE publication ‘More Great Childcare’, and the Government Bill, Children and Families Bill 2012-13 (first reading House of Commons, 4 February 2013.”

Additional Information

- References to expanding the Charter for Quality and increased monitoring will be removed. Instead ;
- A framework will be made available for settings and childminders which enables them to share good practice and set standards for self-evaluation with a minimum level of bureaucracy.
- An audit tool will be offered for providers to access which is user friendly and gives scope for settings to improve, to be supportive and prepare for Ofsted.
- We will ensure that all providers of 2, 3 and 4 year old FEL are aware of and comply with the code of practice, and achieve good or outstanding Ofsted judgements.
- We will encourage all settings to take responsibility for the promotion of the SENCO and ENCO responsibility.
- We will support all children with SEN and disabilities and ensuring they have the opportunity to access a setting in their local areas, which can meet their needs.

8.4 Development of a new procurement process for delivery of high quality support services

Summary of Key Consultation Outcomes;

- Whilst services need to be targeted to vulnerable families, all families need access to some services.
- Current providers raised concerns about continuity of services from 1st April.

Impact on recommendations made to Cabinet

In considering the recommendation, we have taken into account the feedback from the consultation as well as the principles of the renewed national and local "Compact". This aims for local authorities and local organisations to work together for the benefit of communities and is set out in the Best Value duty.

- The in principle proposal not to renew existing contracts will still be recommended and the proposal is;
 - "That existing contracts with the providers set out in appendix 2 of the Cabinet report are not renewed. Time limited transitional arrangements to be put in place based on service demand and to accommodate Procurement Employment Legislation where applicable".
 - "That specifications for procurement of targeted services required to fulfil the Council's statutory duties will be developed"

However in response to consultation feedback;

- The recommendation has been amended to include development of time limited transitional arrangements for services that are still required. These transitional arrangements will be developed together with current service providers. These will be based on service

- New specifications will take account of consultation feedback about availability of good quality support services for families.

What happens next?

The feedback from this consultation and the revised recommendations will be considered by Cabinet on 27 February 2013 when the final decisions will be made and the Cabinet report will be publically available on the City Council's website. The results will also be communicated to providers and families through a variety of methods.

Appendix 1a

Have Your Say on the Proposed New Children's Centre Areas In Sheffield

We are consulting on the reorganisation of children's centre areas from the current 36 to 17 larger areas. Please read the background information concerning this proposal before giving your views.

SECTION 1

YOUR VIEWS ON THE PROPOSED NEW CHILDREN'S CENTRE AREAS

1. Do you agree that the Council should make sure that all families have access to children's centre services / activities?

- Yes
- No
- Not sure
- Don't have an opinion

2. Do you agree that the best way of reaching all families is by providing outreach services across the areas (by 'outreach', we mean activities in other buildings across the area)?

- Yes
- No
- Not sure
- Don't have an opinion

3. Do you agree with your proposed new children's centre area (see table)?

- Yes
- No
- Not sure
- Don't have an opinion

4. Do you agree that we should focus our resources on encouraging those families who need support (but don't currently use our services) to attend?

- Yes
- No
- Not sure
- Don't have an opinion

5. Do you agree that we should make more effective use of resources, for example through sharing management and facilities across children's centre areas?

- Yes
- No
- Not sure
- Don't have an opinion

6. We are interested in your views. Please use the space below to add any other comments and/or to tell us what you think about the needs of a specific area. We are also interested in hearing about any ideas you may have for the reorganisation of children's centre areas for the city.

SECTION 2 ABOUT YOU

The questions in this section are optional but will enable us to analyse responses from different groups within the community and also help us to ensure that we consult a representative sample of service users and providers.

6. Are you answering these questions as... (Please tick all that apply.)

- Someone who uses early years services (e.g. parent or carer)
- Someone who does not use early years services
- Provider - Private
- Provider - Voluntary / Independent
- Other (e.g. other practitioner, local authority staff, etc)

8. If you are a service user, please tell us the first part of your postcode, e.g. S4

8. Do you currently use any of the following early years services? (Please tick all that apply.)

- Childminder
- Nursery (Private, Voluntary or Independent)
- School Nursery
- Playgroup
- After-school Club
- Advice and Information
- Midwifery
- Health Visiting
- Play and Stay
- Family Support
- Childcare
- Family Learning
- Other
- I don't currently use early years services

9. If you are a parent or carer of a child or children aged 5 or under, please tell us the age(s) of your child / children?

- Under 2
- 2
- 3
- 4
- 5

10. Do any of these children have an identified learning need or disability?

- Yes
- No
- Not sure
- Prefer not to say

11. How would you describe your ethnicity?

- White (Go to Question 13)
- Asian or Asian British (Go to Question 14)
- Other Ethnic Group (Go to Question 15)
- Mixed / Dual Heritage (Go to Question 16)
- Black / African / Caribbean or Black British (Go to Question 17)

12. Are you...

- English / Welsh / Scottish / British / Northern Irish
- Irish
- Gypsy/ Irish Traveller
- Roma
- Other European
- Other white background

13. Are you...

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

14. Are you...

- Yemeni
- Other Arab
- Other ethnic group

15. Are you...

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

16. Are you...

- Caribbean
- Somali
- Other African background
- Other Black background

Thank you for taking the time to give us your views. We value your opinions and will take them into account as far as possible. A summary of the outcomes from this consultation together with a copy of the final cabinet report will be available on our website during March 2013.



HAVE YOUR SAY ON THE PROPOSED NEW CHILDREN'S CENTRE AREAS

We are consulting on proposed changes to the way in which children's centres are organised in the city. This is one element of a wider consultation on the redesign of early years provision. Further information can be found on our website: www.sheffield.gov.uk/earlyyearsreview

Why do things need to change?

Over the past few years Sheffield City Council has developed children's centres by splitting the city into 36 children's centre areas. Each area has a building which is the main site for the delivery of the services by that children's centre.

The children's centres offer services and information for children under five years old and their families either within those buildings or somewhere else in the area. These services include:

- Integrated early education and childcare
- Family and parenting support
- Child and family health services
- Help for parents/carers to access work and training

Since these areas have been developed, we have had a change in government. The current coalition government have made changes to the requirements of a Children's Centre so that the local councils can be given more freedom to tailor the services to meet the needs of the local community. The government wants to make sure that councils have the flexibility to improve the life chances of disadvantaged children by freeing up children's centres so they focus their services on families that will benefit the most.

In addition to this, we are experiencing a recession and there has been a large reduction in the amount of money that is given to Sheffield City Council from central government as part of their own spending review.

Sheffield has some difficult decisions to make on how to reduce its spending over the coming years. As part of this we need to take into account the changes to children's centres and rethink and redesign the way we organise them across the city.

What we do now

Sheffield currently delivers children's centre services in 36 children's centre areas. Each of these areas has a building which is the main site for the delivery of services.

See attached map.

What we are proposing to do?

We plan to redesign the number of children's centre areas from 36 to 17. These 17 areas would still cover the whole city but would be larger than the existing ones. Each area would have one main building which would deliver services for children and families. Each area would then identify other buildings where services can be delivered within easy reach.

The attached table shows the 17 proposed children's centre areas, together with the existing children's centre areas which will be incorporated.

What will these changes mean for you?

- We would have 17 main buildings rather than the current 36. This could mean that the main building is different to the one you use now. However the number of buildings we deliver activities from e.g toddler groups, health drop-ins should increase.
- The services that you use at the moment might move to a different location in the area. This is because there will be more opportunities to provide activities in other buildings across the area (we call this out-reach).
- Services will be better targeted to meet the needs of the local community and, in particular, vulnerable families
- In time, the services on offer will alter to ensure that we are always meeting the changing needs of your community
- The children's centre that you currently use may no longer be the main site for the area. But it may be used for delivering other services based on local need
- We will be able to help the council save money without parent's losing any services.

What will these changes mean for providers?

- Simpler management and governance arrangements
- We will manage and be accountable for all centres
- Existing providers will have the opportunity to tender for services provided in children's centre areas through a fair procurement process
- Arrangements for funding premises and administration will be reduced to make efficiency savings
- Services will be targeted to the most vulnerable families

What has happened so far?

A Cabinet Paper was presented to elected members on 12 December 2012 which included the proposal to reorganise children's centres.

The Cabinet agreed the proposal in principle which means we can now consult with those that we think might be affected. We would like to ask your opinions through a short questionnaire.

What will be done with the outcomes of the consultation?

A summary of the outcomes from this consultation together with a copy of the final cabinet report will be available on our website during March 2013. The final proposals will be submitted to cabinet for approval.

It will be necessary to make a reduction in the number of children's centre areas, but this does not mean a reduction in services. Your views will inform the final proposal, including the number of areas.

We need to receive your comments by **31 January 2013**. The final proposals will be submitted to cabinet for approval.

Appendix 1b

Have Your Say on the Childcare Strategy

We are consulting on proposed changes to the way in which childcare is delivered in the city. Please read the background information concerning this proposal before giving your views.

SECTION 1 YOUR VIEWS

1. Do you agree that we should focus available resources on the most vulnerable children and stop the subsidy allocated to a small number of childcare providers in the city?

- Yes
- No
- Not sure
- Don't have an opinion

2. Do you agree that the Council should no longer be a childcare deliverer and focus our resources on advising and facilitating the sustainability of Private, Voluntary & Independent sector and schools?

- Yes
- No
- Not sure
- Don't have an opinion

3. We are interested in your views. Please use the space below to add any other comments or make any suggestions for the Childcare Strategy.

SECTION 2 ABOUT YOU

The questions in this section are optional but will enable us to analyse responses from different groups within the community and also help us to ensure that we consult a representative sample of service users and providers.

3. Are you answering these questions as... Please tick all that apply.

- Someone who uses early years services
- Someone who does not use early years services
- Provider - Private
- Provider - Voluntary / Independent
- Other (e.g. other practitioner, local authority staff, etc)

5. If you are a service user, please tell us the first part of your postcode, e.g. S4

7. Do you currently use any of the following early years services? Please tick all that apply.

- Childminder
- Nursery (Private, Voluntary or Independent)
- School Nursery
- Playgroup
- After-school Club
- Advice and Information
- Midwifery
- Health Visiting
- Play and Stay
- Family Support
- Childcare
- Family Learning
- Other
- I don't currently use early years services

8. If you are a parent or carer of a child or children aged 5 or under, please tell us the age(s) of your child / children?

- Under 2
- 2
- 3
- 4
- 5

9. Do any of these children have an identified learning need or disability?

- Yes
- No
- Not sure
- Prefer not to say

10 How would you describe your ethnicity?

- White (Go to Question 10)
- Asian or Asian British (Go to Question 11)
- Other Ethnic Group (Go to Question 12)
- Mixed / Dual Heritage (Go to Question 13)
- Black / African / Caribbean or Black British (Go to Question 14)

11 Are you...

- English / Welsh / Scottish / British / Northern Irish
- Irish
- Gypsy/ Irish Traveller
- Roma
- Other European
- Other white background

10. Are you...

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

11. Are you...

- Yemeni
- Other Arab
- Other ethnic group

12. Are you...

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

13. Are you...

- Caribbean
- Somali
- Other African background
- Other Black background

Thank you for taking the time to give us your views. We value your opinions and will take them into account as far as possible. A summary of the outcomes from this consultation together with a final cabinet report will be available on our website during March 2013.



HAVE YOUR SAY ON THE CHILDCARE STRATEGY

We are consulting on proposed changes to the way in which childcare is delivered in the city. This is one element of a wider consultation on the redesign of early years provision. Further information can be found on our website: www.sheffield.gov.uk/earlyyearsreview

Why do things need to change?

Following a review of early years services in 2011/12, a number of proposals were made in order to improve outcomes for the very youngest children. In March 2012, the outcome of this review was presented at Cabinet, summarising 3 areas to take forward:

- Better services for children and families
- Improving the quality of early years provision
- Developing innovative childcare

Also, the Government no longer requires, or provides, funding for children's centres to provide childcare. It is expected that the wider childcare market will meet the demands of working parents and those in training. Any childcare subsidy in the future will be for the most vulnerable children, regardless of the organisation or setting.

What we do now

Sheffield offers a range of childcare options. Many families use 'informal' childcare, such as family and friends. The Council's duties, however, mainly relate to 'formal' (registered or school-based) childcare. Formal childcare is the focus of this strategy. This type of childcare is delivered by many different organisations across the Council's nurseries and Private, Voluntary and Independent (PVI) settings. There is also a strong childminding and home-based childcare sector in Sheffield.

We have to ensure:

- That enough Free Early Learning (FEL) is available to allow every eligible child to gain a place
- That there is enough childcare for children aged 0-14 years (and up to 18 years old, where children have a disability or special educational need)
- That parents can access childcare, allowing them to work or train

We also have to:

- Carry out a Childcare Sufficiency Assessment (CSA) on a regular basis

We are committed to ensuring fair access to childcare for parents and their children across Sheffield. Funding attached to childcare for FEL is set by government. All early years providers receive the same allocation of funding. Hourly rates for paid-for childcare over and above FEL are set by each individual provider.

We also currently provide subsidy grants to 20 providers. This is a small percentage of the overall number of providers in the city. These grants were originally intended to be short-term – for settings to develop their business; however, it is no longer fair or appropriate for us to allocate funding in this way.

What we are proposing to do

We plan to stop providing grants currently allocated to 20 childcare providers (16 in the Private, Voluntary and Independent sector and 4 in the statutory sector).

Following the review of the 7 council-managed nurseries, we also propose to transfer the management and delivery of childcare provision over a period of time to schools and PVI settings.

What will these changes mean?

For those who receive childcare services...

- Better information and advice about access to childcare will be available
- Where management of nursery provision changes, this should not impact on service delivery and users of services will be informed about any changes in advance
- Providers who can no longer continue or who need to reduce childcare provision will need to inform us so we can support parents with transition to new settings
- Support will still be available to parents and carers where there is a need for emergency childcare due to crisis circumstances

For those who provide childcare services...

- Increased fairness and transparency regarding funding allocation across the sector
- If the proposal is approved, we will work with those settings whose subsidy ceases to help them with their business planning, to maximise the FEL for 2, 3 and 4 year olds and signpost them to other available funding
- We will become a commissioner rather than a deliverer of services, giving more opportunities for the Private, Voluntary and Independent sector within the childcare market. Where there is impact on staff, there will be a separate consultation process which will be supported

- There will be more scope to establish formal partnerships across childcare organisations to support sustainability
- Where providers decide to stop delivering childcare, there will be support for parents to find alternative provision

What has happened so far?

A Cabinet Paper was presented to elected members on 12 December 2012 which included the proposal to review our childcare strategy.

The Cabinet agreed the proposal in principle which means we can now consult with those that we think might be affected. We would like to ask your opinions through a short questionnaire.

We value your opinions and will take these into account as far as possible but may not be able to take on board all the comments you make. It is necessary to review the current system, however your views will inform the final proposal for the childcare strategy.

We need to receive your comments by **31 January 2013**. The final proposals will be submitted to cabinet for approval.

Appendix 1c

Have Your Say on the Quality Improvement Model for Childcare Providers in Sheffield

We are consulting on the proposal to introduce a Quality Improvement Model which would involve settings being audited by the Council to ensure they are providing high quality services which meet children's needs. Please read the background information before giving your views.

SECTION 1 YOUR VIEWS

1. Would you welcome our proposal to introduce a Quality Improvement Model? This would involve us auditing early years settings to ensure they are providing high quality services which meet children's needs.

- Yes
- No
- Not sure
- Don't have an opinion

2. Do you agree that all providers including childminders should be expected to achieve the standard required by the Council under its 'Quality Charter'?

- Yes
- No
- Not sure
- Don't have an opinion

3. Do you agree that all providers should ensure access to a special needs coordinator and equality needs coordinator? This could be either in its own setting or through referral to another provider.

- Yes
- No
- Not sure
- Don't have an opinion

4. We are interested in your views. Please tell us if you have any other ideas for a Quality Improvement model.

SECTION 2 ABOUT YOU

The questions in this section are optional but will enable us to analyse responses from different groups within the community and also help us to ensure that we consult a representative sample of service users and providers.

4. Are you answering these questions as... (Please tick all that apply.)

- Someone who uses early years services (e.g. parent or carer)
- Someone who does not use early years services
- Provider - Private
- Provider - Voluntary / Independent
- Other (e.g. other practitioner, local authority staff, etc)

6. If you are a service user, please tell us the first part of your postcode, e.g. S4

7. Do you currently use any of the following early years services? (Please tick all that apply.)

- Childminder
- Nursery (Private, Voluntary or Independent)
- School Nursery
- Playgroup
- After-school Club
- Advice and Information
- Midwifery
- Health Visiting
- Play and Stay
- Family Support
- Childcare
- Family Learning
- Other
- I don't currently use early years services

8. If you are a parent or carer of a child or children aged 5 or under, please tell us the age(s) of your child / children?

- Under 2
- 2
- 3
- 4
- 5

9. Do any of these children have an identified learning need or disability?

- Yes
- No
- Not sure
- Prefer not to say

10. How would you describe your ethnicity?

- White (Go to Question 11)
- Asian or Asian British (Go to Question 12)
- Other Ethnic Group (Go to Question 13)
- Mixed / Dual Heritage (Go to Question 14)
- Black / African / Caribbean or Black British (Go to Question 15)

10. Are you...

- English / Welsh / Scottish / British / Northern Irish
- Irish
- Gypsy/ Irish Traveller
- Roma
- Other European
- Other white background

11. Are you...

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

12. Are you...

- Yemeni
- Other Arab
- Other ethnic group

13. Are you...

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

14. Are you...

- Caribbean
- Somali
- Other African background
- Other Black background

Thank you for taking the time to give us your views. We value your opinions and will take them into account as far as possible. A summary of the outcomes from this consultation together with a copy of the final cabinet report will be available on our website during March 2013.

HAVE YOUR SAY ON THE QUALITY IMPROVEMENT MODEL FOR CHILDCARE PROVIDERS IN SHEFFIELD

We are consulting on proposed changes to the way in which childcare is delivered in the city. This is one element of a wider consultation on the redesign of early years provision. Further information can be found on our website: www.sheffield.gov.uk/earlyyearsreview

Why do things need to change?

Following a review of early years services in 2011/12, a number of proposals were made in order to improve outcomes for the very youngest children. In March 2012, the outcome of this review was presented at Cabinet, summarising 3 areas to take forward:

- Better services for children and families
- Improving the quality of early years provision
- Developing innovative childcare

50% of children in Sheffield do not currently reach the expected attainment level at the end of the foundation stage. Although the gap between the lowest achievers and those performing at an average rate is narrowing, it is still significantly below our neighbouring cities and the national average.

High quality early years provision is the best way to reduce inequalities of attainment between young children. This can be achieved by ensuring that every setting provides high quality play and best practice within a setting which supports the needs of children from diverse communities and with special needs.

What we are proposing to do

We propose to implement a Quality Improvement programme for all Early Years settings, by introducing an audit tool and expanding the Sheffield Quality Charter. These measures will help early years providers to improve skills, knowledge and competencies. We want to encourage all early years providers to sign up to this programme and to sign up to the Quality Charter.

What will these changes mean?

For those who receive services...

- Confidence that services will be high quality, regardless of the setting they choose
- Information on standards and accessibility will be available for parents to use when they are choosing childcare

- Children with individual needs will be supported in whichever setting parents choose
- We will carry out a quality audit on all settings and encourage all providers to achieve the Quality Charter

For those who provide services...

- Support to improve quality and standards
- Improved OFSTED results
- Opportunities to achieve the Quality Charter
- A quality audit carried out by the Council, which will support settings to improve

What has happened so far?

A Cabinet Paper was presented to elected members on 12 December 2012 which included the proposal to introduce the Quality Improvement Programme.

The Cabinet agreed the proposal in principle which means we can now consult with those that we think might be affected. We would like to ask your opinions through a short questionnaire.

We value your opinions and will take these into account as far as possible but may not be able to take on board all the comments you make. The review of the quality in early years will be taking place, however your views will inform the development of the new framework.

We need to receive your comments by **31 January 2013**. The final proposals will be submitted to cabinet for approval.

Appendix 1d

Have Your Say on How We Will Deliver High Quality Support Services

We are consulting on proposed changes to the way in which early years services are commissioned, contracted and funded. Please read the background information before giving your views.

SECTION 1 YOUR VIEWS

- 1. Should we introduce a system which gives the opportunity for both large and small organisations to tender for services and provides good value for money?**
 - Yes
 - No
 - Not sure
 - Don't have an opinion
- 2. Should we adopt a more targeted approach to funding to ensure the needs of the most vulnerable families are met?**
 - Yes
 - No
 - Not sure
 - Don't have an opinion
- 3. We are interested in your views. Please use the space below to add any other comments or ideas you have for making savings and providing the best value for money.**

SECTION 2 ABOUT YOU

The questions in this section are optional but will enable us to analyse responses from different groups within the community and also help us to ensure that we consult a representative sample of service users and providers.

3. Are you answering these questions as... Please tick all that apply.

- Someone who uses early years services
- Someone who does not use early years services
- Provider - Private
- Provider - Voluntary / Independent
- Other (e.g. other practitioner, local authority staff, etc)

5. If you are a service user, please tell us the first part of your postcode, e.g. S4

5. Do you currently use any of the following early years services? Please tick all that apply.

- Childminder
- Nursery (Private, Voluntary or Independent)
- School Nursery
- Playgroup
- After-school Club
- Advice and Information
- Midwifery
- Health Visiting
- Play and Stay
- Family Support
- Childcare
- Family Learning
- Other
- I don't currently use early years services

6. If you are a parent or carer of a child or children aged 5 or under, please tell us the age(s) of your child / children?

- Under 2
- 2
- 3
- 4
- 5

7. Do any of these children have an identified learning need or disability?

- Yes
- No
- Not sure
- Prefer not to say

8. How would you describe your ethnicity?

- White (Go to Question 10)
- Asian or Asian British (Go to Question 11)
- Other Ethnic Group (Go to Question 12)
- Mixed / Dual Heritage (Go to Question 13)
- Black / African / Caribbean or Black British (Go to Question 14)

9. Are you...

- English / Welsh / Scottish / British / Northern Irish
- Irish
- Gypsy/ Irish Traveller
- Roma
- Other European
- Other white background

10 Are you...

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

12. Are you...

- Yemeni
- Other Arab
- Other ethnic group

14. Are you...

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

15. Are you...

- Caribbean
- Somali
- Other African background
- Other Black background

Thank you for taking the time to give us your views. We value your opinions and will take them into account as far as possible. A summary of the outcomes from this consultation together with a final cabinet report will be available on our website during March 2013.



HAVE YOUR SAY ON HOW WE WILL DELIVER HIGH QUALITY SUPPORT SERVICES

We are consulting on proposed changes to the way in which childcare is delivered in the city. This is one element of a wider consultation on the redesign of early years provision. Further information can be found on our website: www.sheffield.gov.uk/earlyyearsreview

Why do things need to change?

Following a review of early years services in 2011/12, a number of proposals were made in order to improve outcomes for the very youngest children. In March 2012, the outcome of this review was presented at Cabinet, summarising 3 areas to take forward:

- Better services for children and families
- Improving the quality of early years provision
- Developing innovative childcare

Also, in response to government policy, funding and feedback from earlier consultations, we need to:

- Look at the way that early years services are contracted and funded to ensure they are relevant to current service demands and meet the needs of the most vulnerable families. Services must also provide value for money
- Review our commissioning processes and develop a new framework so that both small and large organisations have a fair opportunity to tender for services

What will the changes involve?

Proposals will include:

- A more targeted approach to funding to ensure the needs of the most vulnerable families are met. This will mean some redistribution of resources which currently support services such as childcare
- Improving access to services, quality and value for money
- Providing greater opportunities for smaller voluntary and community organisations to tender for services, along with larger organisations and charities which specialise in working with complex families
- An increased focus on more vulnerable families with children under 5

We will consult through the local Multi-Agency Allocation Meetings (MAAMs) to determine the services required to meet the future needs of families. Following this consultation:

- A service specification for a range of family support services will be developed with input from current service providers
- Current contracts will not be renewed
- A new commissioning framework will be put in place

What will these changes mean?

For those who receive services...

- Services will be more responsive to individual families' needs with a focus on vulnerable children and families
- Services will be delivered at a point when families need them
- Families will have more choice of which services they may want to access
- Public funding will be used more effectively

For those who provide services...

- Those organisations who currently deliver services will be able to help develop the new specification for service delivery and tender for these through a fair process
- Those organisations whose contracts end will be offered advice and information to help them attract alternative funding
- The monitoring process will support organisations to achieve required standards of service

What has happened so far?

A Cabinet Paper was presented to elected members on 12 December 2012 which included the proposal to review the current procurement process for services.

The Cabinet agreed the proposal in principle which means we can now consult with those that we think might be affected. We would like to ask your opinions through a short questionnaire.

We value your opinions and will take these into account as far as possible but may not be able to take on board all the comments you make. The review of the current procurement process has to take place, however your views will inform the development of the new framework.

We need to receive your comments by **31 January 2013**. The final proposals will be submitted to cabinet for approval.

Children's centre areas

Area	Geographical areas covered	Existing Children's Centres that will be incorporated
1	Stocksbridge	<ul style="list-style-type: none"> Stocksbridge Children's centre
2	High Green/Chapelton/Ecclesfield/Grenoside	<ul style="list-style-type: none"> Angram Bank Children's Centre, (Angram Bank school) Chapelton Library and Children's Centre (Also parts of Monteny and Chapelton)
3	Parson Cross/Foxhill/Colley	<ul style="list-style-type: none"> Early Days Children's Centre, Palgrave Road Foxhill Children's centre, (Foxhill Primary School) Monteny Children's centre (Monteny Primary School)
4	Southey/Shirecliffe/Longley	<ul style="list-style-type: none"> The Meadows Children's Centre, Shirecliffe
5	Stannington/Hillsborough/Middlewood	<ul style="list-style-type: none"> Shooters Grove Children's Centre, (Shooters Grove Primary School) Hillsborough Children's Centre (Hillsborough Primary School)
6	Walkley/Netherthorpe/Upperthorpe/Crookes	<ul style="list-style-type: none"> Primrose Children's Centre, (LA Maintained Nursery)
7	Brightside/Wincobank/Shiregreen	<ul style="list-style-type: none"> Shiregreen Children's Centre, (Shiregreen) Brightside Children's Centre (Brightside N I School)
8	Firth Park/Stubbins	<ul style="list-style-type: none"> First Start Children's Centre, (Firth Park –LA maintained nursery)
9	Burngreave/Firvale/Wensley	<ul style="list-style-type: none"> Burngreave Children's Centre, (LA Maintained nursery) Owlerbrook (Owlerbrook Primary School)
10	Darnall/Tinsley/Woodhouse/Handsworth	<ul style="list-style-type: none"> Darnall Children's Centre Tinsley Children's centre Woodhouse Children's Centre (Primary School) Handsworth Children's centre (Community Nursery)
11	Birley/Hackenthorpe/Beighton/Intake/Charnock/Crystal Peaks	<ul style="list-style-type: none"> Birley Children's Centre (Community nursery school) Beighton Children's Centre (Beighton NI School) Charnock Children's Centre (Charnock hall primary School) Halfway Children's Centre
12	Woodthorpe/Wybourn/Manor	<ul style="list-style-type: none"> Wybourn Children's Centre (Wybourn Community primary school) Woodthorpe Children's Centre Manor Children's Centre
13	Arbourthorne/Norfolk Park	<ul style="list-style-type: none"> Arbourthorne Children's Centre (Tiddlywinks centre)
14	Heeley/Hemsworth/Gleadless Valley/Meersbrook	<ul style="list-style-type: none"> Valley Park Children's Centre (LA maintained nursery) Bankwood Children's Centre (LA Maintained nursery)
15	Lowedges/Batemoor/Jordanthorpe/Norton/Greenhill/Woodseats	<ul style="list-style-type: none"> Chancet Wood Children's Centre (LA maintained nursery) (and part of Holt House)
16	Sharrow/Broomhall/Nether Edge	<ul style="list-style-type: none"> Sharrow Children's Centre, SureStart building, (Sharrow) Broomhall Children's Centre (LA maintained nursery)
17	Totley Beauchief/Bradway/Ecclesall/Crosspool/Fulwood	<ul style="list-style-type: none"> Totley Children's Centre (Totley Primary) Ecclesall Children's Centre Ecclesall infant School) Hallam Children's Centre (Hallam primary) Holt House Children's Centre (Holt House infant school)

Appendix 2

Current Contracting Arrangements

Existing Contracts	
Provider Forums/Advice Services	<ul style="list-style-type: none">• Pre-school Learning Alliance (PLA),• Out of School Network (OSN),• Sheffield Information Link (SIL),• National Day Nursery Association (NDNA),• Cultural Mentoring• Community Legal Advice Service for South Yorkshire (CLASSY)
Delivery of children's centre co-ordination and core offer	<ul style="list-style-type: none">• Action For Children,• NHS,• Manor Castle Development Trust• SOVA• Shelter• Family Action• Family Development Project• Homestart

2 November
2012



Appendix 3 - Children's Centre Areas and Named Main Sites

Area	Geographical areas covered	Named Ofsted registered Children's Centres (a statutory process will be carried out to confirm changes)	Existing Children's Centre site's that will continue to be used as outreach sites. We will also explore use of additional sites e.g health centres, schools across all areas
1	Stocksbridge	Stocksbridge Children's Centre STEPS	
2	High Green/Chapelton/ Ecclesfield/Grenoside	Angram Bank Children's Centre High Green	Chapelton, Foxhill, Monteney**
3	Parson Cross/Foxhill/Colley	Early Days Children's Centre Parson Cross	Foxhill, Monteney**
4	Southey/Shirecliffe/Longley	The Meadows Children's Centre Shirecliffe	
5	Stannington/Hillsborough/ Middlewood	Shooters Grove Children's Centre Stannington	Hillsborough
6	Walkley/Netherthorpe/ Upperthorpe/Crookes	Primrose Children's Centre Upperthorpe	
7	Brightside/Wincobank/Shiregreen	Brightside Children's Centre*	Shiregreen
8	Firth Park/Stubbins	First Start Children's Centre Firth Park	First Start
9	Burngreave/Firvale/Wensley	Burngreave Children's Centre	Owlerbrook
10	Darnall/Tinsley/Manor	Darnall Children's Centre	Tinsley, Manor
11	Wybourn/Arbourthorne/ Norfolk Park	Wybourn Children's Centre	Arbourthorne
12	Woodhouse/Handsworth/ Woodthorpe	Woodthorpe Children's Centre*	Woodhouse, Handsworth,
13	Birley/Hackenthorpe/Beighton/ Intake/Charnock/Crystal Peaks	Shortbrook *(New Children's Centre site)	Birley, Beighton, Charnock, Halfway, Crystal Peaks
14	Heeley/Hemsworth/ Gleadless Valley/Meersbrook	Valley Park*	Bankwood, Holt House**
15	Lowedges/Batemoor/ Jordanthorpe/Norton/ Greenhill/Woodseats	Chancet Wood Children's Centre	Holt House**
16	Sharrow/Broomhall/NetherEdge	Sharrow Children's Centre	Broomhall
17	Totley/Beauchief/Bradway/ Ecclesall/Crosspool/Fulwood	Still requires further exploration and consultation-possibility a health centre	Totley, Ecclesall, Hallam, Holt House**

* Subject to further local consultation

**Some current areas divided as part of reorganisation in line with usage. E.g. Foxhill, Monteney and Holt House



Sheffield City Council Equality Impact Assessment



Guidance for completing this form is available on the intranet
Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Quality Improvement Strategy

Status of policy/project/decision: New

Name of person(s) writing EIA: Julie Dale

Date: 6-2-2013

Service: Early Years

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision? To improve quality of provision across all early years sectors (Statutory, private, voluntary and independent). This will be achieved through providing access to an EYFS based Quality Audit Self evaluation tool for use with all providers and implementation of the Code of Practice for 2,3 and 4 year old Free Early Learning. The desired outcome is that settings will be more efficient, improved and prepared for Ofsted assessment .

Are there any potential Council staffing implications, include workforce diversity?

There is the potential for some impact on Council Staff currently involved in existing Quality Improvement Teams, as the function of Quality Improvement Officers are reviewed. These teams are all female and the total number of staff affected would be approximately 20. The staff represent a mixed age group, but with approximately 50% of the teams being in the 50 – 60 age group.

Under the Public Sector Equality Duty, we have to pay due regard to: “Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.” More information is available on the council website

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age The target group for this strategy is children under 5.	-Select-	Low	<p>Sheffield City Council introduced the proposals for the Quality Audit Tool based on evidenced improved quality outcomes in other Local Authorities using this tool.</p> <p>The provision of a quality audit tool will support self evaluation in all settings across the city including 2,3 and 4 year old FEL provision. A quality toolkit has been trialled in some of the satisfactory settings in the City.</p> <p>Consultation feedback demonstrates awareness of the importance of maintaining high quality provision, coupled with a clear requirement for Ofsted to exclusively determine the quality judgement. However, providers recognise the benefits of quality assurance that is equable for all types of providers and is simple and non bureaucratic.</p> <p>The Audit Tool would enable providers to self assess the quality of their own services against clear EYFS</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<p>criteria and independently plan to improve their service. Service users will be able to see improved environments and outcomes for children as a result of that process and Sheffield City Council will ensure parents have access to high quality provision.</p> <p>The quality audit toolkit will assist Early Year providers to be more inclusive in their practice. This will support them with the EYFS requirement that all providers have an equality policy. All providers are required to ensure that provision is accessible and inclusive of the needs of all children, their parents and carers.</p>
Disability	Positive	Low	For details of impact, see under age.
Pregnancy/maternity	Neutral	Low	For details of impact, see under age.
Race	Neutral	Low	For details of impact, see under age.
Religion/belief	Positive	Low	For details of impact, see under age.
Sex	Neutral	Low	For details of impact, see under age.
Sexual orientation	Neutral	Low	For details of impact, see under age.
Transgender	Neutral	Low	For details of impact, see under age.
Carers	Neutral	Low	For details of impact, see under age.
Voluntary, community & faith sector	Neutral	Low	For details of impact, see under age.
Financial inclusion, poverty, social justice:	Neutral	Low	For details of impact, see under age.
Cohesion:	Neutral	Low	For details of impact, see under age.
Other/additional:	Neutral	Low	For details of impact, see under age.

Overall summary of possible impact (to be used on EMT, cabinet reports etc): Low

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date:

Q Tier Ref

Reference number:

Entered on Qtier: -Select-

Action plan needed: -Select-

Approved (Lead Manager): Date:

Approved (EIA Lead person for Portfolio): Date:

Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: -Select-

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-	To monitor the effectiveness of the audit toolkit.	EYECS, by mid 2014.
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Approved (Lead Manager): Date:

Approved (EIA Lead Officer for Portfolio): Date:

Sheffield City Council Equality Impact Assessment



Guidance for completing this form is available on the intranet
Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Reorganisation of Children's Centre areas

Status of policy/project/decision: New

Name of person(s) writing EIA: Nicola Shearstone

Date: 8th February 2013

Service: Early Years

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision? To reshape the pattern of children's centre provision to meet significant national reductions in funding, whilst providing universal coverage and services to targeted groups. This project focuses on children aged 0-5 who are a protected characteristic group.

Children's Centres offer families with children under five a range of services, information and support within their local community. The core purpose is to improve outcomes for children and their families with a particular focus on the more disadvantaged, so that children are equipped for life and ready for school. Sheffield has developed 36 children centre areas, ranging in size from 600 to 1200 children aged 0-5 years living within each geographical boundary. There is currently one main building in each area registered with OFSTED and delivering some of the services. The buildings vary greatly in size, layout, location within area and general ability to deliver the children's centre core purpose.

The targeted groups outlined in the OFSTED framework are teenage mothers and pregnant teenagers, lone parents, children in workless households, children in BME groups, disabled children and children of disabled parents, fathers and any other groups that area a priority vulnerable group in that specific area.

It is proposed that Sheffield City Council will change the children's centre boundaries across the city. The initial proposal was to reduce from 36 areas covering the entire city to 17 areas which continued to provide full city wide coverage by a children's centre. The proposal was widely consulted on throughout January 2013 and as a direct result of feedback from the consultation the proposal was revised to:

Continue the provision of full city wide coverage by designated Children's Centre areas.

To reduce the number of areas from the current 36 to 17 areas

Four Children's' Centre areas will increase in size slightly through the addition of Lower Super Output Area's but otherwise are unchanged by this proposal, these are: Primrose, The Meadows, Stocksbridge and First Start

Three Children's Centre areas are to be split into two or three new areas and will therefore no longer exist in the same geographical boundaries, these are: Holt House, Foxhill and Montenev

The remaining 29 areas are joined as a whole to other areas to establish new children's centre area boundaries.

The proposal is aiming to reduce the management and running costs for children's centres (as a result of funding reductions). Efficiencies arising from the reduced management and overhead costs will thereby help to secure services for the future; and maintaining a service that is accessible to all families, but more targeted to those in greater need.

Are there any potential Council staffing implications, include workforce diversity?

TUPE may apply to the workforce of organisations with existing contracts to manage children's centres across the City. The early years workforce is predominantly female.

Under the Public Sector Equality Duty, we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." More information is available on the council website

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	<p>Children's Centres are for children under the age of 5 years and their families. Characteristics of all children and parents registering at children's centres are recorded in the Estart database. Internal profiling reports are generated to identify age profiles for individual centres. This includes data on young parents (a specific target group for children's centres). Approximately 20,000 children under the age of 5 years (62% of whole population) are now registered with a children's centre. 531 teenage parents are registered with children's centres. The proposed reorganisation of children's centres would have no impact on service users on the basis of age (i.e. age of users will remain the same). Parents of all ages will have largely the same access to services. Teenage parents are a priority group and would continue to access services as they do at present. All under 5's and their families can access children's centre services in any location across the city.</p> <p>The recent consultation highlighted that some families currently using children's centre services were concerned that they would be discriminated against if they did not fit a category of disadvantage or need. This would not be the case as universal services will continue to be accessible to all children and their families. The planned reorganisation of children's centre areas continues to cover the entire city, ensuring that all families can access a level of universal services, as well as allowing us to encourage those that do not currently access our services to do so.</p>
Disability	Neutral	Low	<p>Disabled children and parents are a specific priority user group for children's centre services. The profile of service users is recorded on the Estart database although this may not include whether a person has a disability. Currently there are 193 children registered with the children's centres in Sheffield whose parents have identified them as having a special need or disability. There are 293 parent/carers registered with children's centres who have identified that they have a special need or disability. Children and/or</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			parent/carers with a special need or disability are a target user group for children's centres and would continue to access services as they do at present. The reorganisation of children's centres would have a minimal, if any, impact on service users on the basis of disability. It is anticipated that we would continue to use the existing buildings as a main site or an outreach site. We would ensure that all adjustments that are reasonable are made to ensure that anyone with a disability had equal access and was not treated less favourably than a non disabled person.
Pregnancy/maternity	Neutral	Low	Children's centres are a universal service available to all families pre birth and with children under 5. A legal requirement is to work with our key statutory partners, for example, the NHS. Children's centres in Sheffield work closely in partnership with both midwifery and health visiting services, already delivering a range of maternity services either through our children's centre buildings or supported by children's centre staff. Sheffield LA has a central children's centre board which oversees the performance of children's centres in the city and midwifery and health visiting are members of that board. They are also represented on the advisory boards in the existing centres. The recent consultation highlighted questions from some of the health staff delivering services in the children's centre buildings, as to the future of that delivery. This was particularly related to whether they would continue to have access to the buildings that they currently use. Sheffield City Council intends to continue to using the majority of the children's centre buildings either as main sites or outreach sites for service delivery. In addition, Sheffield City Council is committed to maintaining a universal delivery of services ensuring that all families have access to a range of services locally, as well as particularly targeting resources to those with greater need. Therefore it is expected that the proposal to reorganise the children's centre areas should have a minimal impact on families wishing to receive pregnancy and maternity services.
Race	Neutral	Low	The characteristics of all children and parents registered at children's centres are recorded in the Estart database. Internal profiling reports are generated to identify customer profiles for individual centres. These include data on different BME communities who are a specific target group for children's centres. There are 5460 children from a BME background currently registered with children's centres in the city. There are 7023 carers from a BME background currently registered with children's centres. BME families will continue to be a priority group and would continue to access children's centre services as they do currently. Therefore the reorganisation of children's centre areas would have no differential impact on service users on the basis of race.

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Religion/belief	Neutral	Low	<p>The services provided by children's centres have always been targeted to all children under five and their families. Therefore children's centre services have always been underpinned by taking an inclusive approach to children and families from a range of different religious backgrounds.</p> <p>Equality and diversity is a key OFSTED requirement for the inspection of children's centres.</p> <p>Currently we do not ask families registering their children at a children's centre about their religion or belief, therefore the exact profile of service users is not currently known. Some of our children's centres are currently managed by contracted organisations who may be affiliated to a particular faith. However, all service delivery would be in line with the contracted specification and therefore faith neutral and value and celebrate all faiths. The reorganisation of services has no impact on service users on the basis of religion or faith.</p>
Sex	Neutral	Low	<p>The characteristics of all children and parents registering at children's centres are recorded in the Estart database. Internal profiling reports are generated to identify customer profiles for individual children's centres. These include data on the number of fathers accessing services (fathers are a specific target user group for children's centres). 47.5% of children under 5 registered with children's centres are female and 51.3% are male. There is 1.2% with unknown gender due to parents/carers not specifying on the registration form their child's gender. There are 19,714 female parent/carers registered with children's centres in Sheffield and 8,305 male parent/carers. Fathers will continue to be a priority group and will continue to access services as they do at present. We have set up specific groups to encourage increased participation by fathers. The reorganisation of children's centres would have no impact on service users on the basis of sex. However we recognise that women are more likely to be affected because in traditional areas women are most likely to be the main carers and users of services which may impact on their job opportunities.</p>
Sexual orientation	Neutral	Low	<p>Children's centres are for children under the age of 5 years and their families.</p> <p>It would be reasonable to assume that given a proportion of the population in Sheffield is Lesbian, Gay or Bi sexual (LGB) then a proportion of our parents and carers using our children's centres would be LGB. Children's centres are inclusive and welcoming environments and will be inclusive of parents and carers who are LGB. The reorganisation of children's centre areas would have no impact on service users.</p>
Transgender	Neutral	Low	<p>Children's centres are for children under the age of 5</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			years and their families. It would be reasonable to assume that given a proportion of the population in Sheffield is trans, then a proportion of our parents and carers using our children's centres could be trans. Children's centres are inclusive and welcoming environments to all including parents and carers who are trans. The reorganisation of children's centre areas would have no impact on service users.
Carers	Neutral	Low	The services provided by children's centres have always been targeted at children under 5 and their families/carers. Each children's centre monitors the access to services by parents and carers. However we recognise that women are more likely to be affected because in traditional areas women are most likely to be the main carers and users of services.
Voluntary, community & faith sector	Neutral	Low	Overall accountability for children's centres across the city lies with the LA. Currently three organisations have been contracted to manage and govern some children's centres in Sheffield on behalf of the LA. Two of these organisations are from the voluntary and community sector and there may be some potential impact on smaller community organisations. In addition the proposal outlines the intention to bring the management and governance of all centres in house within the LA. This will have an impact on staff from those organisations and TUPE considerations will need to be considered. However, services received by children and families will not be impacted on. The intention within the proposal to outreach more into the community and use outreach venues including community venues where appropriate should enable children's centres to strengthen their relationship and partnership working with a range of providers including the voluntary, community and faith sector. There will be opportunities for involvement of this sector in aspects of early years provision via the proposed procurement process.
Financial inclusion, poverty, social justice:	Positive	Low	The characteristics of all children and parents registering at children's centres are recorded in the Estart database, however this may not include details on income. Internal profiling reports are generated to identify profiles for individual centres. This includes data on the number of households in poverty (a specific target group for children's centres). In addition centres are monitored against specific Lower Super Output areas identified as poverty areas to ensure that they encourage registration and uptake of services across those areas. There are currently 5726 families registered with children's centres that have informed the centre they are from a workless household. The proposed reorganisation of children's centres would have no impact on service users on the basis of income. Services would continue to be targeted to children under five and their families particularly those

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			living in poverty. The reorganisation of children's centres is intended to improve the ability of centres to deliver services in areas where greater need has been identified, including areas of poverty through outreach and the use of additional community venues. As services become re-focused on those in need, access may be improved for those with low/no income.
Cohesion:	Neutral	Low	<p>As part of the local authority's performance management of the children's centres, there are a range of targets which must be met including the specific focus upon the inclusion and priority of excluded groups. Children's centres would report on the qualitative and quantitative data of engaging with families in greatest need through their own self evaluation. They are monitored through OFSTED in relation to this area as well as performance management from the LA. Statutory Guidance for children's centres requires an advisory board to be established for each centre. These boards are made up of key community members, including parents, who work with the centre management team to shape the delivery of the service.</p> <p>The size of the children's centre areas will increase as part of this planned reorganisation. The majority of the existing buildings would continue to be used either as the main children's centre site or the outreach site. Services would continue to be delivered in these areas, including the use of other community venues, to capitalise on the locations and existing buildings already well used by local families. Services would be developed in locations dependent on the individual needs assessment of the areas and using the profiles made available through the LA. Centres would be encouraged to use their venues creatively to ensure that the whole community can benefit and individuals can contribute by using their own skills to benefit the children's centre, e.g. through volunteering opportunities.</p> <p>The recent consultation on this proposal to reorganise children's centre areas highlighted concerns from the public that families living in the new larger areas would not necessarily travel out of their territorial comfort zone. In addition parents expressed concerns that the transport facilities and cost would deter families from taking up services. However, this can be mitigated against through the intention to outreach services across the entire reach area to increase the ability to access where there is an identified need.</p>
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc): Neutral

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: **Q Tier Ref** **Reference number:**

Entered on Qtier: -Select- **Action plan needed:** -Select-

Approved (Lead Manager): **Date:**

Approved (EIA Lead person for Portfolio): Bashir Khan **Date:** 14 Feb 2013

Does the proposal/ decision impact on or relate to specialist provision: no

Risk rating: Low. The consultation has informed us that there is a high level of concern from parents and providers alike who perceive that there will be a high level of risk. This is due to the misconception that the proposal will lead to closure of many children's centres and services. A communications plan is being developed to clarify what the proposal will actually mean.

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
All groups	There will be a review of the new areas in two years.	Childrens Centre Co-ordinator, by end of 2015. Monitored through Children and Families SMT (Strategic) meetings.
All groups	There will be a communications plan within each area which will address the misconceptions about impact and risk	Assistant Service Manager Children's Centres, During April 2013. Monitored through Children and Families SMT (Strategic) meetings.
-Select-		
-Select-		
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Approved (Lead Manager): Julie Ward **Date:** 18 February 2013.

Approved (EIA Lead Officer for Portfolio):

Date:

Sheffield City Council Equality Impact Assessment



Guidance for completing this form is available on the intranet

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Childcare Subsidy Grants

Status of policy/project/decision: New

Name of person(s) writing EIA:

Date: 14 February 2013

Service: Early Years

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision?

The proposal is to discontinue Childcare Grant Funding after 31 March 2013 to 20 providers who are currently receiving childcare subsidy grants from the LA. The providers affected by this proposal are:

- Tiddlywinks - Arbourthorne
- Meadows –Southey/Shirecliffe /Early Days – Parson Cross (Action for Children)
- Fir Vale Preschool
- Watoto - Burngreave
- Ellesmere Childcare Centre -Burngreave
- Darnall Community Nursery
- Sunshine -Woodthorpe (Manor & Castle Development Trust)
- Sheffield Children's Centre
- Sharrow School Childcare
- Tinsley Parent and Childcare Centre (TPCC)
- Manor Community Childcare Centre
- Wybourn Primary School
- Early Steps – Stocksbridge
- Birley Primary School
- Handsworth Community Nursery
- Middlewood Winners -Hillsborough
- Osbourne House Nursery -Hillsborough
- Appletree Childcare -Grenoside
- Dickory Dock Nursery -Ecclesfield
- Shiregreen Children Centre (NHS)

The EIA has been carried out in three stages.

EIA Part 1. This involved a desk top analysis of various sources of information to develop a profile of the provider, the services they offer and their users. This was combined with the Childcare Sufficiency Assessment profiles and local community profile characteristics to predict the likely supply and demand for the locality. All this information was combined to complete an overview of the childcare market in each area for each of the 21 settings.

EIA Part 2. As Part 1 was a statistical desktop exercise all affected providers were invited to complete Part 2 of the EIA to enable them to fully input their perspective so that the unique characteristics and circumstance of each provision was fully considered. Each provider was given the option of meeting with Local Authority officers prior to completing Part 2 to discuss their concerns and to clarify any queries that they might have about the information required from them. They were asked to gauge the likely impact of the proposal and how this would effect them, their services and their users and to present any alternative proposals they felt the LA should consider. 19 of the 21 settings (one provider manages 2 settings) agreed to meet with the LA prior to completing Part 2. 1 provider submitted Part 2 without meeting the LA and 1 chose not to participate.

EIA Part 3. This final document brought together Parts 1 and 2 to provide an overarching EIA. and outlines the risks, the impact and indicates how the LA might mitigate for each.

This EIA is a summary of the EIA's that were carried out for each of the 20 individual providers who came under the scope of this proposal.

The data used for this EIA is based on the information returned by providers in Part 2 of their EIA indicating the number of places they were currently offering and the January 2013 census returns.

This may vary from the last Childcare Sufficiency Assessment (CSA) profiles and in many cases will be lower than the physical capacity of provision within the area.

Physical capacity will be used to identify potential places if necessary as part of the final options where a provider has indicated that they will reduce or cease their childcare provision and where this decision impacts on the Local Authorities Sufficiency Duty.

Under the Age section the users have been divided into three categories, specifically, Paid for childcare, 2 Year old Free Early Learning (2 year old FEL) and 3 & 4 year old Free Early Learning (3 & 4 year old FEL). These illustrate different users with distinctly different needs and characteristics.

This is because the Childcare Act 2006 places Duties on LA to ensure that there is sufficient childcare. Childcare is categorized under specific sections in the Act.

- Section 6, is the Duty to secure sufficient childcare for working parents
- Section 7 is the Duty to secure prescribed early years provision free of charge for eligible 3&4 year olds
- From September 2013 it will also become a statutory duty of the LA to ensure there are sufficient 2 year 15 hr places for children who meet the eligibility criteria.

As a general rule the Paid for Childcare comes under Childcare Act 2006 Section 6 and tends to support parents and carers in work or training and is often used where the extended family support network is not available.

2 year old FEL has only been available on referral until now but will be available to those 2 year olds whose family would qualify for Free School Meals from March 2013. These are families who are generally on low income or benefits.

3 & 4 year old year old FEL is a universal benefit open to all 3 and 4 year olds. As a universal benefit it is used as a stand alone benefit by non working parents and together with paid for childcare as part of the wrap around childcare by working families.

When assessing the "Risk of loss of provision" this has been concluded from an analysis of the levels of financial support that we are aware of, that the provider receives (EIA Part1), together with the information gathered from the consultation meetings with the providers and their EIA Part 2 submissions where they have indicated their intention

- **High Risk** - Is where a provider has indicated they will close
- **Medium Risk** – means that the provider has indicated partial withdrawal or is unsure about this provision in the future.
- **Low Risk** – is where the provider has indicated there will be little or no changes to services or where they are not required for the LA’s sufficiency duty.

Are there any potential Council staffing implications, include workforce diversity?

There are no Council staffing implications however there may be staff implications at individual settings should they decide to reduce their provision or close. Early Years settings tend to have a predominantly female workforce.

Under the Public Sector Equality Duty, we have to pay due regard to: “Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.” More information is available on the council website

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Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
<p>Age This proposal affects children under age 5, who are a protected group.</p>	<p>Negative</p>	<p>Medium</p>	<p>There are 4 providers who indicated they would have to close or withdraw from the childcare market;</p> <ul style="list-style-type: none"> • Sunshine Preschool , Manor and Castle Development trust (MCDT) • Early Days /The Meadows (Action for Children) • Tinsley Green Nursery (TPCC) • Shiregreen Children Centre <p>There are 7 providers who indicated they would need to reduce their services. These providers have indicated that they require time to remodel their delivery for long term sustainability but most of their services will be retained.</p> <ul style="list-style-type: none"> • Manor Community Nursery (Potential to close in 12 months) • Darnall Community Nursery(DCN) • Ellesmere Childcare Centre • Sharrow School Childcare • Watoto nursery • Fir Vale Preschool (El Nisah) • Arbourthorne Tiddlywinks <p>There are 9 providers where the provider has indicated there will be little or no changes to services or where they are not required for the LA’s sufficiency duty. These providers are either not needed for sufficiency purposes as there are plenty of places for children in that areas, or have indicated that they may require time to remodel their delivery but the proposed reduction in services should not impact on the LA’s sufficiency duty</p> <ul style="list-style-type: none"> • Handsworth Community Nursery(HCN)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<ul style="list-style-type: none"> • Birley School Childcare • Wybourn School Childcare • Middlewood Winners • Osbourn House • Early Steps Stocksbridge • Sheffield Childrens Centre • Appletree Childcare • Dickory Dock nursery <p>IMPACT Potential shortage of 2 year old FEL and 3&4 year old year old FEL places in the following areas;</p> <ul style="list-style-type: none"> ○ Woodthorpe ○ Parson Cross/Southey Green ○ Tinsley ○ Shiregree <p>Mitigation – The local authority will ensure that it fulfils its sufficiency duty and will explore further options to address this shortage. The LA will step in to manage the transition process or support with change.</p> <p>Potential travel implications for parents and carers who may have to travel further to access childcare places.</p> <p>Parents and carers may find that additional childcare costs where they want to access childcare over and above the FEL entitlement vary across providers and areas of the City.</p>
Disability and vulnerable children	Negative	Medium	<p>Potential travel implications for children with disabilities which may be positive for parents as provision should be more locally accessible.</p> <p>Potential change of placement for some children with disabilities. This will require careful handling especially for those children with Autistic Spectrum disorders who find change very difficult.</p>
Pregnancy/maternity	Negative	Low	<p>There may be some impact where providers no longer offer 0-2 places. This may result in some parents with very young children needing to find alternative places.</p> <p>The local authority will meet its information duty by making sure alternative childcare provision e.g childminding is promoted and that parents are informed of all options. Therefore there should be</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<p>minimum impact.</p> <p>There may be a change of venue for accessing support sessions. Maternity services are universal and will continue to be available across the City through children's centre areas</p>
Race	Negative	Low	<p>Some carers of BME children who require childcare provision to attend ESOL classes may need to find alternative venues, there are many venues offering ESOL courses with childcare provision so there should be minimal impact.</p> <p>BME communities are a specific target group for children's centres, in some areas a high proportion of BME staff are employed and there may be some impact if settings withdraw their services in those areas.</p> <p>The local authority will monitor this situation carefully and fulfil its equalities duties.</p>
Religion/belief	Neutral	Low	<p>The Early Years Foundation Stage, requires providers to have an equality policy. All providers are required to ensure that provision is accessible for all religious groups and that any specific needs are met. All providers of FEL are bound by the Code of Practice for FEL.</p> <p>There is no known tie to any particular religious group served by these providers however it is an expectation that all provision is inclusive of all religions in line with the requirements of the FEL - Code of Practice and the Equality Act 2010.</p> <p>Whilst the information available provides no direct link between religion and deprivation it can be reasonable assumption that families from some ethnic groups are more likely though not exclusively to be aligned to a particular faith.</p> <p>National and local statistics have often indicated a link between ethnicity and deprivation. See Race section.</p>
Sex	Negative	Medium	<p>It is likely that the majority of children are primarily cared for by a female parent/carer and particularly in some traditional areas and cultures. There may be an impact on their learning and employment opportunities.</p> <p>Females, as the majority of the workforce, may be disproportionately affected by any reduction in the workforce numbers or hours.</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Sexual orientation	Neutral	Low	No impact on children but it is recognised that staff and parents and carers may be from this category. It is a requirement that all providers are fully inclusive. FEL - Code of Practice and obligations under the Equality Act 2010.
Transgender	Neutral	Low	No impact on children but it is recognised that staff and parents and carers may be from this category. It is a requirement that all providers are fully inclusive. FEL - Code of Practice and obligations under the Equality Act 2010.
Carers	Negative	Medium	The majority of carers will be female. Potential lack of provision or change of venue for childcare may impact on employment and education opportunities.
Voluntary, community & faith sector	Negative	Medium	<p>The affected providers consist of;</p> <ul style="list-style-type: none"> 11 community organisations 2 large children's charity 1 NHS 3 schools 3 private companies <p>The 4 largest providers who have indicated they are at risk of withdrawing from providing childcare have in general high overheads compared to other providers and need to address their business and operational model of delivery</p> <p>Some of these providers operate in disadvantaged areas of the City. Maintaining occupancy in settings and maintaining paid for childcare may be more difficult for some organisations. The local authority will continue to target areas where take up of places is low.</p> <p>The current grant funding arrangements are not equitable across the City as the subsidy grants have only been allocated to 20 providers</p> <p>Other opportunities to be involved in the early years sector will be available through procurement of new specifications for support services.</p>
Financial inclusion, poverty, social justice:	Negative	Medium	<p>Social Inclusion – Where parents/carers are attending ESOL classes they may need to access different venues.</p> <p>There could be difficult in accessing employment and education for BME mothers and new arrivals to the City if fewer childcare places are available or there is a need to make alternative travel arrangements.</p>
Cohesion:	Neutral	Low	See above .

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Future growth	Positive	High	<p>The 2 year old FEL programme is expected to double the number of eligible children in September 2014. This will lead to pressures to create new places in the areas affected by this proposal but will also provide an opportunity for income growth for remaining providers.</p> <p>Areas identified for particular growth are;</p> <ul style="list-style-type: none"> • Manor • Shiregreen • Woodthorpe <p>The local authority will be working with the sector to encourage the market to create places for children and families in these areas</p>

Overall summary of possible impact (to be used on EMT, cabinet reports etc): High impact.

This EIA summarises the evidence from the the desktop analysis and engagement with providers as part of developing the full EIA. Information from this which included individual EIAs for each of the 20 providers illustrates a range of potential impacts on specific communities as well as cross-cutting issues impacting on the VCF sector and social inclusion. Approaches to how we will mitigate impact are outlined in the accompanying action plan

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date:

Q Tier Ref

Reference number:

Entered on Qtier: -Select-

Action plan needed: -Select-

Approved (Lead Manager):

Date:

Approved (EIA Lead person for Portfolio): Bashir Khan **Date:** 14 Feb 2013

Does the proposal/ decision impact on or relate to specialist provision: No

Risk rating: High

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date:

Q Tier Ref

Reference number:

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
Age	<p>To ensure that there continues to be sufficient Early Years provision the LA will focus on it's childcare sufficiency duty in it's role as market facilitator and advisor providing ongoing sufficiency information by;</p> <ul style="list-style-type: none"> • Assessing demand for childcare at all levels • Assessing the supply of childcare and • Analysing the gap between supply and demand • Publishing a Childcare Sufficiency Assessment document(CSA) • Keeping the childcare market informed of potential surplus places and gaps in provision. <p>Where the current level of provision is necessary to maintain sufficient childcare the LA has started and will continue to explore future options with provider including;</p> <ul style="list-style-type: none"> • Increasing their market share through expansion of the 2 year old FEL places • Offering parents the stretched offer which might allow them to increase the number of children they can accommodate and allow parents to better balanced childcare cost throughout the year. • Adopting a full year service • Reducing the wrap around element of their childcare to reduce loss making activity. • Entering into partnership with other local providers to reduce management and administration costs • Transfer to another provider. <p>In relation to transition plans there will be a need for some organisations to change their business model, staffing structures and delivery in order to move to a sustainable future. Advice and assistance will be available over a three month period to work on action plans for a sustainable future.</p> <p>Where organisations indicate that they will no longer be providing childcare services we will actively seek to manage the market in line with our sufficiency assessment. A risk assessment is in place and actions outlined to minimise any sufficiency risks in a locality and</p>	<p>Childcare Planning Team lead supported Market Management Team.</p> <p>Monthly Market management Sufficiency reporting by the Childcare Planning Team. They will continue to report to Elected members and the public through the CSA process on a regular basis.</p> <p>LA inclusion teams will support families with the transition to an alternative provision.</p> <p>The Code of Practice will ensure compliance by FEL providers</p>

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
	<p>in some cases more detailed negotiations are taking place.</p> <p>Where providers have given notice of closure we are working with alternative providers to secure the service and developing action plans through a transition period with a view to securing another provider to take over</p> <p>We will work with parents and carers to ensure any changes or transitional arrangements will maintain consistency of service and support any parent's requests in seeking alternative childcare provision.</p> <p>Parents will be supported to find alternative provision and the Council will continue to ensure that they will be able to access suitable childcare which meets their needs through careful monitoring of supply and demand in the CSA. Under and oversupply of places will be managed in accordance with the Market Management Strategy</p> <p>Options and actions will be assessed and a preferred option identified to address any sufficiency issues.</p> <p>There will be a crisis fund for those families identified as needing short term support.</p> <p>We will monitor the impact of discontinuing the Childcare subsidy grants and effectiveness of the mitigations i.e . via the Children and families SMT (strategic) meetings,</p>	
Disability and vulnerable children	<p>We will consider the level of disabled / vulnerable children accessing any provision which is facing a reduction or closure. We will consider the area which these children travel from and where possible will seek out local provision.</p> <p>In addition there will be short term emergency funding available for individual children where the family are facing an immediate or short term crisis this will be identified through a Common Assessment Framework assessment. (CAF).</p> <p>The Common Assessment Framework (CAF) provides an assessment tool for professionals to use when assessing children and young people who require additional support.</p>	<p>Childcare Delivery Team</p> <p>Working with Inclusion & Learning Service inclusion officers.</p> <p>Various LA inclusion teams will support families with the transition to an alternative provision.</p> <p>The Code of Practice will ensure compliance by FEL providers</p>
Race	See AGE section	See AGE section

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
Carers	See AGE section	See AGE section
VCF	See AGE section The market brief for procurement of early years services for early engagement and family support will provide opportunities for this sector. This will be available from April 2013.	See AGE section. Resources and commercial services
Financial Inc	Whilst it is acknowledged that most of the provider's additional services are interdependent on the childcare and that they bring added value in areas of EIP, social inclusion, community engagement etc. childcare and the Councils Sufficiency Duty are the principle drivers for consideration with this proposal and as part of this EIA. For providers the expansion of the 2year old FEL programme provides an opportunity to access additional funding particularly in the areas most affected by this proposal.	Childcare Planning Team lead supported by the Childcare Delivery Team and Family Information Services.
Cohesion	See Age and Financial inclusion section	See Age and Financial inclusion section
Premises	Where there is a high risk provider with premises implications the LA will work with the provider and partners to develop an appropriate resolution.	
Future demand	Future demand 2012 to 2015 The 2 yr old FEL programme will continue to expand and is expected to double in size from around 700 places in 2013 to over 1,400 places in 2014 which should assist in sustainability for providers in the future.	Childcare Planning Team All providers will be given access to information regarding the numbers and location by children centre area of 2 yr old FEL places required in 2013 and 2014.

Approved (Lead Manager): **Date:**

Approved (EIA Bashir Khan 14 Feb 2013)

Sheffield City Council Equality Impact Assessment



Guidance for completing this form is available on the intranet
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Name of policy/project/decision: Early Years Proposals

Status of policy/project/decision: New

Name of person(s) writing EIA: Andrew Smith

Date: 12/02/12

Service: Children & Families (Early Years)

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision? The proposed transfer of the management and delivery of 7 local authority maintained nurseries by completing the transfer of 3 nurseries to Schools, and to progress the transfer of the 4 remaining nurseries within the Childcare market.

Are there any potential Council staffing implications, include workforce diversity?

There is a potential that as a result of this project, there may be some staff reductions or a re-designation of roles. The workforce that may be affected is predominantly female.

Under the Public Sector Equality Duty, we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." More information is available on the council website

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	<p>Provision of early years is targeted to the 0-5 age range and all providers are required by EYFSto have an Equality Policy.</p> <p>The proposal which if approved by Cabinet could see the maintained childcare provision being transferred to an alternate provider. If the outline proposal is approved by Cabinet, then proposal will be developed further.</p> <p>However, the implementation phase would take up to 2 years and is dependant on the agreed transfer arrangements. There may be staff changes which would be subject to management arrangements and the location of the provider. A full Managing employee reductons / Achieving Change process would then be followed.</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			<p>The EYFS has placed a requirement on all providers to have an Equality Policy. All providers are required to ensure that the provision is accessible to anyone with a disability or a child with SEN.</p> <p>In addition, the Equality Policy would support an inclusive environment for other protected characteristics such as different BME groups, religion and faith etc.</p> <p>It is anticipated that there will be no differential impact on the end user.</p>
Disability	Neutral	Low	For impact, see age.
Pregnancy/maternity	Neutral	Low	For impact see age.
Race	Neutral	Low	For impact, see age.
Religion/belief	Neutral	Low	For impact, see age.
Sex	Neutral	Medium	The workforce is predominantly female which may impact on their employment and opportunities
Sexual orientation	Neutral	Low	For impact, see age.
Transgender	Neutral	Low	For impact, see age.
Financial inclusion, poverty, social justice, cohesion or carers	Neutral	Low	For impact, see age.
Voluntary, community & faith sector	Neutral	-Select-	For impact, see age.
Other/additional:	-Select-	-Select-	
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc):

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: **Q Tier Ref** **Reference number:**

Entered on Qtier: -Select- **Action plan needed:** -Select-

Approved (Lead Manager): **Date:**

Approved (EIA Lead person for Portfolio): **Date:**

Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: Medium

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
Workforce	Monitoring the effect of the changes on workforce profile and measures to support affected employees. The workforce is mainly female.	
Financial Inc	Monitoring the change to determine if there is a negative impact, if so what steps can be taken to reduce the negative impact.	
VCF	Monitoring to ensure that the changes do not adversely impact on the VCF	
-Select-		
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Approved (Lead Manager): **Date:**

Approved (EIA Lead Officer for Portfolio): **Date:**

Sheffield City Council Equality Impact Assessment



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Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Procurement of Early Years services.

Status of policy/project/decision: New

Name of person(s) writing EIA: Julie Ward/Carol Whitaker

Date: 11-02-2013

Service: Early Years & Specialist 0-19 Services

Portfolio: Children, Young People and Families

What are the brief aims of the policy/project/decision? To implement a substantial change programme for the procurement of services for Sheffield's Early Years and Specialist 0-19 services, in order to bring them in line with Council Standing Orders. These services were previously financed via a grant funding process, the services will be going out to competitive tender for the first time in 2013-14. A number of services, currently grant funded, will not be going out to tender and the current Funding Agreements with existing providers will be de-commissioned on 31 March 2013.

Are there any potential Council staffing implications, include workforce diversity? Yes, there are some job losses anticipated within those organisations whose Funding Agreements will be de-commissioned on 31 March 2013 and there are potential TUPE implications for staff currently working for organisations whose services will be offered via the competitive tender process in 2013-14. This will be managed within the tender process. The staff profiles- reflect a predominantly female nature of the workforce...

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Positive	Low	<p>Early Years Services, Early Engagement and Family Support, are targeted at the 0-5 age range and their families, and Specialist Services are targeted at 0-19s. Offering these services for delivery via a competitive tender process, allows for more prescriptive and targeted services. It is anticipated that this will benefit all families by giving them more opportunity to access high quality services in their local areas when they are needed. Plans to improve the quality of early years provision in all settings will lead to improved outcomes for children at the end of the foundation stage. There will be an expansion of services provided to families to include more home based care which will be more flexible to families extended working patterns.</p> <p>Stakeholders indicated the need for easier and</p>

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			friendly access to service delivery. Services aimed at the 0-19 age group will continue to be delivered city-wide ensuring access for all children and young people who require them.
Disability	Positive	Low	.All Early Years provision will continue to be inclusive and promote the Special Educational Needs (SENCO) and the Equalities Needs Coordinator (ENCO) responsibilities. Funding and provision for children and their families will be more closely tailored to their needs. This will increase staff knowledge and skills in equality of opportunity and meeting the needs of children with disabilities
Pregnancy/maternity	Positive	Low	The service aimed at pregnancy/maternity is being transferred to Public Health and will continue to be delivered. Expectant mothers will be able to continue to access all services locally...
Race	Positive	Low	All Early Years provision will continue to be inclusive and promote the responsibilities of the Equalities Need Co-ordinator (ENCO) and funding will be distributed to meet the needs of BME groups. It is the intention to ensure that services are more inclusive of diverse needs and the views of stakeholders inform service delivery.
Religion/belief	Neutral	Low	All Early Years provision is accessible for all religious groups. It is anticipated that there will be no impact on service users from this change.
Sex	Positive	Low	There is no direct impact on service users accessing the range of services; service users and workforce are predominantly female. Services will be accessible and available to both genders. There may be impact through procurement for female staff.
Sexual orientation	Neutral	Low	There is no impact on the service users. However we understand the need to ensure that all provision is equitable and recognise the different family patterns of our users.
Transgender	Neutral	Low	There is no impact on the service users. However we understand the need to ensure that all provision is equitable and recognise the different family patterns of our users.

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Financial inclusion, poverty, social justice, cohesion or carers	Positive	Low	<p>The procurement of services via the competitive tender process will contribute to the key imperatives of the Council's ambitions to tackle poverty and improve the health and well being of children across the City. The main focus will be to meet the needs of the most vulnerable families and support local communities by distributing resources where they are most needed. Evidence of need and this approach will also help to maximise resource allocation and utilisation at a time of diminishing resources. Stakeholders support the need to target resources to those families most in need.</p> <p>Access to services will be improved through the reorganisation of the children's centres so that families in poverty are able to access services locally in most cases within walking distance of their home. Poverty indicators will be taken into account when assessing tender applications and distributing available funding.</p> <p>Improved integration of services and further development of a whole family approach and whole family plan will help to reduce inequalities in child development and improve parents' aspirations, self esteem and parenting skills thus improving life chances.</p>
Voluntary, community & faith sector	Positive	Low	<p>There will be opportunities for the V C & F sectors to work in partnership across all the early years' sectors and participate as a provider on the supply list for coordinated service delivery. Stakeholders have indicated that they would support this approach.</p> <p>By opening services up to competitive tender, the V C & F sector has the opportunity to submit a bid to deliver Early Years and Specialist services.</p> <p>Current V C & F providers may face job losses due to the change in procurement of Early Years and Specialist services, and due to the de-commissioning of, mainly, provider forum Funding Agreements on 31 March 2013. These providers will be able to apply to deliver services via the competitive tender process.</p>
Other/additional:	-Select-	-Select-	
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc): Positive

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: **Q Tier Ref** **Reference number:**
Entered on Qtier: -Select- **Action plan needed:** No
Approved (Lead Manager): Julie Ward **Date:**
Approved (EIA Lead person for Portfolio): **Date:**
Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: Low

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
All groups	The effectiveness of the revised approach will be monitored to ensure that it delivers it's aims and objectives	
All groups	There will be a communications plan which will address the misconceptions about impact and risk	
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Approved (Lead Manager): Julie Ward **Date:**
Approved (EIA Lead Officer for Portfolio): **Date:**

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