

Cabinet

Wednesday 17 January 2018 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	(Leader of the Council)
Councillor Olivia Blake	(Cabinet Member for Finance and Deputy Leader)
Councillor Ben Curran	(Cabinet Member for Planning and Development)
Councillor Jackie Drayton	(Cabinet Member for Children, Young People & Families)
Councillor Jayne Dunn	(Cabinet Member for Neighbourhoods and Community Safety)
Councillor Mazher Iqbal	(Cabinet Member for Business and Investment)
Councillor Mary Lea	(Cabinet Member for Culture, Parks and Leisure)
Councillor Bryan Lodge	(Cabinet Member for Environment and Streetscene)
Councillor Cate McDonald	(Cabinet Member for Health and Social Care)
Councillor Jack Scott	(Cabinet Member for Transport and Sustainability)

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. 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 and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

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.

If you require any further information please contact Simon Hughes on 0114 273 4014 or email simon.hughes@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**CABINET AGENDA
17 JANUARY 2018**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 1 - 4)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 5 - 28)
To approve the minutes of the meeting of the Cabinet held on 13 December 2017
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny**
There have been no items called-in for scrutiny since the last meeting of the Cabinet.
- 8. Retirement of Staff** (Pages 29 - 32)
Report of the Executive Director, Resources.
- 9. Month 8 Capital Approvals** (Pages 33 - 64)
Report of the Executive Director, Resources.
- 10. Housing Revenue Account (HRA) Business Plan and HRA Budget 2018/19** (Pages 65 - 106)
Report of the Executive Director, Place
- 11. Acceptance of Sustainable Travel Access Fund Grant** (Pages 107 - 122)
Report of the Executive Director, Place
- 12. Conditions of Tenancy Review (Council Housing)** (Pages 123 - 154)
Report of the Executive Director, Place
- 13. Registration of High Hazels Park as a Charitable Trust** (Pages 155 - 170)

Report of the Executive Director, Place

**NOTE: The next meeting of Cabinet will be held on
Wednesday 14 February 2018 at 2.00 pm**

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

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Cabinet

Meeting held 13 December 2017

PRESENT: Councillors Julie Dore (Chair), Olivia Blake, Ben Curran, Jackie Drayton, Jayne Dunn, Mazher Iqbal, Mary Lea, Bryan Lodge and Jack Scott

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1. APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Cate McDonald.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 The Chair, Councillor Julie Dore, reported that the Appendix to agenda item 18 (see minute 17 below) – ‘Waste Services Review: Next Steps’ was not available to the public and press because it contained exempt information described in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), relating to the financial or business affairs of any particular person. Accordingly, if the contents of the Appendix were to be discussed at the meeting, the public and press would be excluded from the meeting at that point in the proceedings.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the previous meeting of the Cabinet, held on 15 November 2017, were approved as a correct record.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Public Question in respect of Evidence Based Policy and Air Quality

5.1.1 Vanessa Lygo commented that evidence based policy demanded a rational, rigorous and systematic approach. It was based on the premise that policy decisions should be informed by a wide range of available evidence and should include rational analysis. It was now widely recognised that policy decision making which was based on systematic evidence was seen to produce better outcomes.

5.1.2 Ms. Lygo asked did this Council and its Members support and promote the concept of evidence based policy development (EPB)? And was the proposed Clean Air Strategy underpinned by the wide body of evidence that supported different methods of tackling air pollution?

5.1.3 In response, Councillor Jack Scott, Cabinet Member for Transport and

Sustainability, commented that the Council did support evidence based policy. Some of the solutions to reducing air pollution were not cheap, easy and popular but they were the right things to do. The Strategy did reference an evidence based approach. The Council needed to win hearts and minds and interventions needed to be based on evidence and thought through properly.

5.2 Public Question in respect of Clean Air Strategy

5.2.1 Brian Mosley asked, given the overwhelming body of scientific evidence demonstrating the valuable services of urban roadside trees in improving local air quality, how did the Council explain the glaring omission in this proposed Clean Air Strategy? Why was there no consideration of urban vegetation and trees included in this purported progressive and modern strategy?

5.2.2 Councillor Jack Scott responded that pages 56/57 of the Strategy was explicit about the role trees could have. The Council had planted 65,000 new trees. Dead trees did not improve air quality. The Council could increase street trees by 10x and it would have a negligible impact on air quality.

5.2.3 The key was to prevent dangerous emissions in the first place. The Clean Air Strategy was the boldest plan in the country to try and improve air quality. Councillor Scott understood concerns in respect of street trees but the Council could quadruple the number of trees in the City and it would still have a negligible impact on air quality.

5.3 Public Question in respect of Clean Air Strategy

5.3.1 Neil Parry commented that he welcomed the new Clean Air Strategy and believed it to be bold and ambitious. The citizens of Sheffield wanted this public health emergency sorting out for the sake of the health of their families. The Strategy stated “working together to tackle the sources of air pollution will create a healthy thriving City”.

5.3.2 Mr Parry added that the Air Quality Action Plan approved by the Council in 2013 was also ambitious but seen as anti-business by some senior Councillors and Officers. This perpetuated the notion that if something was good for the environment it must be bad for business. Even though senior Officers were designated champions charged with implementing the action plan, Mr Parry believed it had a very low priority and failed to make an impact.

5.3.3 Mr Parry therefore asked will the implementation of the Clean Air Strategy be a high priority for the Council and Officers or be seen as another task to be done after their day’s work has finished?

5.3.4 Councillor Jack Scott welcomed Mr Parry’s support for the Strategy. The Strategy stated that clean air was a good driver for economic growth. He also welcomed the challenge to the Council and believed that the Strategy should be fundamental to people’s day job. He understood the scepticism following the Air Quality Action Plan but saw renewed enthusiasm to make this Strategy work. Councillor Scott believed it was a social justice issue and there could not be a fairer City without

cleaner air in poorer areas. The Council could not implement the Strategy on its own and needed to work with partners to create cleaner air. Following approval of the Strategy at the meeting today, further plans would be brought forward as to how the Strategy would be implemented.

5.4 Public Questions in respect of War Memorial Trees

5.4.1 Sue Rodgers referred to the Cabinet report, on the agenda for the meeting, in respect of War Memorial Trees. She referred to the statement in the report which read that, 'following discussions with residents on the War Memorial streets, practical and affordable options be considered to replant trees that were lost and not replaced in previous years prior to the current Streets Ahead contract'.

5.4.2 Ms. Rodgers commented that there had been no invitation or discussions to her knowledge to residents on Oxford Street and she suspected neither Binfield or Frechville Street and possibly not Springvale Road. Could the Council evidence this consultation?

5.4.3 Ms. Rodgers further referred to the statement in the Cabinet report that 'the Council would guarantee that the 300 new trees in parks and any possible replacement trees in parks and any possible replacement trees on the war memorial streets, be replanted in perpetuity'. Ms. Rodgers asked what did this mean? And had there been any Citywide consultation on this?

5.4.4 Ms. Rodgers further referred to the statement in the Cabinet report which read 'the survey gauged public reaction to specific tree proposals on a street by street basis. Any streets where a majority of respondents disagreed with the proposed works were referred to the Independent Tree Panel (ITP) for an independent second opinion'. Ms. Rodgers believed that, at the time of this survey, there was no knowledge of the memorial status of the trees on Oxford Street, discovered by Ms. Rodgers after the survey. Also, she believed there had been no consultation survey on trees on Tay Street even though these trees were known to be memorial trees.

5.4.5 Ms. Rodgers then referred to the statement in the Cabinet report which said that 'Tay Street was not included in the household survey as there were no residences. Two trees needed to be replaced. Both were damaging the highway and one was dying'. Ms. Rodgers commented that, from the information given to residents by the Council to identify the trees, the one purported to be dying looked completely healthy and repeated requests and promises for this to be reviewed by the ITP had been ignored.

5.4.6 Ms Rodgers further referenced the Cabinet report which stated 'Oxford Street 8 trees referred to the ITP. ITP agreed with the Council for replacement of 4 trees and proposed engineering works on 4 trees. Following further review the Council agreed with ITP advice and had found a solution to retain 3 of the 4 trees the ITP advised could be retained'. Ms. Rodgers commented that the fourth tree which the ITP wished to retain and which was condemned by the Council was the tree with the highest CAVAT (Capital Asset Value for Amenity Trees) of trees under threat surveyed in Sheffield. It was located on a busy residential road next to a tall block

of flats with many residents who would benefit from its air cleaning attributes. Ms. Rodgers believed the 3 trees at the top of the street would benefit from islands into the street which would also benefit traffic calming which was needed as the street was a rat run.

- 5.4.7 In concluding, Ms. Rodgers commented that she would be grateful if her observations, comments and questions could be addressed at the meeting.
- 5.4.8 Councillor Bryan Lodge, Cabinet Member for Environment and Streetscene, responded that the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee had been requested to look at the issue of the War Memorial trees and their recommendations had been accepted by Cabinet. People had fed their views into the Council and many petitions had been submitted. Any trees that have to be felled will be replaced and kept in perpetuity. Any of the trees which had been felled previously would be replaced where it was feasible.
- 5.4.9 Paul Billington, Director of Culture and Environment, commented that the Judge, in a recent legal judgement regarding trees, accepted that a number of meetings had taken place regarding the issue of tree felling. Significant public consultation had taken place and an open public meeting had taken place in respect of Western Road. The Council had not been able to commit previously to replacing trees in perpetuity but the report on the agenda for this meeting was now recommending that this take place.
- 5.4.10 Councillor Mary Lea, Cabinet Member for Culture, Parks and Leisure, confirmed that 300 trees would be planted in parks around the City and discussions were now being held as to the locations for these. The locations would be presented for public consultation and it was hoped that they would be planted for the 100th anniversary of the end of the First World War.
- 5.4.11 Paul Billington added that a heritage review had not taken place. This was a highways maintenance contract and not just about trees. The Council's position had been supported by the Courts on two occasions. The Council was committed to preserving war memorials so he hoped that the public could support the proposals going forward.

5.5 Public Questions in respect of War Memorial Trees

- 5.5.1 Elizabeth Motley commented that engineering solutions allowed within the Streets Ahead Contract were the use of thinner profile kerbs, excavations for root examination, rambling or reprofiling, flexible paving or surfacing, removal of displaced kerbs and filling of pavement cracks, root pruning, root shaving, root barriers and guidance panels, tree growth retardant, the creation of larger tree pits, heavy crown reduction or pollarding to stunt tree growth and retention of dead, dying, dangerous and diseased trees for their habitat value. Creation of new tree pits which allow air and water to pass deep into the roots, which may lead to surface level roots subsidising back down.
- 5.5.2 Ms. Motley added that, where tree roots were damaging buildings, if this was low

garden walls, then she believed that these could be rebuilt at a likely cheaper cost than felling a tree and replanting would be. Surely, therefore felling should be a last resort?

- 5.5.3 Ms. Motley then referred to the costings presented in the report on the agenda for the meeting. She asked if they had been independently assessed by a Quantity Surveyor or estimator, who had no connection to Amey? If not, how could we ensure that they represented value for money?
- 5.5.4 Ms. Motley then asked how had the need for 5m length build outs been calculated? Had an independent civil engineer looked at this and made an independent assessment?
- 5.5.5 Ms. Motley further commented that she believed that it had been assessed by independent experts that only three build outs were necessary for the whole length of Western Road. How had this led to the assumption that 35 car parking spaces will be lost?
- 5.5.6 Ms. Motley also asked how had the sum of £500k come about for retaining the trees? Had this cost been independently cross checked? She further asked why weren't these figures drawn up by independent experts, not the actual contractor doing the work? She concluded by commenting that the trees proposed to be felled were street related and not park related. Their connection was in the same streets where the boys that were killed in the wars walked to school. She did not believe putting them in parks was acceptable as it did not represent the same connection, memory and local linkages.
- 5.5.7 Councillor Bryan Lodge responded that engineering solutions were undertaken as a matter of course across the City, for example on Carterknowle Road, and these incidences were not recorded as they were undertaken as part of routine ongoing work. He had seen evidence of the damage caused to people's properties and engineering solutions would not work with trees in these circumstances.
- 5.5.8 Councillor Lodge believed the views of tree protestors were not shared by everyone across the City but people did not feel comfortable in coming forward to share the alternative viewpoint because of the behaviour of some of the protestors.
- 5.5.9 Existing trees would be replaced as well as those that had been felled in the past. Trees across the City were being replaced and the Council was planting around an extra 600 trees. He believed that it was right to replace the trees near the school and an additional 300 trees would be planted in parks across the City.
- 5.5.10 Councillor Lodge accepted there was cynicism in relation to the costs quoted but further detail could not be released due to commercial sensitivity. Costs were looked at as part of the bidding process and the previous Council Administration had been involved in looking at the specification. Amey's schedule of rates were competitive compared to other options and Councillor Lodge was confident that it was value for money.

5.5.11 If approval was given at the meeting today, Amey would not necessarily be given the contract and it would go out to tender. He was confident that the figures in relation to the parking spaces was correct.

5.6 Public Question in respect of War Memorial Trees

5.6.1 Nicky Bea commented that she believed it was very disrespectful to the fallen World War 1 Soldiers to fell the memorial trees. Had the Council considered seeking funding from memorial or military groups to save the trees and, if not, why not?

5.6.2 Councillor Lodge stated that this was not a decision taken lightly. He believed it was disrespectful to those that had their properties, drives etc. damaged to not undertake the work to prevent this in the future. Consideration was undertaken of alternative funding but no groups had come forward to provide this.

5.7 Public Question in respect of War Memorial Trees

5.7.1 David Dilner asked how many of the 41 Memorial Trees were unsaveable using any of the 14 engineering solutions in the Streets Ahead Contract that came at no extra cost to the taxpayer?

5.7.2 Councillor Lodge responded that the trees referred to in the report had been identified as the engineering solutions would not resolve the damage caused to properties, driveways, boundary walls etc. and the damage that they could cause in the future.

5.8 Public Questions in respect of War Memorial Trees

5.8.1 Reuben Fowles asked the following questions in respect of the War Memorial Trees:-

(i) Has Amey produced any paperwork to show that they have considered all the possible engineering solutions provided for in the Streets Ahead Contract and their reasons for excluding their use for each endangered tree on Western Road? Can we see this paperwork?

(ii) Would it be possible to plant any more saplings in the spaces along Western Road and Mona Road and review the trees again every five years or so to produce a rolling scheme of review, repair and replacement rather than tearing down half the mature trees in one fell move and worsening the level of airborne pollutants for decades to come?

(iii) The ITP report recommended saving eleven of the trees listed for removal. Once again, Mr Fowles believed, their findings had been ignored. Why did Amey have the final jurisdiction over the street trees owned by the City of Sheffield? Can we see the Amey report that has refuted all the ITP recommendations for Western Road?

(iv) After the Council Scrutiny Committee, the residents of Western Road were

promised further consultation to consider their views on the report. Since then, the residents had heard nothing. When will this pledge be honoured?

5.8.2 Councillor Bryan Lodge commented that the Council's response to the ITP findings was available on the Council's website. The City Council made the final decision and not Amey. Further investigation work had taken place and it was found that the solutions were not possible. Some of the trees the ITP had identified for solutions had been saved and details of this were available on the Council's website.

5.9 Public Questions in respect of War Memorial Trees

5.9.1 Arthur Baker asked the following questions in respect of War Memorial trees:-

(i) How much confidence does the Council have in the Amey estimate of £310,000 for the cost of saving the Western Road memorial trees? Does the Council have any plans to consult any other organisation for a more independent estimate of these costs?

(ii) Could the Leader of the Council give Mr Baker, as a resident of Western Road, a categorical assurance that 'masked Council thugs' will not be used on Western Road during tree felling as they had been used in other parts of the City?

(iii) Would the Leader of the Council agree with Mr Baker and the Secretary of State for the Environment that the Council's plan to chop down 23 War Memorial trees on Western Road, Crookes was 'absolutely bonkers'. Would she also agree that Sheffield was in danger of being regarded as 'a second rate City run by a third rate Council'.

5.9.2 In responding to the question, the Leader of the Council, Councillor Dore, commented that some of the language in Mr Baker's questions was unhelpful and the Council did not employ masked operatives. Councillor Lodge had responded to previous questioners in relation to the cost estimates.

5.10 Public Question in respect of Clean Air Strategy

5.10.1 Marie Miller commented that the Cabinet was being asked at today's meeting to approve a Clean Air Strategy for Sheffield. Why then were the Council planning to remove healthy trees on a road where children walked to the local primary school? Ms. Miller stated that it was proven that trees absorbed air pollution.

5.10.2 Councillor Jack Scott responded that there was already evidence of poor air quality across the City and retaining trees would not make a measurable difference to this. No City in the world would be able to plant enough trees to tackle the air quality problem. He did not disagree with the other benefits that trees could have which was why the Council was undertaking a replanting programme. Planting more trees was not the solution to tackling air quality and solutions needed to be bolder and would probably be more expensive. More children needed to be encouraged to walk to school and public transport needed to be improved.

5.11 Public Questions in respect of War Memorial Trees

5.11.1 Alan Storey asked the following questions in respect of War Memorial trees:-

(i) In 1919 the working class community of Crookes organised a public subscription so that they could plant trees on Western Road to remember local lads who had died in World War 1. Later, the trees were turned over to the City Council to act as the protectors/guardians/stewards of these trees. What moral and legal authority did the City Council have to tear down those healthy trees?

(ii) The Cabinet is acting on the report of the Working Party on Western Road trees which endorsed what it called “the concept of the trees” on Western Road, meaning that it was ok to fell some of the healthy trees as long as saplings were planted in their place and the “concept of the trees” was maintained. Did the Council know of anyone who lived on Western Road who endorsed this concept?

(iii) A petition asking the Leader of the Labour Party, Jeremy Corbyn MP, to mediate the Sheffield trees debate, including the trees on Western Road, between the City Council and tree campaigners, has gathered more than 10,500 signatures. If Corbyn agrees to act as a mediator, will the City Council come to the table?

(iv) When Western Road residents were last at the City Council Cabinet meeting on 20 September, almost three months ago, they were informed that the Cabinet would consult with Western Road residents before making any decisions. Could the Cabinet explain why it had not done so or even answer an email sent by Mr Storey’s neighbour to the Executive Director, Place about the plans?

(v) Yesterday morning at 4:15 a.m. Amey/Acorn sent a tree ‘crew’ to do its work on the cherry trees of Abbeydale Park Rise. Did the Council plan to do the same thing on Western Road?

(vi) It was agreed that, if you were building a snooker table, it was a good idea to have perfectly straight sides and not to have roots growing out a few centimetres from the cushions. Substitute “kerbs” for “cushions”. Why was this a problem on Western Road?

5.11.2 Councillor Bryan Lodge responded that not all of the trees which had been planted in 1919 had survived and some had been replaced. Why was that ok then and not now? The City was a different place to when the trees were planted and handed over to the Council and to when some of the trees were replanted in the 1940’s. He had received comments from some residents that it was difficult to walk on Western Road due to some of the trees.

5.11.3 In respect of Abbeydale Park Rise, Amey stewards would not be required if some residents had not been acting in a sinister manner as vigilantes or climbing into safety zones. Councillor Lodge had always stated that he supported peaceful protest and he therefore asked protestors to act in a peaceful manner and respect the Court injunction.

- 5.11.4 Paul Billington added that he had had discussions with many organisations who were aware of the solutions outside of the contract and the issues in respect of the War Memorial trees and none had been willing to offer funding. The War Memorial Trust said that they could offer £30k but that would not cover the cost of the War Memorial trees. Trees for Cities tended to offer low grants, on average around £7k. He would, however, continue to talk to the organisations.
- 5.11.5 Councillor Julie Dore added that if Jeremy Corbyn wished to approach her with any questions or concerns she would engage with him accordingly.

6. ITEMS CALLED-IN FOR SCRUTINY

- 6.1 It was noted that there had been no items called-in for Scrutiny since the last meeting of Cabinet.

7. RETIREMENT OF STAFF

- 7.1 The Executive Director, Resources submitted a report on Council staff retirements.

- 7.2 **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 Portfolios below:-

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
<u>People Services</u>		
Sheryl Cartwright	Higher Level Teaching Assistant Level 4, Talbot Specialist School	31
Jean Vollum	Library and Information Assistant	42
<u>Place</u>		
David Bennett	Incomes Plus Specialist Officer, Housing and Neighbourhoods Service	39
John Simpson	MOT/Taxi Tester, Transport Services	39

(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. ADULT SOCIAL CARE LOCAL ACCOUNT 2016/17 - INDEPENDENT, SAFE AND WELL

8.1 The Executive Director, People Services submitted a report providing an overview on Adult Social Care performance during 2016/17 and the plan for the year ahead.

8.2 **RESOLVED:** That Cabinet notes the content, and approves publication of Independent, Safe and Well, Sheffield's Local Account of Adult Social Care and Support (2016/17).

8.3 Reasons for Decision

8.3.1 Since 2011, local accounts have formed a key part of the national Towards Excellence in Adult Social Care (TEASC) approach to sector led improvement in adult social care. They can provide a key mechanism for demonstrating accountability for performance and outcomes.

8.3.2 Although not mandatory, local accounts are considered good practice and are produced by most local authorities.

8.3.3 Local accounts are a core component of the overall approach to sector led improvement, alongside peer challenge and support, benchmarking common data sets and making best use of resources from accessing best practice in how to deliver good outcomes for local people who use services at a time of diminishing resources and growing demand. All of these components will support councils to be self aware of their performance and to set priorities through engaging local people.

8.3.4 We have focused on producing a short, easy to read report, which is accessible for local people but can also be used to judge our performance, as part of the sector led improvement programme.

8.4 Alternatives Considered and Rejected

8.4.1 Sheffield was not legally required to produce a local account. However local accounts are considered good practice and are produced by most local authorities.

8.4.2 National guidance leaves the format and content to be determined locally. We have continued with a similar approach to the local account produced last year, which received positive feedback locally and regionally.

9. CLEAN AIR STRATEGY

9.1 The Executive Director, Place submitted a report presenting for approval a new Clean Air strategy for Sheffield, setting out how the Council and its partners intend to improve air quality in the City.

9.2 **RESOLVED:** That Cabinet:-

- (a) approves the Clean Air Strategy attached to the report as a statement of the Council's strategic approach to air quality; and
- (b) notes that the implementation of any of the proposed actions may be subject to further decision making in accordance with the Leader's Scheme of Delegation.

9.3 **Reasons for Decision**

- 9.3.1 Across the UK, air pollution is a public health emergency. It has been linked to strokes, heart attacks, cancer, asthma and dementia. Research shows that children exposed to air pollution have smaller lungs and negative health effects for their whole life. It is estimated that there are 500 early deaths a year in Sheffield linked to air pollution. This Clean Air Strategy sets out an approach to the problem which will tackle the sources of air pollution quickly and will help people to choose public transport and active travel, making Sheffield a healthy thriving city with clean air for everyone.

9.4 **Alternatives Considered and Rejected**

- 9.4.1 The do-nothing option: based on the Department for Environment, Food and Rural Affairs' (Defra) analysis, even if technological improvements lead to acceptable air quality levels by 2025 (the earliest possible point according to Defra), that could have led to 4000 early deaths in Sheffield in addition to a significant cost to the city's economy over the next four years. Further, a rapid take-up of electric and better petrol cars by that point which might improve the air quality situation will still not address the congestion and obesity challenges which are likely to have become worse without appropriate intervention. Therefore the do-nothing option is not a feasible option, either legally (in terms of becoming compliant with statutory limits) or in terms of realising health and economic benefits for Sheffielders.

10. **SHEFFIELD TRANSPORT VISION**

- 10.1 The Executive Director, Place submitted a report describing progress on the development of a new Transport Strategy for Sheffield that seeks to improve the quality of life, environment and range of opportunities for the people and businesses of the city. It sought Cabinet's approval to the initial Transport Vision document attached to the report as a basis for initial public consultation.
- 10.2 **RESOLVED:** That Cabinet endorses the draft Sheffield Transport Vision as a basis for commencing public consultation in the New Year 2018; this then to guide the development of the full Transport Strategy.
- 10.3 **Reasons for Decision**
- 10.3.1 Cabinet is asked to approve the draft Sheffield Transport Vision now appended to the report, in order to allow public consultation to take place on the broad issues and challenges we face over the next 20 years. The results of that consultation

will then be fed back to Cabinet, and the Vision refined prior to further development work on a full Transport Strategy and draft delivery programme of interventions.

10.3.2 This process will enable the Council to adopt a clear strategic approach to transport for the next 20 years. The Transport Vision, and later emerging Transport Strategy, will also support the local economy, the developing Sheffield Local Plan, and help influence and inform the refresh of the Sheffield City-Region Transport Strategy.

10.4 **Alternatives Considered and Rejected**

10.4.1 One alternative would be not to have a long-term transport strategy. This option would, however, diminish Sheffield City Council's influence on transport in the City, and weaken the support a transport strategy could provide towards the local economy.

10.4.2 Other alternatives could place more emphasis on individual modes of transport. This would increase travel benefits for some but diminish benefits for others, and hence work against the Council's overall desire for fairness, and the strategy for increasing opportunities for everyone. Issues of accessibility, congestion and air quality would be less likely to be addressed. The approach adopted is felt to offer a balanced strategy benefitting the whole community.

11. **SHEFFIELD OLDER PEOPLE'S INDEPENDENT LIVING HOUSING STRATEGY 2017-2022**

11.1 The Executive Director, Place submitted a report presenting the Older People's Independent Living (OPIL) Housing Strategy to Cabinet, setting out how the Council planned to meet the housing needs and aspirations of Sheffield's increasingly diverse and growing older population.

11.2 **RESOLVED:** That Cabinet:-

- (a) notes the contents of the Older People's Independent Living (OPIL) Housing Strategy 2017– 2022 attached as an appendix to the report and approves it as a statement of the Council's strategic approach to OPIL housing;
- (b) approves the Strategy's Delivery Plan;
- (c) delegates authority to the Director of Housing and Neighbourhood Services to make amendments to the Delivery Plan on the basis of further development as new opportunities are identified; and
- (d) notes that the implementation of any of the proposed actions may be subject to further decision making in accordance with the Leader's Scheme of Delegation.

11.3 **Reasons for Decision**

- 11.3.1 Sheffield's significant shortfall of age-friendly housing, which is greater than in comparable English cities, is testament to the need for a more strategic approach to delivering older people's housing in the City. Without a more strategic, joined-up approach the current shortfall is likely to grow in line with the city's growing older population and with it the costs to health and social care budgets.
- 11.3.2 The Strategy sets out a vision for age-friendly housing and neighbourhoods, and outlines priorities and actions for the Council and its partners to facilitate a more age-friendly housing offer and other support that will facilitate independent living among older age groups.
- 11.3.3 The Strategy provides a framework for monitoring progress in delivering more age-friendly housing and support for independent living among older age-groups.
- 11.3.4 The Strategy is aligned with current corporate priorities and supports the Council's ambition for facilitating an age-friendly city as outlined in the City for All Ages framework.

11.4 **Alternatives Considered and Rejected**

- 11.4.1 The main alternative considered was delivering the Strategy's priorities through a refresh of the Council's current Housing Strategy 2013-23 action plan. This refresh was not progressed, however, because of an increased focus of resources towards housing growth and the subsequent development of a new Housing Strategy Statement to provide a clear strategic plan for housing as part of the Council's wider Growth Strategy.
- 11.4.2 Another alternative was to not develop the Strategy and rely on existing programmes and the market to deliver the general needs and specialist OPIL housing required. The current lack of planned delivery strongly suggests that this is unlikely to happen in the current economic and housing market context, and current shortfalls are projected to increase in line with Sheffield's growing ageing population in the absence of a more strategic approach being adopted.

12. **SHEFFIELD HOMELESS PREVENTION STRATEGY 2017-2022**

- 12.1 The Executive Director, Place submitted a report presenting the 'Sheffield Homelessness Prevention Strategy 2017-22', which sets out the Council's vision and strategic priorities for homelessness prevention and reduction, to Cabinet. The strategy has been developed by officers of Sheffield City Council in consultation with partner agencies delivering services, customers and other stakeholders, reflecting the fact that the significant issues that need to be addressed require a strategic city wide approach agreed by all of the key partners.
- 12.2 **RESOLVED:** That Cabinet:-

- (a) notes the contents of the draft Sheffield Homelessness Prevention Strategy 2017 – 2022 attached as an appendix to this report and approves it as a statement of the Council’s strategic approach to homelessness prevention and reduction;
- (b) delegates authority to the Director of Housing and Neighbourhood Services to develop an action plan to implement and deliver the Strategy; and
- (c) notes that the implementation of any of the proposed actions may be subject to further decision making in accordance with the Leader’s Scheme of Delegation.

12.3 **Reasons for Decision**

- 12.3.1 To address the risk of an increase in homelessness and implement new statutory duties requires a strategic city wide approach agreed by all of the key partners.

12.4 **Alternatives Considered and Rejected**

- 12.4.1 Consideration was given to not developing a new strategy in light of the substantial reduction in homelessness that has been achieved in the last 5 years. However this option was rejected, as we still need to do more to prevent homelessness earlier and address the risk of an increase in homelessness.

13. **MONTH 7 CAPITAL APPROVALS**

- 13.1 The Executive Director, Resources submitted a report providing details of proposed changes to the Capital Programme as brought forward in Month 7 2017/18.

13.2 **RESOLVED:** That Cabinet:-

- (a) approves the proposed additions and variations to the Capital Programme listed in Appendix 1 of the report, including the procurement strategies and delegates authority to the Director of Finance and Commercial Services or nominated Officer, as appropriate, to award the necessary contracts; and
- (b) approves the making of grants as detailed at Appendix 2a of the report.

13.3 **Reasons for Decision**

- 13.3.1 The proposed changes to the Capital Programme will improve the services to the people of Sheffield.
- 13.3.2 To formally record changes to 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.
- 13.3.3 Obtain the relevant delegations to allow projects to proceed.

13.4 **Alternatives Considered and Rejected**

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

14. **ZEST CENTRE & 54-56 UPPERTHORPE ROAD**

- 14.1 The Executive Director, Place submitted a report proposing a series of recommendations to review and rationalise the property leased by Netherthorpe and Uppertorpe Community Alliance (NUCA) and its associated organisations to address the Organisation's long term sustainability. Decreasing revenue support from the Council and the costs of repair and maintenance of the properties leased by NUCA is putting increasing pressure on the Organisation and limiting its ability to develop and deliver services. The report also sought Cabinet approval for a series of recommendations which will support NUCA to develop a viable medium term business plan and capital investment strategy and enable them to continue to deliver services to the local community.

- 14.2 It was requested that any further requests from community and charity groups be considered on a case by case basis to ensure that a precedent wasn't set. It was confirmed that all cases of this nature would be brought to Cabinet for consideration and there had to be a clear business case and rationale before any support was considered.

- 14.3 **RESOLVED:** That Cabinet approves:-

- (a) the surrender of the lease of the Zest Centre, Uppertorpe, Sheffield, S6 3NA, currently held by the Uppertorpe & Netherthorpe Healthy Living Centre Trust;
- (b) the grant of a new lease of the Zest Centre to Netherthorpe & Uppertorpe Community Alliance and delegates authority to the Chief Property Officer to agree such Heads of Terms in line with the report;
- (c) the surrender of the lease of 54–56 Uppertorpe Road, currently held by Netherthorpe & Uppertorpe Community Alliance;
- (d) the release of Netherthorpe & Uppertorpe Community Alliance from a Debenture, dated 23rd December 1999 in relation to 54–56 Uppertorpe Road, upon the surrender of the lease;
- (e) the disposal by auction by the Council of 54–56 Uppertorpe Road; and
- (f) the delegation of authority to the Chief Property Officer, in consultation with

the Director of Commercial and Financial Services and the Director of Legal and Governance, to take all other necessary steps, not covered by existing delegations, including any proposed capital works and improvements, to give effect to the proposals set out in the report.

14.4 Reasons for Decision

14.4.1 The recommendations will assist the Council to deliver key corporate policy objectives set out in the Corporate Plan 2015 – 18 by supporting NUCA to develop a viable medium term business plan and capital investment strategy. Specifically:-

- The disposal of 54–56 Upperthorpe Road will release capital funding for potential reinvestment in the Zest Centre (subject to an approved business case) to support the continued provision of facilities and services to the local community.
- The grant of a longer lease of the Zest Centre will assist in bidding for external grant funding for capital investment

14.5 Alternatives Considered and Rejected

14.5.1 The Council has a limited number of different options due to the existing leases in place and the wish to maintain the facilities and services which the Council considers are important to the delivery of key corporate policy objectives. These are summarised in the table below, together with the potential implications:

	OPTION	IMPLICATIONS
1	Do Nothing	<ul style="list-style-type: none"> • Reducing funding support from the Council to Zest • Inability of Zest to seek external grant funding • Zest finances become unviable • Zest no longer operate the Centre • Centre closure & loss of facilities and services • Centre & other properties return to the Council • Significant financial liabilities for the Council and limited options for disposal and generation of capital receipt
2	Sell Upperthorpe Road properties and Council retains capital receipt	<ul style="list-style-type: none"> • Zest not likely to surrender lease making option undeliverable • Other implications as for Option 1 • Subject to a separate business case
3	Focus Zest operation on lease/ use of	<ul style="list-style-type: none"> • Zest assessing this option as part of business plan process and implemented in part by decision by Zest not to use

	Centre only and hand back other properties to Council	Upperthorpe Road properties <ul style="list-style-type: none">• Main costs for Zest relate to the Centre itself• Council could dispose of other properties (e.g. Fawcett Street, Shipton Street) and release further capital receipts for re-investment in the Centre• Council would incur some interim cost liabilities for properties prior to disposal• May lead to reduction in some services offered by Zest and reduced income• Implications in option 1 may still apply• This option could be considered at a later date if preferred option is insufficient to resolve financial issues
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14.5.2 The current proposals represent the best way forward in seeking to achieve the objectives of the Council and Zest within the constraints outlined earlier.

14.5.3 The Council will continue to work with Zest to assess potential options and to seek to ensure that the above objectives can be met as far as possible.

15. WAR MEMORIAL TREES

15.1 The Executive Director, Place submitted a report updating Cabinet on the city's first ever long term investment plan in the city's war memorial trees and in particular reporting back to Cabinet on the costs of engineering solutions to retain war memorial street trees on Western Road, Tay Street, Oxford Street, Springvale Road and Binfield Road, as well as proposals for Heathfield Road. Following the report to the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee on the Western Road memorial trees, the Cabinet Member for the Environment and Streetscene asked that Amey be commissioned to carry out outline design work for tree retention works in sufficient detail to enable an estimate of the level of additional funding needed to be provided to Cabinet.

15.2 **RESOLVED:** That Cabinet:-

- (a) supports the long term investment plan in the city's war memorial trees as set out in the report;
- (b) notes the costs of an estimated £500,000 involved in carrying out engineering solutions to retain 41 war memorial trees on Western Road, Tay Street, Oxford Street and Binfield Road and, in particular notes the partial and short term nature of these solutions, and therefore, requests that Amey undertake the required tree replacement work on the roads as originally planned within the terms of the Streets Ahead Contract, including a review of practical options to replant some of the original trees;

- (c) approves 300 new memorial trees to be planted in Sheffield's parks by the Council before November 2018 to create a permanent lasting war memorial for the city;
- (d) approves that, following discussions with residents on the war memorial streets, practical and affordable options be considered to replant trees that were lost and not replaced in previous years prior to the current Streets Ahead contract; and
- (e) guarantees that the 300 new trees in parks and any possible replacement trees on the war memorial streets, be replanted in perpetuity.

15.3 **Reasons for Decision**

- 15.3.1 The report aims to indicate the costs of retaining the 41 war memorial trees. The report points out the estimated cost of around £500k to retain these trees.
- 15.3.2 The recommendations in the report point to the importance of war memorial trees and the suggested long term commitment and investment plan for these trees.
- 15.3.3 The trees on Heathfield Road are in a wide grass verge. As a result, the trees that required work or replacement were not causing any damage to the highway or private property but were dead or dying. There is a provision within the contract for up to 600 'missing trees' to be replaced at no cost to the Council. It is recommended that 20 of these are used to restore this memorial.
- 15.3.4 Western Road has the largest number of memorial trees. There were originally 97 trees, but over the years this number has reduced to 54, of which 23 now fall into the replacement categories. Potential replacement works will ensure that the memorial continues but has been met with concerns amongst some residents and that led to further in-depth investigations of the Independent Tree Panel (ITP) advice. Sensitive excavation by Airspade was carried out and this confirmed that the ITP suggested root bending and pruning was simply not possible on such large mature trees.
- 15.3.5 In order to fully explore the cost of the engineering works to attempt to retain the trees on Western Road, Amey were commissioned to carry out preliminary design work and from that derive a robust estimate of the cost of the works. This estimate is £310,090.
- 15.3.6 Looking specifically at Western Road where more detailed work has been carried out, there are other impacts to consider. These include;
 - Each tree will need a build-out into the road which is an average of 5m long. This will mean a loss of approximately 35 parking spaces along the length of Western Road should the trees be retained.
 - The road will be reduced in width even when the level of parking is low due to the regular build-outs
 - One way working was considered but it was felt that this could lead to an unacceptable increase in traffic speeds and therefore lead to

road safety issues

- Some of the work may still not be possible as it may cause problems with private property threshold levels and could result in water from the road running into the property
- Where work to utilities apparatus has been identified (such as to the BT chamber opposite number 239) no account of the costs for any diversion/re-location works have been included. Any such costs would be determined by the utility affected and be payable to them
- Where root damage is occurring to private property, leaving trees in place by carrying out these works will exacerbate this problem for the residents and will lead to insurance claims. The existing visible damage is covered in the estimates but the costs could increase once any work is commenced as further damage may become apparent
- Ultimately the houses could become uninsurable

15.3.7 It has been demonstrated earlier in the report that the option to retain the damaging trees would be a significant cost to the Council and provides only a partial and potentially short term solution, given the continuing damage caused by the trees (as they continue to grow) and the on-going and significant impact on residents in terms of traffic and parking restrictions; damage to property and related insurance issues.

15.3.8 The option of doing nothing to the 41 trees which fall into the Council's replacement categories i.e. leaving the trees and the streets and not committing to any form of mitigation for the 41 trees, is not acceptable given the Council has a legal duty under the Highways Act to maintain the highway in a safe condition. Equally, the do nothing option potentially exposes the Council's budget to long term and potentially increasing insurance claims from property owners and accident claims from users of the paths and highway; it also leaves the street in a condition of poor accessibility to the most vulnerable members of the community, and finally, it leaves the Council open to increasing costs of 'patch and repair' over many years.

15.4 **Alternatives Considered and Rejected**

15.4.1 The review covers the war memorial trees that are classed as dead, dying, dangerous, diseased, damaging or discriminatory.

15.4.2 It should be noted that the damaging category applies to third party property as well as the public highway. In some instances the damage to third party property extends beyond damaging drives and garden walls to serious damage affecting the actual house that may in time require underpinning works.

15.4.3 Where trees are damaging property this would continue even if the highway works to retain trees was carried out. It is also possible that trees not currently causing any property damage would do so in time as they continue to grow.

Equally, the engineering works may offer only short to medium term solutions given the trees will continue to grow and impact on the street environment and surrounding properties. If the trees are not replaced this will lead to potentially expensive claims against Amey or the Council.

- 15.4.4 Where the streets were referred to the ITP, the alternatives to replacement were suggested in their advice letters as below:
- 15.4.5 Western Road
23 trees referred to ITP.
ITP agreed with SCC for replacement of 11 and proposed engineering works on 12. Eleven trees are damaging private property. The Council carried out a further detailed review, including Airspade excavations to check root locations and found that it could not agree with the ITP advice on any of the 12 trees they proposed engineering works for.
- 15.4.6 Tay Street
Not included in Household Survey as no residences.
2 trees to replace. Both are damaging the highway and one is dying.
- 15.4.7 Oxford Street
8 trees referred to ITP.
ITP agreed with the Council for replacement of 4 and proposed engineering works on 4. Following further review, the Council agreed with ITP advice and have found a solution to retain 3 of the four trees the ITP advised could be retained.
- 15.4.8 Binfield Road
6 trees referred to ITP but the tree outside number 23 was worked round prior to their inspections.
ITP agreed with the Council for replacement of 4 and proposed engineering works on 1. Following further review, the Council could not agree with ITP advice on the single tree it suggested could be retained. One tree is damaging private property.
- 15.4.9 Springvale Road
2 trees referred to ITP.
ITP agreed with the Council for replacement of both trees. Both are causing damage to the highway.
- 15.4.10 Heathfield Road
Streets Ahead works were carried out in 2014 and the street was not therefore included in the Household Survey. Only two trees needed to be replaced for condition reasons, but there are others missing that failed many years ago. The request is from a Veterans Association that the remaining trees are all replaced as they are poor specimens, along with new planting to reinstate the memorial.

- 15.4.11 In summary, all options suggested by the ITP have been considered in detail and, where possible, accepted. In the majority of trees, the advice was ultimately rejected as either not practical and/or would incur expenditure outside the core funding for Streets Ahead. It should also be noted that many of the engineering solutions will only give a temporary solution to the damage being caused and the tree will still require replacement at some point. Where trees are damaging third party property, it is almost always as a result of damage caused by roots. If the tree is not replaced, this damage will continue irrespective of any engineering solutions and will almost certainly give rise to claims against the Council or Amey and may make houses uninsurable.

16. REPORT OF THE LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN

- 16.1 The Executive Director, People Services submitted a report, in line with the requirements of the Local Government & Social Care Ombudsman, outlining for Cabinet, the Ombudsman's report on a complaint made about the Council's actions in assessing the complainant's son's special educational needs and putting provision named in his Education, Health and Care Plan in place. The report also provided the Council's response to the Ombudsman's report.

- 16.2 **RESOLVED:** That Cabinet notes the findings of the report and the actions taken in response, namely:

1. Arrange a review of the complainant's son's Education, Health and Care Plan;
2. Apologise to the complainant and her son;
3. Pay £1,500 to the complainant for her son's educational benefit;
4. Pay £300 to the complainant to acknowledge the frustration, time and trouble and uncertainty the Council's faults caused her; and
5. Develop an action plan to ensure that the faults identified by the Ombudsman do not occur again.

16.3 Reasons for Decision

- 16.3.1 The Council has considered the findings of the Ombudsman in this case and believes that they are accurate. The Council is working to ensure that the issues identified in the report are addressed for the complainant and her son and not repeated for other service users.

16.4 Alternatives Considered and Rejected

- 16.4.1 The Council could choose to contest the findings of the Ombudsman. However the Council accepts the Ombudsman's view that there has been fault causing injustice to the complainant and her son.
- 16.4.2 The Council could contest the recommendations of the Ombudsman, but as it acknowledges the failings in this case, it believes it should accept the recommendations the Ombudsman has proposed to remedy these failures.

17. WASTE SERVICES REVIEW: NEXT STEPS

17.1 The Executive Director, Place submitted a report seeking authority to agree terms in settlement of a number of disputes that have arisen between the parties under the Integrated Waste Management Contract (IWMC) and to agree amendments to the IWMC to realise cost savings that will ensure the IWMC remains affordable and sustainable for the Council. The intended outcome of this strategy is to significantly reduce the cost of Waste Services and to allow for a more responsive and sustainable service in the future.

17.2 **RESOLVED:** That Cabinet:-

- (a) approves the terms of the settlement of a number of disputes that have arisen between the parties under the Integrated Waste Management Contract (IWMC);
- (b) agrees amendments to the IWMC in line with this report to realise cost savings that will ensure the IWMC remains affordable and sustainable for the Council; and
- (c) to the extent not already covered by existing delegations, authorises the Executive Director of Place, in consultation with the Director of Finance and Commercial Services and Director of Legal and Governance, to take such steps as appropriate to implement the above recommendations.

17.3 Reasons for Decision

17.3.1 Resolving the disputes that have arisen between the parties under the IWMC and agreeing proposals to realise cost savings will ensure the IWMC remains affordable and sustainable for the Council.

17.4 Alternatives Considered and Rejected

17.4.1 There are two alternative options open to the Council:

Option One: No change to current contract;

Option Two: Go out to procurement as set out in the Cabinet Report of January 18th 2017 and pursue the disputes.

17.4.2 **Option One:** The Council could continue with the IWMC in its current form but this would mean that the Council would not achieve any financial savings. The implications of not achieving budget savings would mean that the Council would need to find savings elsewhere and potentially result in service cuts in other parts of the Council. The Council would also have to resolve any outstanding disputes and, as mentioned in the report, there is no absolute guarantee that the Council would be successful in such matters.

This option is dismissed as it does not achieve any financial savings.

17.4.3 **Option Two:** Proceeding with the procurement is still a viable option, but this

report is seeking the opportunity to reach agreement with Veolia to resolve outstanding disputes and realise significant savings. If the recommendations detailed in this report are not approved, the Council will revert to the procurement route and would need to resolve any outstanding disputes through other means. The key reasons why, on balance, the recommendation is to reach agreement with Veolia is because of the following key risks in relation to the procurement option:

- **Level of termination payment:** There is a risk that the Council and Veolia may not be in agreement on the compensation payment due to Veolia in the event the IWMC was terminated, which could result in a lengthy and costly court process to resolve.
- **Competition in the market (& tender prices):** Although the procurement option provides an opportunity for savings compared to current contract prices, there is no guarantee that such savings can be realised until fully tested in the market.
- **3rd party waste to fill Energy Recovery Facility capacity:** The risk to the Council if a contractor is not able to fully secure the feedstock (other waste) for the Energy Recovery Facility (ERF) which would mean reduced income share to the Council, and could cause operational issues to the ERF. Also the Council's share of income from the ERF will be exposed to energy market price risk.
- **District Energy Network condition:** The short-term Operation & Maintenance contract proposed would only take on low level maintenance risks, so the Council would retain responsibility and the risk of major repairs and maintenance under this model.
- **Management Information:** Through remaining with Veolia the Council is mitigated from the risk of knowledge and information transfer between the existing and any new contractor.

This option is therefore dismissed because the preferred option, although challenging, provides greater certainty of savings that can be applied at least 12 months earlier than the procurement option.

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Author/Lead Officer of Report:
Simon Hughes/Principal Committee Secretary

Tel: 27 34014

Report of: *Acting Executive Director, Resources*

Report to: *Cabinet*

Date of Decision: *17th January 2018*

Subject: *Staff Retirements*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000		<input type="checkbox"/>		
- Affects 2 or more Wards		<input type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <i>N/A</i>				
Which Scrutiny and Policy Development Committee does this relate to? <i>N/A</i>				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

Purpose of Report:

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

Recommendations:

To recommend that Cabinet:-

- (a) 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;
- (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 20 years' service.

Background Papers: None

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

1. PROPOSAL

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

<u>People Services</u>		<u>Years' Service</u>
Susan Ellis	Teacher, Beck Primary School (Cascade Academy)	29
Diane Harrison	Teaching Assistant Level 2, Dobcroft Junior School	23
Debra Hetherington	Assistant Headteacher, Stocksbridge Junior School	36
Susan Thomas	Teacher, St Marie's School (A Catholic Voluntary Academy)	33

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Author/Lead Officer of Report:
Damian Watkinson,
Finance Manager

Tel: 0114 273 6831

Report of: *Eugene Walker*

Report to: *Cabinet*

Date of Decision: *17th January 2018*

Subject: *Capital Approvals for Month 7 2017/18*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input type="checkbox"/>		
- Affects 2 or more Wards		<input checked="" type="checkbox"/>		

Which Cabinet Member Portfolio does this relate to? ***Finance and Resources***

Which Scrutiny and Policy Development Committee does this relate to?

Overview and Scrutiny Management Committee

Has an Equality Impact Assessment (EIA) been undertaken? Yes No

If YES, what EIA reference number has it been given? *(Insert reference number)*

Does the report contain confidential or exempt information? Yes No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."

Purpose of Report:

This report provides details of proposed changes to the Capital Programme as brought forward in Month 8 2017/18

Recommendations:

Cabinet is recommended to:

- Approve the proposed additions and variations to the Capital Programme listed in Appendix 1, including the procurement strategies and delegate authority to the Director of Finance and Commercial Services or nominated Officer, as appropriate, to award the necessary contracts;
- Approve the variations to the Housing Capital Programme as part of the annual programme refresh as detailed in Appendix 3

**Background Papers:
Appendix 1, Appendix 2a, Appendix 3**

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Marianne Betts</i>
	Legal: <i>David Hollis</i>
	Equalities: No
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	EMT member who approved submission: <i>Eugene Walker</i>
3	Cabinet Member consulted: <i>Councillor Olivia Blake Cabinet member for Finance and Resources</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: <i>Damian Watkinson</i>
	Job Title: <i>Finance Manager Business partner Capital</i>
Date: 22nd December 2017	

MONTH 08 2017/18 CAPITAL APPROVALS

1. SUMMARY

- 1.1 A number of schemes have been submitted for approval in line with the Council's capital approval process during the Month 8 reporting cycle. This report requests the relevant approvals and delegations to allow these schemes to progress.
- 1.2 Below is a summary of the number and total value of schemes in each approval category:
- 1 addition of specific projects to the capital programme creating a net increase of £11k
 - 28 variations of specific projects in the capital programme creating a net reduction of £796k
 - Revisions to the Housing Capital Programme including the addition of the 2022/23 indicative allocations creating a net increase of £74.4m
 - Total net impact of the additions and variations proposed on the capital programme is net increase of £73.2m
- 1.3 Further details of the schemes listed above can be found in Appendix 1 for specific projects and Appendix 3 in relation to the Housing Capital Programme changes.

2. WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 The proposed changes to the Capital programme will improve the recreational leisure facilities, schools, roads and homes used by the people of Sheffield, and improve the infrastructure of the city council to deliver those services.

3. BACKGROUND

This report is part of the monthly reporting procedure to Members on proposed changes to the Council's capital programme.

4. OUTCOME AND SUSTAINABILITY

- 4.1 By delivering these schemes the Council seeks to improve the quality of life for the people of Sheffield.

5. OTHER IMPLICATIONS

5.1 Finance Implications

The primary purpose of this report is to provide Members with information on the proposed changes to the City Council's Capital Programme further details on each scheme are included in Appendix 1 in relation to specific

schemes and Appendix 3 in relation to the refresh of the Housing Capital Programme

5.1.1 Programme Slippage

Due to the size and complexity of schemes delivered in the capital programme a level of slippage in budgets is inevitable. However, it is recognised that concerns have been raised regarding levels of slippage in recent years. Two main initiatives will be taken forward to improve the quality of reporting and understanding of slippage:

a) A training programme for project managers to improve business case development, budget setting and forecasting skills in order to improve the quality of base budgets to hopefully minimise requirements for slippage.

b) Recognition that slippage of budgets across financial years does not necessarily mean the delivery of a project has fallen behind schedule. The profile of payments may only have moved by a month or 2 e.g from February to April and this happens to cross financial years. In future months a clear distinction will be drawn in this report between slippage as a result of purely financial profiling and that which relates to genuine project delays impacting on outputs and outcomes. This information should provide greater clarity on the reasons for slippage and progress on delivery.

5.2 Procurement and Contract Award Implications

This report will commit the Council to a series of future contracts. The procurement strategy for each project is set out in Appendix 1. The award of the subsequent contracts will be delegated to the Director of Financial and Commercial Services.

5.3 Legal Implications

Any specific legal implications in this report are set out in Appendix 1..

5.4 Human Resource Implications

There are no direct Human Resource implications for the Council.

5.5 Property Implications

Any specific property implications from the proposals in this report are set out at Appendix 1.

6 Reasons for Recommendations

- The proposed changes to the Capital programme will improve the services to the people of Sheffield

- To formally record changes to 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.

- Obtain the relevant delegations to allow projects to proceed.

7. ALTERNATIVE OPTIONS CONSIDERED

- 7.1 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.

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ADDITIONS		
Scheme Description	Value £000	Procurement Route
THRIVING NEIGHBOURHOODS AND COMMUNITIES (Feasibility Works to note only)		
<p>Shirebrook Valley The Shirebrook Valley is identified as a potential site in the South East of Sheffield to help Sheffield City Council meet priorities centred around health and wellbeing. The site offers great opportunity for people to get outdoors and to exercise through walking and cycling routes. Its wildlife habitat gives local people access to nature, particularly valuable in benefitting health. Key facilities that would encourage people to use this valuable resource are ready for refurbishment, such as the Visitor Centre. These improvements will enable the site to welcome new volunteers and to accommodate staff on a more regular basis. Our objective is to invest monies in the centre to bring it up to a condition where we can engage the community even more and to deliver on public health outcomes for this part of the city. The £50,000 Public Health funding allocation will support a programme of works at Shirebrook Valley to help it deliver public health outcomes. Feasibility work is now required to develop the project to Outline Business Case, to ascertain a full understanding of current and future need and to identify the best use of the funding to deliver upon the improvements needed to activate the site. This will inform the OBC. Feasibility Costs: £5,000 – Project Officer fees £6,000 - Condition report, Structural Survey and Designs Cabinet member approval has been given for £50K via the Public Health programme to be spent on the Shirebrook Visitor Centre to ‘animate’ the site and to support improvements to make the building fit for purpose. A further £4K will be contributed from the Woodlands revenue budget making a Project Budget of £54K. Major structural works will be covered predominantly through the Transport and Facilities Management Budget.</p>	11	N/A Feasibility

VARIATIONS

Scheme Description	Variation Type	Value £000	Procurement Route
THRIVING NEIGHBOURHOODS AND COMMUNITIES			
<p>Integrated Transport System Network Management</p> <p>The overall objective of this project has been to improve absolute journey times on the key route network by focusing on Intelligent Transport Systems. The project is now in its final stages and has made an overall saving of £117k due to 3 corridors not requiring new equipment and 2 requiring less equipment than expected.</p> <p>However it will be necessary to slip £126k of funding into 2018/19 due to the rescheduling of the commencement of the Coisley Hill scheme to coincide with planned maintenance works. The project is solely funded by Local Transport Plan (LTP).</p>	Slippage	-126 [17/18] +21 [18/19] (117)	No change

	Saving		
<p>Grenoside Skate & Scoot Park</p> <p>This project is seeking an increase to the approved level of spend via waiver request from £28,877 to £49,000 to Bike Track as well as a revision to the methodology of construction and overall design. The original procurement strategy recommended competitive quotes for the skate ramps (£12.5k) and tarmac elements (£10k) alongside a waiver of standing orders for the scoot park (£28,877).</p> <p>However due to the wrong specification of tarmac and exclusion of concrete pins from the original strategy, there is insufficient budget to execute the original installation. Henceforth a new proposal is now in place (following visits to two innovative skate parks) that achieves a new type of skate park for Sheffield within a reduced site area that will be maintenance free.</p> <p>As it is no longer feasible to allow multiple contractors on site due to the reduced site area and new emphasis of sequencing to ensure the necessary quality of finishing. Bike Track are deemed as the only contractor with the ability and experience to deliver this new solution. This revision is estimated to deliver a cost saving of £5k</p>	Change to procurement strategy	0	Whole scheme via nominated supplier
<p>Resource Costs</p> <p>This project is currently approved for £274k from Capital Receipts. Due to the Community Investment programme coming to an end, the scheme is no longer progressing. As a result, £260k has been removed from the budget.</p>	Reduction	-260	n/a
<p>Woodhouse Hub</p> <p>Delays have been experienced in this project due to Sheffield City Council and the developer (Jaguar) being unable to agree a brief for the scheme. The brief is now agreed and should begin to progress in the new year.</p>	Slippage	-183 [17/18] +183 [18/19]	n/a

<p>As a result, £183k of funding will need to slip into 2018/19.</p>			
<p>Woodseats Hub This project was originally approved for £100k in February 2014 to provide a library facility in Woodseats within the newly constructed community hub. This included the demolition and site clearance of the existing structure. Approval is being sought to add a further £30k to the existing budget (funded from Corporate Resource Pool) to bring the project to completion The additional monies are required to cover library building works, extra IT costs and additional fit-out costs not originally anticipated.</p>	<p>Increase</p>	<p>30</p>	<p>n/a</p>
<p>Banner Cross Parking This project received approval in 2017 to implement a 29 space pay and display parking scheme in the Banner Cross area of Ecclesall Road as a result of local businesses requesting a parking scheme. Due to the necessity to prioritise quarter 4 construction on projects where funding must be spend by March 2017, this project has been provisionally moved to quarter 1 in 2018/19. As a result, £21k of Local Transport Plan funding will slip into 2018/19. However, if construction capacity does becomes available to deliver this scheme in quarter 4, it will be taken and funded as accelerated spend.</p>	<p>Slippage</p>	<p>-21 [17/18] +21 [18/19]</p>	<p>n/a</p>
<p>93633 Skelton Lane (One Way) This project is to change Skelton Lane / Spa Lane in Woodhouse to a one way system to assist with current congestion which is causing traffic delays, for buses in particular. As a result of the necessity to prioritise quarter 4 construction on projects where funding must be spent by March 2017 and delays experienced in resolving the Road Safety Audit issues, £30k of Local Transport Funding will slip into 2018/19.</p>	<p>Slippage</p>	<p>-30 [17/18] +30 [18/19]</p>	<p>n/a</p>

<p>Sheaf Valley Riverside Route</p> <p>This project is approved to provide a walk/cycle path in the riverside area in and around Millhouses Park from Section 106 monies.</p> <p>A Director Variation approval has been given to increase the approved budget by an additional £14k (from Section 106) due to an increase in construction costs.</p>	<p>(Director Variation for note only)</p> <p>Increase</p>	<p>14</p>	<p>N/A</p>
<p>Relocatable Camera Enforcement</p> <p>The existing bus lane and tram gate observed enforcement cameras are nearing end of life and need to be replaced. Failure to do so may lead to a risk of the cameras failing resulting in the City's bus lanes and tram gates not being enforced which would hinder the free movement of buses and trams around the city.</p> <p>This project is to replace the cameras at seven existing sites with relocatable cameras at a cost of £166k, which is a reduction of £18k from the initially approved budget. The project is funded from revenue contributions to capita</p>	<p>(Director Variation for note only)</p> <p>Reduction</p>	<p>-16</p>	<p>Direct award to Capita via existing contract</p>
<p>ECONOMIC GROWTH (formerly Strong Economy)</p>			
<p>Sheffield Retail Quarter (SRQ)</p> <p>The Sheffield Retail Quarter capital projects are providing a high class regional shopping and leisure facility in the City Centre.</p> <p>A full SRQ budget review has recently been undertaken resulting in a number budget adjustments including slippage into 2018/19 across five capital business units. All changes are within the overall approved budget total.</p> <p>Savings achieved on the Land Assembly and Demolition Work Packages are to be reallocated to the Enabling Works at Charter Square and the Office Block construction work packages.</p> <p>Slippage on the scheme is due to the delay in identifying a viable option for scheme delivery.</p> <p>The table below summarises the movements in brief</p>	<p>Slippage</p>	<p>-15,044</p> <p>[17/18]</p> <p>+15,044</p> <p>[18/19]</p>	

Business Partner Capital

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	2017/18	2018/19	Total			
Land Assembly	(5112)	3177	(1935)			
Demolitions	(900)	0	(900)			
Charter Square	(318)	1589	1271			
Office Construction	(2021)	3244	1223			
Strategic Development Partner	<u>(6693)</u>	<u>7034</u>	<u>341</u>			
	-15044	15044	0			
94028 Castlegate Feasibility						
<p>This project is currently approved for £396K to conduct feasibility investigations (including site surveys, topographical surveys, traffic studies, landscape design and project management) in order to provide the conditions to lever in additional public and private investment to kickstart the economic regeneration of the Castlegate area.</p> <p>Funding is initially from New Homes Bonus but with the expectation that these costs will subsequently be recovered from a successful Sheffield City Region Investment Fund bid.</p> <p>Due to delays experienced in agreeing the scope of works, £296k of funding will slip into 2018/19.</p>				Slippage	-296 [17/18] +296 [18/19]	n/a
M1 Gateway Public Art						
<p>Approval is requested to re-profile the project in line with the current scope of works. The Artist was commissioned to deliver initial designs and feasibility against the approved budget but proposed a much more extensive scheme. The new scope required more extensive feasibility works, designs, approvals and site investigation, all of which are still progressing. It also required a larger capital budget and funding applications have been submitted awaiting a</p>				Slippage	-172 [17/18] +172 [18/19]	n/a

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<p>decision in March 18, after which time a review of the projects finance will be held and if necessary further approvals will be requested.</p> <p><u>Total Approved Budget £565K</u> Previous Spend £88K + 17/18 Budget £322K + 18/19 Budget £155K</p> <p><u>Slippage 17/18 to 18/19: £172K</u> Previous Spend £88K + 17/18 Budget £150K + 18/19 Budget £327K</p> <p>Funded by Eon Contributions and S106</p>			
<p>Knowledge Gateway, Sheffield City Centre</p> <p>The project will develop 3 areas; Fitzalan Square and Flat St, Pond St and Pond Hill and Paternoster Row. Objectives include increasing the usability of public services, growing business rates, encouraging new investments and enhancing the attractiveness of the area.</p> <p>Approval is requested to progress the procurement of detailed design and construction works with Amey Hallam Highways Ltd under Schedule 7 of the existing Highways PFI Contract.</p> <p>The project is multi-faceted in terms of the number of partners external funding streams including, Sheffield City Region Investment Fund, contributions from Hallam University and private developers (via Section 106 agreements).</p> <p>Current approved feasibility and property acquisition budgets total £776k. Final anticipated costs are £5.5m full financial approval to increase the budget to this level will be brought forward when the outcome of negotiations with Amey on the final scheme price have been finalised.</p> <p>The Procurement Strategy has highlighted that although contingency allowances are not generally included for highway non-core schemes outside of the construction figure; a general contingency of £300k is included to give more control to address costed project risks. Any</p>	<p>Procurement Strategy Confirmation</p>	<p>0</p>	<p>Amey (Schedule 7) of the Highway PFI contract</p>

changes to scope will sit outside contingency and require further approval.

INFRASTRUCTURE

Corporate Buildings Essential Replacement (CBER) Programme 2017-19

This programme was set up to address acute backlog maintenance across the Council's operational estate, to help with various common building elements approaching the point of failure.

The objectives are two fold;

- 1) Address repair or replacement of critical building elements across the operational estate in order to maintain these premises in use and thereby continue to support the delivery of frontline services to the people of Sheffield
- 2) To undertake condition surveys across the operational estate, to understand the current backlog maintenance position, plan future lifecycle maintenance programmes and gather sufficient data to underpin future asset management planning, including asset rationalisation.

This request is for authorisation to slip expenditure on five of the projects originally covered by this programme from 17/18 to 18/19: .

These are:

Electrical Works - Slippage £61k

- covering electrical works to replace distribution boards; slippage due to delays in confirmation of specific sites

Roofing Works - Slippage £70k

- covering roofing works to replace flat roofs; slippage due to procurement and programme delays.

Windows and Doors Repairs – Slippage £189k

- covering works to replace wooden frames on windows and doors, slippage due to delays in

Slippage

-892
[17/18]
+892
[18/19]

<p>receiving site information</p> <p>Structural Works - Slippage £230k - covering structural works to replace boundary walls; slippage due to a delay in the programme</p> <p>Condition Surveys – Slippage £342k - covering work on further condition surveys that will inform as to the future requirement of investment in the corporate estate; slippage due to complex procurement route required for market testing prior to specification being agreed.</p>			
<p>Fire Risk Assessment Works Measured Term Contract</p> <p>This is a programme of statutory compliance surveys and assessments, being undertaken in conjunction with Regulatory Reform (Fire Safety) Order 2005, to identify hazards and risks where there are areas of poor or non-compliance within the estate.</p> <p>Fire Risk Assessments have identified specific risks for the buildings included in this programme, including the installation of a full audible fire detection system, emergency lighting, fire doors and improvements to fire compartments.</p> <p>The programme of Fire Risk Assessment Works 2016/17 is ongoing but requires a slippage request for £234k to be slipped, as contingency estimate, due to final in year costs not yet being certain.</p>	<p>Slippage</p>	<p>-234 [17/18] +234 [18/19]</p>	
<p>SUCCESSFUL CHILDREN AND YOUNG PEOPLE</p>			
<p>Astrea Academy This £27.7m scheme will deliver a new 5-form-entry through school in the Woodside area, being a total of 1,370 places from 5 forms across both primary and secondary stages, plus an additional 250 post-16 Sixth Form places.</p>	<p>Slippage</p>	<p>-2,900 [17/18] +2,900 [18/19]</p>	<p>n/a</p>

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<p>The scheme is funded from a Department for Education (DfE) Basic Need Allocation grant and a £205k contribution from Section 106 funds.</p> <p>This request is to reflect slippage of £2.9m into 18/19 due to a delay of 4 months on the new build element of the project involving 3rd party statutory service providers.</p>			
<p>Mercia School</p> <p>This £26.6m scheme will deliver a new 900 place 6-form-entry secondary school in the South West of Sheffield, plus space for 300 post-16 Sixth Form pupils, creating a total of 1,200 places, with future possibility to expand to an 8-form-entry school subject to separate funding. Costs include making safe contaminated land, delivering to 'BREAM Very Good' planning regulations above the standard of the basic DfE model and supplying the first year of furniture & equipment.</p> <p>The scheme is funded from a Department for Education (DfE) Basic Need Allocation grant and a £332k contribution from Section 106 funds.</p> <p>This request is for slippage of £2.458m into 18/19 and 19/20, due to the original profile being incorrect. There is no delay in physical delivery.</p>	Slippage	<p>-2,458 [17/18] +2,445 [18/19] +13 [19/20]</p>	n/a
<p>Tinsley Primary</p> <p>This project provides for the replacement and expansion of the former existing separate Nursery Infant and Junior school places provision in the Tinsley area. Increasing pupil numbers in the Tinsley area, combined with poor existing accommodation, creates the opportunity to provide a single, replacement school for the current NI and J schools. A replacement school also relocates the school from its proximity to the M1 Motorway and therefore creates a better environment for the school and its pupils. .</p> <p>The project is funded from Department for Education (DfE) Basic Need Grant allocations as follows: £1.8m from Targeted Basic Need and the remaining £7.2m from general Basic Need</p>	Reduction and slippage	<p>-417 reduction</p> <p>Slippage -133 [17/18] +133 [18/19]</p>	n/a

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<p>allocations.</p> <p>This variation seeks approval to reflect the 2017-18 projected underspend of £417k, due to lower final anticipated costs now the main works are near completion, including the release of £340k contingency. There is also an amount of £133k that is to slip onto 18/19 as a result of reprogrammed, final landscaping and making good works.</p>			
<p>Early Years 30Hr - Consortium - Ellesmere</p> <p>This project will develop additional Early Years 30 Hour child care places for working families in the Burngreave and Darnall areas. It is part of a £1.2m small grants scheme passporting money from Department for Education (DfE) Early Years Capital funding to projects. The works are to be completed at 3 sites in Burngreave and Darnall. (split as follows: for 75% DfE/SCC element)</p> <p>1) £414k at Ellesmere CC - the main site for project management; 2) £160k at Fir Vale Preschool; and 3) £113k at Darnall Community Nursery</p> <p>This is a request for slippage of £384k into 18/19, relating to Ellesmere due to planning permission delays and now expected to be complete 3 months later in June 2018. This project has been granted a Variation to the original Grant Terms & Conditions from the DfE namely that the completion date for the works has been extended to July 2018.</p>	<p>Slippage</p>	<p>-384 [17/18] +384 [18/19]</p>	<p>n/a</p>
<p>Early Years 30Hr - Intake Pre School</p> <p>This project is to develop additional Early Years 30 Hour child care places for working families in the Chancet Wood / Meadowhead area. It is part of a £1.2m small grants scheme passporting money from Department for Education (DfE) Early Years Capital funding to projects. The works are to be completed at Intake Primary School</p> <p>The scheme has approval for £213k, being the SCC contribution (at 75% of total costs, funded from a passported DfE grant; with the remaining 25% being funded directly by the project), for the development of 28 additional Early Years 30hr child care places for working families in the Intake area.</p>	<p>Slippage</p>	<p>-193 [17/18] +193 [18/19]</p>	<p>n/a</p>

<p>This is a request for slippage of £193k into 18/19 due to planning permission delays arising from Sport England's objections to a reduction of associated open spaces and playing field areas. A redesign of the building to mitigate any potential objection is now awaiting planning permission. This project has been granted a Variation to the original Grant Terms & Conditions from the DfE namely that the completion date for the works has been extended to July 2018.</p>			
<p>Radon Extraction</p> <p>Variation to reduce the current £7.5k budget to £Nil as the 2017-18 budget is no longer required, but the project is to be kept open for future years' budget allocations that may arise.</p> <p>Savings to be returned to the Condition Block Allocation fund, then immediately re-deployed in funding the extra requirement on the Mechanical Reactive project.</p>	Reduction	-7.5	n/a
<p>Mechanical Replacement - Mossbrook</p> <p>Variation for a £66.5k budgeted cost reduction following receipt of the latest contractor costs: the saving is to go back to the Devolved Formula Capital Programme from which it was part funded, as this has first call on any funding savings from this project</p>	Reduction	66.5	n/a
<p>Mechanical Replacement - Halfway NI</p> <p>Variation to reflect an overall increase of £10k on the cost of the project, being comprised of a £31k cost increase for additional works agreed as to be fully funded by a contribution from the school and a £21k reduction in budget for cost savings on the originally commissioned works, with the latter to be returned to the Condition Block Allocation fund, then immediately re-deployed in funding the extra requirement on the Mechanical Reactive project.</p>	Increase	10	n/a
<p>Mechanical Replacement - Brunswick</p>	Reduction	-79	n/a

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<p>Variation to reflect cost savings of £79k following latest contractor figures for required works.</p> <p>Savings to be returned to the Condition Block Allocation fund, then immediately re-deployed in funding the extra requirement on the Mechanical Reactive project.</p>			
<p>Devolved Formula Capital (DFC)</p> <p>Variation for a net funding credit of £36.5k to be added back to DFC, arising from £66.5k cost savings at Mossbrook school, less an immediate re-allocation to the Mechanical Reactive project of £30k, resulting in £36.5k funding being returned to DFC.</p>	Increase	35	n/a
<p>School Condition Block Allocation</p> <p>Net £Nil movement: representing a funding credit of £137.5k, being £7.5k released funds from Radon Extraction, £30k from Mechanical Replacement - Mossbrook, £21k from cost savings on Mechanical Replacement - Halfway and £79k from cost savings on Mechanical Replacement – Brunswick (see above), and a subsequent allocation of £137k additional funding to the Mechanical Reactive project to cover additional demands in this area (see below).</p>	Variation	0	n/a
<p>Mechanical Reactive</p> <p>Variation to reflect a £137k increase in required budget due to increased demand for reactive works across the schools estate, funded from the Maintenance Block Allocation as noted above.</p>	Increase	137	In line with existing overarching CYPF Capital Maintenance Programme Procurement Strategy
HEALTH AND WELLBEING			
<p>WFCM (Whole Family Case Management)</p> <p>We are replacing some of the systems used by teams who work in Children and Families and Adult Services, such as CareFirst, Wisdom and other related systems, with a new case management system.</p>	Slippage	-1,520 [18/19] +1,173 [19/20]	

<p>The term 'whole family' is being used to reflect joint working across these teams to ensure that we get a system that supports people of all ages within Sheffield.</p> <p>We want to choose a new system that:</p> <ul style="list-style-type: none"> - can help us spend more time focusing on improving the outcomes we need to achieve - can help us improve the quality of the information that we capture about our customers - can automate some of our work-arounds so that we can stop using separate spreadsheets and trackers <p>A request for slippage of £1.52m is now being made due to late appointment of data migration consultants and portfolio resources, including leads, data quality and training resources. The work is still required, but now needs to be completed to slipped timetable. Some milestone payments to supplier have been negotiated to fall after April 2018 in line with agreed implementation plan.</p> <p>As a result, £1.52m of funding will need to slip: £1.17m into 2018/19 and £0.35m into 2019-20.</p>		<p>+ 347 [20/21]</p>	
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Grant to be Paid to	SCC Funding Source	Project to be funded by the Grant	Conditions and Obligations	Value £000

NO GRANT APPROVALS REQUIRED THIS MONTH

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Housing Capital Programme 2017 – 2023

EXECUTIVE SUMMARY

At the end of October 2017 the value of the Housing Capital Programme for the period 2017-2022 was £472.9 m

The purpose of this report is to specify and seek approval for revisions to the existing 2017-22 programme and the inclusion of 2022/23 forward programme.

The changes to the current year and forward programme to March 2023 represent an increase of £74.4m and are made up as follows:

- Savings to elements of the existing programme – £14.5m
- Increases to elements of the current 2016-21 programme - £32.7m
- The addition of the 22/23 programme - £56.2m

In addition there is a reprofiling of £32.7m of expenditure into financial years 2021/22 and 22/23 from earlier in the programme.

The table below summarises these changes.

TABLE 1 – Changes to approved budget

	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL (Forward Programme - 17-23)
Baseline Housing Budget At October 2017	82.8	93.6	79.4	81.2	61.6	-	398.5
Net Slippage / Accelerated Spend of existing programme	(10.8)	(16.6)	(3.2)	(2.2)	5.3	27.4	-
Savings to existing programme	(1.0)	(1.5)	(5.8)	(3.6)	(2.6)	-	(14.5)
Additions to Programme	0.0	3.3	9.7	3.2	16.5	56.2	88.9
Revised Programme Budget	71.0	78.7	80.1	78.6	80.8	83.6	472.9
Retained / HRA Spilt							
SCC Retained Element	11.2	9.5	9.3	8.1	2.7	2.7	43.6
HRA Element	59.7	69.2	70.9	70.5	78.1	80.9	429.3
CHECK TOTAL	71.0	78.7	80.1	78.6	80.8	83.6	472.9

The full details of all changes in expenditure (as summarised above) on a year by year /individual project basis are shown in Annex 1 however, key changes are identified below.

MAJOR CHANGES TO THE EXISTING PROGRAMME

The major elements of the £14.5m savings to the current programme are:

- **COMMUNAL AREAS-LOW RISE FLATS** - £5.5m reduction this is as a result of the future programme being reviewed and reduced to reflect the estimated requirements. The savings that have been generated will help increase the size of the stock increase programme.

- **OTHER PLANNED ELEMENTS** - £3.6m reduction - a budget provision has been released as a saving to contribute towards increasing the size of the stock increase programme as it is no longer required. This was previously being held at the risk of potential works required on housing land following the completion of road upgrade work through the Streets Ahead project.
- **Windows and Doors Replacement Programme** - £2m reduction a saving has been made to this programme in order to support an increase of the size of the stock increase programme.
- **S H MGMT FEES COMMISSIONED** -£1.1m reduction – a review of the resources required to deliver the capital programme has been undertaken which has identified this as a saving across the 5 year plan. Therefore the profile of fees has been adjusted accordingly.
- **OBSOLETE HEATING** - £1m reduction – this budget has been identified as a saving within the 5 year programme as a result of delaying non-essential work. The saving will contribute to increasing the size of the stock increase programme.

The major elements of the £32.7m additions to the current programme 2017- 2022 are:

- **General Stock Increase Programme** - £16.7m – Savings have been found from within other parts of the housing investment programme to increase the size of the stock increase programme by £50m including the 2022/23 programme as detailed below.
- **Essential Investments** - £11.5m - this budget has been increased as a budget provision has been made in order to replace the cladding at Hanover tower block and install sprinklers in high rise tower blocks.
- **IT Upgrade - £3m** – this budget has been included as a provisional sum to cover the costs associated with replacing the housing management IT system.

Key elements of the £56.2m increases 2022/23 programme:

The addition of the 2022/23 programme represents indicative annual allocations to various existing work streams within the housing programme of £22.9m as indicated in the final page of Annex 1.

In addition a further £33.3m is being allocated to the Stock Increase Programme reflecting the council's commitment to increasing the supply of council housing stock in the city.

FUNDING OF THE HOUSING PROGRAMME

The proposed Housing Programme is funded from a variety of sources including the Major Repairs Reserve, Capital Receipts, Prudential Borrowing, various Government Grants and other contributions. While the exact amounts of each funding source used in each year will vary dependent on actual expenditure, levels of capital receipts and Major Repairs Reserve levels, the current funding assumptions are detailed in Table 2 and Table 3 below.

TABLE 2 – Funding Summary of Retained Element of Housing Programme

Funding	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL (Forward Programme - 17-22)
SCC Retained Element							
Other Grants & Contributions e.g. Homes and Loans	(0.9)	(1.3)	(1.1)	-	-	-	(3.3)
Capital Receipts	(6.2)	(6.1)	(6.1)	(6.1)	(0.7)	(0.7)	(26.0)
Government Grants	(4.1)	(2.1)	(2.0)	(2.0)	(2.0)	(2.0)	(14.3)
TOTAL	(11.2)	(9.5)	(9.3)	(8.1)	(2.7)	(2.7)	(43.6)

TABLE 3 - Funding Summary of HRA Programme

HRA Element	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
Other Grants & Contributions e.g. HCA & Leaseholder Payments	(2.0)	(0.7)	(0.6)	(0.8)	(0.1)	(0.1)	(4.3)
Capital Receipts	(1.1)	(3.2)	(6.2)	(6.3)	(5.1)	(3.2)	(25.1)
Major Repairs Reserve	(56.7)	(65.2)	(63.9)	(63.4)	(58.9)	(52.3)	(360.5)
Government Grants	-	(0.1)	(0.1)	-	-	-	(0.2)
Borrowing	-	-	-	-	(14.0)	(25.3)	(39.3)
TOTAL	(59.7)	(69.2)	(70.9)	(70.5)	(78.1)	(80.9)	(429.3)

ANNEX 1 - BUDGET CHANGES DETAIL – 2017-18

Cost Centre	Current Budget 2017	SAVING	SLIPPAGE INTO 18	ADDITION	Proposed Bud 2017
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000				18,000
0014058797222, PSH EMPTY PROPERTIES	120,000				120,000
0014058797390, PHS ACTIVITY	130,000				130,000
0014059097150, RHB LOANS HAL	200,000				200,000
0014059097243, YORK - NY SUB REGION HAL	69,673				69,673
0014059097394, HULL - HUMBER SUB REGION HAL	456,323				456,323
0014059097452, REGIONAL ERL	150,000		(125,000)		25,000
0014059097502, EP NORTH EAST LINC	47,699				47,699
0014059197282, PARK HILL (STH)	21,412				21,412
0014059197340, SWAN	13,933				13,933
0014059197350, ARBOURTHORNE 5MS	10,000				10,000
0014060697321, PROGRAMME MANAGEMENT COSTS GF	5,696,000				5,696,000
0014059097451, REGIONAL ENERGY HAL	10,000				10,000
0014059097506 CALDERDALE REPAYMENT LOANS	0				-
0014059097507 SHEFFIELD REPAYMENT LOANS	0				-
0014059097508 WYCA REPAYMENT LOANS	0			20,000	20,000
0014059097520, KIRKLEES RF FUNDS HAL(2)	100,000		(70,000)		30,000
0014059197453, EMPTY PROPERTY LOANS	112,000				112,000
0014007597333, MINOR WORK GRANTS	150,000				150,000
0014007597334, DISABLED GRANTS	4,031,226				4,031,226
0014007597428, SHEFFIELD HAL	66,303				66,303
Non HRA Total	11,402,570	-	(195,000)	20,000	11,227,570
0014059197429, LTE'S PURCHASE & REPAIR	1,023,944	(63,944)			960,000
0014059197458, LD ACQUISITIONS DOH FUNDING	593,000		(593,000)		-
0014059197551, COUNCIL HSG ACQUISITIONS PROG	3,523,317	(944,765)	(178,552)		2,400,000
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	17,065				17,065
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	2,292,069		(2,232,827)		59,242
0014059197554, NEW BUILD COUN HSG PH 3	56,950		(24,650)		32,300
0014059197555, NEW BUILD COUN HSG PH 4A	543,600		(345,635)		197,965
0014059197556, NEW BUILD COUN HSG PH 4B	54,950		(24,000)		30,950
00140591Q0087, STOCK INCREASE (CHS)	-				-
Stock Increase Total	8,104,895	(1,008,709)	(3,398,664)	-	3,697,522
0014065397127, OBSOLETE HEATING	-				-
0014065397131, ALMO ASBESTOS SURVEYS	211,600				211,600
0014065397139, LANSDOWNE AND HANOVER CLADDING	10,000				10,000
0014065397147, ADAPTATIONS	2,016,584				2,016,584
0014065397148, S H MGMT FEES COMMISSIONED	2,780,700				2,780,700
0014065397264, HEALTH & SAFETY ENHANCE PROG	126,506				126,506
0014065397269, EMERGENCY DEMOLITIONS	25,000				25,000
0014065397404, HEATING BREAKDOWNS	725,000				725,000
0014065397405, INSULATION (COUNCIL HSG)	3,000			(3,000)	(0)
0014065397471 EWI NON-TRADITIONAL 1	0			1,000	1,000
0014065397472 EWI NON-TRADITIONAL 2	0			1,000	1,000
0014065397473 EWI NON-TRADITIONAL 3	0			1,000	1,000
0014065397409, RECYCLING ROLL-OUT	(0)				(0)
0014065397418, PITCHED ROOFING & ROOFLINE	20,987,914				20,987,914
0014065397419, FLAT ROOFING	440,840				440,840
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	20,000				20,000
0014065397435, LTE'S REPAIRS AND REFURB CHS	282,687				282,687
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	6,906,998				6,906,998
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	11,529,325				11,529,325
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	4,871,095				4,871,095
0014065397444, GENERAL/RTB ACQUISITIONS CHS	768,023				768,023
0014065397456, GARAGES STRATEGY DEMOLITION	574,950				574,950
0014065397834, EP SOUTH EAST	58,314				58,314
0014065397838, COMPARTMENTALISATION - FS	211,364				211,364
0014065397957, SOUTH WEST - ABBEY BROOK	38,402				38,402
0014065397961, DH - METERING	806,597				806,597
0014065397968, LIFT MAINTENANCE & REPAIR	322,000				322,000
0014065397989, SPRINKLERS - FIRE SAFETY	76,827				76,827
0014065397990, SHELTERED FIRE ALARM LINKING	625,554				625,554
00100000Q0094, Regeneration HRA	-				-
0014065397459, GARAGE STRATEGY-IMPROVEMENT	465,974		(336,974)		129,000
0014065397461, ASBESTOS REMOVAL	253,566				253,566
0014065398002, ELECTRICAL STRATEGY	7,878,166		(6,878,166)		1,000,000
0014060697348, HRA PROGRAMME MANAGEMENT	250,000				250,000
00140653Q0079, COMMUNITY HEATING (CHS)	-				-
00140653Q0080, ROOFS & EXTERNALS (CHS)	-				-
00140653Q0083, WASTE MANAGEMENT (CHS)	-				-
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	-				-
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	-				-
00140653Q0090, GARAGES (CHS)	-				-
00100000Q0095, IT UPGRADE	0				-
HRA Total	63,266,987	-	(7,215,140)	-	56,051,847
	82,774,451	(1,008,709)	(10,808,804)	20,000	70,976,938

ANNEX 1 - BUDGET CHANGES DETAIL – 2018-19

Cost Centre	Current Budget 2018	SAVING	SLIPPAGE FROM 17	SLIPPAGE INTO 19	ADDITION	Proposed Budget 2018-
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000					18,000
0014058797222, PSH EMPTY PROPERTIES	120,000					120,000
0014058797390, PHS ACTIVITY	130,000					130,000
0014059097150, RHB LOANS HAL	200,000					200,000
0014059097243, YORK - NY SUB REGION HAL	-					-
0014059097394, HULL - HUMBER SUB REGION HAL	150,000				140,000	290,000
0014059097452, REGIONAL ERL	220,546		125,000	(195,546)		150,000
0014059097502, EP NORTH EAST LINC	-					-
0014059197282, PARK HILL (STH)	-					-
0014059197340, SWAN	-					-
0014059197350, ARBOURTHORNE 5MS	-					-
0014060697321, PROGRAMME MANAGEMENT COSTS GF	5,696,000					5,696,000
0014059097451, REGIONAL ENERGY HAL	10,000					10,000
0014059097506 CALDERDALE REPAYMENT LOANS	0				100,000	100,000
0014059097507 SHEFFIELD REPAYMENT LOANS	0				68,000	68,000
0014059097508 WYCA REPAYMENT LOANS	0				350,000	350,000
0014059097520, KIRKLEES RF FUNDS HAL(2)	100,000		70,000	(35,000)		135,000
0014059197453, EMPTY PROPERTY LOANS	112,000					112,000
0014007597333, MINOR WORK GRANTS	150,000					150,000
0014007597334, DISABLED GRANTS	2,000,000					2,000,000
0014007597428, SHEFFIELD HAL	50,000	(50,000)				0
Non HRA Total	8,956,546	(50,000)	195,000	(230,546)	658,000	9,529,000
0014059197429, LTE'S PURCHASE & REPAIR	-					-
0014059197458, LD ACQUISITIONS DOH FUNDING	-	(182,000)	593,000			411,000
0014059197551, COUNCIL HSG ACQUISITIONS PROG	4,148,840		178,552	(277,992)		4,049,400
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	-					-
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	3,432,428		2,232,827	(5,533,027)		132,228
0014059197554, NEW BUILD COUN HSG PH 3	488,800		24,650	(78,850)		434,600
0014059197555, NEW BUILD COUN HSG PH 4A	4,920,200		345,635	(710,705)		4,555,130
0014059197556, NEW BUILD COUN HSG PH 4B	487,150		24,000	(73,448)		437,702
00140591Q0087, STOCK INCREASE (CHS)	4,618,655			(4,618,655)		-
Stock Increase Total	18,096,073	(182,000)	3,398,664	(11,292,677)	-	10,020,060
0014065397127, OBSOLETE HEATING	2,200,000			(2,200,000)		(0)
0014065397131, ALMO ASBESTOS SURVEYS	184,000					184,000
0014065397139, LANSDOWNE AND HANOVER CLADDING	72,310					72,310
0014065397147, ADAPTATIONS	2,024,000					2,024,000
0014065397148, S H MGMT FEES COMMISSIONED	2,780,700	(275,700)				2,505,000
0014065397264, HEALTH & SAFETY ENHANCE PROG	138,000					138,000
0014065397269, EMERGENCY DEMOLITIONS	25,000					25,000
0014065397404, HEATING BREAKDOWNS	725,000					725,000
0014065397405, INSULATION (COUNCIL HSG)	4,329,584				(4,319,584)	10,000
0014065397471 EWI NON-TRADITIONAL 1	0				1,476,226	1,476,226
0014065397472 EWI NON-TRADITIONAL 2	0				1,975,900	1,975,900
0014065397473 EWI NON-TRADITIONAL 3	0				867,458	867,458
0014065397409, RECYCLING ROLL-OUT	-					-
0014065397418, PITCHED ROOFING & ROOFLINE	21,343,266					21,343,266
0014065397419, FLAT ROOFING	10,676					10,676
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	40,000					40,000
0014065397435, LTE'S REPAIRS AND REFURB CHS	-					-
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	3,480,000					3,480,000
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	8,043,366					8,043,366
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	-					-
0014065397444, GENERAL/RTB ACQUISITIONS CHS	636,000					636,000
0014065397456, GARAGES STRATEGY DEMOLITION	-					-
0014065397834, EP SOUTH EAST	-					-
0014065397838, COMPARTMENTALISATION - FS	-					-
0014065397957, SOUTH WEST - ABBEY BROOK	-					-
0014065397961, DH - METERING	-					-
0014065397968, LIFT MAINTENANCE & REPAIR	368,000					368,000
0014065397989, SPRINKLERS - FIRE SAFETY	-					-
0014065397990, SHELTERED FIRE ALARM LINKING	-					-
0010000Q0094, Regeneration HRA	-					-
0014065397459, GARAGE STRATEGY-IMPROVEMENT	1,462,625		336,974	(77,510)		1,722,089
0014065397461, ASBESTOS REMOVAL	395,434					395,434
0014065398002, ELECTRICAL STRATEGY	7,653,166		6,878,166	(7,531,332)		7,000,000
0014060697348, HRA PROGRAMME MANAGEMENT	250,000					250,000
00140653Q0079, COMMUNITY HEATING (CHS)	2,382,301			(1,882,301)		500,000
00140653Q0080, ROOFS & EXTERNALS (CHS)	5,160,519			(4,160,519)		1,000,000
00140653Q0083, WASTE MANAGEMENT (CHS)	800,000					800,000
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	-				2,600,000	2,600,000
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	2,000,000	(1,000,000)				1,000,000
00140653Q0090, GARAGES (CHS)	-					-
0010000Q0095, IT UPGRADE	0					-
HRA Total	66,503,947	(1,275,700)	7,215,140	(15,851,662)	2,600,000	59,191,725
	93,556,566	(1,507,700)	10,808,804	(27,374,885)	3,258,000	78,740,785

ANNEX 1 - BUDGET CHANGES DETAIL – 2019-20

Cost Centre	Current Budget 2019-20	SAVIN(€)	SLIPPAGE FROM 18/	SLIPPAGE INTO 20/	ADDITION	Proposed Budget 2019-
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000					18,000
0014058797222, PSH EMPTY PROPERTIES	120,000					120,000
0014058797390, PHS ACTIVITY	130,000					130,000
0014059097150, RHB LOANS HAL	-				200,000	200,000
0014059097243, YORK - NY SUB REGION HAL	-					-
0014059097394, HULL - HUMBER SUB REGION HAL	-					-
0014059097452, REGIONAL ERL	-		195,546		134,454	330,000
0014059097502, EP NORTH EAST LINC	-					-
0014059197282, PARK HILL (STH)	-					-
0014059197340, SWAN	-					-
0014059197350, ARBOURTHORNE 5MS	-					-
0014060697321, PROGRAMME MANAGEMENT COSTS GF	5,696,000					5,696,000
0014059097451, REGIONAL ENERGY HAL	-					-
0014059097506 CALDERDALE REPAYMENT LOANS	0				100,000	100,000
0014059097507 SHEFFIELD REPAYMENT LOANS	0					-
0014059097508 WYCA REPAYMENT LOANS	0				378,000	378,000
0014059097520, KIRKLEES RF FUNDS HAL(2)	100,000		35,000			135,000
0014059197453, EMPTY PROPERTY LOANS	-					-
0014007597333, MINOR WORK GRANTS	150,000					150,000
0014007597334, DISABLED GRANTS	2,000,000					2,000,000
0014007597428, SHEFFIELD HAL	50,000	(50,000)				(0)
Non HRA Total	8,264,000	(50,000)	230,546	-	812,454	9,257,000
0014059197429, LTE'S PURCHASE & REPAIR	-					-
0014059197458, LD ACQUISITIONS DOH FUNDING	-					-
0014059197551, COUNCIL HSG ACQUISITIONS PROG	4,148,840		277,992	(248,583)		4,178,249
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	-					-
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	474,404		5,533,027	(1,922,651)		4,084,780
0014059197554, NEW BUILD COUN HSG PH 3	572,571		78,850			651,421
0014059197555, NEW BUILD COUN HSG PH 4A	8,892,000		710,705	(823,605)		8,779,100
0014059197556, NEW BUILD COUN HSG PH 4B	571,156		73,448			644,604
00140591Q0087, STOCK INCREASE (CHS)	5,476,448		4,618,655	(8,925,427)		1,169,676
Stock Increase Total	20,135,419	-	11,292,677	(11,920,266)	-	19,507,830
0014065397127, OBSOLETE HEATING	2,200,000		2,200,000	(2,200,000)		2,200,000
0014065397131, ALMO ASBESTOS SURVEYS	200,000					200,000
0014065397139, LANSDOWNE AND HANOVER CLADDING	-					-
0014065397147, ADAPTATIONS	2,200,000					2,200,000
0014065397148, S H MGMT FEES COMMISSIONED	2,780,700	(275,700)				2,505,000
0014065397264, HEALTH & SAFETY ENHANCE PROG	140,000					140,000
0014065397269, EMERGENCY DEMOLITIONS	25,000				15,000	40,000
0014065397404, HEATING BREAKDOWNS	725,000					725,000
0014065397405, INSULATION (COUNCIL HSG)	8,114,660				(6,803,570)	1,311,090
0014065397471 EWI NON-TRADITIONAL 1	0				2,002,653	2,002,653
0014065397472 EWI NON-TRADITIONAL 2	0				3,348,400	3,348,400
0014065397473 EWI NON-TRADITIONAL 3	0				1,452,517	1,452,517
0014065397409, RECYCLING ROLL-OUT	-					-
0014065397418, PITCHED ROOFING & ROOFLINE	6,500,000					6,500,000
0014065397419, FLAT ROOFING	-					-
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	-					-
0014065397435, LTE'S REPAIRS AND REFURB CHS	-					-
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	5,698,885	(4,498,885)				1,200,000
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	1,688,055					1,688,055
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	-					-
0014065397444, GENERAL/RTB ACQUISITIONS CHS	636,000					636,000
0014065397456, GARAGES STRATEGY DEMOLITION	-					-
0014065397834, EP SOUTH EAST	-					-
0014065397838, COMPARTMENTALISATION - FS	-					-
0014065397957, SOUTH WEST - ABBEY BROOK	-					-
0014065397961, DH - METERING	-					-
0014065397968, LIFT MAINTENANCE & REPAIR	412,298					412,298
0014065397989, SPRINKLERS - FIRE SAFETY	-					-
0014065397990, SHELTERED FIRE ALARM LINKING	-					-
00100000Q0094, Regeneration HRA	-					-
0014065397459, GARAGE STRATEGY-IMPROVEMENT	832,401		77,510		193,250	1,103,161
0014065397461, ASBESTOS REMOVAL	346,000					346,000
0014065398002, ELECTRICAL STRATEGY	6,865,666		7,531,332	(7,396,998)		7,000,000
0014060697348, HRA PROGRAMME MANAGEMENT	250,000					250,000
00140653Q0079, COMMUNITY HEATING (CHS)	1,155,050		1,882,301	(1,882,301)		1,155,050
00140653Q0080, ROOFS & EXTERNALS (CHS)	7,104,878		4,160,519	(7,152,521)		4,112,876
00140653Q0083, WASTE MANAGEMENT (CHS)	800,000					800,000
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	327,600				5,700,000	6,027,600
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	2,000,000	(1,000,000)				1,000,000
00140653Q0090, GARAGES (CHS)	-					-
00100000Q0095, IT UPGRADE	0				3,000,000	3,000,000
HRA Total	51,002,193	(5,774,585)	15,851,662	(18,631,820)	8,908,250	51,355,700
	79,401,612	(5,824,585)	27,374,885	(30,552,086)	9,720,704	80,120,530

ANNEX 1 - BUDGET CHANGES DETAIL – 2020-21

Cost Centre	Current Budget 2020	SAVING	SLIPPAGE FROM 19	SLIPPAGE INTO 21	ADDITION	Proposed Budget 2020-
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000					18,000
0014058797222, PSH EMPTY PROPERTIES	120,000					120,000
0014058797390, PHS ACTIVITY	130,000					130,000
0014059097150, RHB LOANS HAL	-					-
0014059097243, YORK - NY SUB REGION HAL	-					-
0014059097394, HULL - HUMBER SUB REGION HAL	-					-
0014059097452, REGIONAL ERL	-					-
0014059097502, EP NORTH EAST LINC	-					-
0014059197282, PARK HILL (STH)	-					-
0014059197340, SWAN	-					-
0014059197350, ARBOURTHORNE 5MS	-					-
0014060697321, PROGRAMME MANAGEMENT COSTS GF	5,696,000					5,696,000
0014059097451, REGIONAL ENERGY HAL	-					-
0014059097506 CALDERDALE REPAYMENT LOANS	0					-
0014059097507 SHEFFIELD REPAYMENT LOANS	0					-
0014059097508 WYCA REPAYMENT LOANS	0					-
0014059097520, KIRKLEES RF FUNDS HAL(2)	-					-
0014059197453, EMPTY PROPERTY LOANS	-					-
0014007597333, MINOR WORK GRANTS	150,000					150,000
0014007597334, DISABLED GRANTS	2,000,000					2,000,000
0014007597428, SHEFFIELD HAL	50,000	(50,000)				(0)
Non HRA Total	8,164,000	(50,000)	-	-	-	8,114,000
0014059197429, LTE'S PURCHASE & REPAIR	-					-
0014059197458, LD ACQUISITIONS DOH FUNDING	-					-
0014059197551, COUNCIL HSG ACQUISITIONS PROG	4,148,840		248,583			4,397,423
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	-					-
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	-		1,922,651			1,922,651
0014059197554, NEW BUILD COUN HSG PH 3	-					-
0014059197555, NEW BUILD COUN HSG PH 4A	752,446		823,605			1,576,051
0014059197556, NEW BUILD COUN HSG PH 4B	-					-
00140591Q0087, STOCK INCREASE (CHS)	17,713,677		8,925,427	(14,256,486)		12,382,618
Stock Increase Total	22,614,963	-	11,920,266	(14,256,486)	-	20,278,743
0014065397127, OBSOLETE HEATING	2,313,825		2,200,000	(2,200,000)		2,313,825
0014065397131, ALMO ASBESTOS SURVEYS	150,000					150,000
0014065397139, LANSDOWNE AND HANOVER CLADDING	-					-
0014065397147, ADAPTATIONS	2,500,000					2,500,000
0014065397148, S H MGMT FEES COMMISSIONED	2,780,700	(275,700)				2,505,000
0014065397264, HEALTH & SAFETY ENHANCE PROG	140,000					140,000
0014065397269, EMERGENCY DEMOLITIONS	20,000					20,000
0014065397404, HEATING BREAKDOWNS	725,000					725,000
0014065397405, INSULATION (COUNCIL HSG)	3,892,806				(2,581,716)	1,311,090
0014065397471 EWI NON-TRADITIONAL 1	0				257,582	257,582
0014065397472 EWI NON-TRADITIONAL 2	0				565,900	565,900
0014065397473 EWI NON-TRADITIONAL 3	0				1,758,235	1,758,235
0014065397409, RECYCLING ROLL-OUT	-					-
0014065397418, PITCHED ROOFING & ROOFLINE	6,000,000					6,000,000
0014065397419, FLAT ROOFING	350,000					350,000
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	-					-
0014065397435, LTE'S REPAIRS AND REFURB CHS	-					-
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	6,000,000	(1,000,000)				5,000,000
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	5,000,000			(5,000,000)		(0)
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	2,000,000	(2,000,000)				(0)
0014065397444, GENERAL/RTB ACQUISITIONS CHS	636,000					636,000
0014065397456, GARAGES STRATEGY DEMOLITION	-					-
0014065397834, EP SOUTH EAST	-					-
0014065397838, COMPARTMENTALISATION - FS	-					-
0014065397957, SOUTH WEST - ABBEY BROOK	-					-
0014065397961, DH - METERING	-					-
0014065397968, LIFT MAINTENANCE & REPAIR	400,000					400,000
0014065397989, SPRINKLERS - FIRE SAFETY	-					-
0014065397990, SHELTERED FIRE ALARM LINKING	-					-
00100000Q0094, Regeneration HRA	-					-
0014065397459, GARAGE STRATEGY-IMPROVEMENT	-					-
0014065397461, ASBESTOS REMOVAL	-					-
0014065398002, ELECTRICAL STRATEGY	4,718,922		7,396,998	(5,115,920)		7,000,000
0014060697348, HRA PROGRAMME MANAGEMENT	250,000					250,000
00140653Q0079, COMMUNITY HEATING (CHS)	1,380,000		1,882,301			3,262,301
00140653Q0080, ROOFS & EXTERNALS (CHS)	7,755,519		7,152,521	(6,189,434)		8,718,606
00140653Q0083, WASTE MANAGEMENT (CHS)	915,290					915,290
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	200,000				3,200,000	3,400,000
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	2,268,000	(268,000)				2,000,000
00140653Q0090, GARAGES (CHS)	-					-
00100000Q0095, IT UPGRADE	0					-
HRA Total	50,396,062	(3,543,700)	18,631,820	(18,505,354)	3,200,001	50,178,829
	81,175,025	(3,593,700)	30,552,086	(32,761,840)	3,200,001	78,571,572

ANNEX 1 - BUDGET CHANGES DETAIL – 2021-22

Cost Centre	Current Budget 2021-	SAVIN(SLIPPAGE FROM 19/	SLIPPAGE INTO 22/	ADDITIO	Proposed Budget 2021-
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000					18,000
0014058797222, PSH EMPTY PROPERTIES	120,000					120,000
0014058797390, PHS ACTIVITY	130,000					130,000
0014059097150, RHB LOANS HAL	-					-
0014059097243, YORK - NY SUB REGION HAL	-					-
0014059097394, HULL - HUMBER SUB REGION HAL	-					-
0014059097452, REGIONAL ERL	-					-
0014059097502, EP NORTH EAST LINC	-					-
0014059197282, PARK HILL (STH)	-					-
0014059197340, SWAN	-					-
0014059197350, ARBOURTHORNE 5MS	-					-
0014060697321, PROGRAMME MANAGEMENT COSTS GF	296,000					296,000
0014059097451, REGIONAL ENERGY HAL	-					-
0014059097506 CALDERDALE REPAYMENT LOANS	0					-
0014059097507 SHEFFIELD REPAYMENT LOANS	0					-
0014059097508 WYCA REPAYMENT LOANS	0					-
0014059097520, KIRKLEES RF FUNDS HAL(2)	-					-
0014059197453, EMPTY PROPERTY LOANS	-					-
0014007597333, MINOR WORK GRANTS	150,000					150,000
0014007597334, DISABLED GRANTS	2,000,000					2,000,000
0014007597428, SHEFFIELD HAL	50,000	(50,000)				(0)
Non HRA Total	2,764,000	(50,000)	-	-	-	2,714,000
0014059197429, LTE'S PURCHASE & REPAIR	-					-
0014059197458, LD ACQUISITIONS DOH FUNDING	-					-
0014059197551, COUNCIL HSG ACQUISITIONS PROG	-					-
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	-					-
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	-					-
0014059197554, NEW BUILD COUN HSG PH 3	-					-
0014059197555, NEW BUILD COUN HSG PH 4A	-					-
0014059197556, NEW BUILD COUN HSG PH 4B	-					-
00140591Q0087, STOCK INCREASE (CHS)	-		14,256,486		16,684,098	30,940,584
Stock Increase Total	-	-	14,256,486	-	16,684,098	30,940,584
0014065397127, OBSOLETE HEATING	1,000,000	(1,000,000)	2,200,000	(700,000)		1,500,000
0014065397131, ALMO ASBESTOS SURVEYS	150,000					150,000
0014065397139, LANSDOWNE AND HANOVER CLADDING	-					-
0014065397147, ADAPTATIONS	2,500,000					2,500,000
0014065397148, S H MGMT FEES COMMISSIONED	2,780,700	(250,650)				2,530,050
0014065397264, HEALTH & SAFETY ENHANCE PROG	140,000					140,000
0014065397269, EMERGENCY DEMOLITIONS	20,000					20,000
0014065397404, HEATING BREAKDOWNS	725,000					725,000
0014065397405, INSULATION (COUNCIL HSG)	-					-
0014065397471 EWI NON-TRADITIONAL 1	0					-
0014065397472 EWI NON-TRADITIONAL 2	0					-
0014065397473 EWI NON-TRADITIONAL 3	0					-
0014065397409, RECYCLING ROLL-OUT	-					-
0014065397418, PITCHED ROOFING & ROOFLINE	4,000,000					4,000,000
0014065397419, FLAT ROOFING	600,000					600,000
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	-					-
0014065397435, LTE'S REPAIRS AND REFURB CHS	-					-
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	5,000,000					5,000,000
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	5,000,000		5,000,000	(5,000,000)		5,000,000
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	-					-
0014065397444, GENERAL/RTB ACQUISITIONS CHS	-					-
0014065397456, GARAGES STRATEGY DEMOLITION	-					-
0014065397834, EP SOUTH EAST	-					-
0014065397838, COMPARTMENTALISATION - FS	-					-
0014065397957, SOUTH WEST - ABBEY BROOK	-					-
0014065397961, DH - METERING	-					-
0014065397968, LIFT MAINTENANCE & REPAIR	460,000					460,000
0014065397989, SPRINKLERS - FIRE SAFETY	-					-
0014065397990, SHELTERED FIRE ALARM LINKING	-					-
0010000Q0094, Regeneration HRA	8,000,000			(1,000,000)		7,000,000
0014065397459, GARAGE STRATEGY-IMPROVEMENT	-					-
0014065397461, ASBESTOS REMOVAL	-					-
0014065398002, ELECTRICAL STRATEGY	4,000,000		5,115,920	(5,115,920)		4,000,000
0014060697348, HRA PROGRAMME MANAGEMENT	250,000					250,000
00140653Q0079, COMMUNITY HEATING (CHS)	910,000			(910,000)		(0)
00140653Q0080, ROOFS & EXTERNALS (CHS)	15,600,000		6,189,434	(10,789,434)		11,000,000
00140653Q0083, WASTE MANAGEMENT (CHS)	-					-
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	2,200,000			(2,200,000)		(0)
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	5,050,000	(1,300,000)		(1,700,000)		2,050,000
00140653Q0090, GARAGES (CHS)	423,250				(193,250)	230,000
0010000Q0095, IT UPGRADE	0	-				-
HRA Total	58,808,950	(2,550,650)	18,505,354	(27,415,354)	(193,250)	47,155,050
	61,572,950	(2,600,650)	32,761,840	(27,415,354)	16,490,848	80,809,634

ANNEX 1 - BUDGET CHANGES DETAIL – 2022-23

Cost Centre	Current Budget 2022	SLIPPAGE FROM 21/	Proposed Budget 2022-
0014058790136, CHAUCER SQUARE MAINTENANCE	18,000		18,000
0014058797222, PSH EMPTY PROPERTIES	120,000		120,000
0014058797390, PHS ACTIVITY	130,000		130,000
0014059097150, RHB LOANS HAL	-		-
0014059097243, YORK - NY SUB REGION HAL	-		-
0014059097394, HULL - HUMBER SUB REGION HAL	-		-
0014059097452, REGIONAL ERL	-		-
0014059097502, EP NORTH EAST LINC	-		-
0014059197282, PARK HILL (STH)	-		-
0014059197340, SWAN	-		-
0014059197350, ARBOURTHORNE 5MS	-		-
0014060697321, PROGRAMME MANAGEMENT COSTS GF	296,000		296,000
0014059097451, REGIONAL ENERGY HAL	-		-
0014059097506 CALDERDALE REPAYMENT LOANS	-		-
0014059097507 SHEFFIELD REPAYMENT LOANS	-		-
0014059097508 WYCA REPAYMENT LOANS	-		-
0014059097520, KIRKLEES RF FUNDS HAL(2)	-		-
0014059197453, EMPTY PROPERTY LOANS	-		-
0014007597333, MINOR WORK GRANTS	150,000		150,000
0014007597334, DISABLED GRANTS	2,000,000		2,000,000
0014007597428, SHEFFIELD HAL	-		-
Non HRA Total	2,714,000	-	2,714,000
0014059197429, LTE'S PURCHASE & REPAIR	-		-
0014059197458, LD ACQUISITIONS DOH FUNDING	-		-
0014059197551, COUNCIL HSG ACQUISITIONS PROG	-		-
0014059197552, NEW BUILD COUNCIL HSG PHASE 1	-		-
0014059197553, NEW BUILD COUNCIL HSG PHASE 2	-		-
0014059197554, NEW BUILD COUN HSG PH 3	-		-
0014059197555, NEW BUILD COUN HSG PH 4A	-		-
0014059197556, NEW BUILD COUN HSG PH 4B	-		-
00140591Q0087, STOCK INCREASE (CHS)	33,347,685		33,347,685
Stock Increase Total	33,347,685	-	33,347,685
0014065397127, OBSOLETE HEATING	800,000	700,000	1,500,000
0014065397131, ALMO ASBESTOS SURVEYS	150,000		150,000
0014065397139, LANSDOWNE AND HANOVER CLADDING	-		-
0014065397147, ADAPTATIONS	2,500,000		2,500,000
0014065397148, S H MGMT FEES COMMISSIONED	2,555,350		2,555,350
0014065397264, HEALTH & SAFETY ENHANCE PROG	140,000		140,000
0014065397269, EMERGENCY DEMOLITIONS	20,000		20,000
0014065397404, HEATING BREAKDOWNS	725,000		725,000
0014065397405, INSULATION (COUNCIL HSG)	-		-
0014065397471 EWI NON-TRADITIONAL 1	-		-
0014065397472 EWI NON-TRADITIONAL 2	-		-
0014065397473 EWI NON-TRADITIONAL 3	-		-
0014065397409, RECYCLING ROLL-OUT	-		-
0014065397418, PITCHED ROOFING & ROOFLINE	4,000,000		4,000,000
0014065397419, FLAT ROOFING	600,000		600,000
0014065397422, NON HIGHWAYS RESPONSIVE WORKS	-		-
0014065397435, LTE'S REPAIRS AND REFURB CHS	-		-
0014065397441, COMMUNAL AREAS-LOW RISE FLATS	5,000,000		5,000,000
0014065397442, KITCHEN/BATHRM PLANNED REPLMT	-	5,000,000	5,000,000
0014065397443, WINDOWS& DOORS PLACEMENT(CHS)	-		-
0014065397444, GENERAL/RTB ACQUISITIONS CHS	-		-
0014065397456, GARAGES STRATEGY DEMOLITION	-		-
0014065397834, EP SOUTH EAST	-		-
0014065397838, COMPARTMENTALISATION - FS	-		-
0014065397957, SOUTH WEST - ABBEY BROOK	-		-
0014065397961, DH - METERING	-		-
0014065397968, LIFT MAINTENANCE & REPAIR	480,000		480,000
0014065397989, SPRINKLERS - FIRE SAFETY	-		-
0014065397990, SHELTERED FIRE ALARM LINKING	-		-
0010000Q0094, Regeneration HRA	-	1,000,000	1,000,000
0014065397459, GARAGE STRATEGY-IMPROVEMENT	-		-
0014065397461, ASBESTOS REMOVAL	-		-
0014065398002, ELECTRICAL STRATEGY	-	5,115,920	5,115,920
0014060697348, HRA PROGRAMME MANAGEMENT	250,000		250,000
00140653Q0079, COMMUNITY HEATING (CHS)	910,000	910,000	1,820,000
00140653Q0080, ROOFS & EXTERNALS (CHS)	1,810,566	10,789,434	12,600,000
00140653Q0083, WASTE MANAGEMENT (CHS)	-		-
00140653Q0084, ESSENTIAL INVESTMENTS (CHS)	-	2,200,000	2,200,000
00140653Q0089, OTHER PLANNED ELEMENTS (CHS)	-	1,700,000	1,700,000
00140653Q0090, GARAGES (CHS)	229,014		229,014
0010000Q0095, IT UPGRADE	-		-
HRA Total	20,169,930	27,415,354	47,585,284
	56,231,615	27,415,354	83,646,969

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Author/Lead Officer of Report: Louise Cassin,
Housing Business Plan Officer

Tel: 0114 2930240

Report of: Executive Director, Place
Report to: Cabinet
Date of Decision: 17 January 2018
Subject: Housing Revenue Account (HRA) Business Plan and HRA Budget 2018/19

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input checked="" type="checkbox"/>	
- Affects 2 or more Wards	<input checked="" type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Neighbourhoods and Community Safety</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Safer and Stronger Communities</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? 96		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Purpose of Report:

The report provides the 2018/19 update of the Housing Revenue Account (HRA) Business Plan. It includes proposals to:

- Continue to take a proactive approach to managing our neighbourhoods and supporting our tenants
- Prioritise investment into fire safety work including cladding, sprinkler systems and other fire safety measures
- Continue with our commitment of 1,000 new/replacement council homes, with potential to expand this further by an estimated 500 units over 5 years
- Continue to deliver improvements to our tenants' homes to make sure they continue to be well maintained over the next 5 years
- Keep our costs under control and explore HRA savings with the aim of

getting better value for money on contracts and paying for the services we use

Recommendations:

It is recommended that Cabinet recommends to the meeting of the City Council on 7 February 2018 that:

1. The HRA Business Plan report for 2018/19 as set out in the appendix to this report is approved
2. The HRA Revenue Budget 2018/19 as set out in the appendix to this report is approved
3. Rents for council dwellings including temporary accommodation are reduced by 1% from April 2018 in line with requirements in the Welfare Reform and Work Act 2016
4. A single rate for garage rents of £9.35 per week for a garage plot and £2.10 per week for a garage site will be applied to new garage tenancies from April 2018 and to existing garage tenancies once improvements have been made to existing garage sites and plots
5. The community heating unit charges will remain unchanged for 2018/19
6. The sheltered housing service charge will remain unchanged for 2018/19
7. Burglar alarm charges for 2018/19 will remain unchanged for 2018/19
8. Service charges for furnished accommodation will remain unchanged from April 2018

Background Papers:

Equalities Impact Assessment - Sheffield City Council Housing Revenue Account Business Plan 2018-2019 (*Appendix D within the HRA Business Plan 2018/19*)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Karen Jones</i>
		Legal: <i>Andrea Simpson</i>
		Equalities: <i>Louise Nunn</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	<i>Laraine Manley</i>
3	Cabinet Member consulted:	<i>Cllr Jayne Dunn</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Louise Cassin</i>	Job Title: <i>Housing Business Plan Officer</i>
	Date: <i>8th January 2018</i>	

1. PROPOSAL

1.1 Summary

- 1.1.1 The report provides the 2018/19 update of the Housing Revenue Account (HRA) Business Plan.
- 1.1.2 This report also presents a 2018/19 revenue budget for the HRA.
- 1.1.3 A separate report on the Capital Programme, which includes the Council Housing Investment Programme 2018/19, will be considered by Cabinet on 14 February 2018. This will include details of the Council's funded capital investment plan for council housing which complements the service and financial plans for the HRA in this report.

1.2 The HRA Business Plan

- 1.2.1 The HRA is the financial account of the Council as landlord. It is ring-fenced in law for income and expenditure in respect of council housing and housing land and certain activities in connection with the provision of council housing only. Other council services are funded through council tax and central Government support which benefits all citizens of Sheffield regardless of tenure.
- 1.2.2 The HRA Business Plan sets out how all aspects of council housing will be funded from income (predominately rents) the local authority is able to generate in its capacity as landlord.
- 1.2.3 Each year the HRA Business Plan is reviewed and updated to set budgets and charges for the year ahead and to provide an updated 5 year plan in the context of a 30 year affordability profile.
- 1.2.4 The HRA operates within a national political context; therefore any changes within national housing policy can have a significant impact on the HRA Business Plan.

1.3 Summary of Key Changes

- 1.3.1
 - Housing and Planning Act 2016

The Housing & Planning Act 2016 included a number of significant changes impacting on council housing and its continued viability. There still remains considerable uncertainty about how or whether the Government intend to progress these proposals which include the introduction of fixed term tenancies and the sale of 'higher value' assets.

- Welfare Reform – Local Housing Allowance

Government announced in October 2017 that they would be dropping their plans to introduce the Local Housing Allowance (LHA) cap for both general needs social housing and supported housing. Although the announcement to drop the LHA cap will help to alleviate some pressure

both financially to the HRA and to tenants, the overall impacts of Universal Credit still remain.

The Government has carried out a review of funding for supported housing and is now consulting on proposals to introduce a new mechanism of setting rents for sheltered housing that will take into account the higher costs of older persons housing. The consultation also includes short term supported accommodation which may impact on the future rents we can set for temporary accommodation. Any proposals agreed by Government following consultation are expected to come into effect from April 2020.

- National Rents Policy

The Welfare Reform and Work Act 2016 included a statutory obligation on registered providers of social housing to reduce their rents by 1% per year, irrespective of inflation, for four years. This year will be the third year of applying the 1% reduction to our rents and this has had a significant impact on our business plan income. The Government announced in October 2017 that from 2020, social rents will return to a rent increase of the Consumer Price Index (CPI) + 1% for 5 years.

1.4 HRA Business Plan Priorities 2018/19

1.4.1 The key priorities for the HRA Business Plan 2018/19 are to:-

- Continue to take a proactive approach to managing our neighbourhoods and supporting our tenants
- Prioritise investment into fire safety work including cladding, sprinkler systems and other fire safety measures
- Continue with our commitment of 1,000 new/replacement council homes, with potential to expand this further by an estimated 500 units over 5 years
- Continue to deliver improvements to our tenants' homes to make sure they continue to be well maintained over the next 5 years
- Keep our costs under control and explore HRA savings with the aim of getting better value for money on contracts and paying for the services we use

1.4.2 The Housing and Neighbourhoods service has developed a vision which provides the framework for all the activity undertaken within the service. The vision includes a number of key themes and ambitions. The HRA Business Plan focuses on council housing activities that will feed into this wider housing vision.

1.4.3 The business plan will contribute to the Housing and Neighbourhoods Service themes and ambitions in the following ways:

Independence and Resilience

- Review customer access to our services

- Take a fresh approach to engagement
- Support tenants to deal with poverty and its causes
- Help tenants sustain their tenancies
- Build more specialist and supported housing
- Focus on community safety, enforcement and regulation
- Further improve fire safety

Sustainable and Attractive Neighbourhoods

- Create more new homes
- Invest in our stock
- Transform the repairs service
- Deliver changes to clean and green services
- Tailor neighbourhood housing services to local needs
- Contribute to the delivery of a new set of housing strategies
- Support locality working

Shaping Change

- Invest in our people
- Make better use of information
- Improve our use of technology
- Review our office accommodation
- Implement fairer charges
- Get best value from our shared services
- Support wider Council priorities

1.4.4 Further details under each of the key themes can be found within the HRA Business Plan priorities chapter within the HRA Business Plan 2018/19 appendix.

1.5 Investment Programme

1.5.1 The aim of the investment programme has been to create an affordable plan to match expected resources and to address as much of the higher risk backlog elements quickly in order to minimise costs overall.

1.5.2 The 5 year investment programme will continue to prioritise and deliver improvements to people's homes (kitchens, bathrooms, windows, doors, roofs, communal areas etc) to make sure homes continue to be well maintained.

1.5.3 Procurement efficiencies and prioritising works have helped to free up resources which have now been factored into the business plan. Any savings from the investment programme will help to contribute towards expanding the stock increase programme.

1.5.4 We are committed to maintaining our role as the largest social housing provider in the city and will continue to strategically plan for the best use of our current social housing stock as well as exploring new opportunities around our future housing stock. In 2018/19, alongside our commitment to 1,000 new council homes, we will also explore the potential to expand this programme. The number of any additional

homes to the programme will be dependent on the level of savings that can be made from the HRA, on our borrowing capacity and any additional funding such as grant and use of receipts. We estimate that this could lead to a further 500 units by 2023/24.

- 1.5.5 We also want to investigate options for acquiring new builds 'off-plan' or direct from developers. As part of the programme we will however, continue to build homes where there is appropriate land availability and are within our strategic housing market areas where demand is highest. We will also continue to acquire properties for sale on the open market as this still remains a flexible delivery mechanism.
- 1.5.6 The council housing stock increase programme is a key part to achieving the Council's wider Housing Strategy and contributes to delivering affordable homes to support growth in the city. The stock increase programme will feed into the Affordable Housing Programme once this has been developed.
- 1.5.7 In April 2017 the repairs and maintenance service transferred back into Sheffield City Council following a period of 15 years outsourcing to Kier. This year's focus has been to consolidate the service following the transfer. In 2018/19 we want to develop the repairs and maintenance service further by working with tenants to help us to develop a vision and further shape the service.
- 1.5.8 Further detail on the investment programme is available in the HRA Business Plan 2018/19 appendix report.

1.6 Financial Plan

- 1.6.1 The financial plan is based on a number of key assumptions to help us mitigate risks or changes that may occur in the coming year. All assumptions are reviewed and refreshed each year to reflect the changing economic environment in which the business plan operates.
- 1.6.2 In order to accommodate the investment programme, the HRA will need to support further borrowing but it will be a question of when this debt is taken and at what rate. This is closely monitored by active treasury management activity throughout the year.
- 1.6.3 The key considerations that shape these decisions are:
- The interest rate environment
 - The HRA's cash requirements for investment and debt management
 - Affordability in the context of the overall 30 year HRA Business Plan
- 1.6.4 The financial viability of the HRA Business Plan is measured by its ability to repay debt over 30 years. Mitigations previously factored into the business plan as a result of the 1% rent reduction remain factored into the plan for 2018/19. This is to ensure the plan is financially viable and secure over the 30 year life of the plan.

1.7 Financial Assumptions 2018/19

- 1.7.1 Dwelling rents for 2018/19 including temporary accommodation are to reduce by 1% in line with the Welfare Reform and Work Act 2016. This will be the third year of rent reductions as part of the Act. The 1% decrease is equivalent to an average reduction of £0.75 per week. Appendix C within the HRA Business Plan 2018/19 report sets out the average rents per house size in Sheffield.
- 1.7.2 The process of making all council housing rents equitable over time by letting vacant properties at the target rent level will continue. Currently the average rent is £0.84 less than 'target' compared with a difference of £0.90 last year.
- 1.7.3 The rent for a garage plot in 2018/19 will be £9.35 per week and the rent for a garage site will be £2.10 per week. These rents will apply to new tenants from the beginning of their tenancy. Existing tenants, where investment work is required to their plot/site will continue to pay their current rent until work to their garage has been completed. Existing tenants will be charged the new rent level if the location requires no work or a site survey identifies that the garage already meets the required standard. All garage tenants whose rent is to change will be given at least 28 days written notice of the change before it takes effect.
- 1.7.4 The community heating charges for 2018/19 will remain at the 2017/18 levels. A full breakdown of all community heating service charges is set out in appendix C within the HRA Business Plan 2018/19.
- 1.7.5 The sheltered housing service charge will remain unchanged for 2018/19.
- 1.7.6 The charge for burglar alarms will remain unchanged for 2018/19.
- 1.7.7 The furnished accommodation service charge will remain unchanged for 2018/19.

1.8 HRA Budget 2018/19

- 1.8.1 The HRA Business Plan 2018/19 report (at appendix A) sets out the recommended budget for 2018/19.

1.9 Forecast Outturn 2017/18

- 1.9.1 Regular revenue budget monitoring reports have been presented during the year to Cabinet. These have shown a more favourable outturn compared with the original budget and is shown at appendix A.
- 1.9.2 Further monitoring reports updating the 2017/18 position will be presented in accordance with the Council's budget monitoring timetables.

2.0 HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The proposals in this report are aimed at maximising financial resources to deliver outcomes to council tenants in the context of a self-financing funding regime, developments in national policy, the current economic climate and reductions in Government funding. They will contribute towards the Corporate Plan priorities of Thriving Neighbourhoods and Communities, Tackling Inequalities and being an In-touch Organisation.
- 2.2 The HRA Business Plan 2018/19 will help to contribute to the delivery of wider housing strategies and policies such as the Housing Strategy 2013-2023, the Homelessness Prevention Strategy 2017-22 and the Older People's Independent Living Housing Strategy 2017-22.
- 2.3 The Council must ensure that as a self-financing entity council housing in Sheffield has a sustainable future. The purpose of the HRA Business Plan report for 2018/19 is to ensure the cost of council housing - including investment in homes, services to tenants, the servicing of debt and overheads - can continue to be met by the income raised in the HRA.
- 2.4 The foundation of the HRA Business Plan is ensuring council homes are occupied because letting homes generates the rental income which funds all aspects of council housing.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Tenants have been kept informed of developments in relation to the HRA Business Plan and updates around housing national policy such as the Housing and Planning Act 2016 via a number of communications. This has included the Housing and Neighbourhoods Panel (HANAP) and Citywide Forum. Tenants will continue to be updated on any developments in relation to national housing policy once any further updates are provided from Government and any Regulations affecting how change is to be implemented have been published.
- 3.2 This report will be discussed with tenant representatives at the Citywide Forum on 11 January 2018. Comments and views expressed will be offered verbally to the Cabinet meeting.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 Consideration has been given to equalities relating to HRA budgets and business plan options and a full Equalities Impact Assessment (EIA) has been completed. Issues raised will be addressed through regular monitoring against actions in the EIA.
- 4.1.2 The Capital Programme report to Cabinet on 14 February 2018 will deal with any equalities considerations relating to the council housing investment programme.

4.1.3 Any in year proposed change in policy or service provision will require an individual EIA.

4.2 Financial and Commercial Implications

4.2.1 The 2018/19 budget is the seventh annual budget set under the self-financing system. It follows the principles set out in the original business plan and allows for a continuation of services to tenants, revenue repairs to properties and also financial support for the council housing investment programme by means of a contribution from revenue.

4.2.2 Any annual revenue surpluses on the account will continue to support the 30 year business plan.

4.2.3 The council housing capital programme will require the HRA to support further borrowing as allowed under the current Government guidelines. In these early years of self-financing the debt strategy for the HRA will continue to be reviewed and developed in accordance with the Council's treasury management policy.

4.2.4 Further details on the council housing capital programme will be set out in the report to Cabinet on 14 February 2018.

4.2.5 Appendix A within the HRA Business Plan 2018/19 report details the initial 5 year projections for the HRA income and expenditure account. These are based on current assumptions and will be reviewed during 2018/19 in the light of any known changes.

4.3 Legal Implications

4.3.1 The duty to keep a Housing Revenue Account and prevent a debit balance on it and restrictions as to what may be credited or debited to the account ("the ringfence") are governed by Part VI of the Local Government and Housing Act 1989 (the 1989 Act). This formerly included provision for annual HRA subsidy paid by central Government to local housing authorities, as determined by the Secretary of State. HRA subsidy was abolished by the Localism Act 2011, which provided for the Secretary of State to make a determination providing for the calculation of a settlement payment to or from each local housing authority. This settlement and its implications for the self-financing HRA continue to inform the HRA Business Plan.

4.3.2 The HRA provisions in the 1989 Act include the duty in January or February each year to formulate proposals relating to HRA income and expenditure. Those proposals are contained in this report.

These proposals must be made on the best assumptions possible at the time as to all matters which may affect the amounts to be credited and debited to the account, and the best estimates possible as to those amounts.

4.3.3 By section 24 of the Housing Act 1985 (the 1985 Act) the Council has a broad discretion in setting such reasonable rents and other charges as it may determine and must from time to time review rents and make such changes as circumstances may require. Such circumstances will of course include other statutory requirements such as those described in this report. The duty to review rents and make changes is itself subject to the requirements for notice of a variation set out in Section 103 of the 1985 Act. The notice must specify the variation and the date on which it takes effect which must be at least four weeks after the date of service. To implement the rent variation recommended in this report notice of the variation must be sent to all tenants within the first week of March at the latest.

4.4 Risk Management

4.4.1 The risk management plan is the basis of the Council's risk management strategy for the HRA Business Plan.

4.4.2 The key risks to the business plan have been identified and are listed in the risk section of the appendix report. The business plan is based on our best assumptions; however key risks such as the transition to Universal Credit, interest rates, inflation and Brexit could have significant impacts to the business plan.

4.4.3 Following an assessment of the risks to the HRA in the coming 5 years it is proposed for 2018/19 for a reserve level of £5.3m.

4.4.4 The main viability test for the business plan is its capacity to repay debt over the life of the business plan. Having this capacity provides cover for interest rate rises and mitigates the need to refinance borrowing in times of high interest rates.

4.4.5 The long term viability of the plan is dependent on the delivery of additional savings that will be required in the coming years.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 Sheffield City Council has a statutory duty to produce an annual HRA Business Plan update, therefore no other alternative option was considered to producing this report.

6. **REASONS FOR RECOMMENDATIONS**

6.1 To optimise the number of good quality affordable council homes in the city;

6.2 To maximise the financial resources to deliver key outcomes for tenants and the city in the context of a self-financing funding regime;

6.3 To ensure that tenants' homes continue to be well maintained and to optimise investment in estates; and

6.4 To assure the long term sustainability of council housing in Sheffield.

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Sheffield City Council

Housing Revenue Account

Business Plan 2018-2019

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Introduction

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National Policy Context

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Introduction

The Housing Revenue Account (HRA) is the financial account used to manage our landlord activities. It is ring-fenced in law for council housing and housing income and expenditure, providing services to council housing tenants through the collection of rent and charges. Other City Council services are funded through council tax and central Government support which benefit all citizens of Sheffield regardless of tenure.

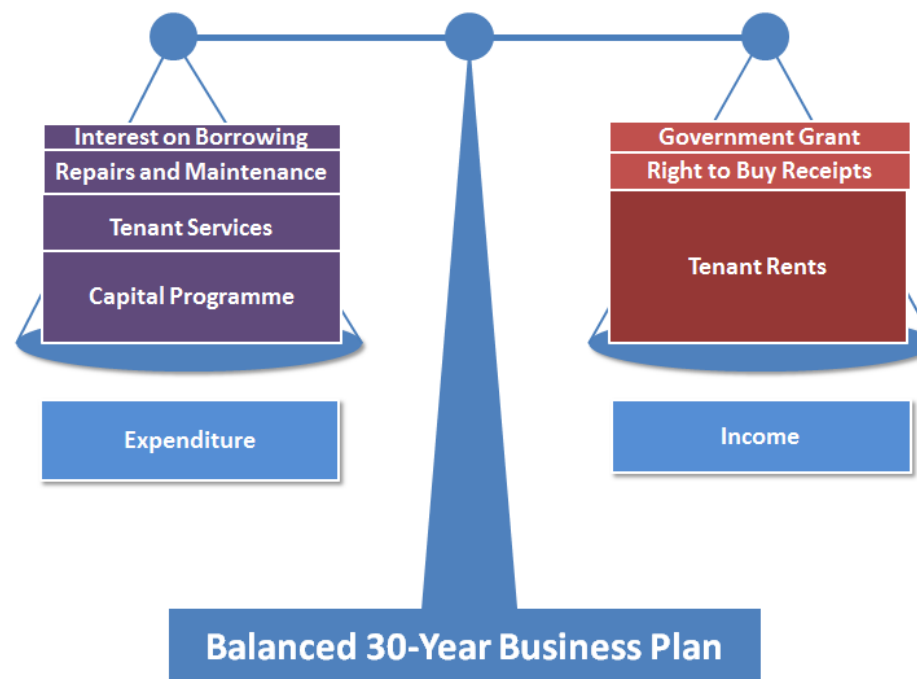
The Business

Plan Page 78

The HRA Business Plan sets out our income and expenditure plans for delivering council housing services in Sheffield. It sets out our key council housing priorities for the coming years, showing how we intend to develop our services to tenants.

Each year the HRA Business Plan is reviewed and updated to set budgets and charges for the year ahead. It also provides an updated 5 year plan for our investment programme. These plans are set within the context of a 30 year affordability profile – our long-term planning horizon for balancing the HRA.

HRA income predominately comes from tenant rents, with a small amount of income received from Right to Buy receipts and Government grant. HRA expenditure includes the capital programme, tenant services, repairs and maintenance with a small amount spent each year on paying off interest on our borrowing.



Last year's HRA Business Plan described the increasing financial pressures facing council housing in the coming years. These included the statutory requirement to reduce rents by 1% until 2020; the ongoing impacts of Welfare Reform and a range of central Government policies contained within the Housing and Planning Act 2016. Despite these pressures we have been able to maintain our key commitments to increasing our housing stock through new build and acquisitions and also continue to invest in our existing stock.

The HRA Business Plan 2018/19 will continue our drive to realise further savings to mitigate against continuing financial pressures. Our priority remains to increase the number of new homes we can build and acquire for the people of Sheffield.

National Policy Context

The HRA operates within a political environment therefore any changes in national housing policy can have a significant impact on our HRA Business Plan. Potential national policy impacts are factored into the business plan each year and captured in the plan's risk register. This section considers the key policies that we expect to have an impact on our business plan.

Welfare Reform

Welfare reform represents the biggest change to the benefits system in a generation. Supporting our tenants through Welfare Reform, and in particular the transition to Universal Credit, will continue to be a priority in 2018/19. Universal Credit has already been rolled out in Sheffield for single new benefit claimants, with the rollout of Universal Credit to couples and families expected to take place in 2 phases in November and December 2018. Migration of existing claimants in Sheffield is expected to take place between 2019 and 2022.

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Local Housing Allowance

Government announced in October 2017 that they would be dropping their plans to introduce the Local Housing Allowance (LHA) cap for both general needs social housing and supported housing. It had been proposed that the LHA would be used to determine the award of housing costs applying to all new tenancies claiming Housing Benefit from April 2016 and to all applicants receiving Universal Credit. The Government has carried out a review of funding for supported housing and is now consulting on proposals to introduce a new mechanism of setting rents for sheltered housing that will take into account the higher costs of older persons housing. The consultation also includes short term supported accommodation which may impact on the future rents we can set for temporary accommodation. Any proposals agreed by Government following consultation are expected to come into effect from April 2020.

Although the announcement to drop the LHA cap will help to alleviate some pressure both financially to the HRA and to tenants, the overall impacts of Universal Credit still remain. This will continue to impact on the choices that people make and their ability to access and sustain appropriate housing. We need to position our services to respond to these changes and develop our approach to provide a more flexible housing offer.

The Housing & Planning Act 2016 included a number of significant changes impacting on council housing and its continued viability. Government announced a number of changes to the original proposals as part of the Autumn Statement in November 2016 including no longer proceeding with the compulsory 'Pay to Stay' policy. At the time of writing, there still remains considerable uncertainty about how or whether the Government intend to progress these proposals.

Fixed Term Tenancies

If brought into force, Councils will be required to offer fixed term tenancies of between 2 -10 years to new tenants (or until the 19th birthday of the youngest child in the household if that is longer). It had originally been envisaged for this to be implemented in April 2017; however Government have yet to announce any further details concerning this policy.

Extension of Right to Buy for Housing Association Tenants

Originally Right to Buy (with discounts) was planned to be extended voluntarily to Housing Association tenants. The Government was to raise income to reimburse the cost of discounts to Housing Associations from the sale of vacant 'higher value' council homes. The Government have since announced a large scale pilot enabling up to 3,000 tenants to buy with the Government funding the estimated cost of £230 million.

Sale of Higher Value Assets

The 'higher value assets' payment was to be based on the estimated receipts from the sale of vacant 'higher value' council homes. The Government confirmed that no 'higher value asset' payment would be required from local authorities in 2017/18. It is not yet known if or when local authorities will be required to make a 'higher value asset' payment in the future and this remains the most significant risk to our business plan.

The Welfare Reform and Work Act 2016 included a statutory obligation on registered providers of social housing to reduce their rents by 1% per year, irrespective of inflation, for four years. This year will be the third year of applying the 1% reduction to our rents. This has had a significant impact on our business plan income. The Government announced in October 2017 that from 2020, social rents will return to a rent increase of the Consumer Price Index (CPI) + 1% for 5 years.

Local Policy Context

The HRA Business Plan is set within a wider strategic context of the overall ambitions of Sheffield City Council and those of the Housing and Neighbourhood Service.

The Corporate Plan and Wider Council Plans

Sheffield City Council's Corporate Plan aims to capture the long term ambitions for Sheffield. The corporate plan is currently being reviewed, however the HRA Business Plan will continue to help support the corporate plan and feed into the key priorities for the Council.

As well as the overall corporate plan, the HRA Business Plan will also help to support a range of other related strategies such as:

- The Housing Strategy
- Affordable Housing Strategy
- Older People's Independent Living (OPIL) Housing Strategy
- Homelessness Prevention Strategy and
- Tenancy Sustainment Strategy

Some of these strategies are currently in development; however the HRA Business Plan will continue to support and feed into these as they develop.

Housing and Neighbourhoods Service

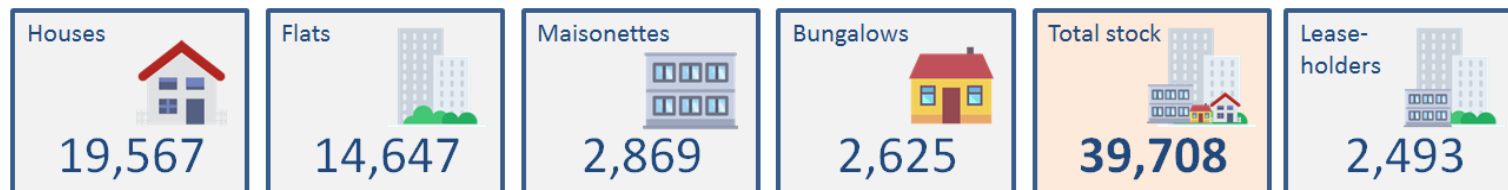
In Sheffield we are passionate about people and the places they live and as a Council we want to do our best to make a positive difference. Our service vision provides the framework for all the activity undertaken within the Housing and Neighbourhoods Service. Our key themes and ambitions are:



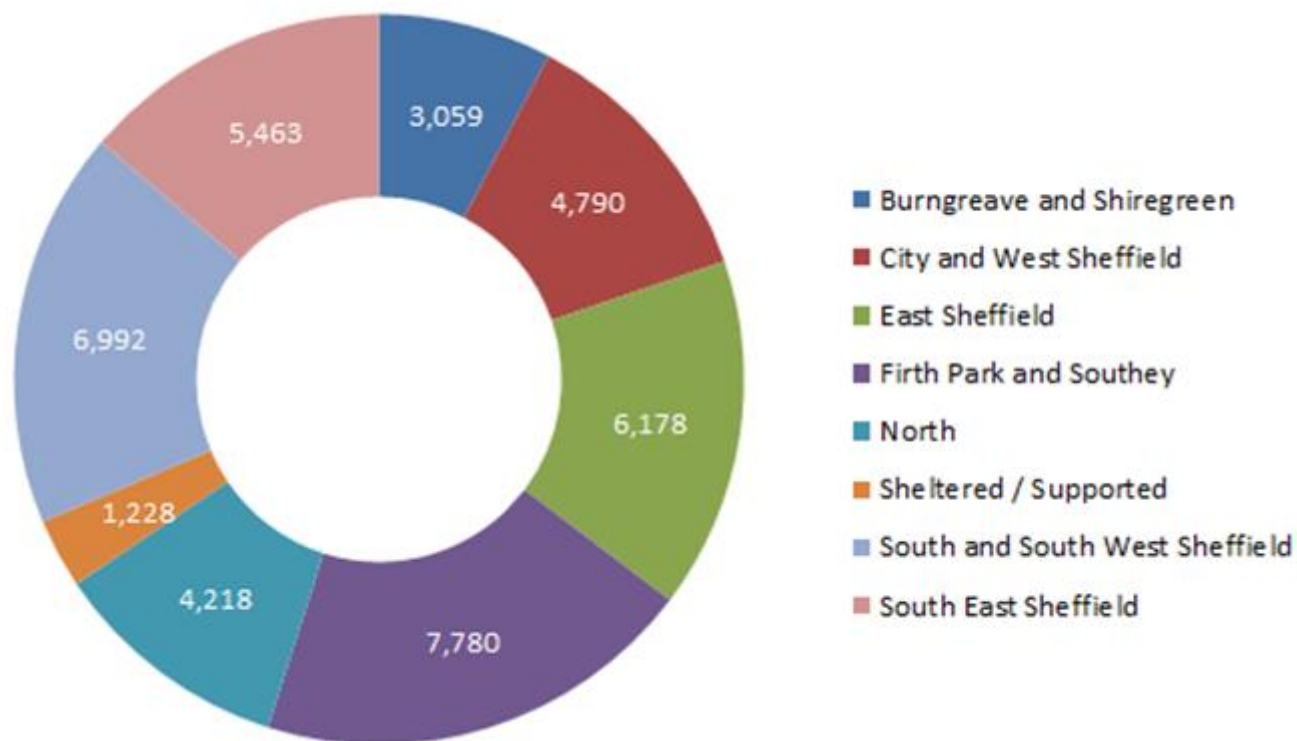
As a landlord we want our tenancies to be sustainable and successful, to maximise our income and have a positive impact on people's lives. We know that in the current climate this requires us to be creative and flexible. We recognise that our customers have different needs and aspirations and if we are to achieve our ambitions it is important that we are able to deliver accommodation and services that reflect this.

The HRA Business Plan focuses on the council housing aspects that will feed in and contribute to this wider housing vision.

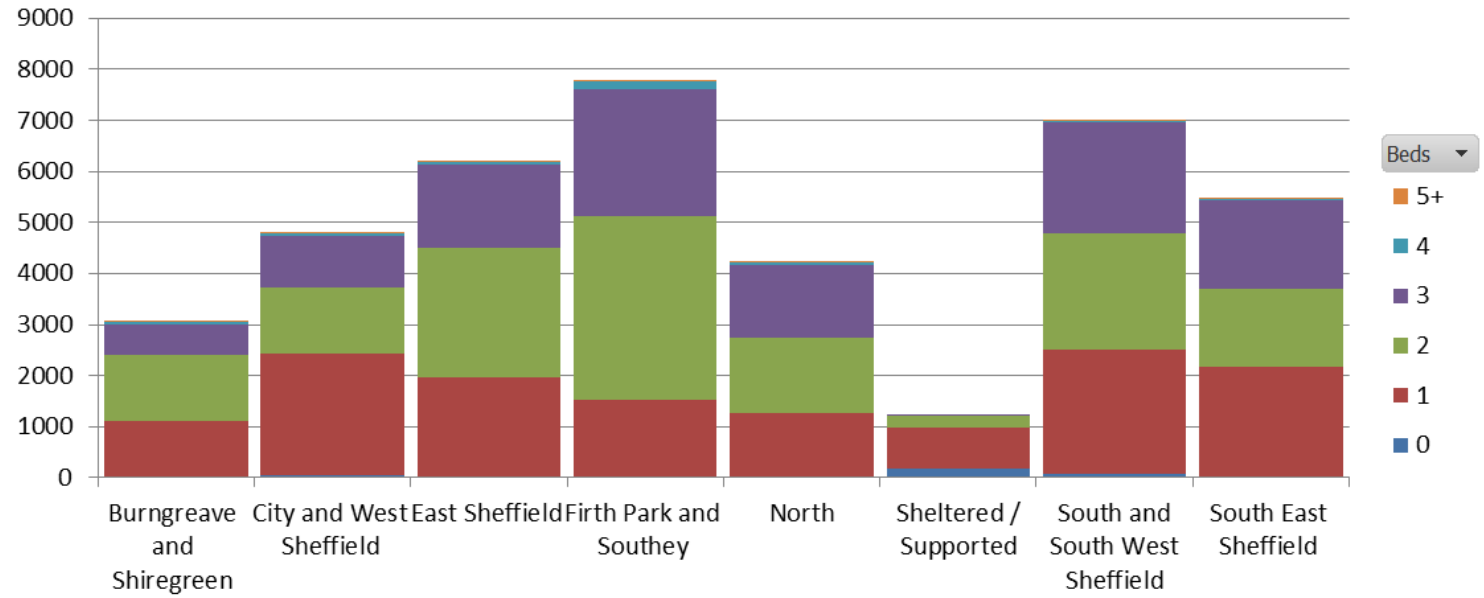
Our Housing Profile



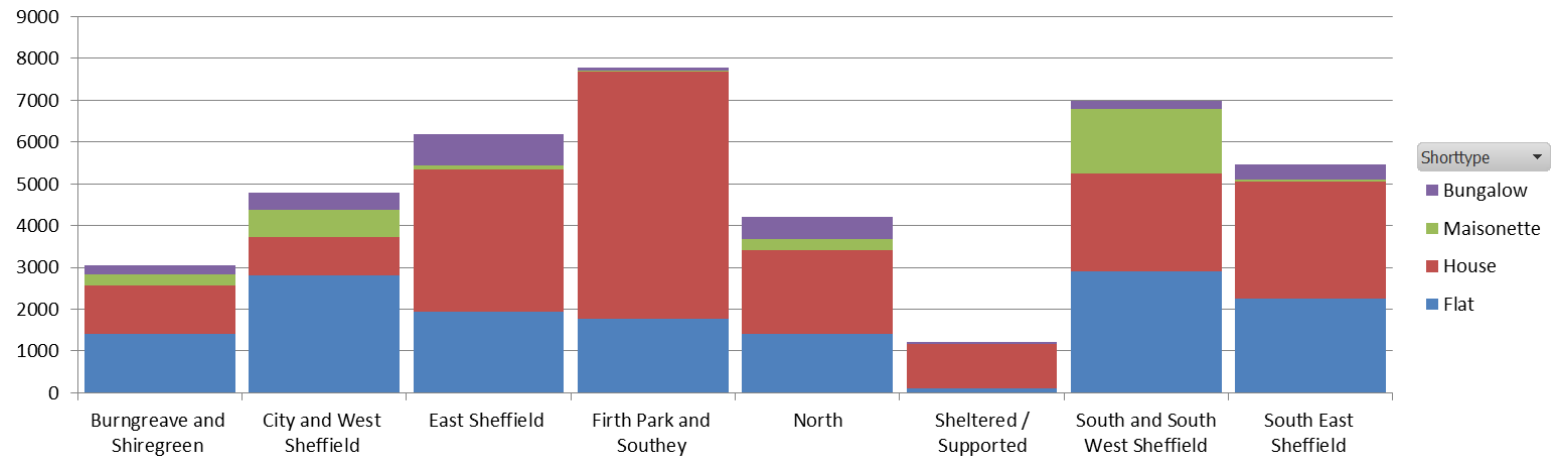
Council stock by housing neighbourhood area



Bedroom numbers by neighbourhood area



Building type by neighbourhood area



HRA Business Plan Priorities

The HRA Business Plan 2018/19 will help to contribute to achieving the ambitions of the Housing and Neighbourhoods Service. The following chapter details our key council housing business plan priorities and how these contribute to the service ambitions.

Key Headlines 2018/19

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A proactive approach to managing our neighbourhoods and supporting our tenants



Delivering improvements to our tenants' homes



Prioritise investment in fire safety



Keeping our costs under control, explore further savings and get better value for money



Increasing our council housing stock



Independence and Resilience

Page 87



Review customer access to our services

We want to review access to our services to ensure that they meet the changing needs of customers and the business. Digital brings great opportunities, but we understand that it will never meet the needs of all our tenants so will balance our approach between technology and personal contact.

Take a fresh approach to engagement

We are committed to effective engagement with all our customers. We will be making changes to meeting structures, engagement with Tenant and Resident Associations (TARAs) and the funding of TARAs following an extensive consultation exercise in 2017.

Support tenants to deal with poverty and its causes

Welfare Reform brings a number of challenges to our tenants and their households. We will continue to support tenants to manage their incomes. The Universal Credit roll out to families and couples begins in Sheffield during 2018 so a key task will be to assess and manage the impact on rent collection.

Help tenants sustain their tenancies

We want to support all our tenants to manage their tenancies effectively. We also want to give tenants the best start possible in their tenancy, so will be looking at the support we give new tenants to ensure that this meets their needs.

Build more specialist and supported housing

The Investment Programme chapter gives more details of our stock increase programme, however a key priority within this is the provision of specialist housing. We have plans to develop new homes for older people and people with learning disabilities, as well as completing a review of our supported housing provision.

Focus on community safety, enforcement and regulation

We want tenants and residents to feel safe in their homes and neighbourhoods. We already work jointly with the Police on community safety issues and will continue to build these relationships over the next year. We also want to ensure our contract with tenants is clear and will bring new Conditions of Tenancy into force following an extensive consultation exercise in 2017.

Further improve fire safety

The tragic events of 2017 have increased the focus of all social housing providers on fire safety. We were one of the first authorities to announce positive action around sprinklers in tower blocks and will begin to implement a series of improvements in 2018.

Sustainable and Attractive Neighbourhoods



Page 88

Create more new homes

Invest in our stock

Transform the repairs service

Capital investment in our existing housing stock is our biggest cost within the business plan. We also recognise that Right to Buy is continually reducing our housing stock and we need to invest in new homes. Full details of our investment programme activities can be found in the next chapter, but investing in the physical infrastructure of our stock will remain our main priority.

Deliver changes to clean and green services

2017 will see the completion of a review of the way that we deliver Estate Services to our tenants. We will be implementing a series of changes to this service in 2018 alongside continued work on our recycling and education and enforcement work.

Tailor neighbourhood housing services to local needs

We implemented a new approach to housing management, Housing+, just over a year ago. We have learnt a lot in that year and will continue to review the way that we interact with our tenants in their homes and within their neighbourhoods.

Contribute to the delivery of a new set of housing strategies

There has been a considerable amount of change over the past couple of years and we are in the process of reviewing our long-term Housing Strategy. This will be completed in 2018 and we will assess the impact of this on our HRA Business Plan over the next 12 months, along with changes to other sub-strategies including Homelessness and Older People.

Support locality working

We recognise that we are one of a number of Council services providing support to tenants in their communities. We want to ensure that we are providing our tenants with a joined-up service so will work over the next 12 months to improve the links with other locality services.



Invest in our people

We recognise the importance of our staff in delivering a great service to tenants. We will continue to review our approach to training and support for staff and further embed the work that we have started around a customer-focussed culture. We will also continue our successful housing apprenticeship programme which to date has recruited a total of 60 apprentices.

Make better use of information

We want to make better use of the data that we regularly collect as part of delivering a housing service. We will be implementing a new performance system in 2018, designed to support both front-line staff and managers in making more effective decisions.

Improve our use of technology

We recognise that we still have a long way to go to streamline our systems and make better use of the efficiencies and service improvements that ICT can bring. We will review our needs over the next 12 months and consider the steps we need to take to invest in a more digital future.

Review our office accommodation

Housing+, new technology and a changing customer service offer all have the potential to impact on our current accommodation needs. We will review our costs and portfolio over the next 12 months to ensure that it still meets our needs and delivers value for our tenants and our business.

Implement fairer charges for services

We deliver different services to different tenants. We want to review the way that we charge for these services over the next 12 months to ensure that our charges are fair and transparent.

Get best value from our shared services

We don't deliver our services in isolation and work with services across the Council to share costs and resources. We review these service level agreements annually and will review these again in 2018 to ensure that they remain value for money.

Support wider Council priorities

As well as sharing services, we also ensure that we support wider Council priorities wherever possible. Once the Council's refreshed Corporate Plan has been completed in 2017/18 we will assess our contribution to the delivery of its key priorities in 2018.

Investment Programme

The aim of the investment programme is to maintain the Council's housing stock for the future. The 5 year investment programme will continue to prioritise and deliver improvements to people's homes (kitchens, bathrooms, windows, doors, roofs, boilers, communal areas etc) to make sure homes continue to be well maintained.

5 Year Investment Programme

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Our key investment programme commitments for 2018/19 include:-

Investment in...	Progress so far and plans for 2018/19
Roofs	We are progressing well with delivering the pitched roofing programme. In 2018/19 we plan to procure a new roofing contract to allow us to complete the pitched roofing work. The flat roofing programme has now been completed.
Kitchens, Bathrooms, Windows and Doors	Our aim, by 2019, is to replace kitchens, bathrooms, windows and doors as required for 7,000 of 12,800 homes still requiring work. These projects are all progressing well. A saving of £3m has already been identified as a result of less work being found within properties than was originally forecast.
Electricals	Two contracts have been procured and a 4 year programme has started to deliver electrical improvements. This should ensure that electricians are maintained in line with the latest safety requirements and modernise properties to bring them to a standard fit for the future.

Stock Increase Programme

Communal Areas	The refurbishment of communal areas in all 12,000 low rise flats by March 2019 is still making good progress on site.
Energy Efficiency Work	The business case for an external wall insulation programme to non-traditional properties has been agreed and procurement of contracts to deliver this work will start in January 2018.
Garage Strategy	Garage demolition work continues and is expected to complete by the end of March 2018. A contract has been procured to deliver improvements to the garages being retained and this has started.

Procurement efficiencies and prioritising works have helped to free up resources and have now been factored into the business plan. Any savings from the investment programme will help to contribute towards expanding the stock increase programme.

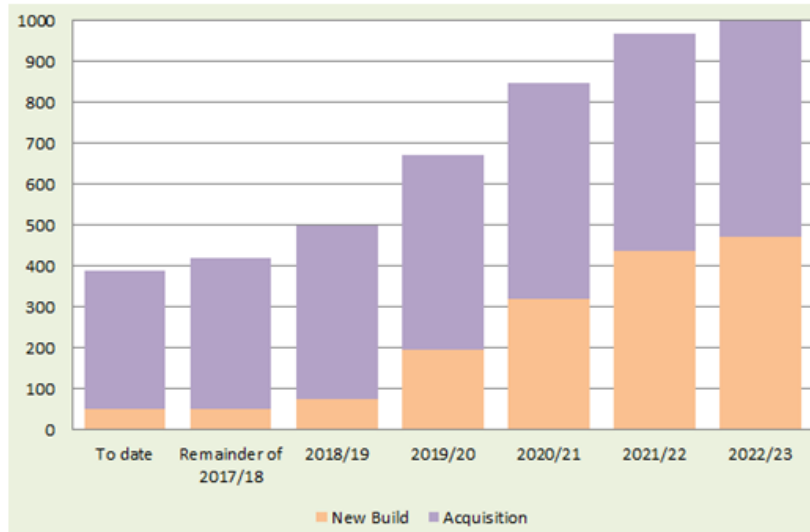
The updated 5 year investment programme can be found in appendix B to this report.

The commitment to increasing the number of new/replacement council homes continues to be a high priority.

The stock increase programme includes a mix of acquisitions and new build, working to a target of 1,000 new/replacement homes. Last year we switched our programme to focus more on new builds in order to provide the mix of properties we wanted to achieve as well as allowing us more flexibility in design specifications and opportunities to provide purpose build housing.

SHEFFIELD CITY COUNCIL STOCK INCREASE PROGRAMME

389 homes have been purchased or built
Up to 31 March 2017



Our plan for future years...
is based on New Build (including acquiring new build that other developers have built) and acquisitions of ex-council homes.

The number of council homes lost via Right to Buy is however forecasted to peak in 2018/19 and continue at a significantly higher rate than the number of new council housing being built or acquired each year. We are committed to maintaining our role as the largest social housing provider in the city and will continue to strategically plan for the best use of our current social housing stock as well as exploring new opportunities around our future housing stock. In 2018/19, alongside our commitment to 1,000 new council homes, we will also explore the potential to expand this programme. The number of any additional homes to the programme will be dependent on the level of savings that can be made from the HRA, on our borrowing capacity and any additional funding such as grant and use of receipts. We estimate that this could lead to a further 500 units by 2023/24.

As part of the programme, we will continue to build homes where there is appropriate land availability and where sites are within our highest demand strategic housing market areas. We will also acquire properties for sale on the open market and investigate options for acquiring new builds 'off-plan' or direct from developers as this still remains a flexible delivery mechanism.

We will continue to work with Government in relation to increasing our borrowing capacity and flexibilities over the use of Right to Buy receipts. Over the last year, we have been 1 of only 3 providers across the country that has been in discussion with Government about this and we will aim to continue with this dialogue into 2018/19.

The council housing stock increase programme is a key part to achieving the Council's wider Housing Strategy and contributes to delivering affordable homes to support growth in the city. The stock increase programme will feed into the Affordable Housing Programme once this has been developed.

In April 2017 the repairs and maintenance service transferred back into Sheffield City Council following a period of 15 years outsourcing to Kier. The repairs and maintenance service are responsible for the repairs and upkeep of around 40,000 homes across the city as well as the many corporately owned properties belonging to the Council. This year's focus has been to consolidate the service following the transfer. In 2018/19 we want to develop the repairs and maintenance service further by working with tenants to help us to develop a vision and further shape the service.

Financial Plan

Our financial plan shows how we will fund our council housing investment priorities and day-to-day council housing services. The financial plan is based on a number of key assumptions to help us mitigate risks or changes that may occur in the coming year. All of these assumptions are reviewed and refreshed each year to reflect the changing economic environment in which the business plan operates.

Key Financial Assumptions 2018/19

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Rents

Dwelling rents for 2018/19 (including temporary accommodation) are to reduce by 1% in line with the Welfare Reform and Work Act 2016. This will be the third year of rent reductions as part of the Act. The 1% reduction applies to both social and affordable rent properties. The 1% decrease will apply from 2 April 2018 and is equivalent to an average reduction of £0.75 per week.

The Council has a small but increasing number of properties that are let at an Affordable Rent (up to 80% of market rent). These are predominately new build properties and properties acquired as part of the stock increase programme. The 1% annual reduction applies to all social housing rents so properties let at an Affordable Rent will also be reduced.

Vacant properties will continue to be re-let at the 'target' (formula) rent in order to continue the process of making council rents equitable over time following the ending of the national 'rent convergence' policy by Government one year early. Target rents will also reduce by 1% in April.

The HRA Business Plan 2018/19 assumes a rent increase of the Consumer Price Index (CPI) +1% from 2020/21 – 2024/25 following clarification from Government on national rent policy. The business plan assumes a rent increase of CPI + 0.5% from 2024/25 and beyond.

City wide average weekly rents by bed size can be found at appendix C to this report.

When considering the HRA Business Plan 2017/18, Cabinet approved garage rents to be changed to a single rate for garage plots and a single rate for garage sites. This was because rents for garages sites and plots varied across the city and a change to a single rate would provide a simpler and fairer charging mechanism.

It is proposed for 2018/19, the rent for a garage plot will be £9.35 per week and £2.10 per week for a garage site.

It is proposed that new tenants will be charged the new rent level from the beginning of their tenancy. Existing tenants will pay their current rent until investment work to their garage has been completed. Tenants will be charged the new rent level if the location requires no work or a site survey identifies that the garage already meets the required standard. All garage tenants whose rent is to change will be given at least 28 days written notice of the change before it takes effect.

Community Heating

The community heating charges for 2018/19 will be frozen at the 2017/18 levels. The price freeze will apply to all community heating charges including:-

- The kWh charge
- The weekly standing charge
- The weekly sheltered housing hot water charge
- The weekly charges for the few tenants still receiving an unmetered supply

Relative price stability in the energy market over recent years and the incremental utilisation of reserves have made it possible for us to keep our community heating prices stable for our customers. We know our customers do not want to see spikes in prices, and longer term price stability is very important to them. At present we are well placed to deliver this price stability, however, we will continue to monitor the energy markets to assess if future price rises are necessary.

It is proposed to retain a community heating reserve to enable the Council to absorb risks such as significant future increases in gas prices and in doing so avoid the need to implement sharp/reactive price increases for tenants.

Burglar Alarms

The burglar alarm charge will remain unchanged for 2018/19.

Sheltered Housing

The sheltered housing service charge will remain unchanged for 2018/19.

Furnished Accommodation

The furnished accommodation service charge will remain unchanged for 2018/19.

Revenue Assumptions

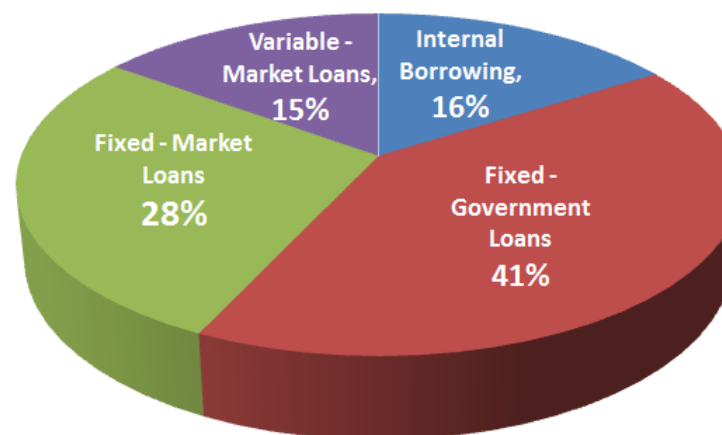
The detailed financial model behind the HRA Business Plan includes a number of assumptions we have used to understand what resources will be available for council housing over the next 5 years in the context of the next 30 years. These baseline assumptions are listed below.

Revenue Assumptions	Assumption
Opening number of homes in 2017/18	39,930
Estimated number of homes by 2046/47	33,550
Estimated number of RTBs in 2017/18	380
Estimated number of RTBs 2017/18 to 2046/47	7,560
Average rent in 2017/18 (50 week rent)	£74.69
Consumer Prices Index (CPI) of inflation in 2018/19	3.0%
Void rate	1.5%
HRA risk based reserve 2018/19	£5.3m

Debt Assumptions	Assumption
Opening HRA Borrowing requirement on 1 April 2018	£347m
HRA borrowing limit	£388m
Average estimated annual interest rates on HRA debt over 30 years	4.4%

Loan Portfolio

Breakdown of HRA Borrowing



The overall proportion of the HRA's loan portfolio that is subject to interest risk is 31% (internal borrowing and variable loans) which is lower than last year.

The HRA is required to borrow in order to realise its investment and service delivery programme. The question of when we borrow, and at what rate, is closely managed by active treasury management throughout the year.

The key considerations that shape these decisions are:

- The interest rate environment
- The HRA's cash requirements for investment and debt management
- Affordability in the context of the overall 30 year HRA Business Plan

Risks

Since 2012 the HRA has operated on a 'self-financing' basis with local authorities funding council housing from the income generated from rents and other charges. Although 'self-financing' has provided the Council with more flexibility, it has also brought additional risk. HRA Business Plan risks are collated and monitored via a risk register and are primarily concerned with threats to income and expenditure that would compromise the viability of the business plan and HRA. These risks are reviewed and regularly updated. The key risks to the HRA Business Plan for 2018/19 are:

Welfare Reform and Universal Credit

The impacts of Welfare Reform on the HRA Business Plan are significant with the number and value of rent arrears expected to increase considerably. As a result of this, it is likely significant additional resources will be required in order to deal with debt recovery and additional support to help our tenants. A number of mitigations are already in place to help support tenants affected by Welfare Reform such as debt advice, Hardship Fund payments and Discretionary Housing Payments. As well as helping to reduce arrears, these mitigations are also helping tenants to sustain their tenancies.

Impacts of National Housing Policies

The Housing and Planning Act 2016 included a number of policy changes, some impacting on social housing. Since the Act was given royal assent in May 2016, there has been little response from Government to when and how local authorities are to implement the policies. Due to these uncertainties, we are still assuming a significant risk to the business plan for the potential impacts of implementing fixed term tenancies and more significantly a 'higher value asset' payment if this should be required in the future.

Interest Rate Risk

The HRA's loan portfolio is made up of both fixed and variable loans, some of which will be exposed to interest rate changes. Although this is a risk to the business plan, part of the role of treasury management is to manage the HRA's exposure to interest rate fluctuation and the risk this brings. However, it is also important to retain a degree of flexibility to take advantage of borrowing at low interest levels should opportunities arise.

Inflation Rate Risk

The HRA Business Plan assumes an ongoing inflation rate which has been factored into the 30 year business plan. If the assumed inflation rate was to change then this will have an impact upon the forecasted income into the HRA over the 30 years.

Right to Buy

Right to Buy sales are forecasted to continue to increase into 2018/19. Increased sales in Right to Buy creates implications for the HRA as the stock profile is reduced, meaning less rental income into HRA as a result.

Rent Loss from Vacant Properties

Rent loss from vacant properties continues to be a risk for the HRA. Further pressures to vacant rent loss are likely as a result of Housing and Planning Act 2016 policy changes that are likely to increase tenancy turnover.

Brexit

The decision by the UK to leave the EU has created a period of uncertainty. Potential risks and impacts from Brexit include changes in regulation and statutory requirements, changes in inflation rates, increased interest rates, increases in material costs (construction) and possible labour shortages (construction). We will continue to monitor any possible risks as a result of Brexit as further detail emerges. We will then be able to plan and manage any risk accordingly.

Appendices

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Appendix A – HRA Revenue Budget

Revenue Account	<i>Estimated</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Years 1-5</i>
	<i>Outturn</i>	<i>Budget</i>	<i>Forecast</i>	<i>Forecast</i>	<i>Forecast</i>	<i>Forecast</i>	<i>Forecast</i>
	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>2022/23</i>	<i>Total</i>
INCOME (in £millions)							
Net income dwellings	143.9	141.7	138.8	143.6	149.0	154.8	727.9
Other income	6.4	6.3	6.4	6.5	6.5	6.7	32.4
Total	150.3	148.0	145.2	150.1	155.5	161.5	760.3

EXPENDITURE (in £millions)							
Tenants services - including repairs and maintenance	83.6	85.8	87.0	89.1	91.4	93.7	447.0
Funding for capital programme	51.4	47.1	43.1	45.3	48.2	51.2	234.9
Interest on borrowing	15.3	15.1	15.1	15.7	15.9	16.6	78.4
Total	150.3	148.0	145.2	150.1	155.5	161.5	760.3

Required revenue reserve	5.0	5.3	5.3	5.3	5.3	5.4	
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Appendix B – 5 Year Capital Investment Programme

HRA Programme	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Years 1-5
	Outturn	Year 1	Year 2	Year 3	Year 4	Year 5	Total
EXPENDITURE (in £millions)							
Essential investment work (health & safety etc)	1.9	3.7	7.2	4.1	0.8	3.0	18.8
Adaptations & access	2.0	2.0	2.2	2.5	2.5	2.5	11.7
Regeneration	0.0	0.0	0.0	0.0	7.0	1.0	8.0
Garages capital	0.7	1.7	1.1	0.0	0.2	0.2	3.2
Waste	0.0	0.8	0.8	0.9	0.0	0.0	2.5
Community heating	0.8	0.5	1.2	3.3	0.0	1.8	6.8
Area investment environmentals	0.1	0.1	0.0	0.0	0.0	0.0	0.1
Heating & insulation	0.7	5.1	11.0	6.9	2.2	2.2	27.4
Roofs & externals	21.4	22.4	10.6	15.1	15.6	17.2	80.9
Communal area investment	6.9	3.5	1.2	5.0	5.0	5.0	19.7
Electrics	1.0	7.0	7.0	7.0	4.0	5.1	30.1
Kitchens, windows, bathrooms & doors	16.4	8.0	1.7	0.0	5.0	5.0	19.7
Other planned elementals	0.0	1.0	1.0	2.0	2.1	1.7	7.8
Sub-total core investment programme	51.9	55.8	45.0	46.8	44.4	44.7	236.7
Capital management fee	3.0	2.8	2.8	2.8	2.8	2.8	14.0
IT upgrade	0.0	0.0	3.0	0.0	0.0	0.0	3.0
Repair and refurb – stock increase	1.1	0.6	0.6	0.6	0.0	0.0	1.8
Sub-total other capital spend	4.1	3.4	6.4	3.4	2.8	2.8	18.8
Total Capital Programme	56.0	59.2	51.4	50.2	47.2	47.5	255.5
Stock increase programme	3.7	10.1	19.5	20.3	30.9	33.3	114.1
Overall Total HRA Programme	59.7	69.3	70.9	70.5	78.1	80.8	369.6

Appendix C – Citywide Rents and Charges

Citywide average weekly rent by bedsize

Bedsize	Average weekly rent		Decrease	
	2017/18	2018/19		
Bedsit	£58.24	£57.66	£0.58	1%
1 bed	£65.99	£65.33	£0.66	1%
2 bed	£75.34	£74.59	£0.75	1%
3 bed	£84.32	£83.48	£0.84	1%
4 bed	£94.32	£93.37	£0.95	1%
Total (all bedrooms average)	£74.69	£73.94	£0.75	1%

Note: The above rents are for illustrative purposes only as they are based on city wide averages. Actual individual property rents will vary from these figures. Both years' averages are calculated using current stock numbers to enable comparison.

Proposed Community Heating Charges from April 2018

1. Metered heat

Metered Heat	Charge		Current weekly charges	Proposed weekly charges from April 2018
Standard price	Unit charge	Pence per kwh	3.04 pence	3.04 pence
	Standing charge	£ per week	£4.00	£4.00
	*Unmetered hot water charge	£ per week	£0.63	£0.63

*only for dwellings where hot water cannot be measured through the meter

2. Unmetered heat*

Bedsize	Full heating		Partial heating	
	Current prices £/week	Prices April 2018 £/week	Current prices £/week	Prices April 2018 £/week
Heating & hot water				
Bedsit	£11.38	£11.38	£10.52	£10.52
1 Bedroom	£11.82	£11.82	£10.82	£10.82
2 Bedroom	£14.66	£14.66	£13.62	£13.62
3 / 4 Bedroom	£15.78	£15.78	£14.66	£14.66
Heating only				
Bedsit	£8.38	£8.38	£7.76	£7.76
1 Bedroom	£8.58	£8.58	£n/a	£n/a
2 Bedroom	£10.82	£10.82	£10.03	£10.03

* For unmetered heating a weekly £5 surcharge applies where customer have consistently refused access to fit heat meters

Appendix D – Equalities Impact Assessment

Rent Charges 2018/19

National and local evidence shows that women, older people, disabled people, and some Black and Minority Ethnic (BME) groups are more likely to be in poverty and financially excluded than non-protected groups. Women, older, BME and disabled people are over-represented generally in the customer profile as compared to the city profile; therefore these groups may be disproportionately affected by the rent reduction. However this should not result in any negative impacts or contribute to any further financial exclusion.

Every year the Council communicates the rent increase to tenants at the City Wide Forum (CWF) in January, a week before the HRA report goes to Cabinet. Tenant feedback on any concerns is taken to Cabinet and Full Council. Tenants are informed of the individual reduction to their rent by letter before the end of February.

Other Charges

Garage Rents

The change to a single rate charge for both garage plots and sites will mean a fairer and more transparent charging system. The change supports community cohesion as garage tenants will be paying the same rent level for a standard garage across the city. At present the wide variety of charges mean that tenants are paying a different rate to others in the local community for a standard garage. The impact on existing garage tenants is summarised below:

Garage Plots

- Although 1,280 Garage Plot tenants are facing a rent increase, for 1,271 of these the increase will be £1.00 a week or less.
- Only 9 tenants are facing a rent increase of £1.00 a week or more.

Garage Sites:

- Although 535 of Garage Site tenants are facing a rent increase, for 495 of these the increase will be £0.08 a week or less.
- The largest rent increase for a Garage Site tenant will be £0.28 a week and this increase only affects one tenant.

The impact of the rent change on those who will see a rent increase is further mitigated by the fact that garage rents have been frozen at 2014-15 levels. Garage rent charges have not therefore been subject to the approximate annual increases of CPI + 1% which would otherwise have been applied in 2015-16 and 2016-17. Further detail on the impacts and mitigations can be found in EIA reference 1296 (Change to Garage Rent

Restructure) which concludes that this change does not have a disproportionate impact on any particular tenant group or groups.

Community Heating

The HRA Business Plan 2018/19 recommendation is for no increase to be applied to the Community Heating charge and prices will be frozen at the 2017/18 levels. Therefore there should be no negative impacts to tenants who receive this charge.

Burglar Alarms

As these charges are not increasing for 2018/19 there is unlikely to be any negative equalities impacts on tenants who pay for these charges.

Sheltered Housing and Furnished Accommodation Service Charges

As these charges are not increasing for 2018/19 there is unlikely to be any negative equalities impacts on tenants who pay for these charges.

An increase in the council housing stock is likely to have a positive impact across all socio economic groups as increasing the type and number of properties available can help to house a number of target groups such as people with disabilities, older people and larger families. Newly acquired properties as part of the programme will continue to be let at an Affordable Rent (up to 80% of market/private rent). Although Affordable Rent is traditionally higher than social rent, it will be lower than the equivalent in the private rented sector.

The acquisitions programme is reliant on housing that is available and is financially viable for us to purchase. A high proportion of acquired housing has been made in the North East of the city and this is mainly due to their being more council housing in this part of the City, with ex council properties being a priority to purchase. The acquisitions strategy is reviewed on an annual basis to adjust for changes within the housing market and purchases have been made using a scoring process within the acquisitions strategy which includes data and needs identified in the [Strategic Housing Market Assessment](#).

Properties acquired/built through the stock increase programme will be continued to be let through the Choice Based Lettings System, meaning that there shouldn't be a disproportionate impact to a particular equalities or demographic group.



Author/Lead Officer of Report: Nigel Robson
Principal Transport Planner

Tel: 0114 273 6692

Report of: Executive Director of Place
Report to: Cabinet
Date of Decision: 17 January 2018
Subject: Acceptance of Sustainable Travel Access Fund Grant

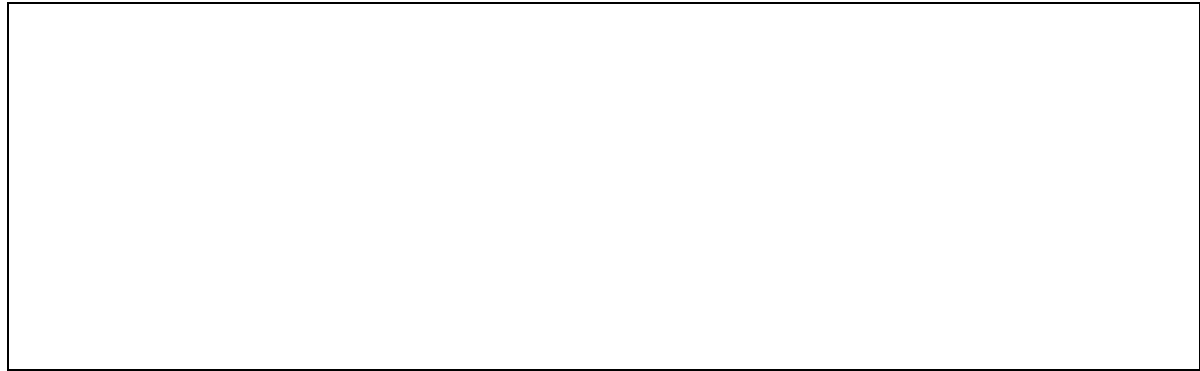
Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input checked="" type="checkbox"/>		
- Affects 2 or more Wards		<input type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <i>Place</i>				
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
EIA reference number : 065				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Purpose of Report:

This report is to approve acceptance of Sheffield City Region’s Sustainable Travel Access Fund (STAF) revenue grant of £2,322,495 for the years 2017/18 to 2019/20.

The grant will come from the Department for Transport to the Sheffield City Region (SCR). Which will in turn be passed on to the Council via a further grant agreement from SCR.

The Council will provide match funding in the sum of £266,984.



Recommendations:

Cabinet are asked to:

1. Note the acceptance of Sheffield City Region's Sustainable Travel Access Fund (STAF) revenue grant of up to £2,322,495 and match funding of £266,984.
2. Approve the Council entering into and signing the grant agreement with Sheffield City Region to accept the STAF revenue grant and the terms of the grant.
3. Note that the Council will act as a delivery partner for projects totalling £2,589,479 (SCR grant of up to £2,322,495 + £266,984 of match funding) and will be the Accountable Body in respect of this Sheffield City Region grant.
4. Delegate authority to the Director of Finance & Commercial Services in consultation with the Cabinet Member for Transport and Sustainability , the Executive Director of Place and the Director of Legal and Governance to take such steps as they deem appropriate to achieve the outcomes set out in this report.

Background Papers: N/A

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Amanda Smith
		Legal: Louise Bate
		Equalities: Annemarie Johnston
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	Laraine Manley
3	Cabinet Member consulted:	Cllr Jack Scott Cabinet Member for Transport and Sustainability
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Nigel Robson	Job Title: Principal Transport Planner
	Date: 12 th December 2017	

1. PROPOSAL

- 1.1 To approve the acceptance of Sheffield City Region's Sustainable Travel Access Fund (STAF) revenue grant totalling up to £2,322,495 as detailed in Appendix A (STAF Revenue Programme Summary) together with the Terms and Conditions attached to this report as Appendix B. Sheffield City Council will act as a delivery partner for projects totalling £2,589,479 (SCR grant of £2,322,495 + £266,984 of match funding).

2. BACKGROUND

- 2.1 In 2012 the South Yorkshire Integrated Transport Authority was successful in securing over £24million from the Local Sustainable Transport Fund (LSTF1) for a programme of named schemes to be delivered between 2012/13 and 2014/15. The aim of the programme was to improve access to work by more sustainable travel modes within four key economic corridors across South Yorkshire. This success was followed by another bid that secured £4.8m LSTF2 revenue grant for 2015/16 and a further bid secured £2.5m Sustainable Travel Transition Year (STTY) funding for 2016/17 to continue this initiative.

- 2.2 In June 2016 the Department for Transport announced a new competition for the Sustainable Travel Access Fund revenue grant from 2017/18 to 2019/20 financial years.
- 2.3 The bid was project managed by the Sheffield City Region, on behalf of the South Yorkshire Partners, including the Council.
- 2.4 In April 2017, the Department for Transport wrote to the SCR Combined Authority to advise that the bid for £2.5m STAF funding for 2017/18 had been successful. The document also indicated further allocations of £2.5m for each of the remaining two years. At this point, the planned programme of works at the Council began. A copy of this document forms Appendix B.
- 2.5 The Council will be the Accountable Body for the grant given to us by the SCR. Therefore the Council will be responsible for the obligations and liabilities of the grant agreement placed on the Sheffield City Region, which have been passed on from SCR to the Council.

The work plan within the bid included the following schemes being led by Sheffield (or Sheffield acting on behalf of the Countywide Road Safety Partnership where noted below):

- 2.6
- **Cycleboost Loans** – Free, four week loans of bikes for cycling to work, targeting large employers and consortiums. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
 - **Cycleboost Training** – Free training for adults from beginner to experienced, 1:1s, group and families, plus learn to ride for non-cyclists. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
 - **Bike Hubs, Central** - City Centre location for bike storage, maintenance, repairs, changing facilities, expert advice on all aspects of cycling, small scale sales, bike hire for short and long terms. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
 - **Cycle Hire** – Dockless bike hire scheme in the City Centre and expanded outwards into the adjacent neighbourhoods. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
 - **Move More Schoolyard challenge** – A project managed by Move More to encourage school children to become more active. This project will be delivered Sheffield-wide and is managed by Professor Copeland of Sheffield Hallam University.
 - **Events** – Mass participation cycle event and led-rides to encourage leisure cycling and to raise the profile of cycling. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.

- **Cycle Challenge** – A series of four, cycle to work challenges, targeted at employers, including the “Cycle September” challenge. This project will be delivered County-wide and is managed by Paul Sullivan.
- **Schools Exemplar** – Targeted engagement at two schools to increase cycle usage by pupils, teachers and parents. Linked to STEP capital funding which would provide physical measures on the routes to school. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
- **Modeshift STARS Schools** – Continued participation in, and expansion of, the national sustainable and active travel to school accreditation scheme - STARS. Including an up to date school travel plan, delivery of car reduction initiatives and monitoring system for all participating schools within all 4 Districts in South Yorkshire. This project will be delivered County-wide and is managed by Kathryn Harrison.
- **Independent Travel Training** – Offering a personalised travel solution for young people who are currently or expected to access home to school transport. The training is to all educational settings which include special schools, colleges and mainstream settings. This project will be delivered Sheffield-wide and is managed by Mathew Wainwright and Jill Siddall.
- **Cycle Safety and Supertram** – The project is focussed around producing a short animated film to be distributed through social media and shown at locations along tram routes such as doctor’s surgeries. The project complements a capital programme of physical measures. This project will be delivered Sheffield-wide and is managed by Duncan McIntyre.
- **SY Cycle Safety Programme** – Delivery of high visibility accessories for pedestrians and cyclists to improve visibility of vulnerable road users. Complementary paid-for advertising to promote a road safety message to drivers to look out for vulnerable road users (Countywide Road Safety Partnership). This project will be delivered County-wide and is managed by Joanne Wehrle.
- **Walking Projects, Walking Festival** – Publicity and communications to support the annual Sheffield Walking Festival. This project will be delivered Sheffield-wide and is managed by Duncan McIntyre.
- **Walking Projects, Walking For Life** – Innovative ground breaking project to engage with unemployed and link them to local businesses through mentored walking sessions. This project will be delivered Sheffield-wide and is managed by Tom Hughes.
- **Cycling Co-ordination** – County wide role to coordinate the various

cycling projects to ensure consistency and avoid duplication. Also to establish countywide cycle infrastructure design standards. This project will be delivered County-wide and is managed by Jenny Wood.

- **Public Rights of Way** – Improvements to targeted routes linking residential areas and places of work. This project will be delivered Sheffield-wide and is managed by David Whitley.

2.7 Details of the funding for each scheme are included in Appendix A, please note that the figures are defined as the eligible costs stated in the SCR funding agreement and refer to the eligible expenditure that the Council is able to claim, capped at the grant allocation figure of £2,322,495. This acknowledges that projects are likely to change as they progress and builds in some flexibility to move allocations within the programme through the SCR change control process.

3. HOW DOES THIS DECISION CONTRIBUTE?

3.1	Corporate Objective	Corporate Key Aim(s)	How Achieved
	Strong Economy	To achieve economic potential and be well-connected. Supporting businesses to start and grow. Attract more visitors to Sheffield.	The cycleboost loans would support businesses to use bicycles for commuting and for local “last mile” deliveries. The cycle events, including the HSBC ride, bring additional visitors to the City as does the Sheffield Walking festival. The bike hubs in the City Centre and at Graves are examples of new and growing businesses supported by the STAF grant.
	Better Health & Wellbeing	Promoting good health. Support children and young people with special educational needs.	The independent travel training supports young people with special needs to access public transport.
	Thriving Neighbourhoods	Improved access to schools and local amenities. Community safety.	The Modeshift Stars scheme and the choolyard Challenge encourage children to get to school by means other than the car. The cycle safety programme supports cyclists within communities.
	Tackling Inequalities	Support individuals to access education,	The walking for Life project directly supports

	employment and training	unemployed residents get back into work. The adult cycle training and loans give individuals skills and low cost solutions to access work.
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4. HAS THERE BEEN ANY CONSULTATION?

- 4.1 As the City Region has led and coordinated this bid, a report was presented to the SCR Transport Executive Board on 17th July 2016 to update Members about the development of the STAF revenue bid and included details of the high-level Countywide work plan. The report was signed off by the Chair at the meeting.

5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

5.1 Equality of Opportunity Implications

- 5.1.1 An EIA has been conducted and concluded that the schemes delivered through the grant would have a positive impact on the residents of Sheffield, however the impact would be low due to the relatively small number of people involved.

5.2 Financial and Commercial Implications

- 5.2.1 The Department of Transport (DfT) have given the full STAF grant allocation to Sheffield City Region (SCR) to distribute to the four South Yorkshire Authorities and South Yorkshire Passenger Transport Executive. The SCR Funding Agreement with Sheffield City Council (SCC) reflects the terms and conditions of the DfT agreement in relation to SCC's share of the funding.

Given all the variables that may impact upon this grant's allocation value the latest available figure that Sheffield City Council is estimated to receive is up to £2,322,495 for the fiscal years 2017/18 to 2019/20.

- 5.2.3 Key features of SCR's grant terms and conditions (not exclusive) are summarised as follows:

- 5.2.4
- Sheffield City Council accepts liability for all terms and conditions placed upon the Sheffield City Region Combined Authority via the grant issued to SCR by the Department of Transport
 - The grant is subject to claw back if it is not spent correctly.
 - The allocations received by all parties are not fixed and can vary

throughout the year dependent on project performance and the progress made in delivery of these.

- The allocations and any variations made to them will be governed through the South Yorkshire Local Transport Partnership programme. (If need be funding can be vired between authorities.)
- All activity for 2017/18 has to be delivered by March 31st 2018 and all claims submitted by April 14th 2018. Any costs not claimed by this date cannot be paid by the grant and will have to be funded by SCC
- Any unspent funds from 2017/18 cannot be carried into 2018/19;
- Where delivery of SCC's 2017/18 revenue projects depends on receiving outside contributions, the Council is expected to make the necessary arrangements for securing these sources of match funding.
- Claims may be audited by External Auditors and Sheffield City Council will be held liable for any actions that cause SCR financial or reputation loss as a result of their mismanagement or misappropriation of funds.
- The Project Manager will need to read, understand and comply with all of the grant terms and conditions including any procurement requirements.

5.3 Legal Implications

- 5.3.1 The grant has been awarded by the Secretary of State for Transport under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority for the Sustainable Travel Access Fund grant. The Transport Act 2000, as amended, places a duty on the City Council to develop policies which will create safe, integrated and economic transport within Sheffield which meets the needs of persons living or working within the city.
- 5.3.2

The Council has started the planned programme of works, as this grant is for the financial years 2017/18 to 2019/20. The Council has therefore, in effect, taken on the obligations and liabilities passed on by the informal agreement it has with SCR. Signing the grant agreement with SCR will formalise this arrangement. The grant agreement passes on the obligations and liabilities that the Department for Transport placed on the SCR in their grant agreement in accepting the revenue funding to the Council, as the delivery partner. Therefore the Council must adhere to the terms of the grant award letter, between the Department for

- 5.3.3 Transport and the Sheffield City Region.

The grant allocation and programme for 2017/18 must be delivered and spent by the end of March 2018. Any costs not claimed by this date will

need to be met by the Council. The delivery partner must deliver the objectives it agreed to, failure to do so or should the programme cease to represent what was purported may result in claw back, withholding or suspension of the grant monies paid and due. The Council will be held liable for any actions that cause SCR financial or reputation, loss as a result of their mismanagement or misappropriation of funds.

5.3.5 The Council will be tied into the obligations of this agreement and the obligations placed on it by the Dft grant award letter terms and conditions, which are passed onto the Council via the SCR funding agreement. The Council will provide match funding on this project of £266,984.

5.3.6 Procurements under this Agreement will be subject to Procurement Rules and the Council will need to comply with these. The Council will also have to ensure it is State Aid law compliant throughout the grant allocation and project. Procurement of the works must also comply with the Council's own standing orders.

5.4 Other Implications

5.4.1 HR Implications

5.4.2 The project will support the employment of a number of staff across Sheffield City Council and other agencies, who will be managed in accordance with the policies of the relevant agencies

6. **ALTERNATIVE OPTIONS CONSIDERED**

6.1 An alternative option would be to reject the Sustainable Travel Access Fund grant, which would have a detrimental effect on the overall funding for Transport, Traffic and Parking Services and consequently Sheffield City Council. All of the STAF projects are underway and have incurred some expense including employee costs, should the grant be rejected there would be a significant pressure to find alternative funding sources.

7. **REASONS FOR RECOMMENDATIONS**

7.1 Acceptance of the grant would enable the continuation of complimentary revenue measures (such as cycle training and events, independent travel training and road safety education and training) to capital investment in improving road safety, including facilities for walkers and cyclists that will help achieve the Transport outcome of having better connected transport to increase travel choices.

Appendix A : STAF Revenue Programme Summary of Eligible Costs

Please note that the figures below are defined as the eligible costs stated in the SCR funding agreement and refer to the eligible expenditure that the Council is able to claim, capped at the grant allocation figure of £2,322,495. This acknowledges that projects are likely to change as they progress and builds in some flexibility to move allocations within the programme through the SCR change control process.

Project Title	Eligible Costs 2017/18	Match Funding 2017/18	Eligible Costs 2018/19	Match Funding 2018/19	Eligible Costs 2019/20	Match Funding 2019/20	Total Eligible Costs	Total Match Funding	Total Funding
Cycleboost Loans	£70,000	£7,000	£125,000	£12,500	£131,500	£13,150	326,500	£32,650	£359,150
Cycleboost Training	£58,000	£5,800	£65,000	£6,500	£68,000	£6,800	£191,000	£19,100	£210,100
Cycleboost Exemplar Schools	£20,000	£2,000	£20,000	£2,000	£20,000	£2,000	£60,000	£6,000	£66,000
Cycle Hubs	£22,500	£2,250	£45,000	£4,500	£40,000	£4,000	£107,500	£10,750	£118,250
Cycle Hire Sheffield ByCycle	£42,500	£4,250	£45,000	£4,500	£50,000	£5,000	£137,500	£13,750	£151,250
Cycleboost Events	£7,700	£770	£7,400	£740	£7,400	£740	£22,500	£2,250	£24,750
Cycle Challenge	£50,000	£5,000	£50,000	£5,000	Nil	Nil	£100,000	£10,000	£110,000
Modeshift STARS Schools	£70,000	None	£70,000	None	£70,000	None	£210,000	None	£210,000
Independent Travel Training	£100,000	£10,000	£100,000	£10,000	£100,000	£10,000	£300,000	£30,000	£330,000
Cycle Safety & Supertram	£6,667	£667	£6,667	£667	£6,666	£666	£20,000	£2,000	£22,000
SY Cycle Safety Programme	£66,667	£6,667	£66,667	£6,667	£66,666	£6,666	£200,000	£20,000	£220,000
Walking Boosts Walking Festival	£2,000	£200	£5,000	£500	£5,000	£500	£12,000	£1,200	£13,200

Project Title	Eligible Costs 2017/18	Match Funding 2017/18	Eligible Costs 2018/19	Match Funding 2018/19	Eligible Costs 2019/20	Match Funding 2019/20	Total Eligible Costs	Total Match Funding	Total Funding
Walking Boosts Walking for Life	£130,000	£13,000	£130,000	£13,000	£130,000	£13,000	£390,000	£39,000	£429,000
Walking Boosts Public Rights of Way	£51,333	£20,000	£48,333	£20,000	£48,335	£20,000	£148,000	£60,000	£208,000
Events and Promotion	£52,200	£5,220	£52,819	£5,282	£52,819	£5,282	£157,838	£15,784	£173,622
Move More Schoolyard Challenge	£40,000	£4,500	Nil	Nil	Nil	Nil	£40,000	£4,500	£44,500
Cycling Co- ordination	£25,000	None	£25,000	None	None	None	£50,000	None	£50,000
SCC STAF PROGRAMME TOTAL ELIGIBLE COSTS	£814,567	£87,324	£861,886	£91,856	£796,386	£87,804	£2,472,838	£266,984	£2,739,822
TAF Grant	£735,387		£807,182		£779,926		£2,322,495		

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Appendix B : STTF Grant Award Letter



Chloe Shepherd
Sheffield City Region
11 Broad Street West
Sheffield
S1 2BQ

chloe.shepherd@sheffieldcityregion.org.uk

Graham Pendlebury
Director, Local Transport
Department for Transport
Zone 2/14-16
Great Minster House
33 Horseferry Road
London SW1P 4DR

QUERIES: 020 7 944 6943

Web Site: www.dft.gov.uk

6th April 2017

Dear Chloe Shepherd

ACCESS FUND GRANT AWARD FOR FINANCIAL YEAR 2017/18

Following your success in the Access Fund revenue competition, as notified to you by Pauline Reeves letter on the 14th December 2016, I am pleased to confirm the Department's grant funding for your project for financial year 2017/18.

The new Fund will assist local economic growth by supporting access to new and existing employment, education and training; and will improve health by increasing levels of physical activity through walking and cycling.

The Access Fund Guidance published on the 5th July 2016 set out the detailed objectives and requirements of this grant. Your bid for funding provided evidence that your project would meet the criteria for the award.

This letter and its attachments now set out the requirements under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to **Sheffield City Region** from the Access Fund. The grant determination at Annex A provides the authority under which we are permitted to pay this grant, whilst Annex B sets out the amount of grant to be paid.

The Department's funding contribution of the Access Fund revenue grant for 2017/18 to your project will be paid in two instalments. 75% will be paid in the first quarter and the final payment in arrears. Annex C sets this out, along with the schedule for payment and the practical arrangements for making these payments. Where relevant, please note that this grant offer is for the revenue element of Access Fund funding and separate from any associated capital element from the Local Growth Fund (LGF). Any unspent funds by March 2018 cannot currently be carried into 2018/19.

Grant is awarded on the understanding that your authority will deliver the objectives as set out in your original bid. We appreciate that, during implementation,

1

opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any such changes should be reported to the Department for Transport. However, should the change be substantial enough so as to cease to represent the programme for which funding was awarded, or should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to withhold, suspend or reclaim any unspent revenue funding.

Please note that future Government Spending Rounds may be subject to performance delivery. This means that poor or non-delivery of bid objectives for Access Fund in any of the three years that it runs may have an impact on how your authority fares in future considerations of performance for funding awards.

For any grant, Government is required to monitor the effectiveness of any public investment. We will be in touch with specific monitoring and evaluation required for this year's programme. In the meantime, monitoring and evaluation requirements remain the responsibility of your authority, and are expected to be undertaken as required to meet your own internal needs.

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Department is satisfied that these arrangements are sufficient to allow for proportionate scrutiny of the Access Fund programme and its projects in line with the principles of localism and devolution.

With regards to publicity where it is intended that funding will be referenced, DfT is keen for the Department's financial contribution to your project to be publicised. In doing so, please follow the brand guidelines on the Knowledge Hub: <https://knowledgehub.local.gov.uk/>

As with previous advice, Access Fund may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using this funding. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the Authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

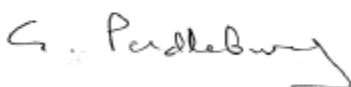
Please note the new references in Annex C to the Fraud and Bribery Act 2006, the Freedom of Information Act 2010, and the Data Protection Act 1998.

Acceptance by the Authority, required at Annex D, will be acceptance of the requirements of this letter and its attachments.

The information contained in this letter and its annexes should be brought to the attention of all relevant staff in the Authority.

Should you wish to discuss the contents of this letter, please contact the Sustainable Accessible Travel team on 020 7944 3395; e-mail: sat.programmes@dft.qsi.gov.uk.

Yours sincerely,



Graham Pendlebury



**Department
for Transport**

ANNEX A

ACCESS FUND (Revenue) GRANT DETERMINATION 2017: No. 31/2935.

The Parliamentary Under Secretary of State at Department for Transport ("the Minister"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, hereby makes the following determination:-

Citation

1) This determination may be cited as the Access Fund Grant Determination 2017 No. 31/2935.

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Minister determines those authorities to which grant is to be paid and the amount of grant to be paid. The amounts for each relevant authority is set out in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Minister obtained the consent of the Treasury.

Signed by authority of the Minister

A senior civil servant within the Department for Transport

April 2017

ANNEX B

Authority Name: Sheffield City Region
Project name: Get Going, Keep Going
Maximum DfT Funding for 2017/18: £2.500m

Total 2017/18 – 2019/20 Revenue	2017/18	2018/19	2019/20
£7.500m	£2.500m	£2.500m	£2.500m

ANNEX C

INFORMATION ON MAKING CLAIMS FOR REVENUE GRANT

1. The payment of this award follows Pauline Reeves letter of 14th December 2016 informing you of your success.
2. Payment of 2017/18 grant will be paid 75% in Quarter 1, following completion of the enclosed grant claim form, with the final 25% grant (Quarter 4) payable in arrears.
3. The timetable for 2017-18 claims and payments is set out in the table below:

2017/18	Quarter 1 (Apr-June 2017)	Quarter 2 (July-Sept 2017)	Quarter 3 (Oct-Dec 2017)	Quarter 4 (Jan-Mar 2018)
Claim deadline	29 June 2017	n/a	n/a	28 April 2018
Payment date	28 July 2017	n/a	n/a	30 May 2018

4. The Department may update this timetable at any point during the financial year.
5. The grant claim form will ask you to provide the planned activities in 2017/18 of your Access Fund programme, their related DfT funding amounts and a brief description of the activity that is planned
6. Claims received after the claim deadline for any quarter may not be paid until the subsequent payment date. The Authority will be liable for any costs incurred through late payment of claims as a result of missing claim deadlines.
7. Scheme costs should not include VAT, as VAT on local authority expenditure is reclaimable. There may be circumstances in which the Authority will determine it is more appropriate to charge particular costs to revenue. In all circumstances it is for the Authority with its accountants to come to decisions on how to account correctly for the relevant expenditure.
8. Please note that funds can be moved between scheme elements within your projects where similar or greater objectives of the original bid are being met; The Department will not pay any sums that go over the agreed allocation.
9. Claims may be audited by the Department or external auditors, such as the National Audit Office. If this is the case, the Authority is expected to comply with any such arrangements.
10. It is suggested that claimants familiarise themselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations.
11. Personal information collected for grant purposes will be used by the Department for Transport for administering the Access Fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law.

12. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed. Information about junior staff who are not in public facing roles will not normally be disclosed.

ANNEX D

ACKNOWLEDGEMENT AND ACCEPTANCE SLIP

I ACKNOWLEDGE RECEIPT OF THE ACCESS FUND GRANT AWARD LETTER FOR GET GOING, KEEP GOING

AND

I ACCEPT THE GRANT OFFER, INCLUDING THE REQUIREMENTS FOR THE GRANT SET OUT IN THIS LETTER, FOR AND ON BEHALF OF SHEFFIELD CITY REGION.

I CONFIRM THAT I HAVE THE AUTHORITY TO DO SO.

SIGNED (CHIEF FINANCE OFFICER, OR EQUIVALENT)

.....

PLEASE PRINT NAME.....

DATE.....

Please return this page, signed, to: The Department for Transport, sat.programmes@dft.gsi.gov.uk, Barbara Magloire, Sustainable Accessible Travel, 2/14-16 Great Minster House, 33 Horseferry Road, London SW1P 4DR.

An electronic copy of this acknowledgement slip is sufficient, but we ask that you retain the original signed copy for audit purposes.



Author/Lead Officer of Report: (Vicky Kennedy, Ops Manager, FoCH Team & Jim Dee, Ops and Development Manager, ASB & Community Safety Team)

Tel: (30241 / 34507)

Report of: *Executive Director, Place*

Report to: *Cabinet*

Date of Decision: *17th January 2018*

Subject: *Conditions of Tenancy Review (Council Housing)*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input checked="" type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Neighbourhoods and Community Safety</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Safer and Stronger Communities</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>118</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Purpose of Report:

To update Cabinet on the progress of the review of the Council's social housing Conditions of Tenancy.

To inform Cabinet of the feedback received from the consultation with tenants on the proposed updated tenancy conditions.

To recommend revised Tenancy Conditions, and seek Cabinet's approval to vary the terms of all Council tenancies in May 2018.

Recommendations:

It is recommended that Cabinet:

(i) Notes the reasons for reviewing the Conditions Of Tenancy, and the outcome of consultation with tenants on the proposals.

(ii) Approves the proposed revised set of Tenancy Conditions attached as an appendix to this report.

(iii) Authorises the Director of Housing and Neighbourhoods Service to take the necessary steps to implement the new tenancy conditions with effect from 7th May 2018 by undertaking the statutory process to vary the terms of the Council's secure social housing tenancies or terminating and reletting non-secure tenancies as described in the report.

(iv) Authorises the Director of Housing and Neighbourhoods Service to make any final amendments to the conditions necessary in response to comments received after service of the preliminary notice.

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Claire Jamieson</i>
		Legal: <i>Andrea Simpson</i>
		Equalities: <i>Louise Nunn</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	<i>Laraine Manley</i>
3	Cabinet Member consulted:	<i>Jayne Dunn</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>Vicky Kennedy</i>	Job Title: <i>FoCH Operations Manager</i>

1. PROPOSAL

1.1 The legally binding terms of the Council's tenancy agreement for its social housing are the Conditions of Tenancy set out in the booklet 'You and Your Home'. They set down both the Council's and the tenant's

responsibilities and obligations in relation to the tenancy. They apply to all Council housing tenancies, whether secure or non-secure, including furnished tenancies. They do not apply to tenancies granted for other purposes such as service tenancies in houses at schools or parks.

1.2 The current tenancy conditions for council housing tenants have been in force since 1995. They no longer reflect the needs of the service and carry operational risks, particularly in relation to management of pets in flats. Some conditions are unclear or not written in plain English.

1.3 The Conditions of Tenancy Review aims to deliver an updated and modern set of tenancy conditions which reflect current priorities and the economic, legal and societal context in which the Council Housing Service now operates. The conditions will be clear and enforceable, emphasising the rights and responsibilities involved in taking a Council Tenancy.

1.4 Whilst most of the proposed changes are around clarity and ability to enforce, they do include new conditions to promote responsible pet ownership and enable better management of pets and animals in our properties. They also strengthen our rights and tenants' responsibilities in terms of fire safety.

1.5 The Council's current set of tenancy conditions are included in Appendix One, in the booklet entitled "You and Your Home". The proposed new set of conditions is given in Appendix Two. Some of the current conditions will stay the same and some will be removed. Many have been rewritten to ensure they are easier to understand. There are also some new conditions. A summary of the main changes is as follows:

- Tenants will be required to pay rent by Direct Debit unless another payment method has been agreed.
- Tenants will have more freedom to have pets, but with stricter requirements to look after them properly and to prevent them causing a nuisance to others.
- Conditions around fire safety have been strengthened and made clearer.
- Clarity on the fact that tenants will be charged the costs incurred if they lose the keys to their property.
- There are several new conditions about the use of communal areas and about the parts of the property shared with neighbours.
- Boundaries of properties must not be changed without the Council's permission.
- Clear explanations about what needing the Council's "permission" means and "charging" the tenant for any costs.

1.6 Following a decision of the Cabinet Member for Neighbourhoods and Community Safety on 11th September 2017 tenants and their representatives have been consulted on the proposed changes. Further details of the consultation are given below in Section 3.

- 1.7 If Cabinet approves the new proposed conditions, then the statutory process described below at section 4.3 will be followed in order to vary the standard terms of all secure Council housing tenancies with effect from May 2018. Some Council housing tenancies are not secure tenancies. Those tenants will be made subject to the new conditions by the process described below at paragraph 4.3.8.
- 1.8 Tenants will each be given a copy of the new tenancy conditions but alongside the legal process the implementation of the new conditions will be accompanied by a robust communications plan to ensure that tenants fully understand the changes. This plan will include:
- A revised “You and Your Home” booklet to set out the new conditions and explain them and what they mean for tenants in more detail.
 - Updates on the relevant Council webpages.
 - Social media updates.
 - Information-sharing through the Council’s existing community engagement framework (eg. Citywide Forum, Local Area Housing Forums, etc).

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 The revised tenancy conditions will be clearer and easier for tenants to understand, helping them to meet their obligations as a council tenant and so sustain their tenancy. Sustainable tenancies, and therefore more settled communities, help support the Council’s **Thriving Neighbourhoods and Communities** priority.
- 2.2 The new rules on keeping pets make it easier for tenants to have a pet, which is particularly important for the elderly and those living on their own who may be socially isolated and for whom a pet could help improve their well-being. This therefore contributes to the Council’s **Better Health and Wellbeing** priority.
- 2.3 Alongside this, there are also stricter rules on how those pets are kept and their behaviour managed. These rules will ensure that the Council has stronger enforcement powers in cases of irresponsible pet ownership which breaches these tenancy conditions. These powers will enable the Council to insist that the pet is removed from the property and seek to terminate the tenancy if necessary. This will help prevent nuisance to those people living in neighbouring properties, thereby contributing to both the **Thriving Neighbourhoods and Communities** priority and the **Better Health and Wellbeing** priority.
- 2.4 The new conditions also strengthen / clarify the rules around fire safety and the disposal of rubbish, helping to make our neighbourhoods safer and more attractive for all. This therefore supports the **Thriving**

Neighbourhoods and Communities priority.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 In accordance with the decision of the Cabinet Member for Neighbourhoods and Community Safety, extensive consultation with tenants and their representatives has been undertaken in relation to the new proposed tenancy conditions. This consultation was undertaken in accordance with the Council's Consultation Principles, which state that statutory requirements must be taken into account, that the consultation is meaningful and timely, and that it uses a variety of engagement methods:
- Online surveys
 - Face-to-face city-wide meetings / consultation events
 - Dedicated web-pages
 - Social media updates
 - Gov.Delivery circulation
 - Feedback also given via email, telephone and letter
- 3.2 Around 550 tenants have given us their views on the proposals – 459 via the online survey, 64 over the telephone and around 45 have attended the two consultation meetings which took place for TARA reps (the numbers are not mutually exclusive – eg. Some of those who attended the meetings may also have filled-in an online survey, hence the slight rounding down of the estimated total figure). The deadline for the consultation was extended by a month following feedback from tenants that they wanted more time to consider the proposed revisions.
- 3.3 The vast majority of respondents (80%) are tenants, 4% are leaseholders and 16% are residents (so neither tenant nor leaseholder). A further 3% indicated that they are also a TARA member.
- 3.4 A summary of the feedback is attached in Appendix Three. All feedback received has been carefully considered and taken into account when finalising the proposed revisions to the conditions.
- 3.5 The most concerns / issues raised were in relation to the proposals to enforce Direct Debits. Around half of all those who responded stated their disagreement with this proposal. As a result, when the new conditions are enforced, we will emphasise the statement in the new conditions which states that payment must be made by Direct Debit “... **unless we agree that you can pay by another method**”.
- 3.6 After Direct Debits, the next issue prompting most feedback (from around 16% of respondents) was the change to the rules regarding pets. The split between those in favour of and those against the proposed changes was fairly even. The Council remains of the view that the new conditions will mean the behaviour of pets is better managed, and make it easier to

take enforcement action where that isn't the case. Whilst at the same time being fairer to responsible pet-owners and helping to increase health-and-wellbeing of those who will benefit from the companionship of a pet. The proposed conditions around pets therefore remain the same following consultation.

- 3.7** The issue of artexing and polystyrene ceiling tiles was the next biggest issue for respondents (around 11% of them commented on this). However, these respondents were not objecting to the new condition, but questioning what will happen to those tenants who already have one or both of these in their property. The new condition **is not retrospective** and will only apply to *new* artexing or ceiling tiles – when the new conditions are implemented the Council will make this clear so as not to cause undue concern.
- 3.8** The only other issue concerning more than 5% of respondents was ASB – commented on by around 6% of them. Again, this feedback was not raising concerns about the proposed conditions themselves, but expressing dissatisfaction with how the Council manages ASB. Whilst this is feedback the Council needs to take on board and respond to, it is not relevant to the wording of the new conditions and so no changes have been made as a result.
- 3.9** The remaining comments and feedback were miscellaneous, some positive and some negative. It was felt that none of these were expressed by enough respondents to be significant enough to require changes to be made to the proposed conditions as they cannot be considered representative.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1** An EIA has been undertaken in relation to the proposed changes to tenancy conditions and no significant issues were found.

4.2 Financial and Commercial Implications

- 4.2.1** As part of the consultation exercise described in Section 3 above, every tenant / household was issued with details of the proposed changes. To minimise the cost of this, the information was circulated via email to all tenants who have indicated email as their preferred method of communication from us. This enabled distribution costs to be kept to a minimum.
- 4.2.2** The cost of printing the information leaflets to send to all households (approx. 44,000 – including leaseholders) was covered by the existing Service Level Agreement between H&NS and the Communications Service, and so there was no additional cost to the HRA for this. The only additional cost specific to this review, therefore, has so far been the

distribution costs associated with circulating these leaflets.

- 4.2.3** Where tenants needed a postal copy of the information, the mail-out was combined with two other key projects / publications – the Review of Community Engagement and the Council Housing Service’s Annual Report . Combining these three pieces of information into one mail-out meant that the significant postage costs could be shared across all three. The cost of this review to date, therefore, is approximately £13,000.
- 4.2.4** To implement the new tenancy conditions, the terms of the Council’s secure housing tenancies will be varied in accordance with the procedure described below in Section 4.3, by service of formal written notices. Therefore, further costs will be incurred for printing and posting these notices. A new “You and Your Home” booklet will also need to be produced and distributed. A budget provision of £100,000 was built in to the 2017/18 HRA Business Plan. Subject to the timing of the review the costs may span financial years 2017/18 and 2018/19
- 4.2.5** The expenditure for this Review has been expected and has been included in the HRA budget.

4.3 Legal Implications

- 4.3.1** The general power of management of its housing is vested in the Council by section 21 of the Housing Act 1985. There is a duty under section 105 of the Act to consult secure tenants who are likely to be substantially affected by a change in a matter of housing management. Variation of the standard terms of the Council’s housing tenancies is such a change and so the consultation exercise described at Section 3 of this report has been carried out to comply with the duty, as approved by the Cabinet Member for Neighbourhoods and Community Safety in September 2017.
- 4.3.2** Section 102 of the Act prescribes the two ways in which the Council may vary the terms of a secure tenancy:
- (a) By agreement between the landlord and the tenant. It is however impractical to attempt to reach individual agreement with around 40,000 tenants.
 - (b) In accordance with section 103 by giving a notice of variation of the tenancy to the tenant.
- 4.3.3** Section 103 sets out a two stage process. The Council is first required to serve a preliminary notice on the tenant to inform them that the Council intends to serve them a notice of variation. The preliminary notice must specify the proposed variation to the tenancy and its effect, and give the tenant the opportunity to make comments on the intended variation within a reasonable timescale. The Council must then consider these comments.
- 4.3.4** The second stage is to serve a notice of variation specifying what variation is affected by it and the date on which it takes effect. The period

between the date of service and the date on which it takes effect for a notice of variation must be the longer of a minimum of 4 weeks or the rental period. The notice should be accompanied by such information as the Council considers necessary to enable the tenant to understand the nature and effect of the variation.

4.3.5 In accordance with the statutory process all Council housing tenants will be served with a preliminary notice in February 2018 with the draft new tenancy conditions and a notice of variation later with the final conditions and other information as described at paragraph 1.7 above. The notice of variation will be served at a time which has allowed sufficient time for comments to have been made and considered with a notice period that enables the variation to take effect in May 2018.

4.3.6 If a tenant gives a valid notice to quit after the service of a notice of variation but before the date on which the variation is to take effect then their tenancy shall not be varied unless the notice to quit is withdrawn, with the Council's written agreement, before the effective date.

4.3.7 The Council has a duty under section 104 of the Act to publish and supply to its secure tenants information to explain in simple terms the effect of the tenancy conditions, Part IV of the Act (governing secure tenancies and the rights of secure tenants) and the repair obligations of the Landlord and Tenant Act 1985 (incorporated into the Council's conditions of tenancy). The information to be provided to all tenants with the notice of variation, and to new tenants at the grant of a tenancy thereafter, complies with this duty.

4.3.8 A tenancy is not a secure tenancy if it falls within one of the exceptions set out in Schedule 1 to the Act, such as a tenancy granted pursuant to a homelessness function under Part 7 of the Housing Act 1996. Such a tenancy is contractual and there is no statutory or other mechanism for the landlord to vary the terms of the tenancy unilaterally. In these cases the tenant will be served with a Notice to Quit to terminate the current tenancy and offered a new non-secure tenancy on the new conditions to start immediately on termination of the old tenancy.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 One possible alternative to these proposals is to leave the Council's tenancy conditions as they are. However, for the reasons stated above in Section One, this is not believed to be the best option as it would leave the Council with an outdated and unclear set of tenancy conditions, which is to the detriment of both the Council and its tenants.

6. REASONS FOR RECOMMENDATIONS

6.1 There are a number of reasons for recommending the approval of these conditions:

- If the proposed revised conditions are approved and implemented, tenants will have a clearer understanding of their obligations and of those of the Council.
- There will be a fairer process surrounding pet ownership, alongside it being easier for the Council to take action against irresponsible pet owners.
- Fire safety will be further strengthened and promoted, and there will be savings for the HRA by more tenants paying by direct debit.

6.2 The statutory process that must be followed to vary the Council's housing tenancies gives tenants the opportunity to comment on the proposed variation and requires the Council to consider these comments. Whilst it is unlikely, in view of the consultation that has already taken place, that any comments will result in a need to amend any draft condition of tenancy, this does remain a possibility. It is therefore recommended that the Director of Housing and Neighbourhoods be given delegated authority to make any final amendments to the conditions necessary after the preliminary notice has been served to avoid the need to come back to Cabinet again for further approval before the tenancy variation can be completed.

Appendix One – Current Tenancy Conditions

Contained in the “You and Your Home” leaflet – attached separately

Appendix Two – Proposed Revised Tenancy Conditions

Contained in the “Our Proposed New Tenancy Conditions” leaflet – attached separately

Appendix Three – summary of consultation feedback and the Council’s response

Feedback	Council’s response
Payment methods	
<p>A few tenants welcomed the flexibility and convenience which Direct Debits offer and are happy to pay this way.</p>	<p>We agree that Direct Debits are a convenient payment method, and will continue to look at ways of making these even more flexible to suit the needs of tenants – eg. Enabling a choice of frequency, day / date on which payment is taken, etc.</p>
<p>Around half of all respondents have concerns about being forced to pay by Direct Debit - they do not wish to pay by this method and believe that the Council shouldn’t make it compulsory.</p> <p>Some tenants want to pay by other methods – eg. Cash, standing order, paypoint, telephone, etc</p>	<p>Direct Debits are the standard way of paying for utility bills, mobile phone contracts etc, and around 11,000 of our customers (1 in 4) already pay their rent this way. Tenants will be able to pay weekly or monthly, on the day of their choice, and won’t need to worry about amending the amount each year when rent changes as the Council will do that for them. (Tenants will always be notified at least 10 working days in advance before any change to their Direct Debit payment amount as well as being given the statutory 4 week notice of rent variations).</p> <p>Moving to Direct Debit as the standard way of paying rent could save the Council up to £250K a year in costs, as it is much cheaper to administer than other payment methods. This would enable investment of that money into other services for tenants.</p> <p>However, we have listened to the feedback received on this proposal. As a result, Direct Debits will be introduced for all <i>new</i> tenants when the new tenancy conditions are implemented (exceptions will be discussed with anyone who <i>cannot</i> pay this way). For existing tenants who are not in arrears on their rent, we will promote Direct Debits as the most convenient way to pay but will not insist on it.</p> <p>We do not want to cause tenant undue concern and will make this clear in future communications about the new conditions.</p>
Pets	
<p>Around 16% of respondents commented on the new proposals regarding pets. Around 42% of those welcome the proposal to make it easier for them to have a pet in their home – particularly those who feel socially isolated.</p>	<p>The comfort and friendship which a pet can bring is one of the main reasons the Council wishes to make it easier for its tenants to have a pet if they wish – hence the proposed new conditions covering pet ownership.</p>

<p>Around 58% of those who responded about pets are concerned about the new rules, particularly in relation to the noise nuisance which they (dogs in particular) can cause, the potential fouling of communal areas and the unsuitability of some properties for certain types of pets (eg. Large dogs in a tower-block flat).</p>	<p>The Council recognises these as valid concerns, and alongside making it easier for Council tenants to own a pet the proposals also include tougher conditions on managing the behaviour of pets properly. The proposed new conditions will make it easier for the Council to take action against irresponsible pet owners – eg. Those allowing their pet to cause a nuisance, to foul communal areas, and those who try to keep a pet in a property which is clearly unsuitable for the animal. The Council is committed to ensuring that these conditions are enforced, and anyone not adhering to the rules will be asked to rehouse their pet. If that doesn't happen then the Council will be able to ultimately take court action which may lead to eviction.</p>
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Repairs to properties

<p>Around 11% of respondents are concerned that they already have artexing / ceiling tiles in their homes and that it isn't fair to force tenants to remove these.</p>	<p>The Council will not be enforcing this retrospectively – the new proposed condition does not apply to existing artexing or polystyrene ceiling tiles. The new condition will only prevent any <i>new</i> such decoration being applied in Council homes. We do not want to cause tenant undue concern and will make this clear in future communications about the new conditions.</p>
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<p>A small number of respondents (1.5%) have expressed concerns about the Council charging for replacement keys – particularly for vulnerable tenants.</p>	<p>The Council already charge tenants for lost keys but at the moment this isn't made explicit in the tenancy conditions. These proposals seek to rectify this. The Council accepts that there may be some instances – eg. In the case of vulnerable tenants – where charging for replacement keys would not be the best course of action. Individual cases will be judged on their own merit, as they are now, and exceptions may be made where there is justification to do so.</p>
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General / other

<p>Approx. 6% of respondents expressed concerns about how ASB is dealt with by the Council, but without reference to any specific element of the proposed tenancy conditions. Comments were more about how the Council manages</p>	<p>The Council remains committed to resolving ASB issues effectively and consistently. A main aim of the new proposed conditions is to make them clearer and easier to enforce, so in terms of managing and tackling ASB the new conditions will help us improve in this area.</p>
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<p>ASB cases rather than the wording of the conditions.</p>	
<p>Around 8% of respondents welcome the updated tenancy conditions in their entirety, with no concerns / issues expressed about any of them. Comments included that they feel they are easier to understand and make tenants' obligations much clearer.</p>	<p>Making it easier for tenants to understand what their – and the Council's – obligations are in terms of their tenancy was a key aim of the review. So if tenants feel that the new conditions are clearer then the revised set of conditions have achieved this aim.</p>
<p>A few tenants have expressed their belief that the Council needs to be stricter in enforcing the conditions, and ensuring that breaches are dealt with quickly and effectively.</p>	<p>The Council hopes to make it easier to take enforcement action by strengthening some of the conditions – eg. those around keeping pets, and ASB. It too is keen to take swift action in the cases of serious tenancy breaches – alongside offering support to tenants wherever possible to help them maintain their tenancy. Enforcement action will always be a last resort, but where it is necessary these new conditions should make it easier for that action to be taken.</p>

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Housing Services

You and your home



Conditions of tenancy

This leaflet tells you about your rights and responsibilities as a tenant of Sheffield City Council.

Your conditions of tenancy are listed on pages 5 to 12. The second half of the booklet sets out your rights as a secure tenant and tells you how to contact us if you have any comments or enquiries.

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You and your home

This booklet explains the conditions of your tenancy with Sheffield City Council. Conditions 1 to 37 on pages 5 to 12, form the agreement between you and us.

And if you are a 'secure tenant' (most Sheffield City Council tenants are), you have other rights by law or under Council policies. These rights are outlined on pages 13 to 15. Other important information is given on pages 16 to 18.

These conditions came into force on 3rd April 1995.

On some estates a Tenant Management Organisation (TMO) may be responsible for some functions. You must let employees and agents of Sheffield City Council or your TMO enter your home in order to carry out housing management duties.

You can get copies of the booklet written in:

Arabic, Farsi and Somali.

The following list explains some of the words and phrases we use in this booklet:

Shared parts

Shared parts means hallways, staircases, storage areas, drying and parking areas which are used by all tenants within a block of flats or maisonettes.

Small blocks of Flats or Maisonettes

A building which is no more than three storeys high and which contains no more than 12 separate homes.

Home

A house, flat, maisonette or bungalow but not any private garden.

Property

A home and any private garden and outbuilding.

Building

A home and any outbuilding but not any private garden. In the case of a flat or maisonette, the 'building' which the home is in.

Household

Everybody living in your property, including lodgers



We, us, your landlord
Sheffield City Council
Town Hall
Pinstone Street
Sheffield
S1 2HH

You
The tenant of a property.

If two or more people are joint tenants the word 'You' means each individual tenant and all tenants together.

That is, these conditions apply to all the joint tenants but each individual tenant has the right and responsibilities laid out in these conditions.

These Tenancy Conditions form an agreement between you and us.

If you break these conditions of tenancy you may lose your home.

We will:

- rent the property to you and keep it in a good state of repair

You must:

- pay your rent
- look after and carry out any day to day maintenance to the property
- not cause a nuisance or danger to people nearby

These are the basic conditions of your tenancy. However, to avoid misunderstandings we need to give you some more detailed conditions.

Conditions of your tenancy

Repairs and Maintenance we are responsible for

1. We will repair and maintain the following:
 - a. the structure and outside of the building (roofs, outside walls, outside doors, window sills and frames, chimneys and chimney stacks, drains, gutters and outside pipes)
 - b. inside walls, skirting boards, doors, door frames, floors, ceilings and major replastering work
 - c. electric wiring, sockets and light fittings and gas and water pipes
 - d. heating equipment (such as fires, radiators and storage radiators) and water heating equipment (such as boilers and immersion heaters)
 - e. kitchen and bathroom fixtures (such as sinks, basins, baths, showers and toilets)
 - f. pathways and steps which are the main means of getting to your home
 - g. shared t.v. aerial
 - h. the glass in outside doors and windows
 - i. supporting or retaining walls and front walls and front metal railings to the property.
2. We will be responsible for cutting down or trimming large trees within the property, but only if they are causing danger or damage to your property or a nearby property.
3. We will decorate the outside and any shared parts of the building when necessary (this will be at least every five years).



4. With your help and co-operation we will keep in good repair and look after the shared parts of the building.
5. When you ask for a repair, and we agree to do it, we will give you a receipt showing when we will carry out the work.
 - If the receipt says the repair is in Category Q, we will carry out the repair that day
 - If the receipt says the repair is in Category A, we will carry out the repair within 24 hours
 - If the receipt says the repair is in Category B, we will carry out the repair within 7 days
 - If the receipt says the repair is in Category C, we will carry out the repair within 4 weeks.
6. We will not be responsible for decorating the inside of your home.
7. We will not repair any damage caused by you,

members of your household or guests, deliberately, or through neglect or carelessness.

8. We will not repair any fixtures and fittings which you have added to your home unless we agreed, in writing, to maintain them before you put them in.

Repairs and Maintenance you are responsible for

9. You are responsible for any repair not listed in conditions 1 to 4.
10. If you need a repair which we are responsible for you must tell us about this repair as soon as possible.
11. You must look after and maintain the property and carry out any repair you are responsible for. If you do not, we may maintain the property or carry out the repairs. We will charge you for this. If you have broken condition 23 of these conditions we may remove

any scrap from the property or do anything else which is necessary. Again we will charge you for this.

Alterations

12. You must not alter or improve the property unless you have written permission from us. This includes:
 - putting up an extension
 - adding to or changing or replacing the fixtures and fittings provided by us
 - altering essential gas, electricity and water services
 - putting up a radio or television aerial or satellite dish
 - decorating the outside of your home

If we refuse to give you permission for any alteration we will always write to you and say why.

Rent - Our responsibility

13. If we change the amount of your rent or any other charges for the property we will give you notice, in writing.

The notice will give details of the new amount, when it must be paid from, and why we have made the change.

Whenever we change the general levels of net rent for Council properties we will give you four weeks notice in writing.

Your responsibilities

14. You must pay your rent and all other charges for the property (including any district heating charges) when they are due.

The rent and any other charges are due every Monday, except for two weeks in each financial year which we will tell you about beforehand.



15. You must not withhold the rent for any reason whatsoever. In particular you must not set off the cost of outstanding repairs which are our responsibility against your obligation to pay rent.

Using the property

16. You must only use the home to live in as your only or principal home (but see condition 30).

17. You must not part with possession or sublet all of the property.

18. You may part with possession or sublet part of the property if you have written permission from us. If we refuse to give you permission we will write to you and say why.

19. You, your household and guests must respect the rights of other people and not do anything (either in or near the property or on the estate where the property is) which is illegal, immoral or would cause danger, a

nuisance or annoyance, including harassment of other people.

Harassment includes but is not limited to harassment because of a person's race, sex, sexuality, mental health, physical disability, learning disability, religion or because they have HIV/AIDS.

Harassment is an interference with the peace and comfort of any person in relation to the enjoyment of their property or facilities on the estate.

If you, your household or guests break this condition you must pay to us the cost of cleaning up, clearing or making good any damage.

20. You, members of your household or guests must not use violent, abusive or offensive behaviour to our employees, agents or contractors doing housing work.

21. This condition applies on or near the property or the estate on which it is situated or in any of our housing offices or elsewhere.

22. You must not store petrol, paraffin, liquid or bottled gas or other dangerous materials in the property.

In flats and maisonettes you must not use paraffin heaters or liquid or bottled gas heaters.

You must take all reasonable precautions to prevent a fire.

23. You must not keep any vehicle (including a caravan, boat or trailer) at the property, if the size or condition of the vehicle spoils the surrounding property or estate.

24. You must not use any garden or drive to your property to store, load or unload scrap metal, or to strip down vehicles or persistently repair them.

Keeping animals

25. You must not keep any animal which we consider to be dangerous or which may cause a nuisance.

26. You must not keep a dog or a cat in a flat or maisonette which has shared parts or a shared entrance.

If you live in a small block of flats or maisonettes we will give you written permission to keep a dog or cat if all the tenants who use the same shared parts of the building have agreed to you keeping the dog or cat.

If we give our permission we may withdraw it if your pet causes nuisance or upset to any of your neighbours.

If we gave you written permission before 3rd April 1995 to keep a dog or cat in a block of flats containing more than 12 homes you can continue to keep that dog or cat.



27. You must not keep any pigeons or doves in or on any part of the property, unless before 3rd April 1995 we gave you written permission to do so.

Gardens

28. You must keep any private garden or hedges to the property tidy.

Car parking

29. You can only park a vehicle in your garden if there is a hardstanding. If you have to cross a pavement to get to your hardstanding, the kerb to that pavement must be adapted to allow vehicles to cross it.

You must get permission from us to build a hardstanding in your garden.

You must have written permission from us and the Highway Authority to adapt a pavement so a vehicle may cross it.

30. You must not regularly park a vehicle on communal areas, pavements or verges at the side of roads.

Running a business from home

31. You can ask us for permission to run a business from your property.

We may give you permission if we are satisfied that the business will not cause a nuisance to neighbours and other people living in the area and you have any planning permission you need.

If we give permission we may withdraw it if your business causes a nuisance to any neighbours or other people living in the area.

District heating schemes

32. You must not interfere with any part of a District Heating system (including any meters, pre-payment controllers or cards), whether the system is provided by us, Sheffield Heat & Power Limited, or anyone else.

33. If the supply of heat to your home is individually metered you must pay for all the heat which is supplied to your home.

34. If any supply of heating and hot water which you pay for as part of your rent goes off for more than a day, we will reduce the weekly charge by one seventh for each day, (or part of a day over 8 hours), during which the heating and hot water is off.

Access to your property

35. You must allow our employees, agents or contractors to enter the property to inspect the property, carry out repairs or improvements, service appliances or carry out any of our duties.

We will give you 72 hours notice in writing if we need to enter your property and our employees, agents or contractors will show you a pass proving their identity before they may enter your property.

If it is convenient you may allow our employees, agents or contractors access to your property even if they have not given you notice.

36. If we decide that it is necessary because of an emergency which could cause personal injury or damage to Council or adjoining properties and you do not give us immediate access, we may take steps to enter your property using force if necessary without giving notice.

Ending your tenancy

37. If you want to end your tenancy you must give us four weeks written notice. The four weeks notice must end on a Monday.

You must leave the property clean, safe, tidy and ready for the next tenant to move into.

38. You must hand all the keys into the Area Housing Office by the end of the four weeks notice.



39. You may have to remove fixtures and fittings which you have added to the property and replace them with the kind of fixtures and fittings we use.

You will not have to do this if we had agreed to maintain the fixtures and fittings which you put in.

If you have altered the property, even with our permission, we may ask you to restore the property to its original condition if the alterations make the property unsuitable for future tenants.

If you do not replace fittings or restore the property to its original condition when we have asked you to do so, we will do the work and charge you for it.

We may charge you if we have to remove rubbish or other items which you have left in the property.

We may also charge you for any damage to the property.

See pages 2 and 3 for definitions of words and phrases used in these Tenancy Conditions.

Notices

You may give or send us any Notice about your tenancy (except for Notices about legal action against us) by addressing it to

**Sheffield Council Housing Service,
PO Box 10589
Nottingham
NG6 6DN**

Send notices about legal action to **Director of Legal & Governance, Town Hall, Sheffield, S1 2HH**

In addition to any way permitted by law, we may serve any notice on you at the dwelling by putting it through the letterbox or fixing it to the dwelling or by leaving it with somebody for you at the dwelling.

End of Conditions of your tenancy

Your rights as a secure tenant

Most Sheffield City Council tenants are 'Secure Tenants'.

A secure tenant has a number of rights either by law or under our policies. These rights include the following:

Right to repair schemes

Our Right to Repair scheme is explained in a leaflet called "Repairs & Maintenance".

This is also explained in a government leaflet called 'Your New Right to Repair'.

Right to compensation for improvements

At the end of your tenancy you may get compensation for certain improvements you have made to your home.

The leaflet called "Tenants own improvements" explains the scheme.

You cannot get compensation if you are buying your home through the 'Right to Buy' or 'Rent to Mortgage' scheme or for any improvements costing less than £50.

Right to take in lodgers

You can take in lodgers without getting the permission of Sheffield City Council as long as your home does not become overcrowded.

If you get Housing Benefit you must tell the Neighbourhood Team Officer and the Housing Benefits Service that you have taken in lodgers as this may affect the amount of benefit you can receive. (If you don't tell the Neighbourhood Team Officer and we find out later, your benefit may be reduced for the period you have had lodgers, and any benefit which has been overpaid may be recovered).



Right to succeed

1. The following rules apply if you die and you did not take over the tenancy from a member of your family.
 - a. Your spouse or civil partner will have the right to succeed to the tenancy provided that they occupy the property as their only or principal home, or
 - b. Another member of your family can take over the tenancy if they lived in the property throughout the 12 months before your death and the property was their only or principal home.
 - c. If more than one person qualifies to take over the tenancy, your spouse or civil partner will be entitled to take it over.

If you have no spouse or civil partner living with you, everyone entitled to the tenancy must agree on who will take it on. If the people involved

cannot agree we will choose who to give the tenancy to.

2. People who are not entitled to take over your tenancy may, in certain circumstances, (which are set out in the Council's Lettings Policy) be given a new secure tenancy of your property.

Right to inspect personal files

Under the law and Sheffield City Council policies you have the right to see certain information which Sheffield City Council has about your housing circumstances.

Right for compensation for loss of income due to broken appointments

If any housing staff fail to keep an appointment they arranged with you, you may claim compensation for loss of income.

The appointment must have been made in writing and you must have lost wages in order to claim compensation.

Right to be consulted

We will consult you before we make any change to any part of the tenancy conditions.

There are a number of ways of consulting tenants on issues affecting them. You can get more details in Sheffield's City Wide Tenant and Resident Participation Compact.

Right to buy

If you have been a Council tenant for at least two years (or five years if you became a tenant after 18th January 2005) you will probably have a right to buy your home.

You can get more details from the Council's home ownership team.

Right to exchange

You may make a 'Mutual Exchange' (that is swap

homes) with another Council or Housing Association tenant.

The landlords of each tenant involved in an exchange must agree to this in writing. An exchange will normally be allowed, although there are a few reasons why this might not be possible or where you might get 'conditional consent'. You can get more information from the Mutual Exchanges leaflet.

You must not swap homes until you have a letter from Sheffield City Council agreeing to the swap.

Assignment

You may ask Sheffield City Council for permission to transfer your tenancy to a member of your family living with you.

Leaflets and information

You can get copies of the leaflets mentioned above and information on housing services from any Neighbourhood Team Officer.



See page 19 for details of how to contact us.

Reasons for us evicting you

1. Sheffield City Council can only evict you if we give you a “Notice Seeking Possession” and apply to the court to end your tenancy.

Sheffield City Council can evict you from your home if the court thinks this is reasonable for any of the following reasons:

- a. You have not paid the rent or not kept to these conditions.
- b. You or anybody living with you or visiting you has caused a nuisance or annoyance to other people, has been convicted for using the premises for illegal or immoral purposes, or convicted of a serious offence in or near the premises.

- c. If you have been living with someone as their partner and your partner has left because of violence or threats of violence from you, either to them or a member of the family, and it is unlikely they will return.
- d. You have damaged the property or common parts.
- e. You or anybody living with you has damaged any furniture provided by the Council.
- f. You got the tenancy because you or somebody else on your behalf made false statements.
- g. You refuse to leave a property which we let to you temporarily while work was being carried out at your own property.

You will usually have a chance to put things right before Sheffield City Council evicts you. We usually seek to evict you if you, your household or guests harass people (unless other legal action is more appropriate).

2. Sheffield City Council can evict you for the following reasons, if the court is satisfied that there is suitable alternative accommodation:
 - a. If your home is overcrowded as defined in the Housing Act 1985.
 - b. If your home is to be altered or demolished and this cannot be done while you’re still living there.

We will consult you if we want to evict you because of these reasons. We will also offer you alternative accommodation which meets your reasonable needs.

3. Sheffield City Council can evict you for the following reasons if the court is satisfied that it is reasonable and you could get suitable alternative accommodation:
 - a. The home was designed or adapted for a disabled person and there is no

- longer a disabled person living in the home but the home is required for a disabled person.
- b. The home is one to which special services are provided and there is no longer anyone living in the home who needs the special services and the home is required for someone who does.
- c. The home is much larger than you reasonably need and you have taken over the tenancy from another member of your family. (This reason is rarely used).

Sheffield City Council will consult you if we want to evict you because of these reasons.

Sheffield City Council will also offer you alternative accommodation which meets your reasonable needs.

If Sheffield City Council has to go to court you can challenge the reasons given by Sheffield



City Council to evict you and/or the suitability of the alternative accommodation offered by Sheffield City Council. You should get legal advice before you do this.

These reasons for ending tenancies are part of the Housing Act 1985.

Abandonment and notice to quit

If you abandon your property Sheffield City Council will treat it as a surrender of your tenancy and we may re-enter the property and relet it.

You will be responsible for the rent until Sheffield City Council accepts the surrender.

If you do not use the property as your only or principal home Sheffield City Council may serve you with a Notice to Quit.

Tell us what you think

Sheffield City Council hope to give you the best possible service with the money available.

If we don't meet the service standards, or if you are unhappy with the way we have treated you, or you are dissatisfied with a decision made by Sheffield City Council, you may use the complaints procedure.

Sheffield City Council welcomes and values comments, complaints and suggestions about services provided.

You can send us your comments by using any of the methods on page 19.

Contact Housing Services



Phone: Call Centres 0114 293 0000
0114 205 3333
Repairs 0114 273 5555



Online:
Enquiries: www.sheffield.gov.uk/contacthousing
Website: www.sheffield.gov.uk/councilhousing

Follow us:   



Write: Sheffield Council Housing Services
PO Box 10589
Nottingham
NG6 6DN



Visit Us: To find your local office please telephone us or alternatively you can visit our website

Some calls may be monitored by Sheffield City Council and its partners for quality and training purposes.



Need help accessing our services?

A translation of this leaflet is automatically available in the languages below. It can also be made available in other languages on request.

Arabic

تتوفر نسخة مترجمة من هذه الكراسية باللغة العربية

Farsi

ترجمة ان برگچه در فارسی دستیاب است

Somali

Turjibaanka guub-yarahaan waxaa lagu heli karaa Soomaali

This document can be supplied in alternative formats, please contact 0114 293 0000

Sheffield City Council
www.sheffield.gov.uk/councilhousing



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HAVE YOUR SAY...



ON OUR PROPOSED NEW TENANCY CONDITIONS

We want to update our tenancy conditions to make sure they are relevant to today's customers and reflect the current and future needs of our service.

This leaflet lists the proposed new tenancy conditions, which could replace those currently in the 'You and Your Home' leaflet.

The proposed changes affect everybody who has a secure or furnished tenancy with Sheffield City Council.

You can find a summary of the main changes in the factsheet accompanying this leaflet.

We really want to know what you think. Do you like them? Do you understand them? Do you have any questions or concerns?

Send your feedback to us at **planningthefuture@sheffield.gov.uk** or call **0114 293 0000**.

You can find a copy of the You and Your Home leaflet on our website or ask at your local Neighbourhood Team Office.



Proposed New Tenancy Conditions

The tenancy conditions below are a **proposed** replacement to the current conditions which are contained in the leaflet You and Your Home. They will apply to all tenants who have a Secure or Furnished Council Tenancy.

A summary of the main changes is contained in the accompanying leaflet. If you would like a copy of 'You and Your Home', you can download it from our website:

Go to www.sheffield.gov.uk and click on 'Council Housing' then 'Tenant Responsibilities'.

Alternatively you can ask for a copy from your local Neighbourhood Team Office.

We would like to know what you think about these new tenancy conditions.

Page 150

Do you like them?

Do you understand them?

Do you have any questions or concerns about them?

The accompanying leaflet tells you how you can give us your feedback.



PAYING YOUR RENT

- 1** You must pay your rent and all other charges for the property (including any district heating charges) when they are due. The rent and any other charges are due every Monday. We may decide that rent/other charges are not due in one or more weeks in each financial year. We will tell you about these in advance.
- 2** You must pay your rent and all other charges by Direct Debit unless we agree that you can pay them using another payment method.
- 3** We will give you 4 weeks' notice in writing about any changes to your rent or other charges for the property.
- 4** We may move any credit balance from any account you have with us to pay off arrears on other accounts, including from former tenancies and other debts to the HRA.
- 5** If you owe rent arrears, you must pay an agreed amount towards the arrears each week including any rent free weeks.
- 6** You must not withhold the rent for any reason or set off the cost of outstanding repairs which are our responsibility against your obligation to pay rent.

REPAIRING YOUR HOME

- 7** We will repair the following:
 - a)** The structure and outside of the building, including shared parts, (roofs, outside walls, outside doors, windows, chimneys and chimney stacks, drains, gutters and outside pipes).
 - b)** Inside walls, skirting boards, doors, door frames, floors and ceilings.
 - c)** Electric wiring, sockets, light fittings and gas and water pipes.
 - d)** Heating equipment (such as fires, radiators and storage radiators) and water heating equipment (boilers and immersion heaters).
 - e)** Kitchen and bathroom fixtures (sinks, basins, baths, showers and toilets).
 - f)** Pathways and steps which are the main means of getting to your home.
 - g)** Shared television aerial or shared satellite dish.
 - h)** Supporting or retaining walls, and boundary walls and metal railings to the property.
 - i)** Trees in the boundary of your tenancy where they are causing a danger or damage to property.
 - j)** Decoration of the outside and any shared parts of the building.
 - k)** Furniture and fittings we have provided.
 - l)** Fixtures or fittings you have added to your home, only if we agreed in writing to maintain them before you put them in.

- 8 When you ask for a repair and we agree to do it, we will give you a receipt telling you when we will carry out the repair.
- 9 You are responsible for the following:
 - a) Any repair not listed in condition 7.
 - b) Telling us about a repair we are responsible for as soon as possible.
 - c) Taking all reasonable steps to avoid damage.
 - d) Decorating the inside of your home.
 - e) Looking after any furniture we have provided as part of the tenancy including reporting any damage or faults to us.

We may **charge you** if you do not comply with any terms of this condition.

- 10 You are responsible for the safe keeping of keys and fobs we have provided for the property, including door, window and communal access locks. If you lose your keys we will charge you the cost of any replacements or lock change.
- 11 You must not apply artex or polystyrene tiles to any walls or ceilings.
- 12 You must not alter or improve your property unless we have given you our **permission**.

DISTRICT HEATING

- 13 You must not tamper with any part of a District Heating system (including any meters, pre-payment controllers or cards). If you do you will be charged for any repairs to reinstate the equipment.
- 14 If the property is individually metered you must pay for all the heat which is supplied to your home along with the weekly standing charges.
- 15 If any supply of heating and hot water which you pay for as part of your rent goes off for more than a day, we will reimburse you.

NUISANCE AND ANTI-SOCIAL BEHAVIOUR

- 16 You, your household and visitors must not do anything which is illegal, dangerous or which would cause nuisance, annoyance, harassment, alarm or distress to other people. This condition applies within the boundary of and in the locality of your home.
- 17 You, your household and visitors must not cause nuisance or annoyance, harassment, alarm or distress towards any person employed in connection with the exercise of our housing management functions.

PETS AND ANIMALS

- 18 Unless you live in sheltered housing, you may keep domestic pets in your home subject to conditions 19-21 below.
- 19 You must not keep any animal or number of animals which could cause a danger or nuisance or which is not suitable for your property.
- 20 You must properly look after any animal in or visiting your property and not allow it to do anything which could cause a danger, nuisance or annoyance to other people or cause damage to property.
- 21 If we tell you to remove an animal or animals from your home you must do so. You must not allow the animal or animals to return. We will tell you in writing, giving the reasons why and the date by which you must comply.

KEEPING YOU SAFE

- 22 You must take all reasonable precautions to prevent a fire.
- 23 You must not damage, interfere with or misuse any equipment provided for the safety and security of tenants and residents. If you do you will be **charged** for any repairs to reinstate the equipment.
- 24 You must not store petrol, paraffin, liquid or bottled gas or other dangerous materials in the property. In flats and maisonettes you must not use paraffin heaters, or liquid or bottled gas heaters.
- 25 You must keep communal areas clear and free from obstruction at all times to ensure an easy escape in case of emergency.

USING YOUR HOME

- 26 You must not sublet any part of your home without first obtaining our **permission**.
- 27 You must use the property to live in as your only or principal home.
- 28 You must not part with possession or sublet the whole of the property.
- 29 You must allow our employees, agents or contractors to enter the property to inspect the property, carry out repairs or improvements, service appliances or carry out any of our duties. We will give you reasonable notice if we need to access the property. We may take steps to enter the property without giving notice in the event of an emergency.
- 30 You must dispose of household rubbish including large items in a safe and appropriate way. We will **charge you** the costs of removing any rubbish which you dispose of incorrectly.
- 31 You must not run a business from your home without our **permission**.

GARDENS AND COMMUNAL AREAS

- 32 You must not block or impede access to any parts of the property you share with neighbouring properties (e.g. paths, driveways, gardens).
- 33 You must share the use of communal areas with other tenants. You must not cultivate, fence off or restrict access to any parts of the communal areas without our **permission**.
- 34 You must not build, construct or place any building or other structure in the communal areas.
- 35 You must not change the boundary of your property without our **permission**.
- 36 You must keep your garden tidy, so that it does not become overgrown or spoil the look of the surrounding area.
- 37 You must not put up, change or demolish a garage or any other structure within the boundary of the property without our **permission**.
- 38 You must regularly trim hedges, bushes and shrubbery so that they do not exceed a height of two metres, become overgrown, or cause an obstruction.
- 39 You must not plant or cut down any tree without our **permission**.

USING AND PARKING VEHICLES

- 40 You must not park any vehicle within the boundary of your home unless there is a proper drop-kerb and hard-standing, driveway or garage provided for that purpose.
- 41 You must obtain our **permission** to build a hard-standing in your garden.
- 42 You must not keep any vehicle (including a caravan, boat or trailer) at the property if the size or condition of the vehicle spoils the surrounding area
- 43 You must not park a vehicle on communal areas except in a designated parking area or space.

ENDING YOUR TENANCY

- 44 You must give us at least 4 full weeks' notice (ending on a Monday) in writing if you want to end your tenancy.
- 45 You must clear the property and give us vacant possession at the end of the tenancy, hand in all keys and ensure that the property is clean, safe, tidy and in a reasonable state of decoration. We may **charge you** for costs that we incur by putting right any breaches of these tenancy conditions.
- 46 You must not damage, sell, remove or dispose of any furniture belonging to us which is provided as part of your tenancy. We will charge you the cost of replacing furniture if you break this condition.

ASKING FOR PERMISSION

- 47 Where a tenancy condition requires you to ask for our **permission**, this means:
 - a) You must ask for our permission and you must not proceed until we give you our permission.
 - b) We will confirm our answer in writing.
 - c) If we refuse permission we will explain why.
 - d) If we give permission we may attach additional conditions.
 - e) We may withdraw our permission at any time if you do not comply with the conditions we have made.
 - f) We will take action against you and/or charge you for any costs incurred if you do not comply with parts a-e above.

CHARGING YOU

- 48 Where we say **charge you**, we mean:
 - a) You must pay the cost of putting things right.
 - b) We will send you an invoice or ask for payment up front.
 - c) We will explain what we are charging you for and why.
 - d) We will give you reasonable opportunity to pay.
 - e) We will take action against you if you don't pay, including legal action if necessary.

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please contact 0114 293 0000

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Housing and Neighbourhoods Service
www.sheffield.gov.uk



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Author/Lead Officer of Report: Paul Billington
Director of Culture & Environment

Tel: 27 34700

Report of: Laraine Manley
Report to: Cabinet
Date of Decision: 17th January 2018
Subject: Registration of High Hazels Park as a Charitable Trust

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000		<input type="checkbox"/>		
- Affects 2 or more Wards		<input type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? Culture Parks and Leisure				
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing Scrutiny and Policy Development Committee				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i></p>				

Purpose of Report:

This report seeks Cabinet approval:

1. to register High Hazels Park as a charitable trust at the Charity Commission as detailed in the Legal Implications section;
2. of the proposed trust deed for the management and governance of High Hazels Park attached to this report at Appendix 1; and
3. to start using the proposed trust deed for High Hazels Park as the charity's governing document.

Recommendations:

It is recommended to Cabinet that the following decisions are made:

- R1.** To approve registration of High Hazels Park as a charitable trust at the Charity Commission.
- R2.** To approve the trust deed for the future governance and management of High Hazels Park.
- R3.** To agree to start using the proposed trust deed for High Hazels Park as the charity's governing document.

Background Papers:

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

Appendix 1: Proposed Trust Deed for High Hazels Park

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Janinne Scarborough
	Legal: Leonie Wallace
Equalities: <i>Annemarie Johnston – no equalities impact, no EIA required.</i>	
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	EMT member who approved submission: <i>Laraine Manley</i>
3	Cabinet Member consulted: <i>Cllr Mary Lea</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: <i>Paul Billington</i>
	Job Title: <i>Director of Culture & Environment</i>
Date: 8 th January 2018	

1. PROPOSAL

(Explain the proposal, current position and need for change, including any evidence considered, and indicate whether this is something the Council is legally required to do, or whether it is something it is choosing to do)

- 1.1 High Hazels Park is held by the Council on trust although not on a charitable trust, however, this park has always been treated as if it were held on charitable trust and in previous years the Council has stated that the park is held on charitable trust and refused proposals received from third parties which it believed would be in breach of charitable trust status.
- 1.2 In previous years High Hazels Park has not produced income over £5,000 a year which is the threshold at which the statutory requirement for registration at the Charity Commission becomes operative.
- 1.3 High Hazels Park exceeded the income threshold of £5,000 per year set out in the Charities Act 2011 in the 2015/2016 financial year. The park trust is now required to be registered as a charity at the Charity Commission and entered on the register of charities as a statutory requirement.

2. HOW DOES THIS DECISION CONTRIBUTE ?

(Explain how this proposal will contribute to the ambitions within the Corporate Plan and what it will mean for people who live, work, learn in or visit the City. For example, does it increase or reduce inequalities and is the decision inclusive?; does it have an impact on climate change?; does it improve the customer experience?; is there an economic impact?)

- 2.1 Sheffield's Corporate plan 2015 -18 aims to ensure that "high quality parks and open spaces" are provided for people to use and enjoy. By registering High Hazels park as a charitable trust, the council will be protecting the park for current and future generations as a quality green space. Registration will also meet the object of the Charity which is the provision and maintenance of a park and recreation ground for use by the public with the object of improving their conditions of life

3. HAS THERE BEEN ANY CONSULTATION?

(Refer to the Consultation Principles and Involvement Guide. Indicate whether the Council is required to consult on the proposal, and provide details of any consultation activities undertaken and their outcomes.)

- 3.1 Consultation has taken place with SIV as key partner for the golf course facilities, with the LTA as key partner for the provision of tennis facilities and with the Friends of High Hazels park as representatives of the local community and key stakeholders in the park.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 There are no significant equality implications, positive or negative, identified from this proposal. The registration should be positive for everyone by protecting the park for current and future generations as a quality green space.

4.2 Financial and Commercial Implications

4.2.1 Any costs arising from registration will be charged to High Hazels Park. No further financial and commercial implications are anticipated.

4.3 Legal Implications

4.3.1 Section 30(1) of the Charities Act 2011 requires every charity to be registered in the register unless an exemption applies to it. High Hazels Park exceeded the income threshold of £5,000 per year set out in section 30(2)(d) of the Charities Act 2011 in the 2015/2016 financial year. The park trust is now required to be registered as a charity at the Charity Commission and entered on the register of charities as a statutory requirement.

4.3.2 Following registration the park, as a charitable trust, will be subject to all the provisions of the Charities Act 2011 and will be regulated by the Charity Commission in the same way as current parks charities such as Graves Park. The charity will be governed by the charity's governing documents and all decisions pertaining to the management and administration of the charity shall be made by Cabinet as sole trustee of the charity.

4.4 Other Implications

(Refer to the Executive decision making guidance and provide details of all relevant implications, e.g. HR, property, public health).

4.4.1 There are no Property Implications regarding the proposed registration of High Hazels Park as a Charitable Trust as there are already existing restrictions under its current status.

5. ALTERNATIVE OPTIONS CONSIDERED

(Outline any alternative options which were considered but rejected in the course of developing the proposal.)

5.1 The only alternative option is not to register the park as a charity however this would potentially damage the Council's reputation and erode public trust due to incorrect information previously being given to the public regarding the park's status as a charitable trust.

6. REASONS FOR RECOMMENDATIONS

(Explain why this is the preferred option and outline the intended outcomes.)

- 6.1 The recommendation for registration of the park as a charitable trust will ensure that the Council is compliant with the provisions of the Charities Act 2011.
- 6.2 The registration of High Hazels Park as a charitable trust will regularise the Council's previous and future management of the park and uphold public trust and confidence in the Council by extending the protection afforded by charities legislation and ensuring transparency in the Council's future management of the park.

Appendix 1 High Hazel Park and Tinsley Park Golf Club Trust Deed



963866 - HIGH
HAZELS PARK TRUST



1163679 - High
Hazels Park Trust Dec

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DATED 2017

TRUST DEED

RELATING TO

**HIGH HAZELS PARK
SHEFFIELD**

**LEGAL SERVICES
SHEFFIELD CITY COUNCIL
THE TOWN HALL
PINSTONE STREET
SHEFFIELD S1 2HH
REF: CONV/LSW/78469**

THIS DECLARATION OF TRUST IS MADE the day of 2017 by **SHEFFIELD CITY COUNCIL** of The Town Hall Pinstone Street Sheffield S1 2HH (the Trustee).

The Trustee holds the property known as **High Hazels Park Senior Road Sheffield** shown coloured pink on the plan attached to this deed being part of the land registered at HM Land Registry under title number SYK639732 on the trusts declared in this deed and it expects that more money and assets will be acquired by it on the same trusts.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. Administration

The charitable trust created by this deed (the Charity) shall be administered by the Trustee.

2. Name

The Charity shall be called **High Hazels Park Sheffield**.

3. Objects

- (1) The object of the Charity (the Object) is the provision and maintenance of a park and recreation ground for use by the public with the object of improving their conditions of life.
- (2) Subject to clause 4 below the land identified in part 1 of the schedule to this deed must be retained by the Trustee for use for the Object of the Charity.

4. Lease of Land and Buildings

The Trustee may dispose of the land and buildings described in part 2 of the schedule to this deed by way of a lease for the purposes of:

- (1) as to the land hatched black:
 - (a) for use as a golf course together with a shop and offices; and
 - (b) for use as a café and public toilets; and
- (2) as to the land hatched green:
 - (a) for use as tennis courts

such use to be ancillary to the enjoyment of the park. The Trustee must comply with the restrictions on disposal imposed by sections 117-122 of the Charities Act 2011.

5. Application of income and capital

The Trustee must apply the income and at its discretion all or part of the capital of the Charity in furthering the Object.

6. Powers

In addition to any other powers it has the Trustee may exercise any of the following powers in order to further the Object (but not for any other purpose):

- (a) to raise funds. In exercising this power the Trustee must not undertake any taxable permanent trading activity and must comply with any statutory regulations;
- (b) to buy take on lease or in exchange hire or otherwise acquire property and to maintain and equip it for use;
- (c) to lease any land and/or buildings in the park subject to the prior written consent of the Commission for purposes ancillary to the enjoyment of the park. In exercising this power the Trustee must comply as appropriate with sections 117-122 of the Charities Act 2011;
- (d) to use the land identified in part 2 of the schedule to this deed as a golf course together with a shop, offices, a café and public toilets, and as tennis courts;
- (e) to co-operate with other charities voluntary bodies and statutory authorities and to exchange information and advice with them;
- (f) to employ and remunerate such staff as are necessary for carrying out the work of the Charity;
- (g) to do any other lawful thing that is necessary or desirable for the achievement of the Object.

7. Statutory Powers

Nothing in this deed restricts or excludes the exercise by the Trustee of the powers given by the Trustee Act 2000 as regards investment the acquisition or disposal of land and the employment of agents nominees and custodians.

8. Delegation

- (1) In addition to its statutory powers as Charity Trustee the Trustee may delegate any of its powers or functions to its Executive, a Committee,

individual Member or Officer as permitted by its Constitution and any Scheme of Delegation in force and in accordance with its statutory powers and duties as a local authority.

- (2) The Trustee must exercise its powers at properly convened meetings except where it has:
 - (a) delegated the exercise of its powers (either under this provision or under any statutory provision); or
 - (b) made some other arrangements by regulations under clause 9.
- (3) The Trustee must consider from time to time whether the powers or functions which it has delegated should continue to be delegated.

9. Duty of Care and Extent of Liability

- (1) When exercising any power (whether given to it by this deed or by statute or by any rule of law) in administering or managing the Charity the Trustee must use the level of care and skill that is reasonable in the circumstances taking into account any special knowledge or experience that it claims to have (“the Duty of Care”).
- (2) No Trustee and no one exercising powers or responsibilities that have been delegated by the Trustee shall be liable for any act or failure to act unless in acting or failing to act he or she has failed to discharge the Duty of Care.

10. General Power to Make Regulations

- (1) The Trustee may from time to time make regulations for the management of the Charity and for the conduct of its business including:
 - (a) the calling of meetings;
 - (b) methods of making decisions in order to deal with cases or urgency where a meeting is impractical;
 - (c) the deposit of money at a bank;
 - (d) the custody of documents; and
 - (e) the keeping and authenticating of records.
- (2) The Trustee must not make regulations which are inconsistent with anything in this deed.

11. Accounts Annual Report and Annual Return

The Trustee must comply with its obligations under the Charities Act 2011 with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of the statements of account of the Charity;
- (4) the transmission of the statements of account of the Charity to the Commission;
- (5) the preparation of an Annual Report and its transmission to the Commission; and
- (6) the preparation of an Annual Return and its transmission to the Commission.

12. Registered Particulars

The Trustee must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

13. Application of Income and Property

The income and property of the Charity must be applied solely towards the promotion of the Object.

14. Benefits and Payments to Charity Trustee and Connected Persons

(1) General Provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the Charity on terms preferential to those applicable to members of the public;
- (b) sell goods or services or any interest in land to the Charity;
- (c) be employed by or receive any remuneration from the Charity;
- (d) receive any other financial benefit from the Charity;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ("the Commission"). In this clause "a financial benefit" means a

benefit direct or indirect which is either money or has a monetary value.

(2) Scope and Powers Permitting Trustee or Connected Persons' Benefits

- (a) A charity trustee or connected person may receive a benefit from the Charity in the capacity of a beneficiary of the Charity.
- (b) A charity trustee or connected person may enter into a contract for the supply of services or of goods that are supplied in connection with the provision of services to the Charity where that is permitted in accordance with and subject to the conditions in section 185 of the Charities Act 2011.
- (c) A charity trustee or connected person may receive rent for premises let by the Trustee or connected person to the Charity. The amount of rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (d) A charity trustee or connected person may take part in the normal trading and fundraising activities of the Charity on the same terms as members of the public.

15. Repair and Insurance

The Trustee must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). It must also insure suitably in respect of public liability and employer's liability.

16. Expenses

The Trustee may use the Charity's funds to meet any necessary and reasonable expenses which it incurs in the course of carrying out its responsibilities as Trustee of the Charity.

17. Amendment of the Trust Deed

- (1) The Trustee may amend the provisions of this deed provided that:
 - (a) no amendment may be made to clause 3 (Objects) Clause 8 (Duty of Care and Extent of Liability) clause 12 (Application of Income and Property) clause 13 (Benefits and Payments to Charity Trustee and Connected Persons) clause 17 (Dissolution)

or this clause without the prior consent in writing of the Commission;

- (b) no amendment may be made that would have the effect of making the Charity cease to be a charity at law; and
 - (c) no amendment may be made to alter the Object if the change would undermine or work against the previous objects of the Charity.
- (2) Any amendment of this deed must be made by deed following a decision of the Trustee made at a special meeting.
 - (3) The Trustee must send to the Commission a copy of the deed effecting any amendment made under this clause within three months of it being made.

18. Dissolution

- (1) The Trustee may dissolve the Charity if they decide that it is necessary or desirable to do so. To be effective a proposal to dissolve the Charity must be passed at a special meeting by the Trustee. Any assets of the Charity that are left after the Charity's debts have been paid ("the Net Assets") must be given:
 - (a) to another charity or charities with objects that are the same or similar to the Charity's own for the general purposes of the recipient charity or charities; or
 - (b) to any charity for use for particular purposes which fall under the Charity's objects.
- (2) The Commission must be notified promptly that the Charity has been dissolved and if the Trustee was obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution it must send to the Commission the Charity's final accounts.

19. Interpretation

In this deed:

- (1) all references to particular legislation are to be understood as references to legislation in force at the date of this deed and also to any subsequent legislation that adds to modifies or replaces that legislation;
- (2) "connected person" has the meaning specified in section 118 of the Charities Act 2011.

IN WITNESS of this deed the parties to it have executed it below.

SCHEDULE

PART 1 – CHARITABLE LAND

The land in Sheffield known as High Hazels Park Senior Road Sheffield registered at HM Land Registry with title number SYK639732 shown coloured pink on the plan attached to this deed.

PART 2 – AREA OF CHARITABLE LAND TO BE DISPOSED OF

The land and buildings within High Hazels Park shown:

- (1) hatched black and coloured pink; and
- (2) hatched green and coloured pink;

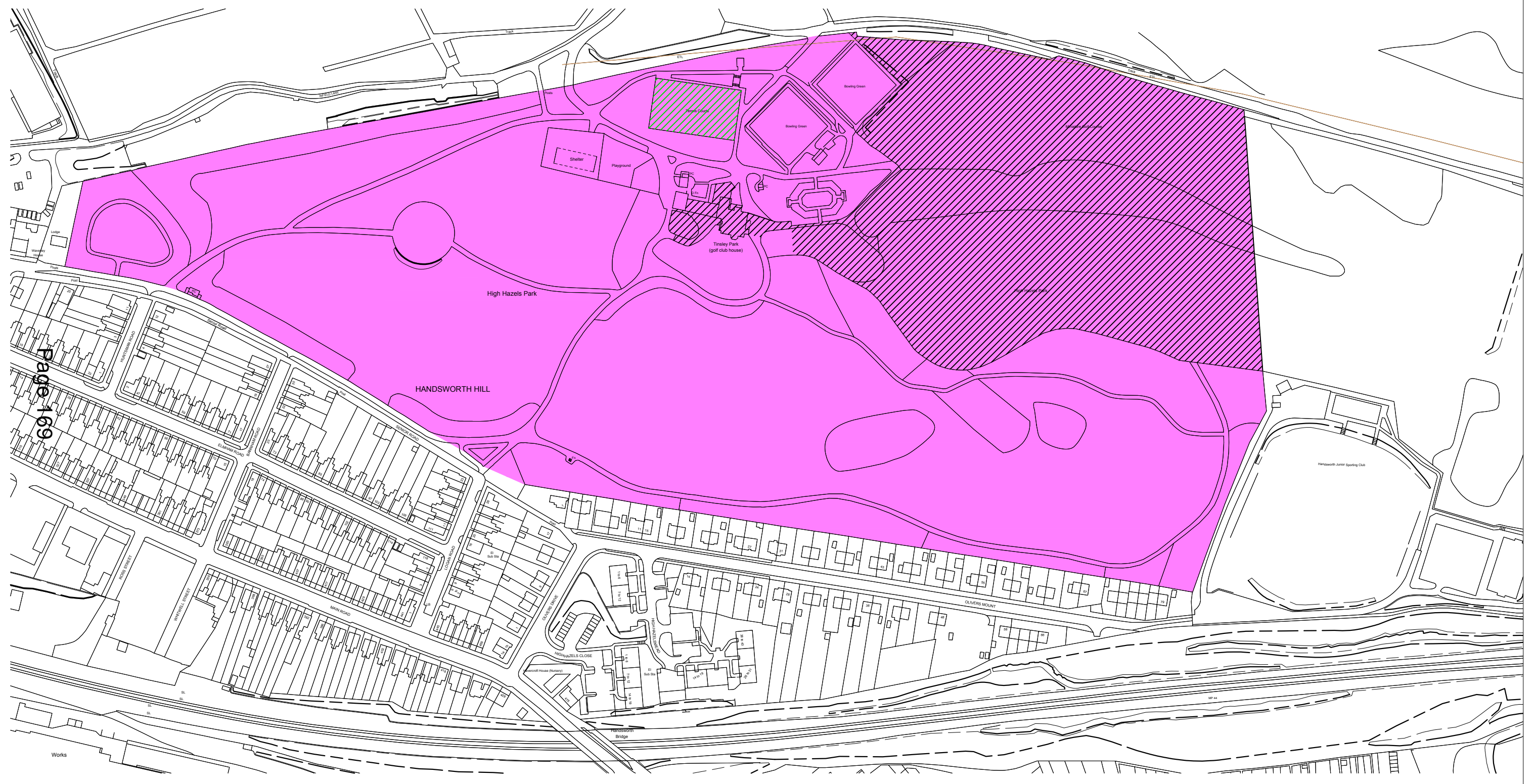
on the plan attached to this deed.

THE COMMON SEAL of
SHEFFIELD CITY COUNCIL


was hereunto applied
in the presence of:

.....
Authorised Signatory

.....
Signature



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Notes:	Building	Drawing Title	Scale	
		High Hazels Park Trust Deed High Hazels Park Sheffield	1:2500	
	Location	Drawing No/File No	Date Sept 2017 Rev. 21/09/17	
	Project Ref.	Drawn MJS	A3	

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