

# Cabinet

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**Wednesday 18 April 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**

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## **Membership**

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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)

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## **PUBLIC ACCESS TO THE MEETING**

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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](http://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](mailto:simon.hughes@sheffield.gov.uk).

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## **FACILITIES**

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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.

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**CABINET AGENDA  
18 APRIL 2018**

**Order of Business**

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- 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 - 26)  
To approve the minutes of the meeting of the Cabinet held on 21 March 2018.
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Items Called-In/Referred From Scrutiny** (Pages 27 - 80)  
(i) Call-In of Cabinet Member for Finance decision on "Disposal of Property at Mount Pleasant, Sharrow Lane"  
  
Report of the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee.  
  
(ii) Street Culture Scrutiny Task Group  
  
Report of the Safer and Stronger Communities Scrutiny and Policy Development Committee.  
  
(iii) Children's Social Care Task Group report  
  
Report of the Children, Young People and Family Support Scrutiny and Policy Development Committee.
- 8. Retirement of Staff** (Pages 81 - 84)  
Report of the Executive Director, Resources.
- 9. Domestic and Sexual Abuse Strategy** (Pages 85 - 94)  
Report of the Executive Director, People Services.
- 10. Rotherham Borough Council Furniture Contract** (Pages 95 - 200)

Report of the Executive Director, Place.

**11. Month 11 Capital Approvals**

(Pages 201 -  
218)

Report of the Executive Director, Resources.

**12. Confirming Grant Aid awards for 2018/19 and  
Delegation of Grant Aid variations to Individual Cabinet  
Member**

(Pages 219 -  
226)

Report of the Executive Director, People Services.

**NOTE: The next meeting of Cabinet will be held on  
Wednesday 23 May 2018 at 2.00 pm**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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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](mailto:gillian.duckworth@sheffield.gov.uk).

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Cabinet

Meeting held 21 March 2018

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

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**1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Bryan Lodge.

**2. EXCLUSION OF PUBLIC AND PRESS**

2.1 The Chair, Councillor Julie Dore, reported that Appendix 1 to the report at agenda item 16 (see minute 15 below) – ‘Delivery of Heart of the City 2’ and the whole of the report at item 17 (see minute 16 below) – ‘Acquisition of Brownfield Sites’ were not available to the public and press because they 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 or report 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 14 February 2018, were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 Petition in respect of Planning Application for a Pub at Millhouses Park

5.1.1 Ted Gunby, representing the Friends of Millhouses Park, submitted a petition containing 1,704 signatures opposing a proposal for a pub to open which would use 400m of Millhouses Park.

5.1.2 Mr Gunby commented that in the not too distant past, Millhouses Park had been a no go area. The Friends of the Park had drawn in £700k of funding to ensure improvements and had worked closely with the Parks and Countryside service to transform the Park. It was now a green flag park and destination park and people visited the Park from far away. There was also many obvious health benefits from being able to use the park.

5.1.3 Mr Gunby added that the petition submitted was a matter of principal. There was

already too much green and open space being lost across the City and the use being applied for in this instance was wholly inappropriate. The petition therefore called on the Council to reject the proposal.

- 5.1.4 In response, Councillor Mary Lea, Cabinet Member for Culture, Parks and Leisure, thanked the Friends of the park for all the work they had done in transforming the Park. She confirmed that there had been an expression of interest from the pub to extend their business. However, no discussions had been held with them as yet.
- 5.1.5 Councillor Lea added that there was no set Council policy in respect of this and she wanted to look into that before any decisions were made. Should any firm proposals be submitted, discussions would be held with all parties and the comments made by the petitioner today would be taken into account.
- 5.1.6 The Leader of the Council, Councillor Julie Dore, added that the Cabinet had recently taken a decision to review the use of facilities and parks. She wanted to look at parks in a way that any changes made had to enrich the users of parks across Sheffield. She thanked Mr Gunby for the petition and stated that this would be fed into the general review of the use of parks and, if the Council was asked to make a decision on the pub, the comments of the petitioner would be taken into account.

5.2 Public Question in respect of Heart of the City 2

- 5.2.1 Deborah Egan asked were Cabinet Members aware that, according to the plans for Heart of the City 2, this would mean the removal of a significant cultural asset to Sheffield. Were they aware of what this demolition would mean? The plans presented today were significantly different to those which were approved by Cabinet in 2015.
- 5.2.2 Councillor Mazher Iqbal, Cabinet Member for Business and Investment, commented that there were no proposals for demolition at this stage. Talks about the HSBC building were taking place and the Council would be consulting on that. The facades on Pinstone Street would remain as they were and the Council was trying to keep as much of the heritage in the area as they could. He would welcome a discussion with Ms. Egan and other Cabinet Members.

5.3 Public Question in respect of Highway Tree Strategy

- 5.3.1 David Dillner commented that the Highway Tree Strategy described as imminent by Councillor Terry Fox in 2015 was conspicuous only by its absence. Could Mr Dillner have a statement explaining why and when we are likely to see it published? By "Highway Tree" Mr Dilner referred specifically to trees on the street.
- 5.3.2 Councillor Mary Lea commented that the Sheffield Tree Strategy was a work in progress but nearing completion and street trees were part of that. There were 35,000 trees on the highway and a section of the Strategy would cover highway trees.

5.3.3 Councillor Julie Dore added that trees were only removed from the street as a last resort, in accordance with the contract, based on the '6 D's'.

5.4 Public Question in respect of Development of City Properties

5.4.1 Nigel Slack commented that he was interested to see the sales brochure for City properties at the MIPIM event in Cannes. He noted that a number of the properties being offered as investment/redevelopment potential were home to thriving City Centre businesses, both social and small independent businesses, in particular the entire block between Brown Street and Pinstone Street. Have any of these businesses been advised of the potential redevelopment?

5.4.2 Councillor Mazher Iqbal stated that he thought the brochure referred to by Mr Slack was very good and he was glad that the Chief Executive of the Council had represented the Council in Cannes. Of the block referred to by Mr Slack, a developer had approached the Council, but as this was private land discussions had been held with those affected before the brochure was published. However, it was not a site that the Council was marketing itself.

5.5 Public Question in respect of Schools Deficit

5.5.1 Nigel Slack commented that, following the recent collapse of an Academy chain with schools in Sheffield and reports in the media from 16 March about state schools in deficit, how many schools in Sheffield, from both categories, were in deficit currently? And how has this changed from 12 months ago?

5.5.2 Councillor Jackie Drayton, Cabinet Member for Children, Young People and Families, responded that the question was timely as we needed to ask why schools were getting into deficit. This was because schools had not had an increase in funding at the same time as the cost of running schools was going up. The Government had given extra money to Sheffield but, in the future, would be taking money from primary schools to pay towards secondary schools.

5.5.3 Councillor Drayton added that the criteria for receiving free school meals was also changing and pupil premium would be affected as this was based on levels of deprivation. The Council did not have access to the information about levels of deficit in Academies. Of the 98 maintained schools in Sheffield, 13 were in deficit as of 31 March 2017 and this could have risen to 16 at the current time.

5.6 Public Question in respect of Learn Direct

5.6.1 Nigel Slack asked what was the impact on the City's learners of the failure of Learn Direct?

5.6.2 Councillor Drayton responded that she had not yet got this information from Council officers. Between 2013/14 and 2016/17, Learn Direct apprenticeship qualifications had gone down from 67% to 49%. During that time, the Government had continued to give Learn Direct funding, over £153 million, and this was to an organisation that was failing young people according to the views of OFSTED, so Councillor Drayton was sure that there would be people in Sheffield affected.

5.6.3 It was right for Mr Slack to highlight the issue and Councillor Drayton was aware OFSTED had contacted Learn Direct to ensure improvements were made. Councillor Dore added that in her opinion the answer was further devolution, as local areas were best placed to determine local needs.

5.7 Public Question in respect of Cash Payments to GP's to not Refer Patients to Hospital

5.7.1 Nigel Slack commented that following reports at the end of February about some Clinical Commissioning Groups (CCGs) offering GP practices cash payments not to refer patients to hospital, have the Council checked whether this was the case with Sheffield's CCG? If so, what were the findings?

5.7.2 Councillor Cate McDonald, Cabinet Member for Health and Social Care responded that this was primarily a question for the CCG but the answer was no.

5.8 Public Question in respect of Green City Strategy

5.8.1 Nigel Slack commented that he believed the Green City Strategy was an interesting document. It had vision and ambition and, as commented on by the Cabinet Member, the challenge was now delivering it. Mr Slack asked who were the partners envisaged as members of the Green City Partnership Board?

5.8.2 Mr Slack added that, as he believed, having alienated every local and most national environmental community and professional groups, did the Council plan on mending those fences and deliver a strategy with them rather than a top down imposition of its own views.

5.8.3 Councillor Jack Scott, Cabinet Member for Transport and Sustainability, welcomed Mr Slack's comments that the Green City Strategy was a visionary document and added that the aim for it was to be ambitious and bold. He did not believe the Council had alienated every environmental group in the City. The people who had read the Strategy were happy with it and the Sheffield Climate Alliance had called it the most ambitious Strategy in the country.

5.8.4 Councillor Scott added that it was clear that there had been a lot of debate and discussion on the 35,000 street trees in the City but there now needed to be discussion on other areas regardless of the policy on street trees. The Strategy built on the work of the Green Commission and the Commissioners involved in that would give a good idea of the calibre of people looking to be involved with the Partnership Board.

5.8.5 Councillor Scott would be happy to meet with anyone and would like to know people who felt they had been ignored, so he could be proactive in getting in touch with them.

**6. ITEMS CALLED-IN FOR SCRUTINY**

6.1 It was noted that there had been no decisions called-in for Scrutiny since the last

meeting of Cabinet.

**7. RETIREMENT OF STAFF**

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

7.2 **RESOLVED:** That this Cabinet :-

(a) places on record its appreciation of the valuable services rendered to the City Council by Susan O'Connor, Assistant Headteacher, High Storrs School, over a period of 39 years;

(b) extends to her 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 her.

**8. ACCEPTANCE OF NATIONAL PRODUCTIVITY INVESTMENT FUND GRANT FOR THE A61 LONDON ROAD / BROADFIELD ROAD JUNCTION IMPROVEMENT PROJECT**

8.1 The Executive Director, Place submitted a report requesting approval for the acceptance of the Department for Transport's National Productivity Investment Fund (NPIF) capital grant of £3,356,000 for the years 2018/19 and 2019/20.

8.2 **RESOLVED:** That Cabinet:-

(a) accepts the Department for Transport's National Productivity Investment Fund (NPIF) capital grant of £3,356,000 and authorises match funding of £1,459,000; and that the Council will be the Accountable Body;

(b) delegates authority to the Director of Financial and Commercial Services, in consultation with the Chief Property Officer and the Director of Legal and Governance, to enter into such grant agreement with the Department for Transport (DfT);

(c) authorises the Council to act as a delivery partner for projects totalling £4,815,000 (DfT grant of up to £3,356,000+ £1,459,000 of match funding) as set out within the report;

(d) delegates authority to the Director of Finance and Commercial Services, in consultation with the Director of Legal and Governance, to take such steps as they deem appropriate to achieve the outcomes set out in the report;

(e) delegates authority to the Chief Property Officer, in consultation with the Director of Finance and Commercial Services and the Director of Legal and Governance, to enter into negotiations and if possible acquire by agreement the land and property required for the Highway Improvement; and

- (f) confirms in principle that the Council will be prepared to use Compulsory Purchase Powers as a last resort if terms cannot be reached by agreement to acquire the land and/or property required to complete the Highway Improvement; the use of such powers, if needed, will be subject to a further detailed report to Cabinet, or if appropriate, to the Leader.

### **8.3 Reasons for Decision**

- 8.3.1 Acceptance of the grant would enable the construction of the junction improvement scheme to widen the narrowest section of the A61 corridor and improve traffic flows significantly. Also the scheme takes advantage of the opportunity presented by programmed adjacent Streets Ahead highways maintenance works and links in with local “Better Bus” improvement schemes nearby. In addition, the proposals will unlock a mixed use development site. The implementation of this scheme will reduce congestion and delays around this busy section of the network, improving service reliability for buses, conditions for economic inward investment and contributing to reduced vehicle emissions.

### **8.4 Alternatives Considered and Rejected**

- 8.4.1 The Council employed the Arup Consultancy to test six options for an improved highway layout at this location using the AIMSUN microsimulation tool to model journey time savings along the broader corridor. From this analysis, the preferred option identified shows best value for money.
- 8.4.2 An alternative option would be to reject the National Productivity Investment Fund grant. If this was the case, the scheme would have to be deferred until other funding options were identified. Also, the opportunity would be lost to combine with a major Streets Ahead highway maintenance project to be undertaken in the vicinity and programmed for construction within the next 18 months.
- 8.4.3 Where it is known that the City Council requires land for the delivery of a scheme, an owner or occupier may be prepared to sell their interest, and consequently the Council can, in some cases, pursue an acquisition by agreement, without the requirement for a CPO.
- 8.4.4 An attempt to acquire, by agreement, the land and rights affected by the proposed scheme, prior to making a CPO, has been considered as an alternative option. Negotiations continue and are encouraging.

## **9. GREEN CITY STRATEGY**

- 9.1 The Executive Director, Place submitted a report describing the development of a Green City Strategy for Sheffield. This strategy takes forward the five Objectives approved at Cabinet last March, in the document “Growing Sustainably: a bold plan for a sustainable Sheffield”. The Green City Strategy will enable the Council and its partners to adopt approaches which promote and support a lower carbon economy, greater resilience to climate change and cleaner growth.

9.2 **RESOLVED:** That Cabinet:-

- (a) approves the Green City Strategy attached to the report as a statement of the Council's strategic approach to achieving the themes identified in "Growing Sustainably: a bold plan for a sustainable Sheffield" approved by Cabinet in March 2017; and
- (b) notes that the objectives relating to Air Quality and Transport and Mobility are the subject of separate Cabinet reports, approved at Cabinet in December 2017 and that the sections in the Green City Strategy which relate to these two objectives reflect the approved reports.

9.3 **Reasons for Decision**

- 9.3.1 It is widely accepted that climate change is already occurring, driven by the continued accumulation of greenhouse gases in the atmosphere. Fortunately it is also widely recognised that if we take action now we can avoid the worse impacts of a changing climate.
- 9.3.2 Sheffield City Council has a pivotal role in providing civic leadership; supporting, inspiring and facilitating change across all sectors and parts of our city to help to create a low carbon future. This is a major opportunity to help our communities and businesses become more resilient to the effects of climate change; be part of a growing economy that can fully exploit its innovative capacity to help us transition towards the goal of becoming a zero carbon city by 2050, and be a city where our decisions and behaviour, collectively and as individuals, are more sustainable.
- 9.3.3 The Green City Strategy will provide the City with the opportunity to direct, co-ordinate and focus all our efforts.
- 9.3.4 City sustainability and the transition to a low-carbon economy is not something which one organisation can achieve in isolation, and will require the support and contribution of all organisations, businesses and residents across the city. Creating a clear vision and strategy will help to crystallise and re-affirm our ambitions and enable other partners to also contribute.
- 9.3.5 We understand that we have a unique role in facilitating and enabling, working alongside business and our communities to create collective approaches to the opportunities and challenges we face as a city.
- 9.3.6 The Green City Strategy enables us to be clear to Government and our other partners in the Sheffield City Region of our intentions and strategy, which will support any request for investment or funding.

9.4 **Alternatives Considered and Rejected**

- 9.4.1 The 'As-is' option: no new Green City Strategy  
Much of the valuable work which already takes place in the city supporting sustainability outcomes would continue. However, the new opportunities for co-

ordinated approach, working together to deliver greater benefits, would be lost, as would the potential to embed low carbon approaches, greater environmental responsibility and climate resilience more strongly within our city and our activities.

## 10. DEVELOPING A STABLE ADULT SOCIAL CARE MARKET IN SHEFFIELD

10.1 The Executive Director, People Services submitted a report setting out the process that the Council has followed to propose fair and sustainable fee rates for independent sector care home, home care, extra care and supported living providers in Sheffield for the financial year 2018-19.

10.2 **RESOLVED:** That Cabinet:-

- (a) approves a single fee for residential and nursing home providers on the Council's standard contracted and framework rate of £463 per bed per week (excluding nursing costs) based on the results of the open book cost of care exercise completed in the financial year 2017/18. See table below for details of % uplift

Category	Current Rate (Environmental standard)	Current Rate (Environmental Enhanced)	2018-19 Rate	% Increase
Residential – Standard	£389	£391	<b>£463</b>	<b>18 - 19%</b>
Residential – High Dependency	£426	£430	<b>£463</b>	<b>8 - 9%</b>
Residential – EMI	£434	£438	<b>£463</b>	<b>6 - 7%</b>
Nursing – Standard excluding FNC	£433	£440	<b>£463</b>	<b>5 - 7%</b>
Nursing – Enhanced excluding FNC	£447	£453	<b>£463</b>	<b>2 - 4%</b>

- (b) approves an inflationary uplift to fee rates of 3.95% for home care and supported living providers on the Council's standard contracted and framework rate;
- (c) agrees to align the 'care' element of extra care fees for the four Council contracted providers to the corresponding supported living rate (where care is provided in one geographic location) and pay the 'support' element based on itemised delivery of support activities;
- (d) delegates authority to the Executive Director, People Services, in consultation with the Director of Adult Services and the Cabinet Member for Health and Social Care, to agree any appropriate and proportionate fee increases requested by recipients of Direct Payments and care providers who are not on the Council's standard contracted and framework rate on a case-by-case basis; and



- (e) delegates authority to the Executive Director, People Services, in consultation with the Director of Adult Services and the Cabinet Member for Health and Social Care, to take all other necessary steps not covered by existing delegations to achieve the outcomes outlined in the report.

### 10.3 **Reasons for Decision**

- 10.3.1 To develop and maintain a stable adult social care market in Sheffield by ensuring that the fees paid by the Council for adult social care in the City of Sheffield are uplifted in line with the cost of delivering care in the city including inflationary pressures in 2018/19.

### 10.4 **Alternatives Considered and Rejected**

- 10.4.1 All options were appraised taking into account the following. Further details can be found in the appendix to the report.

- Provider feedback, for example from engagement events and planned consultations
- Market factors
- Benchmarking with comparable Local Authorities
- Open Book Costs of Care exercises
- Current and projected supply and demand
- The financial position of the Council

- 10.4.2 **Care Homes:** There were two options considered for the 2018/19 care home fee uplift with option 3 being the recommended option:

Do nothing and expect providers to absorb all inflationary costs

Option 2: Increase the fees paid to providers to take into account increases in minimum wage and the underlying rate of inflation.

Option 3: Increase the fee rates paid to providers using the results of the open book cost of care exercise as well as increases in minimum wage and the underlying rate of inflation.

- 10.4.3 **Home Care and Supported Living:** There were two options considered for the 2018/19 uplifts in home care and supported living, with option 1 being the recommended option:

Option 1: Increase the fees paid to providers to take into account increases in minimum wage and the underlying rate of inflation.

Option 2: No increase to the fees paid to providers in the context of having established a cost of care and new framework rates in 2017 for home care and supported living and no contractual requirement to increase extra care rates ahead of retendering this in 2018.

- 10.4.4 **Extra Care:** There were three options considered for the 2018/19 uplifts in extra care with option 1 being the recommended option:

Option 1: Increase the care element of the fees paid to bring this in line with the supported living discounted rate.

Option 2: Increase the care element of the fees paid by 3.95% to take into account increases in minimum wage and the underlying rate of inflation.

Option 3: No increase to the fees paid to providers in the context of having tendered at the current rate with no contractual requirement to receive an uplift.

## 11. PROMOTING INDEPENDENCE

- 11.1 The Executive Director, People Services submitted a report describing the aims and objectives of the Promoting Independence project, highlighting the positive outcomes that will be achieved for vulnerable mental health service users if it is successful, describing the financial model and associated medium-term savings, and seeking approval for this project.

- 11.2 **RESOLVED:** That Cabinet:-

- (a) approves the Promoting Independence Business Case, including the proposed method of funding using social investment;
- (b) delegates authority to the Director of Finance and Commercial Services, in consultation with the Director of Legal and Governance and Executive Director, People Services, to approve the Procurement Strategy and Contract Award for the project, undertake a procurement exercise and subsequently enter into contracts with awarded parties; and
- (c) delegates further decisions about the implementation of this project (insofar as not delegated under the Leader's Scheme of Delegation) to the Director of Commissioning, Inclusion and Learning, in consultation with the Executive Director, People Services.

### 11.3 Reasons for Decision

- 11.3.1 The option of creating a new service, funding through a social investment model, is preferred because:

- If successful, the service will result in a cohort of vulnerable adults achieving greater independence in their lives. Specifically, individuals will be:
  - supported to move from their current care arrangements into either supported or independent living and to maintain this move for 24 months.
  - supported to begin, and complete, a training or education programme that

is relevant to their development needs.

- The new service will be established without requiring any immediate disinvestment from current provision (effectively allowing 'double running' for a number of years).
- If successful, this approach will result in a net saving to the public purse of £3m - £3.7m over the lifetime of the project (net of outcomes payments to be made to repay the up-front social investment).

#### 11.4 **Alternatives Considered and Rejected**

- 11.4.1 Social investment is a relatively new tool that is available to local authorities to help fund new services where there is a demonstrable positive impact on outcomes from the intervention. However, it is not a panacea, and for some issues there are better ways of investing in new service models.
- 11.4.2 In this case, the option of delivering this project through a traditional fee for service model, funded up-front through City Council budgets, has been considered. However, these budgets are under significant pressure, and it has not been possible to identify any way to refocus existing spending to enable this without a significant negative impact on existing service provision.
- 11.4.3 If no intervention is put in place for this cohort, it's expected that the number of people living in 24/7 residential or nursing care will remain static, and individuals will continue to enter residential care and go onto live in this accommodation for many years. Many will only leave the service when they turn 65 and age out of the cohort. It's expected that the cost of these placements will continue to rise, reaching over £6m per annum by the 2024/25 financial year.

## 12. **FOOD AND WELLBEING IN SHEFFIELD: STRATEGY AND FUTURE COMMISSIONING MODEL**

- 12.1 The Executive Director, Place submitted a report proposing a Food and Wellbeing Strategy for Sheffield and changes to future commissioning to support the Food and Wellbeing Strategy.
- 12.2 **RESOLVED:** That Cabinet:-
- (a) delegates authority to the Director of Finance and Commercial Services, in consultation with the Director of Culture and Environment, to approve such procurement strategies for such services that will support the implementation of the Food and Wellbeing Strategy, as set out and outlined in the report;
  - (b) delegates authority to the Director of Finance and Commercial Services, in consultation with the Director of Culture and Environment, and the Director of Legal and Governance, to award, vary or extend contracts for the

provision of services that will support the implementation of the Food and Wellbeing Strategy as set out and outlined in the report; and

- (c) delegates authority to the Director of Culture and Environment, in consultation with the Director of Public Health, the Director of Legal and Governance and the Director of Finance and Commercial Services, to take such steps as they deem appropriate to achieve the outcomes as set out and outlined within the report.

### **12.3 Reasons for Decision**

- 12.3.1 Poor diet and related obesity are two of the most serious public health challenges of the 21st century. Current local trends for dietary indicators and obesity are worsening in many cases and inequalities are widening. Without action, the health of individuals will continue to suffer, health inequalities associated with obesity will remain and the economic and social costs will increase to unsustainable levels.
- 12.3.2 The proposal is based on analysis of local need and draws on good practice and evidence of what works. It is also in line with the approach set out within Sheffield's Public Health Strategy.
- 12.3.3 Evidence shows that our food choices are influenced by: the food we were given in early life (conception to start of school); all forms of marketing (this particularly affects children); widespread exposure to cheap and appealing calorie-dense, nutrient-poor food; affordability (including the impact of poverty); education and health promotion; social influences and social changes. In order to maximise effectiveness, a food strategy will need to address all sources of influence. The current use of the obesity prevention budget solely on weight management services does not address the full breadth of influences.

### **12.4 Alternatives Considered and Rejected**

- 12.4.1 Do nothing: re-commission or extend current contracts and renew the 2013 Food Strategy. This option will not provide the greatest opportunity to respond to the diminishing resources available and will not provide the best opportunity to re-consider how to address population prevalence and reduce health inequalities.

## **13. PROPOSED SHEFFIELD CITY COUNCIL (WEST BAR SQUARE REGENERATION) COMPULSORY PURCHASE ORDER**

- 13.1 The Executive Director, Place submitted a report seeking authority to make a Compulsory Purchase Order (CPO) to acquire interests in the land in Sheffield City Centre bounded by West Bar, Corporation Street and Bridge Street to enable the demolition of existing buildings and clearance of the land and the construction

and erection of new buildings and structures to provide a comprehensive mixed use development comprising offices, residential units, hotels, shops and retail units, professional services, restaurants, cafes, drinking establishments, hot food outlets and takeaways and leisure and assembly units and associated new public squares, car parking accommodation, highway works and infrastructure, landscaping and public realm works.

13.2 **RESOLVED:** That:-

- (a) authority be given to the Council to make a Compulsory Purchase Order ("CPO") under the powers conferred by Section 226 (1) (a) of the Town and Country Planning Act 1990 to acquire all land interests, other than those of the Council and those held by or on behalf of the Crown, as described in the Schedule of Interests (the "Order Schedule"), attached at Appendix A to the report, at West Bar Square and as shown on the Order Map, attached at Appendix B to the report, with title 'Sheffield City Council (West Bar Square Regeneration) Compulsory Purchase Order 2018' (the "Order Land");
- (b) Cabinet delegates authority to the Executive Director, Place, in consultation with the Director of Legal and Governance and Executive Director, Resources, to agree and enter into all necessary legal documentation with Urbo (West Bar) Limited (the "Developer");
- (c) Cabinet delegates authority to the Director of Legal & Governance to make the CPO for the Order Land, to take all necessary procedural steps prior to and after the making of the CPO, to enable the CPO to be submitted to the Secretary of State for confirmation including:
  - i. Finalising the attached draft Statement of Reasons, at Appendix C;
  - ii. Finalising the Order Schedule, at Appendix A;
  - iii. Serving notices of the making of the CPO on all persons entitled to such notice and placing all necessary notices in the press and on/around the Order Land;
  - iv. To submit the CPO to the Secretary of State for confirmation as soon as possible following making of the CPO; and
  - v. To self-confirm the CPO if authorised to do by the Secretary of State;
- (d) Cabinet delegates authority to the Director of Legal & Governance to sign and serve any notices or documents necessary to give effect to these recommendations and to take all the other actions necessary to give effect to these recommendations;
- (e) as soon as the CPO is confirmed by the Secretary of State, the Director of Legal and Governance be authorised to advertise the confirmation of the CPO and serve all necessary notices of the confirmation and once the CPO becomes operative, delegates authority to the Director of Legal & Governance, in consultation with the Executive Director, Resources, to execute General Vesting Declarations under the Compulsory Purchase (Vesting Declarations) Act 1981, at the earliest opportunity and to thereafter

serve all necessary documents and notices of the vesting of the Order Land in the Council;

- (f) Cabinet delegates authority to the Executive Director, Place, in consultation with the Director of Legal & Governance and the Executive Director, Resources to manage the compulsory purchase process at least in accordance with the terms of the Development Agreement and in accordance with all statutory requirements and to otherwise promote or support the promotion of confirmation of the CPO, including the preparation for and giving of evidence at any public inquiry;
- (g) Cabinet confirms that such parts of the Order Land and other adjoining land owned by the Council as is required to facilitate and enable the Scheme, that is not currently held for planning purposes, is appropriated for planning purposes and from the date of such confirmation that the Order Land and such other adjoining land is held for planning purposes and without prejudice to any other statutory status (from time to time) of any part of that land as public highway;
- (h) if necessary, the Council, and those deriving title from it, be authorised to use its powers pursuant to Section 203 of the Housing and Planning Act 2016 in order to override any rights or covenants in the Order Land and in any other land owned by the Council adjoining the Order Land which would otherwise impede the delivery of the Scheme;
- (i) Cabinet delegates authority to the Director of Legal and Governance, in consultation with the Executive Director, Place, to prevent extinguishment of, grant and/or re-grant private rights of statutory undertakers and the Combined Crown and Family Courts in or over the Order Land as he/she deems necessary to secure confirmation of the CPO by:
  - (i) making a Direction under Section 236 of the Town & Country Planning Act 1990; and/or
  - (ii) entering into an agreement with affected parties, with or without the Developer, as is appropriate; and
- (j) Cabinet delegates authority to the Executive Director, Place, in consultation with the Director of Legal and Governance as he/she deems appropriate and necessary to facilitate and enable the Scheme to be carried out, to;
  - (i) support an application for a Stopping Up Order of public highways and footways within and adjacent to the Order Land including support for and giving of evidence at any public inquiry; and
  - (ii) to enter into an agreement or grant licence or authority in its capacity as owner and/or the relevant highway authority for the creation of new highway and footways in and adjacent to the Order Land.

### 13.3 Reasons for Decision

- 13.3.1 The making by the Council of a CPO to acquire the Order Land required for the Scheme is available under Section 226 (1)(a) of the 1990 Town and Country Planning Act, and would be justified in consequence of a compelling case in the public interest for the acquisition of the Order Land to enable the delivery of the West Bar Square regeneration development.
- 13.3.2 Where the Council proposes to make a CPO under these statutory provisions, the Council must be satisfied that the development is likely to contribute to the achievement of one or more of the following objects, namely the promotion or improvement of the economic, social or environmental well-being of their area.
- 13.3.3 It is considered that there is a compelling case in the public interest to justify the Council using its compulsory purchase powers to acquire the Order Land because of the important regeneration benefits that the Scheme will deliver to the City Centre and nearby neighbourhoods as part of facilitating the regeneration of a large area of underutilised land, the details of which are outlined in this report.
- 13.3.4 If the Order Land is not acquired, there is little prospect that comprehensive redevelopment at West Bar Square will take place and the anticipated regeneration benefits will not be realised.
- 13.3.5 For these reasons, it is suggested that Cabinet adopt the recommendations contained in this report.

#### 13.4 **Alternatives Considered and Rejected**

##### 13.4.1 Do Nothing

The above option has been considered but is rejected in the knowledge that the ongoing fragmentation of ownership materially risks the development of the site as a comprehensive development and is likely to lead to piecemeal development of singular plots of varying sizes all of which are constrained by the existing street pattern. This approach would not deliver the key objectives of large scale comprehensive redevelopment in accordance with the policy objectives for the area, including the level of job creation, public realm improvements and integrated development that will foster the creation of a new mixed-use neighbourhood as part of the Riverside Business District and bring about the substantial public benefits and well-being improvements for the area.

##### 13.4.2 Acquire the necessary land without a CPO

Whilst the Council and the Developer are continuing working to negotiate voluntary acquisition of all the Order Land, this option is deemed uncertain with no defined timeframe and continues to materially risk the realisation of the Scheme.

#### **14. MONTH 10 CAPITAL APPROVALS**

14.1 The Executive Director, Resources submitted a report providing details of proposed changes to the Capital Programme as brought forward in Month 10 2017/18.

14.2 **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 acceptance of accountable body status of the grant funding detailed at Appendix 2 of the report.

#### **14.3 Reasons for Decision**

14.3.1 The proposed changes to the Capital Programme will improve the services to the people of Sheffield.

14.3.2 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.

14.3.3 Obtain the relevant delegations to allow projects to proceed.

#### **14.4 Alternatives Considered and Rejected**

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

#### **15. DELIVERY OF HEART OF THE CITY PHASE II**

15.1 The Executive Directors, Place and Resources submitted a joint report seeking:-

- (i) approval/endorsement for the Council's revised masterplan and delivery strategy for the Heart of the City II scheme, formerly known as the Sheffield Retail



Quarter (SRQ);

(ii) delegated authority for the delivery of the next and future phases of the Heart of the City II scheme; subject to compliance with the Council's budget processes, financial regulations and capital approval processes;

(iii) approval to re-allocate the remainder of the previously approved Sheffield Retail Quarter budget to carry out the Pre Construction Services for the remainder of the phases of the revised masterplan and the stabilisation works to Leah's Yard;

(iv) authority to purchase land and/or property by agreement for the Heart of the City II scheme, but in the absence of agreement to use, if necessary, as a last resort, its Compulsory Purchase powers in order to complete the acquisition of the whole of the proposed development site; and

(v) authority to award priority for rehousing on the grounds of demolition for any residential tenants affected by delivery of the next and future phases of the Heart of the City II scheme;

15.2 **RESOLVED:** That Cabinet:-

(a) endorses the masterplan for, and approves the strategy outlined in this report of a phased delivery of, the Heart of the City II development and acknowledges the indicative development programme and estimated financial envelope;

(b) delegates authority to the Executive Director of Place and the Executive Director of Resources, in consultation with the Cabinet Member for Business and Investment, the Cabinet Member for Finance, the Director of Legal & Governance and the Chief Property Officer, to:-

- approve the detailed delivery plan for the development of the first phase, namely Blocks B (Laycock House, 68-82 Pinstone Street), C (Pepperpot Block, 88-104 Pinstone Street), E (Telephone House podium), G1 (38 Carver Street) and H1 (Leah's Yard).
- submit detailed planning applications as necessary for the development of the first phase, namely Blocks B, C, E, G1 and H1 and any adjoining public realm improvement works and to secure all necessary consents to enable delivery to proceed.
- approve the detailed delivery plan for each of the subsequent development phases at the appropriate time.
- as necessary, submit detailed planning applications for the development of the remaining blocks within the Heart of the City II development site and for any adjoining public realm improvement works and to secure all necessary consents to enable delivery to proceed.

- continue the appointment of the full professional team to progress the detailed design work on the planning permissions and the public realm improvement works.
- commission and agree terms with any other specialist consultants to advise the Council as necessary throughout the course of the Heart of the City II project.
- submit an outline planning application for Block F (Trafalgar Works), and if conducive to the redevelopment of the whole site, place on the open market for sale as a residential development site and dispose of the site to the best offer.
- develop and then implement a public realm management strategy for the public realm within the Heart of the City II development.
- pursue Sheffield City Region Investment Fund (SCRIF), Historic England (HE) and any other funding streams that are available, where applicable, to assist in the funding of the Heart of the City II development, and where appropriate accept any obligations or restrictions that the funding is subject to.
- if necessary, serve the requisite notices to obtain vacant possession on all existing tenants.
- enter into negotiation and if possible acquire by agreement under s.227 Town & Country Planning Act 1990 powers, the Carver Street car park situated south of St Matthews House, 45 Carver Street, and 30 Cambridge Street.
- instruct the Director of Legal & Governance to complete all necessary legal documentation required to document the terms of any transactions agreed in accordance with the approvals delegated pursuant to this report;

(c) approves:-

- the re-allocation of the remainder of the previously approved Sheffield Retail Quarter budget to carry out the Pre-Construction Services for the remaining phases of the revised masterplan and stabilisation of Leah's Yard up to a maximum of £24m.
- for all relevant budgets to be able to be fully funded through Prudential Borrowing and be subject to the phasing of the spend going through the Council Capital Approval process;

(d) delegates authority to the Executive Director, Resources in consultation with the Executive Director, Place:

- on satisfactory completion of the requisite Pre-Construction milestones of each block, to approve the budget to carry out the construction of the properties and all necessary public realm improvement works.
  - to determine and action the most appropriate disposal strategy for the Council for the Heart of the City II development and if necessary for the Council to sell the whole, any block or any part of a block as an investment.
- (e) confirms the principle that the Council will be prepared to use Compulsory Purchase powers as a last resort if terms cannot be reached by agreement to acquire the Carver Street car park situated south of St Matthews House, 45 Carver Street and 30 Cambridge Street and office space within Barkers Pool House, Burgess Street, to complete the scheme; the use of such powers, if needed, will be subject to a further detailed report to Cabinet; and
- (f) delegates authority to the Director of Housing and Neighbourhood Services to award priority for rehousing on the grounds of demolition at an appropriate level to the residential tenants in Laycock House with effect from the date of approval of the detailed delivery plan pursuant to Recommendation (b) above.

### **15.3 Reasons for Decision**

- 15.3.1 As outlined in the report, there is still a very clear strategic and economic case to justify the Heart of the City II development, and to maintain project momentum.
- 15.3.2 The Executive Director, Place and the Executive Director, Resources believe that the Heart of the City II development is vitally important for the regeneration of the city centre.
- 15.3.3 The reasons for the recommendations are to provide a way forward for the Council to deliver the Heart of the City II development.
- 15.3.4 For the above reasons, it is proposed that the Cabinet adopts the recommendations set out in this report.

### **15.4 Alternatives Considered and Rejected**

- 15.4.1 The do-nothing option i.e. complete only the delivery of the first phase (the HSBC/Retail block) and cease work on the wider Heart of the City II scheme, has been considered. This not only has a potentially worse financial impact but also has many negative outcomes for the Council.
- 15.4.2 The status of the city centre will continue to diminish, the Council's long term economic aspirations for the City and the city centre will become less feasible, there will be a lack of confidence for other projects and the reputation of both the City and Council will also suffer.

- 15.4.3 The Council will also make a loss if the Heart of the City II development is not delivered, as its investment to date in working up the scheme will be lost.

## **16. ACQUISITION OF BROWNFIELD SITES**

- 16.1 The Executive Director, Place submitted a report in relation to the acquisition of brownfield sites.

### **16.2 RESOLVED:** That Cabinet:-

- (a) delegates authority to the Executive Directors of Resources and Place, in consultation with the Cabinet Member for Finance, to progress the priority acquisitions as outlined in the report by approving the release of funding from the Growth Investment Fund;
- (b) delegates authority to the Chief Property Officer to recommend the combination of sites to be acquired, including any substitutions to the priority acquisitions programme so far as is consistent with the aims and approach outlined in this report, to allow flexibility in response to rapidly changing market conditions; and
- (c) delegates authority to the Chief Property Officer, subject to funding being approved in accordance with this recommendation, to:
  - (i) negotiate and agree terms for the acquisition of the properties and instruct the Director of Legal and Governance to enter into appropriate legal documentation;
  - (ii) make appropriate loss and disturbance payments under the Land Compensation Act 1973 to the owners and occupiers of those sites; and
  - (iii) commission any necessary asset enhancement works to facilitate the disposal and development of the sites.

### **16.3 Reasons for Decision**

- 16.3.1 The intended outcome is to accelerate housing delivery on brownfield land.

### **16.4 Alternatives Considered and Rejected**

- 16.4.1 Do nothing – may result in the vacant sites remaining undeveloped for the foreseeable future or individual sites developed in isolation in a way that could restrict the development of adjoining sites, as well as uses that are no longer

appropriate to the area remaining in the City Centre.

- 16.4.2 Acquire all the identified priority acquisitions – this would involve significant capital expenditure and would expose the City Council to further borrowing and interest payments.

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**Author/Lead Officer of Report:** Alice Nicholson,  
Policy & Improvement Officer

**Tel:** 0114 27 35065

**Report of:** Economic and Environmental Wellbeing Scrutiny and Policy Development Committee

**Report to:** Cabinet

**Date of Decision:** 18<sup>th</sup> April 2018

**Subject:** Call-In of Cabinet Member for Finance decision on "Disposal of Property at Mount Pleasant, Sharrow Lane"

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>Finance</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Economic and Environmental Wellbeing Scrutiny and Policy Development Committee</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:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

This paper reports the outcome of the Scrutiny Committee meeting held on 14<sup>th</sup> March 2018 where a Call-In of the Cabinet Member for Finance's decision on 22<sup>nd</sup> February 2018 regarding "Disposal of Property of Mount Pleasant, Sharrow Lane" was considered.

**Recommendations:**

That Cabinet:

- a) Notes the decision of the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee

**Background Papers:**

Individual Cabinet Member Decision and Report:

<http://democracy.sheffield.gov.uk/ieDecisionDetails.aspx?ID=1998>

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>(Insert name of officer consulted)</i> <b>n/a</b>
	Legal: <i>(Insert name of officer consulted)</i> <b>n/a</b>
	Equalities: <i>(Insert name of officer consulted)</i> <b>n/a</b>
<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	<b>EMT member who approved submission:</b> <i>(Insert name of relevant Executive Director)</i> <b>n/a</b>
3	<b>Cabinet Member consulted:</b> <i>(Insert name of relevant Cabinet Member)</i> <b>n/a</b>
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.
	<b>Lead Officer Name:</b> <i>Alice Nicholson</i>
	<b>Job Title:</b> Policy & Improvement Officer
<b>Date:</b> 04/04/2018	



## **Called-In Decision: Outcome of Scrutiny Committee Meeting 14<sup>th</sup> March 2018**

### **1. Cabinet Member for Finance's Decision**

- 1.1 On the 22<sup>nd</sup> February 2018 Cabinet Member for Finance took the following decision:

*That the Chief Property Officer and the Director of Legal and Governance be authorised to negotiate final sale terms and enter into all necessary legal documentation to facilitate the disposal of Mount Pleasant and Hub buildings on Sharrow Lane to Hermes Care.*

### **2. Scrutiny**

- 2.1 As per Part 4, section 16 of Sheffield City Council's Constitution, this decision was called in.
- 2.2 The Economic and Environmental Wellbeing Scrutiny and Policy Development Committee considered this call-in at a meeting held on 14<sup>th</sup> March 2018.
- 2.3 The Committee heard from the Cabinet Member for Finance, Council Officers, Councillors who called-in the decision and a significant number of questions from members of the public. The members of the Scrutiny Committee looked at the process of the bid evaluation. Due to issues of commercial sensitivity the Committee went into closed session to test with members and officers information about the bids and outcome of due diligence. Overall the Committee sought to assure confidence in the decision and that due process has been followed.
- 2.4 The Scrutiny Committee:
- (a) agreed to take no action in relation to the called-in decision; but
  - (b) recommends a meeting takes place soon of Cabinet Member for Finance and Chair of Economic and Environmental Wellbeing Scrutiny and Policy Development Committee with Avenues to Zero to explain more fully information underlying the Individual Cabinet Member decision.

### **3. Recommendations:**

That Cabinet:

- a) notes the decision of the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee

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**Author/Lead Officer of Report:** Alice Nicholson,  
Policy & Improvement Officer  
**Tel:** 0114 27 35065

**Report of:** *Safer and Stronger Communities Scrutiny and Policy Development Committee*

**Report to:** *Cabinet*

**Date of Decision:** *Wednesday 18<sup>th</sup> April 2018*

**Subject:** *Street Culture Report*

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?		
<ul style="list-style-type: none"><li>• Neighbourhoods and Community Safety</li></ul>		
Which Scrutiny and Policy Development Committee does this relate to?		
Safer and Stronger Communities 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:-		
<i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i>		

**Purpose of Report:**

A Task Group of the Safer and Stronger Communities Scrutiny and Policy Development Committee was set up by the Committee after hearing from a range of partners, and service providers at a meeting to better understand Street Culture in Sheffield.

The Scrutiny Task and Finish group has now produced its final report, endorsed by Safer and Stronger Communities Scrutiny and Policy Development Committee on 8<sup>th</sup> March 2018.

Drawing on the task group findings their report frames recommendations around three themes:

- Joined up provision – Education and having the right system for frontline workers
- Making more of a difference in Sheffield – Potential improvements to services and support
- Local leadership - Sharing scrutiny recommendations

This Cabinet report presents the Scrutiny Committee's report to Cabinet (Appendix 1).

**Recommendations:**

Cabinet is asked to:

1. Thank the Safer and Stronger Communities Scrutiny and Policy Development Committee for its work in relation to finding out about Street Culture and provision of services in Sheffield.
2. Note the Street Culture Scrutiny Task Group Report that is attached as Appendix 1 to this report.
3. Agree that an initial Cabinet response to scrutiny recommendations be provided to the Safer and Stronger Communities Scrutiny and Policy Development Committee in July 2018.
4. Agree that Cabinet provide a Council led multi-agency written response to Safer and Stronger Communities Scrutiny and Policy Development Committee recommendations for October 2018.

**Background Papers:**

Appendix 1: Street Culture Scrutiny Task Group Report

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<b>Lead Officer to complete:-</b>	
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.
	<b>Finance:</b> Paul Foster, Acting Finance Manager
	<b>Legal:</b> Andrea Simpson, Solicitor
<b>Equalities:</b> Adele Robinson, Social Justice and Inclusion Manager	
<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	<b>EMT member who approved submission:</b> <i>n/a (scrutiny report)</i>
3	<b>Cabinet Member consulted:</b> <i>n/a (scrutiny report)</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.
	<b>Lead Officer Name:</b> <i>Alice Nicholson</i>
	<b>Job Title:</b> <i>Policy &amp; Improvement Officer</i>
<b>Date:</b> 03/04/2018	

## 1. PROPOSAL

- 1.1 Safer and Stronger Communities Scrutiny and Policy Development Committee at its meeting on 9<sup>th</sup> November 2017 heard evidence regarding street culture and rough sleeping.
- 1.2 This evidence included a petition calling for a night café for the homeless and vulnerable, that Full Council received and debated at its meeting on 6<sup>th</sup> September 2017. The Council resolution noted that rough sleeping would be the subject of discussion at a meeting of the Safer and Stronger Communities Scrutiny and Policy Development Committee in the near future and referred the petition to that Committee for consideration as part of that discussion.
- 1.3 The Committee felt having heard evidence in November 2017 that there was more still to find out to see if the best is being done in Sheffield to make a difference to the people and place, and agreed to set up a Street Culture task and finish group to consider issues involved around street culture and report back to the Committee.
- 1.4 The Street Culture task group consider they have reached a suitable point in their evidence gathering to draw a line and present recommendations. They know there is more beyond their focus at this point, however the task group especially recognise that new collaborative ways of working need time to establish to evaluate success or improvement and feel this is a natural pause to see how these play out.
- 1.5 The task group reported that they know some of the data around the extent and nature of the issue does not chime with public perception, nonetheless street culture and its impact is an issue of safety for all using the city, the vulnerable who are part of street culture and those working in, living in, visiting and passing through the centre. In the view of the task group this makes having a system that works on the basis of collaboration and partnership working critical.
- 1.6 In reaching recommendations the task group relied on not only the evidence heard at the Safer and Stronger Communities Scrutiny and Policy Development Committee on 9<sup>th</sup> November, but also the further in-depth evidence gathered as part of the task group's work. The core findings are summarised in the task group report appended to this report, but not everything heard has been reflected in a recommendation. The Night Café petition is referenced in the task group report and its recommendation 4.
- 1.7 The task group reported its findings and recommendations to Safer and Stronger Communities Scrutiny and Policy Development Committee on 8<sup>th</sup> March 2018. At its meeting the Committee endorsed the task group's recommendations and requested that Cabinet provide an initial response to the recommendations by July 2018 and that Cabinet lead on behalf of partners to provide a multi-agency response for October 2018. This report presents the Street Culture Scrutiny Task Group's report to Cabinet.

## 1.8 Street Culture Scrutiny Task Group

The Task Group's full report is attached to this report as Appendix 1. Drawing on what the Working Group found and heard their report makes recommendations across three themes:

### **JOINED UP PROVISION**

#### **Education and having the right system for frontline workers**

- 1 *RECOMMENDATION: Support what is done now across the system. We recommend areas for improvement in education of others to improve our message about rough sleepers, and for example the relationship with begging, and particularly raising profile and awareness of "Help Us Help" through media.*
- 2 *RECOMMENDATION: Ensure the system is effective for all those involved in working at the frontline on the street and that they know how/where to get the right support for an individual, enhanced through common training & culture in frontline organisations of handling individuals.*
- 3 *RECOMMENDATION: Encourage the sharing of information and systems that support joined up provision and collaboration – both technical and relationship – and that the current good communications and relationships across agencies continue to be formalised so that they are not dependent on individuals or impacted negatively by changes in personnel.*

### **MAKING MORE OF A DIFFERENCE IN SHEFFIELD**

#### **Potential improvements to services and support**

- 4 *RECOMMENDATION: We support and reinforce our previous recommendation that having heard testimony from a range of experts in the field of homelessness, that the excellent work by different agencies, including Help Us Help, is given the opportunity to develop further before the idea of a Night Café be considered. Further, whilst commending the intentions behind this idea, note the concerns about its safety expressed by some contributors at the committee meeting on 9th November and subsequently to the task group.*
- 5 *RECOMMENDATION: We do have some concerns about current provision, for example what are the alternatives when some provision is not there e.g. Ben's Centre on Wednesdays, and the suggestion that addiction services be offered outreach as well as drop-in, and we ask Cabinet to lead on a response to this.*
- 6 *RECOMMENDATION: We have a concern with the robustness of communication on Weather Watch, and ask that the channels of communication for informing Weather Watch is in operation be reviewed and/or monitored.*

### **LOCAL LEADERSHIP**

#### **Sharing scrutiny recommendations**

- 7 *RECOMMENDATION: We want to feed our recommendations into multi agency working for further response. For example to the City Centre task groups and into the action plan of the workshop held on 11 October 2017*
- 8 *RECOMMENDATION: We would recommend that committee findings be shared with health providers for a response. We would like to see that access to*

*universal health services is not disadvantaged by being of no fixed abode or in a hostel, especially mental health services, as we believe these are essential to tackle predominant underlying issues for rough sleepers, street beggars, substance misusers.*

9 *RECOMMENDATION: We seek reassurance that should the authority take the legislative route of a Public Spaces Protection Order (PSPO) where appropriate, it would be implemented proportionately. We would welcome early engagement in development of any Sheffield PSPO and ask Cabinet Member to include the Committee, or its task group, in the development process.*

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

2.1 The work and approach of Scrutiny and its task groups connect to the commitment within the priority theme of “*An In Touch Organisation*” to “*make sure we listen, understand and respond to what people are telling us, treating them with respect at all times*”. The task group was set up after Safer and Stronger Communities Scrutiny and Policy Development Committee recognised there was more still to find out to see if the best is being done in Sheffield to make a difference to the people and place.

2.2 The findings and recommendations cut across priority themes in the Council’s Corporate Plan, especially “*Thriving Neighbourhoods and Communities*”, “*Better Health and Wellbeing*” around aims such as, more people independent, safe and well in their communities; to improve community safety. The findings show how the Council is working differently across public services and with partners, a response in the corporate plan, the task group recommendations support this sharing of information and systems for joined up provision and collaboration across the city

## **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 The Working Group gathered evidence through a variety of activities, as detailed in its report, which informed the findings and recommendations.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality of Opportunity Implications**

4.1.1 As a Public Authority, we have legal requirements under Section 149 of the Equality Act 2010. These are often collectively referred to as the ‘general duties to promote equality’. To help us meet the general equality duties, we also have specific duties. We have considered our obligations under this Duty in this report and found that there are no direct equality of opportunity implications arising as a result of this report. However, any specific changes to service delivery or policy arising in response to scrutiny recommendations will need to include the consideration of equality implications, to continue to ensure the Council fulfil our statutory obligations.



## 4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation. This would include any financial and commercial implications.

## 4.3 Legal Implications

- 4.3.1 There are no direct legal implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation, and the legal implications of any proposal would be fully considered at that time.
- 4.3.2 Scrutiny committees have an explicit power to make reports or recommendations to the Executive under section 21(2)(b) of the Local Government Act 2000.

## 5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 An alternative option in relation to the recommendations would be to do nothing with the Task Group Report. However, given the time and effort spent by the Task Group and contributions to the work and recommendations from organisations across the city this is not deemed a viable option.
- 5.2 An alternative option in relation to the recommendations would be to respond to the Committee's report over a much longer timescale. The Scrutiny Committee would like to maintain momentum on this issue but recognise time is required for a multi-agency response, hence the suggestion of an initial Cabinet response in July 2018 and a Cabinet led multi-agency response to its recommendations with a longer timescale of October 2018.

## 6. **REASONS FOR RECOMMENDATIONS**

- 6.1 To maintain momentum the Scrutiny Committee request an initial response to their recommendations for July 2018, especially those where the Council may or can lead.
- 6.2 Recognising the collaborative approach being taken in regard Street Culture and provisions in the city, the Scrutiny Committee would like a multi-agency response to its report of recommendations, and feel the Council is best placed to lead on this formal written response to the Scrutiny Committee's Street Culture Scrutiny Task Group Report and the Committee asks for this by October 2018.

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# **Street Culture Scrutiny Task Group**

Safer and Stronger Communities Scrutiny and  
Policy Development Committee – March 2018

Findings and recommendations of the task group of members from Safer and Stronger  
Communities Scrutiny and Policy Development Committee

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# Street Culture Scrutiny Task Group

Safer and Stronger Communities Scrutiny and Policy Development Committee – March 2018

## OVERVIEW

The Scrutiny Task Group of the Safer and Stronger Communities Scrutiny and Policy Development Committee was set up by the Committee after hearing from a range of partners, and service providers at a meeting to better understand Street Culture in Sheffield.<sup>1</sup> Full Council had on a previous occasion heard a petition, which the Committee considered in its evidence gathering on 9<sup>th</sup> November and is referenced later in this report.

This report has been drafted following the task group's further evidence and information gathering, for consideration by the full Scrutiny Committee to then present findings and recommendations to Sheffield City Council.

The report includes information about the Scrutiny Task Group, its approach and findings. The report sets out a series of recommendations on three main themes:

- Joined up provision
- Making more of a difference in Sheffield
- Local leadership

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<sup>1</sup> see Appendix 1 for link to Safer and Stronger Communities Scrutiny and Policy Development Committee 9<sup>th</sup> November 2017

...

What do we mean by 'Street Culture'?

- rough sleepers
- street beggars
- street drinking
- substance misusers

**HELP US HELP**

[Help Us Help encourages more people to get involved helping rough sleepers and people who beg in Sheffield]

## Members

The Scrutiny Task Group, set up in November 2017 comprises eight members from Safer and Stronger Communities Scrutiny and Policy Development Committee 2017/18.

**Task Group Members:** Councillors Chris Peace (task group Chair), Penny Baker, Michelle Cook, Dawn Dale, Terry Fox, George Lindars-Hammond, Zahira Naz, Joe Otten.

## Purpose

The Safer and Stronger Communities Scrutiny and Policy Development Committee set up a task and finish group to determine how joined up the street culture provision in the city is; to seek further evidence of what services are out there and how they knit together; to determine whether more is needed to make a difference in Sheffield; to describe where leadership and responsibility for the agenda currently lies; and to benchmark with other Core Cities.

## Timeline of activity

- Agreement to a task group of Safer and Stronger Communities Scrutiny and Policy Development Committee – **9<sup>th</sup> November 2017**
- Meetings of the Scrutiny Task Group 2017/18
  - **Wednesday 22<sup>nd</sup> November** - *purpose, project plan, evidence*
  - **Wednesday 10<sup>th</sup> January** – *consider information gathered to date*
  - **Thursday 15<sup>th</sup> February** – *Housing Options and Advice Service Manager*
  - **Wednesday 21<sup>st</sup> February** - *South Yorkshire Police, Sheffield City Centre/Central Neighbourhood Policing Team Officers*
- Small group evidence sessions **December 2017 to January 2018**
  - During December and January members of the task group shadowed City Centre Ambassadors and volunteered on the rough sleeper night count
- Share draft recommendations with Safer and Stronger Communities Scrutiny and Policy Development Committee – **Thursday 8<sup>th</sup> March**
- Committee activity
  - Visit to Safer Neighbourhoods Team (Sheffield City Council & South Yorkshire Police) – **January 2018**

# APPROACH

## Context

At a meeting in November 2017 Safer and Stronger Communities Scrutiny and Policy Development Committee sought to find out what Street Culture is and what services

are available in Sheffield. The evidence heard that day suggested there was more still to find out to see if the best is being done in Sheffield to make a difference to the people and place, and therefore the Committee agreed to set up this task and finish group.

### Full Council petition

Additionally, Full Council received a petition on 6 September 2017 requesting the provision of a Night Café for the Homeless and Vulnerable. The Safer and Stronger Communities Scrutiny and Policy Development Committee was asked to consider the petition as part of its discussions on rough sleeping. It did so at its meeting on 9<sup>th</sup> November 2017 and heard from a range of experts. The minutes from that discussion are given below:<sup>2</sup>

*In considering the provision of a Night Café for the homeless and vulnerable, it should be borne in mind that one single place might not be effective due to the considerable mental health issues and complex relationships of those living on the streets. Those attending the meeting acknowledged that a Night Café might be a solution, but it was important for people to be able to access services in a safe place. That it should also be noted that other cities had found such facilities difficult to manage and it was felt that the provision of a Night Café would not address the fundamental issues involved. There was also a need to take action to protect the night-time economy to ensure that people were protected in the City Centre.*

The Safer and Stronger Communities Scrutiny and Policy Development Committee resolved that having heard testimony from a range of experts in the field of homelessness, it recommends that the excellent work by different agencies, including Help Us Help, be given the opportunity to develop further before the idea of a Night Café be considered and, whilst commending the intentions behind this idea, notes the concerns about its safety expressed by some contributors.

**Safer and Stronger Communities Scrutiny and Policy Development Committee 9<sup>th</sup> November 2017**

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<sup>2</sup> See appendix 1 for link to list of attendees on 9<sup>th</sup> November

## Our approach

The purpose of scrutiny is to hold decision makers to account, examine services provided by the Council and its partners, as well as to carry out in-depth reviews into specific service areas. The aim of these different approaches is to continuously improve the delivery of local public services to residents.

The Committee agreed to gather more evidence as a task group, and set out to collect information both as a whole task group and in smaller group visits, to determine whether as much as possible is being done in Sheffield to make a difference.

Over a period of 14 weeks the group invited comment from, accompanied, and met further with those who provide services directly for rough sleepers, as well as agencies who interact with rough sleepers regularly and day to day and the local community:

- Sheffield Street Outreach team – night counts
- City Centre Ambassadors – out on patrol
- SCCRAG (Sheffield City Centre Residents Action Group)
- Sheffield Business Crime Reduction and City Centre CCTV control room
- Sheffield City Council, Housing Options and Advice Service Manager – Zoe Young
- South Yorkshire Police City Centre Neighborhood Policing Team – Inspector John Mallows and T/PS Scott Szymczack

Alongside the above, members of Safer and Stronger Communities Scrutiny and Policy Development Committee, including task group members met with the combined Safer Neighborhoods Team (Sheffield City Council and South Yorkshire Police).



# FINDINGS

We have found ourselves focusing on help and services for Rough Sleepers. We are aware begging may be more noticeable than rough sleepers and we have heard from some agencies that not all those begging also rough sleep. We know there has been a rise nationally in the number of rough sleepers, but Sheffield is not identified as a hotspot where big increases have been reported.<sup>3</sup>

## Core findings

### **Council Priority**

At the meeting of the committee on 9<sup>th</sup> November we heard Sheffield Council Cabinet Adviser (Tony Downing) emphasise that ending rough sleeping was a priority for the Council and that it was working with partners to provide a robust and holistic response to the issue of homelessness. Further that the Council is committed to ending rough sleeping in the city by means of support in crises situations and prevention of rough sleeping. He also explained that in relation to homelessness the Council assess each individual's situation in regard definition of statutory homelessness, they provide an out of hours service available for those finding themselves homes at short notice.

### **Partnership Working**

South Yorkshire Police as a key partner in the multi-agency approach emphasised the importance of, and their commitment to, partnership working. Framework who have experience of working in other cities and are commissioned to deliver Sheffield Street Outreach Team commented that there is good partnership working in Sheffield.

### **The Issue**

Those attending the meeting also highlighted specific issues to Sheffield, for example, that there is organised begging in the city and it was thought this could have organised crime behind it. Begging is a particularly important issue, as it has a bearing on people's perception of homelessness and can result in homelessness as individuals disengaged from support as they had access to money. The City Centre residents group felt that people were falling between the cracks in the support services provided and that the problem was growing. We also heard that Spice users had become a problem in the city and that service providers, such as Archer Project were working with the local policing teams to address this issue.

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<sup>3</sup> See Appendix 1, bullet 3, for links to articles in The Guardian and BBC News webpages

### **Current Activity**

At the same meeting, 9<sup>th</sup> November 2017, we heard in regard to action and operations that the City Centre Ambassadors record interactions with street beggars and rough sleepers, and they signpost those they come across to services and pass on intelligence to relevant support agencies. We heard that the Soup Kitchen started 30 years ago and worked out of a base given by the Council, approximately 30-40 people used it, and it is a good opportunity of getting to know people, signposting them to the appropriate services. We heard the Cathedral Archer Project is a day facility engaged in collaborative work, ensuring that people had access to good advice, with an emphasis on those who were viewed as being outside the system and developing an understanding of what it was like to be on the street. The Cathedral Archer Project seeks to build relationships through recovery, learning and participation, with the intention that some individuals might become volunteers or gain employment. The project are also developing links outside of usual agencies with the private and creative sectors.

### **Task Group**

We heard more of the same when we delved deeper as a task group, which has led us to strongly believe that there is joined up provision that shouldn't be lost and should be encouraged to be as robust as possible, hence our recommendations 1 to 3 under the theme of Joined Up Provision. The recommendations are pointers for improvement of an already good system through more education on the message of Help us Help and having the right collaborative system for frontline workers to be able to support their interactions with rough sleepers, street beggars, substance misusers, and access into the system.

However, we did hear evidence of chinks in operation of the whole system and collaboration, this has informed our recommendation 5 under the theme of making more of a difference in Sheffield.

### **The Evidence**

In reaching recommendations the task group relied on not only the evidence heard at the Safer and Stronger Communities Scrutiny and Policy Development Committee on 9<sup>th</sup> November, referred above, but also the further in-depth evidence gathered as part of the task group's work. The core findings from this phase of work are summarised below. However, please be aware that not everything heard has been reflected in a recommendation.

### **Information that helped us understand the picture – the size or nature of the issues**

- We heard from City Centre Ambassadors that in one year on their patrols there had been approximately 5,000 interventions with beggars on the streets of Sheffield.
- Shadowing the City Centre Ambassadors for a short period in the run up to Christmas we observed 4 beggars in a two hour period, and all were known to have accommodation – and were told an average of 12 beggars in a day moved on by the Ambassadors, mostly without incident;
- Volunteering on Night Counts revealed on one occasion 12 rough sleepers, 11 of whom were known to the street outreach team, along with a few more walking around but not sleeping, on a second occasion there were 10 rough sleeping and 2 walking, all of whom were known - this is evidence that there are rough sleepers but that the size of the problem did not always tally with the public's perception;
- There seemed to be a gap in the communication flow around Weather Watch when it is operational;
- South Yorkshire Police reported a number of begging/vagrancy and a street drinking incident in city centre, they use monthly recorded data to identify hotspots of begging and rough sleeping; high risk days and key risk times.

### **How joined up does the provision feel – what we found out**

- Rough sleepers information sharing group/meeting – the meeting is attended by housing solutions and mainly voluntary sector working in the city around homelessness, the meeting purely focuses on homelessness, rough sleeping and getting the rough sleepers in to accommodation;
- Observed the City Centre Ambassadors and South Yorkshire Police are very joined up in their daily interactions;
- Noted there is good data sharing through technical systems (for example Sheffield Business Crime Portal and CCTV);
- Listening to provider experiences we got a sense of a gap across some provisions and systems;
- We heard and observed on more than one occasion concerns relating to appropriate communications in regard the Weather Watch facility being in operation.

### **Link/connect/work/knit between services or organisations**

- We got a strong message that all providers from commissioners, to commissioned and voluntary provisions all know of each other's existence and services. How individuals might move from one to another, how nearly all rough sleepers are known – evidenced on night count. Also that most beggars are known by City Centre

ambassadors;

- Information on business crime system supports police convictions, flags up repeat offender;
- Triangulation of police data with local authority and third sector.

### **What more to make a difference in Sheffield – what we heard**

- One message we heard was more direct access to beds, as well as making it easier to get back into the system once dropped out or burnt bridges. Paperwork associated with moving rough sleepers into accommodation poses a time lag and sometimes means places are lost;
- A praise for local addiction services, although these could be improved significantly with outreach services, not just location based drop-in;
- In support of the above we heard of life stories where tailored support and intervention packages are crucial and lead to results to move individuals inside and on from rough sleeping;
- In regard to access to universal health services, St Luke's Hospice shared with us the start of some research with a future service outcome to improve interface/interaction with terminally ill homeless (both no fixed abode and hostel) for palliative and end of life care;
- Sheffield business crime portal system would be even more effective if more city centre business were to participate.
- There are discussions on a collaboration with other services to provide at night for Rough Sleepers

### **Local leadership and responsibility – what we found**

- We found that leadership in the city with regard to 'street culture' issues is provided now through new multi-agency working, and we believe this to be step in the right direction. We heard this multi-agency working includes a City Centre Task Group that reports to the Safer Communities Partnership, partnership and collaborative sub groups that respond to the issues of ASB, where proportionate and appropriate change, legislation and enforcement routes are shared, and helping those on the street, such as Rough Sleepers meeting – where data is shared and focuses on homelessness, rough sleeping and getting rough sleepers into accommodation.
- We didn't get a sense or suggestion from the evidence of a significant gap in local leadership and heard praise for the future through the multi-agency working now in place. We found there is good communication and knowledge of services.
- We make no recommendations for improved leadership at this point, but would welcome hearing more about mental health provision and linkages in the system, as

mental health was suggested as a very common underlying issue. Based on this we would encourage our recommendations to be shared with mental health services and through the multi-agency working arrangements.

- We were made aware of legislation (Anti Social Behaviour, Crime and Policing Act 2014) that allows a Local Authority to make a Public Spaces Protection Order (PSPO) in appropriate circumstances. We would advocate caution if Sheffield City Council, as the Local Authority, are to consider using this legislation, that it be proportionate and only be sought to prevent behaviour that is proven to be persistent and aggressive.

### **Benchmark with Core Cities**

- We heard from South Yorkshire Police that the severities of the issues, especially by volume, are far less in Sheffield than that experienced for example in Manchester.
- Figures in Sheffield Homelessness Prevention Strategy 2017-2022 show that numbers of rough sleepers in Sheffield is low compared with our Core Cities – 15 recorded 2016 compared with core cities average of 38.<sup>4</sup>

We have reached a suitable point as a task group in our evidence gathering to draw a line and present our recommendations. We know there is more beyond our focus at this point, however we especially recognise that new collaborative ways of working need time to establish to evaluate success or improvement and we feel this is a natural pause to see how these play out.

We know some of the data around the extent and nature of the issue does not chime with public perception, nonetheless street culture and its impact is an issue of safety for all using the city, the vulnerable who are part of street culture and those working in, living in, visiting and passing through the centre. In our view this makes having a system that works on the basis of collaboration and partnership working is critical.

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<sup>4</sup> See Appendix 1 for link to report

# RECOMMENDATIONS

With our findings in mind we have framed our recommendations around three themes:

- Joined up provision – Education and having the right system for frontline workers
- Making more of a difference in Sheffield – Potential improvements to services and support
- Local leadership - Sharing scrutiny recommendations

<b>JOINED UP PROVISION</b>	
<b>Education and having the right system for frontline workers</b>	
1	<b>RECOMMENDATION:</b> Support what is done now across the system. We recommend areas for improvement in education of others to improve our message about rough sleepers, and for example the relationship with begging, and particularly raising profile and awareness of “Help Us Help” through media.
2	<b>RECOMMENDATION:</b> Ensure the system is effective for all those involved in working at the frontline on the street and that they know how/where to get the right support for an individual, enhanced through common training & culture in frontline organisations of handling individuals.
3	<b>RECOMMENDATION:</b> Encourage the sharing of information and systems that support joined up provision and collaboration – both technical and relationship – and that the current good communications and relationships across agencies continue to be formalised so that they are not dependent on individuals or impacted negatively by changes in personnel.
<b>MAKING MORE OF A DIFFERENCE IN SHEFFIELD</b>	
<b>Potential improvements to services and support</b>	
4	<b>RECOMMENDATION:</b> We support and reinforce our previous recommendation that having heard testimony from a range of experts in the field of homelessness, that the excellent work by different agencies, including Help Us Help, is given the opportunity to develop further before the idea of a Night Café be considered. Further, whilst commending the intentions behind this idea, note the concerns about its safety expressed by some contributors at the committee meeting on 9th November and subsequently to the task group.
5	<b>RECOMMENDATION:</b> We do have some concerns about current provision, for example what are the alternatives when some provision is not there e.g. Ben’s Centre on Wednesdays, and the suggestion that addiction services be offered outreach as well as drop-in, and we ask Cabinet to lead on a response to this.

6	<b>RECOMMENDATION:</b> We have a concern with the robustness of communication on Weather Watch, and ask that the channels of communication for informing Weather Watch is in operation be reviewed and/or monitored.
<b>LOCAL LEADERSHIP</b>	
<b>Sharing scrutiny recommendations</b>	
7	<b>RECOMMENDATION:</b> We want to feed our recommendations into multi agency working for further response. For example to the City Centre task groups and into the action plan of the workshop held on 11 October 2017
8	<b>RECOMMENDATION:</b> We would recommend that committee findings be shared with health providers for a response. We would like to see that access to universal health services is not disadvantaged by being of no fixed abode or in a hostel, especially mental health services, as we believe these are essential to tackle predominant underlying issues for rough sleepers, street beggars, substance misusers.
9	<b>RECOMMENDATION:</b> We seek reassurance that should the authority take the legislative route of a Public Spaces Protection Order (PSPO) where appropriate, it would be implemented proportionately. We would welcome early engagement in development of any Sheffield PSPO and ask Cabinet Member to include the Committee, or its task group, in the development process.
<b>SCRUTINY COMMITTEE</b>	
10	<b>RECOMMENDATION:</b> Homelessness Reduction Act 2017 should be included in the scrutiny work programme 2018/19 – review of impact and actions in Sheffield
11	We ask that the Committee a) consider and approve the recommendations above b) request that Cabinet provide an initial response to recommendations by July 2018 c) request that Cabinet lead on behalf of partners to provide a multi-agency response for October 2018

# FUTURE CONSIDERATIONS

As a task group we have heard and considered the evidence, and found there may be further areas of importance to understand a fuller picture of interdependencies of issues in regard Street Culture in Sheffield and courses of action available in regard to balancing concerns, we note in particular future consideration could be:

1. Begging – Impact on the Economy, perception, image, safety, vibrancy of the City Centre and shopping districts
2. Homelessness – impact of Homelessness Reduction Act
3. Universal Credit – Lobby for alteration and for rent paid direct to landlord
4. Learning from others before marked increase in rough sleepers in Sheffield

# CONCLUSION

## *Conclusion*

Having heard a considerable amount of evidence from a number of contributors, our overriding conclusion is that there is a lot of joined up provision out there, a range of agencies, organisations, volunteers working collaboratively, and whilst there will always be room for improvement, our recommendations are intended to be helpful pointers.

We also recognise there are further issues of importance to understand and respond to street culture and courses of action available in regard to balancing concerns, these we have listed under future considerations. We would support and applaud an aim that rough sleeping or people begging should be non-existent in Sheffield.

Finally, we would like to thank all those who provided information, shared their experience, answered our questions, and especially we would like to thank those who tirelessly work to improve life for rough sleepers in Sheffield on a daily basis and supporting individuals into accommodation.



## APPENDIX 1 - Evidence

1. Safer and Stronger Communities Scrutiny and Policy Development Committee 9<sup>th</sup> November – link to agenda and minutes
  - a. <https://imgmeetings.sheffield.gov.uk/ieListDocuments.aspx?CId=138&MId=6749&Ver=4>
  - b. Attendees of above listed in 6.2 of Minutes of 9<sup>th</sup> November meeting  
<https://imgmeetings.sheffield.gov.uk/mgAi.aspx?ID=15929>
2. Sheffield Homelessness Prevention Strategy 2017-2022
  - o <http://democracy.sheffield.gov.uk/mgIssueHistoryHome.aspx?IId=24116>
3. Press articles of interest
  - a. Rise nationally in number of rough sleepers
    - i. [https://www.theguardian.com/society/2018/jan/25/rough-sleeper-numbers-in-england-rise-for-seventh-year-running?CMP=share\\_btn\\_link](https://www.theguardian.com/society/2018/jan/25/rough-sleeper-numbers-in-england-rise-for-seventh-year-running?CMP=share_btn_link) – Guardian 25<sup>th</sup> January 2018
    - ii. <http://www.bbc.co.uk/news/education-42781377> - BBC News 25<sup>th</sup> January 2018

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**Author/Lead Officer of Report:** Deborah Fellowes, Policy and Improvement Officer

**Tel:** 27 35065

**Report of:** Children, Young People & Family Support Scrutiny and Policy Development Committee  
**Report to:** Cabinet  
**Date of Decision:** 18<sup>th</sup> April 2018  
**Subject:** Children's Social Care Task Group report

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? Children, Young People and Families				
Which Scrutiny and Policy Development Committee does this relate to? Children, Young People and Families				
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:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

**Purpose of Report:**

The Children, Young People and Family Support Scrutiny and Policy Development Committee set out its intention early in the year, to scrutinise a piece of children's social care policy work. They set up a Task Group in October 2017, to fulfil this purpose and decided to focus on two key elements of the Improvement and Recovery Plan:

- Sufficiency and developing the local offer
- Workforce development strategy.

The Task Group have now compiled their report, which was approved for submission to

Cabinet by the Children, Young People and Family Support Scrutiny and Policy Development Committee on 12<sup>th</sup> March 2018. The report makes recommendations across the two areas outlined, plus a third one on cross cutting issues.

This Cabinet report presents the Scrutiny Committee's findings and recommendations to Cabinet.

**Recommendations:**

Cabinet is asked to:

1. Thank the Children, Young People and Family Support Scrutiny and Policy Development Committee for its work in relation to Children's Social Care in Sheffield.
2. Note the Children's Social Care Task Group Report that is attached as Appendix A to this report.
3. Agree that the Cabinet Member for Children, Young People & Families provide a response on behalf of Cabinet to the Children, Young People & Family Support Scrutiny Committee on the recommendations in the Task Group's Report at a date to be agreed, but no later than December 2018.

**Background Papers:**

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

Appendix A: Children's Social Care Scrutiny Task Group Report.

<b>Lead Officer to complete:-</b>		
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: Paul Foster
		Legal: Andrea Simpson
		Equalities: Adele Robinson
<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	<b>EMT member who approved submission:</b>	<i>N/A Scrutiny report</i>
3	<b>Cabinet Member consulted:</b>	<i>N/A Scrutiny report</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.	
	<b>Lead Officer Name: Deborah Fellowes</b>	<b>Job Title: Policy and Improvement Officer</b>
	<b>Date: 15/3/18</b>	

## 1. PROPOSAL

- 1.1 At its meeting on 17<sup>th</sup> July 2017 the Children, Young People and Family Support Scrutiny and Policy Development Committee approved the setting up of a Sub-Group of the Committee to further explore the issues raised at the meeting regarding Looked After Children and Care Leavers, with a view to identifying an area of focus for a more detailed piece of scrutiny work.
- 1.2 The area of focus of the Task Group was refined through the Work Programmes approved by the Committee at subsequent meetings and informed by the Children's Social Care Improvement and Recovery Plans presented to Cabinet in September 2017 and considered by the Committee at its meeting on 15<sup>th</sup> January 2018.
- 1.3 The approved Work Programme at that meeting identified the agreed remit of the Task Group, around key elements of the Improvement Plan, sufficiency and recruitment and retention of staff, and the scope of the project.
- 1.4 The task group reported its findings and recommendations to Children, Young People and Family Support Scrutiny and Policy Development Committee on 12<sup>th</sup> March 2018. At its meeting the Committee noted the contents of the report and approved its submission to Cabinet. This report presents the Scrutiny Task Group's Children's Social Care Report to Cabinet.
- 1.5 The report of the Task Group is attached to this report as Appendix A. it aims to influence the outcome of new policy formulation and decisions around the following two areas:
1. Budget – sufficiency plan and local offer
  2. Quality – Workforce development, recruitment and retention.

The Task Group formulated its recommendations under three key headings. It recommends that the Council:

### 1.6 Sufficiency

- 1.6.1 Continues with the very positive developments in Family support, providing valuable assistance to vulnerable families in Sheffield, specifically work to further include fathers.
- 1.6.2 Carries out an evaluation of a range of potential incentives to becoming an in house Foster Carer, for example exemption from Council Tax.
- 1.6.3 Should continue with the strong philosophy that Sheffield children

should, wherever and whenever possible, stay in Sheffield.

- 1.6.4 Should establish a BME sub group of the Voices Foster Carers group, to focus on this sector and to pull together a specific plan to address the issues.
- 1.6.5 Should adopt a strong corporate approach to Children's Social Care by ensuring that all of its key plans including the Housing and Growth Strategies, can demonstrate clear deliverable links to the Improvement and Recovery Plan.
- 1.6.6 Ensures corporate awareness and understanding of the Signs of Safety initiative, leading to full senior level support of its implementation. This should include officers and Elected Members.

## **1.7 Recruitment and Retention**

- 1.7.1 Recognise the positive attitude that many existing staff have towards working for Sheffield.
- 1.7.2 Also recognise that, whilst motivation is not always monetary, there is a clear need for a recognition of experience, skills and levels of responsibility
- 1.7.3 In light of the above, develop a clear offer for social workers in Sheffield which includes remuneration and the unique selling point for working in Sheffield.
- 1.7.4 As work to involve fathers develops, ensure that recruitment of social workers is reflective of the gender balance of the client base they are working alongside.
- 1.7.5 Aim to increase investment in the Hub, including consideration of mobile phones, installing large screens for monitoring calls and addressing the accommodation/space limitations.
- 1.7.6 Continue with commitment to the roll out of the Liquid Logic system to replace Care First.

## **1.8 Cross cutting issues**

- 1.8.1 Develop a clear role description of critical friend for the Ward Councillors with Residential Homes in their wards. This should include two distinct roles:
  - Standards and scrutiny – assisting with scrutinising the home to ensure it meets designated standards
  - Community Cohesion – facilitating a positive relationship between the home and its surrounding community

- 1.8.2 Considers how it might best progress towards the development of all age social care, identifying the barriers to joint working across adult and children's social care.
- 1.8.3 Considers the role of Scrutiny on the Challenge Board, for example offering the Chair a place on the Board.

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

- 2.1 The work and approach of Scrutiny and its task groups connect to the commitment within the priority theme of "*An In Touch Organisation*" to "*make sure we listen, understand and respond to what people are telling us, treating them with respect at all times*". This Task Group was set up because the Committee wished to carry out a review to assist with a key policy topic for Children's Social Care, with the aim of influencing the outcome of new policy formulation and decisions and ensuring that the Committee's views on effective support to and safeguarding of vulnerable groups, improving services to residents in the city and meeting the Council's commitments around Fairness and Poverty are taken on board during the development of this policy.

The work of the group focused on specific elements of the Children's Social Care Improvement and Recovery Plan which contributes to all the priorities detailed in the Corporate Plan 2015-18. The primary focus of improving the health and wellbeing of families across Sheffield by providing the right services at the right time and in the right place, ensures we are able to meet increasing (and increasingly complex) demand. To achieve better health and wellbeing we will become a more in-touch organisation and contribute to thriving neighbourhoods and communities and a strong economy. Finally, the focus of this work is very much about meeting the needs of the most vulnerable, therefore tackling inequalities and redressing equity of service.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Members considered user consultation evidence throughout the entire review and were particularly interested to hear information from the Voices of Foster Carers group.
- 3.2 Specific consultation also took place with frontline workers within Children's Social Care

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

- 4.1 Equality of Opportunity Implications



4.1.1 As a Public Authority, we have legal requirements under Section 149 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality'. To help us meet the general equality duties, we also have specific duties. We have considered our obligations under this Duty in this report and found that there are no direct equality of opportunity implications arising as a result of this report. However, any specific changes to service delivery or policy arising in response to scrutiny recommendations will need to include the consideration of equality implications, to continue to ensure the Council fulfil our statutory obligations.

#### 4.2 Financial and Commercial Implications

4.2.1 There are no direct financial implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation. This would include any financial and commercial implications.

#### 4.3 Legal Implications

4.3.1 There are no direct legal implications arising from this report. The implementation of any of the recommendations from the Committee's report may be subject to further decision making in accordance with the Leader's Scheme of Delegation, and the legal implications of any proposal would be fully considered at that time.

4.3.2 Scrutiny committees have an explicit power to make reports or recommendations to the Executive under section 21(2)(b) of the Local Government Act 2000.

### 5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 An alternative option in relation to the recommendations would be to do nothing with the Committee's report. However, given the time and effort spent by the Task Group, and contributions made to the work from a number of Council staff this is not recommended.

An alternative option in relation to the recommendations below would be to respond to the Committee's report over a much longer timescale. However, this would risk the recommendations from the report becoming out of date and would effectively have the same effect as doing nothing.

### 6. **REASONS FOR RECOMMENDATIONS**

6.1 To enable the Scrutiny Committee to monitor the outcome of its recommendations the Committee would welcome a response from the Cabinet Member for Children, Young People & Families with regards to its recommendations.

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# Children, Young People & Family Support Scrutiny Committee: Children's Social Care Report

Final V3

February 2018

The Children's Social Care Task Group was set up by the Children, Young People & Family Support Scrutiny Committee



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## 1.0 INTRODUCTION

- 1.1 The Scrutiny Committee set out its intention early in the year, to scrutinise a piece of children’s social care policy work, with a view to influencing it in its formative stages, and to ensure that the Committee’s views on effective support to and safeguarding of vulnerable groups, improving services to residents in the city and meeting the Council’s commitments around Fairness and Poverty are taken on board during the development of this policy.
- 1.2 The Committee set up a Task Group in October 2017, to fulfil this purpose. Initial meetings were spent gathering information on the key challenges facing Children’s Social Care, as set out within its Recovery and Improvement Plan. Whilst the full Committee scrutinised the plan in its entirety, during its meeting in January 2018, the Task Group decided to focus on two key elements of the plan:
- Sufficiency and developing the local offer
  - Workforce development strategy.
- 1.3 Membership of the group is outlined below:
- Cllr Mick Rooney – Children Young People & Family Support Scrutiny Committee Chair and Task Group Chair
  - Cllr Cliff Woodcraft – Children Young People & Family Support Scrutiny Committee Deputy Chair
  - Cllr Mohammed Maroof – Children Young People & Family Support Scrutiny Committee Representative
  - Cllr Jim Steinke - Children Young People & Family Support Scrutiny Committee Representative
  - Cllr Bob Pullin - Children Young People & Family Support Scrutiny Committee Representative

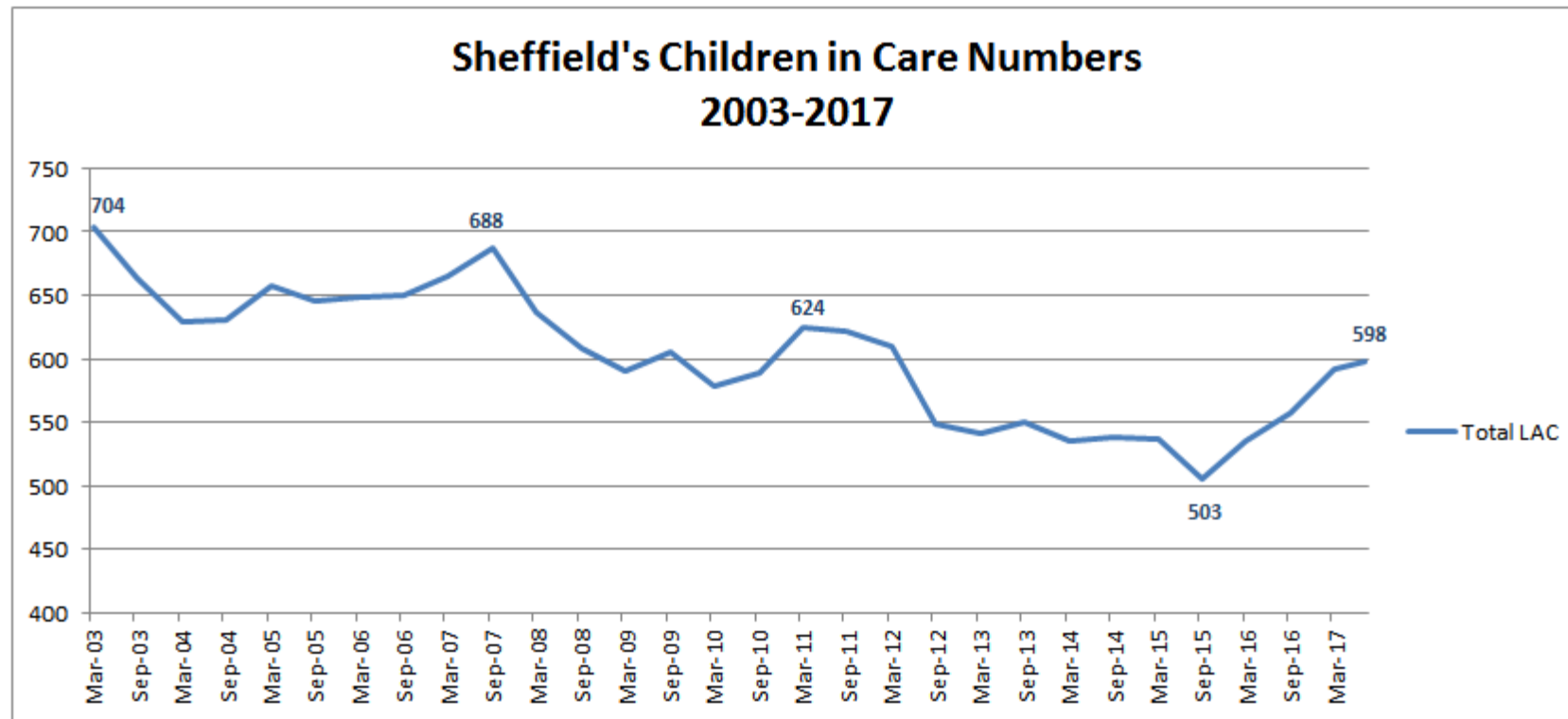
The Task Group review was undertaken from October 2017 - February 2018.

## 2.0 BACKGROUND\*

- 2.1 The Children's Social Care Service delivers the council's statutory responsibility to intervene in securing children's safety through a range of interventions. The service delivers support to families to enable them to thrive and to stay together, wherever possible. For those children who can no longer remain within their family the service performs the function of corporate parents.
- 2.2 Sheffield's Children's Services have developed an integrated service from early help through to statutory interventions, looked after services and care leavers. Since 2010, whilst demand has continued to grow, and the Service has faced the significant additional loss of grant funding such as Sure Start and Early Intervention Grant, the portfolio and Children and Families Service in particular has maintained a balanced budget until 2016/17.
- 2.3 The subsequent unprecedented increase in demand has created financial pressure that requires a further longer term strategy and investment.
- 2.4 The service has developed financial recovery plans and service performance and improvement plans to address the situation. The current position in Sheffield reflects a national position.
- 2.5 Analysis by the Local Government Association (LGA), which represents more than 370 councils in England and Wales, has revealed that in 2015-16 75% of councils exceeded their children's social care budgets by a total of £605m.
- 2.6 The number of Children in Care (CiC) has seen a gradual reduction since October 2007 after they reached levels equivalent to the peak of 700 in 2003. This coincides with the beginning of the refocus on prevention and early help, with integrated teams and the development of the MAST service.

- 2.7 MAST and their partners aim to provide seamless and safe support to children and young people, giving them help at an earlier stage, rather than entering crisis services at a later stage. Throughout this period of time, services improved and initiatives to strengthen families were developed, from the early years through to young adulthood.
- 2.8 However the increasing impact of austerity, along with national and international policy changes, has had a gradual impact on service delivery and subsequent demand for services across the whole system.
- 2.9 The number of children becoming looked after since February 2016 has seen a marked increase. Since this date numbers have increased month on month. At the end of July 2017, the total had reached 597, which remains below the peaks reached in 2007 and 2003. The steep increase from February 2016 to April 2017 has created significant pressures on resources and, as a consequence, placement costs, which continues despite the significant reduction in the rate of increase over the last 4 months.
- 2.10 This recent increase mirrors the national picture which has seen an overall increase in the numbers of children in care.

**\*Information extracted from Social Care Improvement and Recovery Plans, Cabinet Report September 2017 and presented to Children Young People and Families Scrutiny Committee, 15<sup>th</sup> Jan 2018**



**\*Information extracted from Social Care Improvement and Recovery Plans, Cabinet Report September 2017 and presented to Children Young People and Families Scrutiny Committee, 15<sup>th</sup> Jan 2018**



- 2.11 Analysis of this upward trend, including sampling assessments of children coming into the care system, shows us that this steady increase includes a growing number of older and more complex children entering the system.
- 2.12 The recovery plan and investment initiatives have identified the need to focus on developing services to support families with teenagers to prevent this continued increase.
- 2.13 The nature of the children entering the care system will also require a refocus of the types of interventions/resources available to support children to remain in Sheffield, whether in the Council's facilities or private providers' provision.
- 2.14 The current nature of the provision has been insufficient to meet the need locally, forcing the service to purchase an increasing number of out of city placements, increasing the financial pressures.
- 2.15 The primary aim is to promote the early identification of children with additional needs, and deliver high quality prevention and supportive services to enable children to continue living successfully and safely with their families and communities.
- 2.16 The strategy has been, and continues to be, to deliver the right level of support by the right service at the right time. This strategy has been effective, achieving a track record of lower numbers of Children in Care per 10,000 population over a number of years compared with Core Cities, statistical neighbours and the England average.
- 2.17 In 2016, Sheffield had 46 LAC per 10,000 population compared to 82 for Core Cities, 63 for Yorkshire and Humber, 74 for Statistical neighbours and 60 for the England average. This is despite substantial budget reductions since 2010.

**\*Information extracted from Social Care Improvement and Recovery Plans, Cabinet Report September 2017 and presented to Children Young People and Families Scrutiny Committee, 15<sup>th</sup> Jan 2018**

2.18 In addition to an increase in demand for support, several unforeseeable challenges in the last 2 years have occurred; changes in senior management within the Portfolio, financial reductions and loss of a significant number of social workers to other local authorities, in particular to neighbouring authorities in special measures who have offered higher pay scales and guaranteed lower caseloads.

2.19 The themes for the Improvement and Recovery Plan are shown below. This provides the context within which the areas of focus for the review were taken

Leadership, management and governance	Children who need help and protection	Children who are looked after	Enablers
<ul style="list-style-type: none"> <li>• Securing strategic and partnership commitment</li> <li>• Management focus</li> <li>• Creating a fit-for-purpose working environment</li> <li>• Develop a quality assurance and performance infrastructure</li> <li>• Recruit, retain and develop the workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Demand management</li> <li>• Performance Framework</li> <li>• Sheffield Safeguarding Hub</li> <li>• Emergency Duty Team review</li> <li>• Workload and capacity</li> <li>• Quality and compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Workload and Capacity</li> <li>• Quality and compliance</li> <li>• Sufficiency</li> <li>• Adoption</li> </ul>	<ul style="list-style-type: none"> <li>• Technology</li> <li>• Accommodation</li> <li>• Planning</li> <li>• Resources</li> <li>• Communications and engagement</li> </ul>

### 3.0 APPROACH

3.1 The Task Group used a range of approaches to gather data for the review including desk top research and evidence gathering interviews.

3.2 The Task Group met with the following individuals / representatives:

- Carly Speechley, Director of Children and Families
- Victoria Horsefield, Assistant Director, Safeguarding and Quality Assurance
- Joel Hanna, Assistant Director of Children and Families (Provider Services)
- Helen Sweaton, Assistant Director, Prevention and Early Intervention
- Matthew Sampson, Head of Improvement and Sufficiency

3.3 The Task Group also spoke to some front line practitioners within Children's Social Care.

3.4 The Task Group considered the evidence gathered and identified and set out its findings and recommendations as detailed in the next section.

3.5 The approach taken was broken down in to a number of key stages, outlined in the scoping document for the review. In summary these stages were as follows:

#### **Context setting.**

3.6 The Task Group members spent two meetings with the Director of Children and Families and two Assistant Directors, over the course of two meetings, understanding the policy and financial context within which the review would be conducted. The purpose of this was twofold; to ensure that Task Group members were fully conversant with the challenges faced by Children's Social Care and the Improvement and Recovery Plan that had already been agreed by Cabinet and; to enable

them to make an informed decision on the area of activity that they wished to focus on based on potential added value from carrying out a scrutiny review.

3.7 As part of this process, members cross referenced the issues raised in the sessions with the actual Improvement and Recovery Plan. The combination of this and two separate sessions with different officers, enabled members to triangulate the information being provided and to identify the areas for focus. At the end of this process the members agreed to focus on two areas:

- Budget and **Sufficiency**
- Workforce Strategy – **recruitment and retention** of social workers

#### **Sufficiency.**

3.8 The majority of the evidence on this issue was considered during a session with the Director and the Head of Improvement and Sufficiency. At this session members received very detailed evidence around both Foster and Residential Care provision, developing an understanding of the financial implications of out of borough placements, shifting patterns in need locally and the insufficiency of in-house placements, particularly Foster Carers. They also received additional information, upon request, from the Assistant Director of Prevention and Early Intervention about parenting and family support, to complete the picture. Evidence in these sessions was both written and verbal.

#### **Recruitment and Retention.**

3.9 Again the evidence received for this area was considered over two sessions. Firstly The Task Group received evidence from front line workers; experienced Social Workers who had been with the Council for a number of years. The aim of this was to understand the challenges faced by them on a daily basis and to understand what working for Sheffield City Council meant to them. The second session was a presentation by the Assistant Director on the Council's new Workforce Development Strategy for Children's Social Care. Written evidence supporting this presentation was provided in advance of the session.

### Consultation.

- 3.10 Members considered user consultation evidence throughout the entire review and were particularly interested to hear from the Voices of Foster Carers groups. Unfortunately the meeting scheduled with them had to be cancelled and couldn't be rearranged within the timescale of the review.

### Desk top research.

- 3.11 Additional evidence was fed into the review via this process. The final session of the Task Group considered this information, alongside other written evidence that was requested throughout the review.

- Comparison reports and information from Manchester, Lambeth and Waltham Forest Councils own websites
  - [www.manchester.gov.uk](http://www.manchester.gov.uk)
  - [www.lambeth.gov.uk](http://www.lambeth.gov.uk)
  - [walthamforest.gov.uk](http://walthamforest.gov.uk)
- House of Commons Education Select Committee – Fostering: First report of session 2017-19
- “Council’s face huge bills as foster carers jump ship to private agencies” The Guardian 30/1/18
- Sheffield City Council’s Improvement and Recovery Plan and Action Plan
- Signs of Safety briefing – Resolutions Consultancy
- Workforce Development Strategy (draft dated 15/2/18)

Specific information requested and provided internally:

- Funding sources for SCC’s Improvement and Recovery Plan
- Fostering information by ethnicity
- Parenting/family support presentation
- Social Worker salary scales

## 4.0 FINDINGS & RECOMMENDATIONS

### 4.0 Findings

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Members of the Task Group made a number of observations about Children’s Social Care services that they considered within the scope of this review. On the whole, they found some very positive developments and where possible they have highlighted their support for the continuation of these. At the same time, they found some areas where they felt the need to provide additional challenge to the Service and have made their recommendations accordingly.

#### **Sufficiency**

- 4.1 The background and context to this review is very clearly set out in this report. Members were made aware of the budget challenges facing the service and expressed a very early concern about the sustainability of this in the longer term. They also recognised the link between quality and budget.
- 4.2 From the outset they became aware of the “sufficiency gap” within Children’s Social Care, i.e. insufficient in house placement provision.
- 4.3 It costs the Council approximately £350 per child, per week for in house foster care. When Foster care is provided within the independent sector, costs increase to an average of £800 per week, of which a significant percentage goes to the provider not the carer.
- 4.4 However there are some children who cannot be supported in foster care or where there is no foster placement available. In these cases children can be cared for in residential homes.
- 4.5 The council does have its own homes but also currently purchases beds from the independent sector at a cost of £3000 - £6000, though the average is around £3200.

- 4.6 When members considered that of the 5-600 Children in Care across the City, approximately a third (34%), at any one time, are placed within the independent sector they concluded that the sufficiency gap is increasingly driving the Council towards the independent sector and therefore increasing costs and pressures on the budget.
- 4.7 Despite this difficult outlook, members considered a range of initiatives being implemented or developed by the service and were impressed by the approach and outcomes/potential outcomes from them. One such example is the information they were provided on Family Support. They received a very informative presentation on this service and welcomed the work being done to support families locally, and the impact that this has on preventing children and young people requiring more intensive provision further down the line, and particularly those entering the Looked After system.
- 4.8 Another really important move was the work to ensure that young people who are leaving the care system remain connected to their placements and local community, with access to a support network that they have developed. Supported accommodation was a crucial element of this, and corporate links with the Housing Service were reported as being in their infancy. Some excellent results had been achieved, however, still limited in numbers.
- 4.9 The availability of appropriate properties, locations and access to flexible additional support / capacity in respect of staffing, is vital in achieving further development of this. Since this was originally considered by members, recent improvements have been noted, with offers of properties and other options being provided. Further capital investment will be required, in some properties to achieve the models the service is aiming for.
- 4.10 The members considered the recent recruitment drive to increase the numbers of in house Foster Carers, in terms of closing the sufficiency gap. There are currently 260 in house foster carers and the target is to increase this to 400-450, over the next 5 years. This would represent the greatest number that the Council had ever recruited so it will prove a challenge.
- 4.11 The drive commenced in October 2017. There is now a contact liaison officer whose role is to make contact with every carer every 4 weeks. A psychologist has also just been recruited to provide direct support to carers. The drive also involves strengthening the relationship with existing carers, which has an impact on word of mouth recruitment.
- 4.12 There are financial incentives, such as extensions to properties to add extra rooms, funded either through revenue budgets or prudential borrowing.
- 4.13 The Council is also developing a new set of financial incentives for carers of more complex cases. This will enable the

provision of a dedicated care worker for the child in a home environment as opposed to residential care. The levels of care required would attract higher payments, however, this is still in early stages of development.

- 4.14 Members noted the early success indicators from the recruitment campaign. Members also focused their attention on the recruitment of BME Foster Carers, and the number of BME children in Foster Care. There are currently 452 children recorded as being in foster care but 14 of these do not have an ethnicity recorded. 266 are White British therefore 172 are BME. Note that foster care includes those placed with relatives/friends.
- 4.15 The Task Group were surprised and concerned that currently there is no ethnicity information for Foster Carers, therefore the Task Group's ability to make any detailed recommendations regarding this was limited.
- 4.16 They were concerned about this lack of information and found that there is a need to have a more targeted and proactive approach to working with BME groups.
- 4.17 It was felt that local Councillors are an under-utilised resource and source of knowledge in this area, particularly those representing wards with larger BME populations.

### **Recruitment and Retention**

- 4.19 Members received a range of information about the developing policies within the Council and also spoke to some front line managers about what it is like to be a social worker in Sheffield.
- 4.20 One of their first observations was that the workforce was predominantly female, aged 26-35. This explained the higher levels of maternity leave, which coupled with sickness absence, meant a higher number of non-case holding social workers employed by the Council.
- 4.21 Members of the Task Group also wished to know how reflective this demographic is of the client base. It was confirmed that the majority of the clients were mothers, which raised the issue of how much work was being done with fathers. The Early



Help and Family Support programme had raised the issue of doing more targeted work with fathers, and though this was still in development, Members recognised this as a very positive step that the Council was taking.

- 4.22 Members confirmed their understanding with presenting officers, that the main issues being faced by the Council are the recruitment and retention of qualified and experienced social workers. This has led, to the employment of a significant number of agency workers.
- 4.23 Members heard that burn out is an issue, and high caseloads have a detrimental impact, even though the Council's efforts to reduce these have been extremely successful and this is continuously being monitored. As a result it was found that over time the Council has become over reliant on inexperienced staff with high levels of churn in the workforce.
- 4.24 In terms of pay and reward, it was felt that the Council had lost out to neighbouring authorities and also potentially to agencies, both of whom are able to pay higher rates than Sheffield.
- 4.25 The Task Group received evidence that Social Workers rewards following qualification and higher level of experience were to take on more complex and child protection cases, but with only small increases in pay. They felt very strongly that this needs to be addressed.
- 4.26 Nevertheless, despite this information, they also found that Social Workers who had left for neighbouring authorities were starting to return and that agency staff working in Sheffield were applying for permanent jobs with the authority. This suggests that the motivation to work for Sheffield isn't entirely financial and that other factors have an influence.
- 4.27 The discussion with front line Social Workers revealed a loyalty to Sheffield and indicated that staff morale was higher than might be expected. Task Group members found this to be a very positive factor in Sheffield's favour.
- 4.28 The Task Group also heard about what it is like to work in the "hub" as opposed to fieldwork. Members discovered that the level of investment in technology and resources being seen in fieldwork, is not mirrored in the hub and that as such the staff are struggling with the numbers of calls and referrals being dealt with.

- 4.29 Examples of such supportive resources required within the hub were mobile phones, large screen monitoring call status and volume, desk spaces etc. Members did welcome, however, and fully supported the replacement of the outdated Care First system with Liquid Logic as they heard how many difficulties Care First had been causing practitioners and managers alike.

### **Cross Cutting Findings**

- 4.30 The Task Group considered the role of Ward Councillors as champions for residential homes, based within their wards. Experiences show that this role is unclear for both Councillors and staff within the homes and they felt that this was a wasted opportunity to build relationships with the community and to be proactive about the role of Corporate Parent. Members felt that a “critical friend” role would be a beneficial development to the members and the homes.
- 4.31 Members came across the issue of multi-disciplinary working a number of times during the review.
- 4.32 They heard where it was starting to work well, for example with supported housing for Care Leavers, and where progress still needed to be made. For example, the Police and Health bodies could sometimes be reluctant to engage in statutory compliance issues. It was conclusively found that outcomes tend to be much better, when good cross boundary and corporate working take place.
- 4.33 Finally, the Task Group received information about the Governance Structures for the Improvement and Recovery Plan and expressed some concern about the role of the Challenge Board and its ability to provide robust and fair challenge to the implementation of the plans.

## **5.0 Recommendations**

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### **5.1 Sufficiency.**

In terms of planning to close the sufficiency gap, the Task Group recommends that the Council:

- 5.1.1 Continues with the very positive developments in Family Support, providing valuable assistance to vulnerable families in Sheffield; specifically work to further include fathers.
- 5.1.2 Carries out an evaluation of a range of potential incentives to becoming an in house Foster Carer, for example exemption from Council Tax.
- 5.1.3 Should continue with the established philosophy that Sheffield children should, wherever and whenever possible, stay in Sheffield.
- 5.1.4 Should establish a BME sub group of the Voices Foster Carers group, to focus on this sector and to pull together a specific plan to address the issues.
- 5.1.5 Should adopt a strong corporate approach to Children's Social Care by ensuring that all of its key plans including the Housing and Growth Strategies, can demonstrate clear deliverable links to the Improvement and Recovery Plan.
- 5.1.6 Ensures corporate awareness and understanding of the Signs of Safety initiative, leading to full senior level support of its implementation. This should include officers and Elected Members.

### **5.2 Recruitment and Retention**

With regard to ensuring that the Council reverses the over reliance on inexperienced staff with high levels of churn, the Council should:

- 5.2.1 Recognise the positive attitude that many existing staff have towards working for Sheffield.

- 5.2.2 Also recognise that, whilst motivation is not always financial, there is a clear need for the recognition of experience, skills and levels of responsibility
- 5.2.3 In light of 5.2.1 and 5.2.2, develop a clear offer for social workers in Sheffield which includes appropriate financial remuneration and captures a unique selling point (USP) for working in Sheffield.
- 5.2.4 As work to involve fathers develops, ensure that recruitment of social workers is reflective of the gender balance of the client base they are working with.
- 5.2.5 Aim to increase investment in the Hub, including the provision of mobile phones, installing large screens for monitoring calls and addressing the accommodation/space limitations.
- 5.2.6 Continue with the existing commitment to the roll out of the Liquid Logic system to replace Care First.

### 5.3 Cross Cutting Issues

The Task Group wish to stress the importance of a corporate approach to tackling the issues being faced by Children's Social Care and with this in mind request that the Council:

- 5.3.1 Develops a clear role description of critical friend for the Ward Councillors with Residential Homes in their wards. This should include two distinct roles:
  - Standards and scrutiny – assisting with scrutinising the home to ensure it meets designated standards
  - Community Cohesion – facilitating a positive relationship between the home and its surrounding community
- 5.3.2 Considers how it might best progress towards the development of all age social care, identifying the barriers to joint working across adult and children's social care.
- 5.3.3 Considers the role of the Scrutiny Committee on the Challenge Board, for example by offering the Chair a place on the Board.



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

**Tel:** 27 34014

**Report of:** *Executive Director, Resources*

**Report to:** *Cabinet*

**Date of Decision:** *18<sup>th</sup> April 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:-

<b><u>People Services</u></b>		<b><u>Years' Service</u></b>
Susan Gardner	Senior Teaching Assistant Level 3, Broomhall Nursery School	35
Phillip Green	Contract Officer, Children and Families	44
Pauline Webster	Primary School Assistant, Lydgate Junior School	20
<b><u>Resources</u></b>		
Harry Clarke	Committee Secretary, Democratic Services	41

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**Author/Lead Officer of Report:** Dawn Walton  
Director: Commissioning, Inclusion & Learning

**Tel:** 20 53671

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**Report of:** *Jayne Ludlam*  
**Report to:** *Cabinet*  
**Date of Decision:** *21<sup>st</sup> March 2018*  
**Subject:** *Domestic and Sexual Abuse Strategy 2018-22*

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>People</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Safer 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>252</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Purpose of Report:**

- To approve the new Domestic and Sexual Abuse Strategy for the city.
- To approve the intention to ensure seamless service provision for victims by re-commissioning the community based domestic abuse services as one contract to begin delivery in April 2019.

## **Recommendations:**

### **The Cabinet**

1. Approves and adopts the Sheffield Domestic and Sexual Abuse Strategy 2018-22, which is attached to this report.
2. Delegate authority to the Director of Commissioning, Inclusion and Learning in consultation with Director of Commercial and Financial Services and the Director of Legal Services to:
  - a. *approve the procurement strategy for the recommissioning of the Council's community based domestic abuse service as set out and in line with this report.*
  - b. *thereafter to enter into contract(s) for the services as set out and in line with this report.*
  - c. *take all other necessary steps not covered by existing delegations to achieve the outcomes outlined in this report.*

## **Background Papers:**



Domestic And Sexual  
Abuse Strategy for C

**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>Paul Jeffries</i>
		Legal: <i>Henry Watmough-Cownie</i>
		Equalities: <i>Ed Sexton</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	<b>EMT member who approved submission:</b>	<i>Jayne Ludlam</i>
3	<b>Cabinet Member consulted:</b>	<i>Cllr Cate McDonald</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.	
	<b>Lead Officer Name:</b> <i>Alison Higgins</i>	<b>Job Title:</b> <i>Strategic Commissioning Manager Domestic and Sexual Abuse</i>
	<b>Date:</b> <i>28<sup>th</sup> March 2018</i>	

## 1. PROPOSAL

The previous Domestic And Sexual Abuse Strategy (<http://sheffielddact.org.uk/domestic-abuse/resources/local-strategies/>) was published in May 2014. The action plan for the strategy was agreed by the Domestic and Sexual Abuse Strategic Board to have been fully implemented in March 2017. A new strategy has been prepared following extensive consultation and with reference to findings from the Domestic and Sexual Abuse needs assessment that was published in 2017 <http://sheffielddact.org.uk/domestic-abuse/resources/danac/>.

Cabinet Member Cllr Cate McDonald and the People's Portfolio Leadership Team have approved the draft strategy which is intended to give direction to a range of new developments and opportunities addressing domestic and sexual abuse.

- 1.1 The new strategy also proposes that to ensure seamless service provision for victims by re-commissioning the community based domestic abuse services as one contract to begin delivery in April 2019.

## 2. HOW DOES THIS DECISION CONTRIBUTE ?

The new strategy will contribute primarily to the priority in the Corporate Plan of Thriving neighbourhoods and communities. The priority commits the Council to 'work to improve levels of reporting in areas such as hate crime and domestic abuse. We will support people to come forward and provide good quality, responsive domestic and sexual abuse services for those who need them.

- 2.1 Domestic and sexual abuse affects thousands of people each year in the city. They are cross cutting issues, affecting individuals, families, children and young people, work places, schools, communities, and impacting on health, wellbeing both immediately and long into the future. These issues are increasingly being recognised as public health challenges that can and should be prevented. The new strategy aims to build on the wealth of good work being undertaken to combat and address domestic and sexual abuse, link to local priorities, local known need, address emerging issues and develop good practice.

## 3. HAS THERE BEEN ANY CONSULTATION?

Consultation has been extensive.

- Members of the Domestic Abuse Service User Reference Group conducted a 'roadshow' around victim services during the summer of 2017 consulting on the themes for the strategy. The group also commented on the draft strategy.
- The Equality Hub Network held a special workshop on the draft strategy in November 17 and the participants were also offered the opportunity to comment online.

- Drafts were presented to the Domestic and Sexual Abuse Provider Consultation Group, Joint Commissioning Group and Operational Group.
- Comments were sought from the Director of Public Health and the Independent Chair of the Safeguarding Children’s Board and the Adult Safeguarding Partnership Board.
- The final draft was agreed by the Domestic and Sexual Abuse Strategic Board, and the Safer and Sustainable Communities Partnership Board
- A citizenspace consultation was also held with the aim of informing the action plan to be developed once the strategy has been agreed.

3.1 Feedback received resulted in various changes and additions being made, and some issues being given greater focus, emphasis or priority. A key addition following consultation was a specific priority in relation to eliminating violence against women and girls in order to explicitly acknowledge the disproportionate impact in relation to gender. However the strategy remains inclusive in relation to men and boys.

3.2 An issue raised by service users was that they felt that the transition between existing services could be difficult for them and impact on engagement with support. Service Users said they want to build a trusting relationship with the person supporting them and not have to move between services unnecessarily. It is therefore proposed in the strategy that we will re-commission our community support services in order to provide as seamless a service as possible to promote recovery. Thus the intention is to move away from contracts focussed on risk level and procure the community based domestic abuse services as one contract to begin delivery in April 2019.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality of Opportunity Implications**

In exercising their discretion, Members must always be mindful of their duty contained in Section 149 of the Equality Act 2010, that is the duty to have due regard to the need to:-

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited or under the Act:
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This includes having due regard to the need to:-

- (a) Remove or minimise disadvantages suffered by relevant protected characteristic that are connected characteristic that are different from the needs of persons who do not share it.
- (b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.

Section 158 of the Equality Act 2010, permits the taking of positive action where this is a proportionate means of meeting the needs of persons who share a protected characteristic which are different from the needs of persons who do not share that protected characteristic.

An Equalities Impact Assessment has been completed in relation to the draft strategy which shows the impact on all protected groups to be positive and this is attached as Appendix 2.

The strategy acknowledges the need for a gendered approach to responding to domestic and sexual abuse and has a specific priority on eliminating violence against women and girls as mentioned above. However the strategy recognises that domestic and sexual abuse can affect anyone and proposes a greater emphasis on prevention including work with perpetrators of abuse.

- 4.1.1 The strategy states that we know that people in some groups are more likely to be victims of abuse. For example, a higher proportion of women from a 'mixed/multiple' ethnic group are likely to experience abuse compared to the general population. The number of women who are likely to experience domestic abuse increases for those women who are unemployed and also doubles for women with a long standing illness or disability. We know that around 24% in local support services have a disability, 63% are not working and between 18% and 24% of those in support service report a mental illness.
- 4.1.2 The strategy recognises there are 'hidden victims' in Sheffield, that identifying and responding to the needs of such victims is a challenge for agencies, and that people do not therefore get the support they need. The impact of domestic and sexual abuse can vary depending on other issues a person may face. And the experience of abuse can bring about other problems – some victims (and perpetrators) experience severe and multiple disadvantages and therefore have complex needs. The strategy commits us to ensuring that that no one is turned away, and that any barriers are removed so that those with greatest needs are able to access services. This includes, but is not limited to, addressing the support needs of victims of all genders, all ages, all sexualities, people with physical and learning disabilities, people with mental health issues, substance misusers, and a diverse range of community groups and migrants.

#### 4.2 Financial and Commercial Implications

The strategy describes the current financial commitment to responding to domestic and sexual abuse by the Council and its partners which currently amounts to around £2 million pounds a year. However, the cost of domestic and sexual abuse to the city's public services is estimated to be many millions per year.

4.2.1 Nonetheless, as a result of the current difficult financial situation the aims of this strategy will need to be met through existing funding arrangements or through external funding opportunities. The strategy acknowledges that there is some uncertainty ahead as a result of the governments planned changes to the funding of supported accommodation and the use of housing benefit. However we are optimistic that by working closely with our local refuge providers we can find a resolution that enables the continuation of services. Sheffield has protected, maintained and extended domestic and sexual abuse services since the last strategy in 2014 and while our focus must move towards prevention, the demand for support services is still rising. Despite these financial challenges, our aim is to continue to maintain this investment for the next 4 years.

4.2.2 As stated above the intention is to re-commission the domestic abuse community support services in order to provide as seamless a service as possible to promote recovery. We currently commission a High Risk Domestic Abuse Service and a Medium and Standard Risk Domestic Abuse Service. The High Risk Service provides specialist Independent Domestic Violence Advocate staff to support high risk victims plus training elements and the Sanctuary scheme for 'target hardening'. The Medium and Standard Risk contract provides the city's Helpline and Outreach service plus group work programmes. At present service users move between services dependent on their risk level. Thus the intention is to move away from contracts focussed on risk level and procure the community based domestic abuse services as one contract to begin delivery in April 2019.

4.2.3 The combined value of the two contracts is £910,000 per year. £103,500 per year of this will be contributed by the Office of the Police and Crime and £48,800 by the CCG. It is possible that additional funds will also be made available to increase the contract amount to support the Strengthening Families Domestic Abuse Project that is funded as part of the Children's Improvement Plan.

#### 4.3 Legal Implications

4.3.1 The development of a Domestic and Sexual Violence and Abuse Strategy for Sheffield is aimed at contributing to the social, and economic, wellbeing of Sheffield residents. The Council has a general power of competence under section 1 of the Localism Act 2011 to act in any way that it sees fit, provided that the activity is not restricted by any

other enactment. This general power may be relied on to underpin the aims of the draft strategy

Section 17 of the Crime and Disorder Act 1998 (the 1998 Act) places the Council under a duty to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder, substance misuse and re-offending in the area. These considerations are relevant to the contents of the draft strategy.

Section 6 of the 1998 Act requires the Council in partnership with other responsible authorities to formulate and implement strategies for reducing crime and disorder and re-offending and combatting substance misuse. The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 requires the preparation of a Partnership Plan setting out a 3 year strategy, the priorities identified by the Partnership under an annual strategic assessment, and recommendations as to how resources should be allocated to implement the strategy and meet those identified priorities. One of the priorities identified by the Safer and Sustainable Communities Partnership is 'Protecting the Most Vulnerable'. The draft strategy is will assist the Council and the Partnership to meet this priority.

Recommissioning of services will be undertaken with the support of Commercial services and in accordance with national and European procurement law.

4.4 Other Implications  
None

4.4.1

**5. ALTERNATIVE OPTIONS CONSIDERED**

The alternative would be to not have a Domestic and Sexual Abuse Strategy for the city. This was rejected as these are important issues which have an impact on thousands of people across the city every year. The issue is referenced in the Corporate Plan and is recognised as an issue the city wishes to address. Strategic direction for this area of work is therefore essential.

**6. REASONS FOR RECOMMENDATIONS**

The wording of the draft strategy has been agreed by the Cabinet Member for Health and Social Care, the People's Portfolio Leadership Team, the Safer and Sustainable Communities Partnership Board and the Domestic and Sexual Abuse Strategic Board. It has been consulted on widely with stakeholders including service users. It will provide a strategic framework for addressing issues that have an impact on



thousands of people every year in the city, put prevention at the centre of new developments and drive improvements in responses across services.

- 6.1 Consultation with service users has informed the recommendation that the community based domestic abuse services are recommissioned as one contract to begin delivery in April 2019 in order to provide seamless support from disclosure to recovery from abuse.

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**Author/Lead Officer of Report:** Carl Mullooly

**Tel:** 2052803

**Report of:** *Laraine Manley*

**Report to:** *Cabinet*

**Date of Decision:** *18/04/2018*

**Subject:** *Permission to provide Furnished goods under contract to Rotherham MBC.*

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>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>261</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:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

The purpose of the report is to obtain permission for Sheffield City Council (SCC) to enter into contract with Rotherham Metropolitan Borough Council (MBC) to provide them with furnished goods for their service requirement.

The goods will be supplied via the Framework Agreement SCC currently have in place with a number of suppliers nationally.

This will generate income for SCC from the suppliers based on annual volumes purchased.

SCC is currently supplying Rotherham MBC with goods on a temporary basis.

**Recommendations:**

To approve the Council entering into a contract for the supply of furnished goods to RMBC, as outlined and detailed within this report.

To delegate an authority to the Director of Finance and Commercial Services in consultation with the Director of Housing and Neighbourhoods to take such other necessary steps not covered by existing delegations to achieve the outcomes outlined in this report.

**Background Papers:**

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

**1 Invitation to Tender document and goods specification (3 documents)**

**2 Contract award offer**

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: Karen Jones
		Legal Henry Watmough - Cownie
		Equalities: Louise Nunn
<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	<b>EMT member who approved submission:</b>	<i>Lorraine Manley</i>
3	<b>Cabinet Member consulted:</b>	<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.	
	<b>Lead Officer Name:</b> <i>Carl Mullooly</i>	<b>Job Title:</b> <i>Service Manager</i>
	<b>Date:</b> <i>09/04/2018</i>	

## **1. PROPOSAL**

- 1.1 SCC Furnished Accommodation service to provide, under a contractual agreement, goods for the Furnished Service of Rotherham MBC. The contract will potentially last for 2 years. SCC has been supplying RMBC on a temporary basis since June 2017.

Rotherham MBC will be invoiced monthly for payment of goods provided. The range of specific goods provided will replicate those supplied by SCC to its Furnished customers enabling us to increase our buying power with suppliers going forward.

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

- 2.1 There are a number of benefits to the undertaking of this contract by SCC and these are summarised below:

1. Generates income for SCC. Given the estimated annual spend in the tender document and the amount Rotherham MBC have spent to date with us in the temporary period we estimate this income to be around £55,000. Supports the planned corporate target of business expansion for the organisation.
2. Increases SCC buying power when negotiating prices with suppliers due to increased economies of scale.
3. Supports a number of small local family run businesses and creates employment.
4. Lower purchase prices increases the amount of awards that can be granted by the Local Assistance Scheme as they also use our service for supply of goods benefitting more vulnerable, impoverished people in the city.
5. Gives SCC scope for further business from other Local Authorities in a collaborative approach going forward.

## **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 *Sheffield City Council is not required to consult on this decision.*

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

- 4.1 Equality of Opportunity Implications

- 4.1.1 EIA ref no 261 on SharePoint

## 4.2 Financial and Commercial Implications

- 4.2.1 The anticipated amount we expect Rotherham MBC to spend with us each year is £730,000. We will charge a 5% administration fee to Rotherham MBC for all goods purchased and as part of the Contracted Framework agreement we have with suppliers we will receive a 5% rebate across all goods ordered. The rebate received on goods purchased on behalf of Rotherham MBC will be split 50/50 between SCC and Rotherham MBC which will generate further income
- 4.2.2 On the above assumptions we would generate income of around ££55,000 which would offset the costs of providing the service

## 4.3 Legal Implications

- 4.3.1 Section 1 of The Localism Act 2011 provides the Council with a 'general power of competence' which enables them to do anything that an individual can do as long as the proposed action is not specifically prohibited.
- 4.3.2 The supply of furnished goods to Rotherham MBC is at cost, it is not for profit and therefore classed as a 'charging' activity (rather than 'trading').
- 4.3.3 Legal Services have reviewed the proposed Terms and Conditions; these appear to be fairly typical of a Local Authority Services contract. It should be noted however that it is not stated how many years the contract is for, the contract is still in draft form and no date is specified, although 2 years has been suggested, Rotherham MBC can extend the contract annually. Finally, in terms of termination, Rotherham MBC can terminate the contract, with a simple written notification; such termination would have immediate effect.

## 4.4 Other Implications

- 4.4.1 None

## 5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 N/A

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 The reasons for recommending this business are highlighted above in the summary of benefits at section 2.1.

The undertaking and successful delivery of this contract could be a catalyst to further external 3<sup>rd</sup> party works. This is good for SCC from a reputational perspective and will contribute to minimising the impact of budget constraints given it creates an income.





## **Invitation to Tender Part One**

### **17-038 Provision of Domestic Furniture & Appliances**

**YORtender ref DN282736**

## **Confidentiality Statement**

All information in this document is provided in confidence for the sole purpose of adjudication of the document and shall not be used for any other purpose and shall not be published or disclosed wholly or in part to any other party without RMBC's prior permission in writing and shall be held in safe custody. These obligations shall not apply to information, which is published or becomes known legitimately from some source other than RMBC.

Many of the products, services and company names referred to in this document are trademarks or registered trademarks.

They are all hereby acknowledged.

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## 1. Introduction

This Invitation to Tender ("ITT") is issued by Rotherham Metropolitan Borough Council ("the Council") in connection with the competitive procurement of the provision of Domestic Furniture & Appliances. The tender process is being conducted in accordance with the Public Contracts Regulations 2015.

This ITT sets out the information which is required by the Council in order to assess the suitability of tenderers to meet the contract award criteria.

The framework will be awarded initially for a period of two years, with the option to extend for a further two years on a year by year basis at RMBC's discretion.

The total anticipated spend is in the region of £730K per annum, however these costs are indicative and do not carry any guarantee of turnover or exclusivity and any estimated volumes of business are indicative and may vary upwards or downwards depending on actual future needs.

## 2 Instructions to suppliers

Brief details about the Council and the requirements that are the subject of this procurement are set out within the documentation.

This procurement is being managed by:

- **Annette Arnall**
- **Procurement Category Manager**

No approach of any kind must be made to any other person within or associated with the Council. Any queries about this ITT must be submitted in accordance with the instructions below.

To participate in this tender process you must submit a completed ITT Part Two Tender Response Document, the relevant Lot Specific Tender Response Document and Appendix A – Pricing Schedule, completed with all the information requested in this ITT. Tenders will be evaluated using the scoring methodology detailed in the Section 4 – Evaluation Criteria.

It is the Tenderer's responsibility to ensure that all the documents listed in the Tender Documentation have been received and are complete in all respects.

Whilst all reasonable measures have been taken to ensure that the information made available to tenderers in this ITT and any associated document has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. The Council does not accept any liability or responsibility for the information contained in this ITT or associated document nor in respect of any related verbal communication.

The Council reserves the right, subject to the relevant procurement regulations, to change without notice, the basis of, or the procedures for, the competitive tendering process or to terminate this process at any time. Where appropriate in such circumstances, tender closing dates may be extended.

You must make your own independent assessment of this requirement and your suitability to meet it, making such investigation and taking such professional advice as you may deem necessary. This ITT is not intended to provide the basis of any investment decision by you.

The Council will not be liable for any costs incurred by you in preparing your Tender

Tenderers are free to make any assumptions necessary to enable them to submit a bid. However, where such assumptions are materially important to any key element of their bid, Tenderers are encouraged to seek clarification before proceeding on the basis of that assumption (see Section 2.2).

The Potential Supplier must notify the Council promptly, in writing, of any changes at any time during the procurement process in the information submitted as part of the Potential Suppliers Invitation to Tender submission (ITT). Such changes in information may include, but are not limited to, changes to the make-up of a Consortium, changes in the ownership or structure of an organisation, and changes in the financial standing and/or the technical or professional ability of an organisation. The Council retains the right to evaluate, in accordance with the specified selection criteria, any changes to the information either notified by the Potential Supplier or of which the Authority becomes aware. Such re-evaluation may lead to a Potential Supplier being disqualified from the procurement process where they no longer meet the specified selection criteria, irrespective of the stage of the procurement process it occurs at.

The Council reserves the right to disqualify a Potential Supplier at any point during the procurement process if it is found that a Potential Supplier has not informed the Council of a change in the information submitted or if the Potential Supplier has submitted false or misleading information. In addition, the Council may disqualify a Potential Supplier if the changes in information may lead to a

significant disruption to the procurement timetable and process; the Council will endeavour to maintain a competitive process, and will use its discretion when making any such decision.

**Please read this ITT before attempting to complete the relevant response documents.**

Other than to associates and sub-contractors as absolutely necessary for the submission of a bid, Tenderers must not disclose that they have been invited to submit a bid prior to confirmation of the preferred Tenderers.

Information in this ITT has been provided in the strictest confidence, and all recipients are required to treat all information herein as commercially sensitive.

Information provided in response will be treated with a similar level of confidentiality. However, it will be subject to examination by RMBC and any appointed agents. By responding to this ITT the Tenderer agrees to its being examined in this way.

## **2.1 Response Format and Return Date**

This ITT has been designed as a turnaround document. You must upload the completed ITT and any associated attachments onto the YORtender website **no later than Thursday 26th October 2017 at 12:00 noon**

All correspondence in relation to this tender will be carried out through the YORtender system. It is the Potential Supplier responsibility to ensure their contact details are kept up to date on the YORtender system. Failure to do so could result in a communications failure and subsequent elimination from the tender process. RMBC accept no responsibility in such instances and timescales will not be extended.

### **Technical Issues**

If you have any technical issues surrounding the use of the system you should log a support call with Proactis by clicking the following link –

<http://proactis.kayako.com/procontractv3/Core/Default/Index>

In case someone needs to call you back ensure that you include a phone number.

Alternatively you can log your call by emailing [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com) and someone will come back to you shortly.

For critical and time-sensitive issues, particularly if you experience problems while submitting your bid, (normally requiring resolution within 60 minutes) then please call Proactis 0330 005 0352 and inform the buyer managing this procurement who contract details are stated at 2. Instructions to Suppliers.

Please note the Technical Support Team will not be able to answer any tender or business opportunity specific enquiries.

### **Additional space & Document/Response Format**

If when completing ITT Part Two – Response Document and additional Lot Specific Response Documents, you find that insufficient space has been allocated for a full response, you may create additional space, rows and columns in tables, and even entire sub-sections to enable you to provide all relevant information required to make a full assessment of your bid.

Clearly indicate on any attachments the name of your organisation and the question number that it refers to.

RMBC reserves the right to reject any document where the format has been changed. **Please do not upload documents as a PDF.**

The Council reserves the right to require a Potential Supplier to clarify the answers contained in their submissions, in writing, in order to adequately evaluate the submission.

## 2.2 Query Handling

Tenderers are requested to bring to the attention of RMBC Procurement any apparent ambiguities or errors in, or omissions from, this ITT and seek to clarify points of doubt or difficulty with this ITT. Such queries should be raised as early as possible during the tender period and under no circumstances less than one week prior to the return date specified in 2.1 above.

All such queries will be answered by either a simple communication to the individual/ organisation raising the query or by an up-issuing and re-issuing of this document to all Tenderers, whichever is most appropriate.

In answering such queries it is highly unlikely that any extension to the final submission date for responses will be granted.

All queries raised should be directed through the dialogue function within the YORtender system. If you are unsure how to do this please contact the YORtender helpdesk as detailed in section 2.1

In the event that Tenderers are dissatisfied with the answer to their query, or should there be matters of principle unanswered, those matters should be referred in writing to the Procurement Service Leader at Riverside House, Main Street, Rotherham, S60 1AE or by e-mail to [karen.middlebrook@rotherham.gov.uk](mailto:karen.middlebrook@rotherham.gov.uk)

## 2.3 Acceptance of Proposals

RMBC does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or in part.

Tenderers may submit bids for one or more Lots.

It is envisaged that RMBC may award up to a maximum number of three suppliers per Lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

Tenderers should be aware that acceptance of any bid does not carry any guarantee of turnover or exclusivity and that any estimated volume(s) of business in this ITT are indicative and may vary, upwards or downwards, depending upon RMBC's actual future needs.

RMBC provides successful and unsuccessful Tenderer's with a de-briefing letter following the completion of the procurement process; this is to provide feedback on the reasons why their bid was not successful. RMBC reserves the right to control the format and content of any such briefing and to limit it in any way that it determines appropriate.

In the event that any bid price is considered *abnormally low*, the provisions of Clause 69 of the Public Contracts Regulations 2015 will apply. In summary these require the Participating Organisations to invite the tenderer concerned to account for their tendered price, and having considered the explanation, to advise the tenderer whether or not their bid will remain in consideration. Any bid verified as *abnormally low* will be excluded before the calculations of points are allocated.

## 2.4 Planned Schedule of Procurement Process

The schedule (which may be subject to change) for the issue of supply market enquiries, assessment of bids, and appointment of Tenderer(s) is as follows:

Milestone	Date
Issue of ITT	25.09.2017
Queries raised and resultant amendments to ITT	18.10.2017
Return date and time for bids	26.10.2017 @ 12 noon
Bid(s) to be evaluated by RMBC Evaluation Team	w/c 30.10.2017
Sampling	w/c 6.11.2017
Preferred Tenderer(s) confirmed and Alcatel period commenced	w/c 20.11.2017
Confirmation to Award	30.11.2017
Planned Contract Start Date	02.01.2018

Please note if there are any variations to the envisaged timescales you will be notified via the YORtender system.

## 2.5 Variants

Within the tender document (ITT Part Two – Response Document), the Council has supplied a schedule for Tenderers to provide proposed amendments to the Terms and Conditions for the Council to consider. Please note however, that any proposed amendments should not be a material change or change the scope or nature of the original tender.

Tenderers should note that any response which attempts to completely replace the Council's Agreement with those of the Tenderer will not be acceptable and the Council reserves the right to view such an action as non-compliant and exclude the Tender from the remainder of the process.

Tenderers should note that the Council reserves the right not to accept any amendments proposed.

## 2.6 Sufficiency and Accuracy of Tender

Tenderers will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting tender submission.

Tenderers are reminded to check the accuracy of their Tender prior to submission thereof.

If the Council suspects that there has been an error in the pricing of the Form of Tender and/or Schedule of Prices, the Council reserves the right to seek such clarification as it considers necessary for the Tenderer only.

The Council reserves the right to disqualify incomplete Tenders or Tenders that have not followed these Instructions to Tender.



Tenderers should familiarise themselves with all regulations, bylaws and all other factors that may affect their Tender.

## **2.7 Cancellation of Tender Process**

The Council reserves the right to change with immediate effect and without prior notice the basis of, or the procedures for the tendering process, to reject any or all the tenders for the Contract, to terminate discussions with tenderers at any time and not to proceed (cancel the notice) with the proposed procurement at all. Under no circumstances shall the Council or any of its staff, agents, members or advisers incur any liability whatsoever in respect of such matters.

## **2.8 Freedom of Information Schedule**

The Freedom of Information Act 2000 (c36) is an Act of Parliament of the Parliament of the United Kingdom that creates a public “right of access” to information held by public authorities.

The Council receives many requests which ask for copies of bids submitted by suppliers.

If you consider elements of your submission to be commercially sensitive or confidential please complete Section 3.1 of the ITT Part Two – Response Document.

## **2.9 Terms and Conditions of Contract**

Any contract that results from this Invitation to Tender will be awarded on the Terms and Conditions specified in the separate Terms and Conditions document which is available to download from the YORtender system. The Terms and Conditions will be finalised at the point of contract award with the Potential Supplier(s).

Offers made subject to alternative terms and conditions may not be considered and may be rejected. Tenderers should document any specific issues with either the General or Special terms and conditions detailed on the YORtender system, in the Section 3.2 of the ITT Part Two – Response Document.

### 3 About the Opportunity

#### 3.1 Scope of Goods/Service Required

The details set out in this ITT are given in good faith and believed to be correct. However, RMBC does not warrant the accuracy of those details and each Tenderer should make its own appropriate enquiries.

The aim of the Furniture Solutions team is to supply a range of goods to meet the individual requirements of our customers when furnishing properties under the Rotherham Furniture Homes Scheme. A “one-stop” furniture and appliances provision service is required with all items ordered being delivered to Rotherham Furnished Homes on a specified delivery date. The scheme provides customers with a choice of furniture and appliance options and orders can range from one to fourteen items.

The opportunity is to be split into the following lots:

- **Lot 1 – Lounge Furniture** – estimated annual spend in the region of £136k
- **Lot 2 – Bedroom Furniture** (excluding beds and mattresses) – estimated annual spend in the region of £106k
- **Lot 3 – Dining Room Furniture** – estimated annual spend in the region of £21K
- **Lot 4 – Beds and Mattresses** – estimated annual spend in the region of £130k
- **Lot 5 – Domestic Appliances** – estimated annual spend in the region of £337k

Tenderers may submit bids for one or more Lots.

The total anticipated spend is in the region of £730K per annum, however these costs are indicative and do not carry any guarantee of turnover or exclusivity and any estimated volumes of business are indicative and may vary upwards or downwards depending on actual future needs.

RMBC does not bind itself to accept the lowest or any bid and reserves the right to accept any bid in whole or to split the award based on the most competitive tenders to more than one bidder based on the most competitive tenders received for each Lot.

#### 3.2 Purchasing on Behalf of other Public Sector authorities

No guarantees are given that any of the Local Authorities/or public bodies initially listed in the OJEU notice will proceed to utilise this framework for their requirements.

Tenderers should be aware that although the contracting authority for the purpose of this procurement is Rotherham Borough Council, one or more other Local Authorities, UK Police Forces or Fire and Rescue Services and Educational Establishments within the UK may choose to access the concluded contract subject to the capacity of the tenderer, without creating any obligation on behalf of any of them to do so.

Where any of the Local Authorities within the UK elects to do so a legally binding contract shall be created between the Contractor and that Local Authority on the terms and conditions contained within the tender documentation.

<http://local.direct.gov.uk/LDGRedirect/MapLocationSearch.do?mode=1.1&map=4>

<https://www.police.uk/forces/>

<http://www.fire.org.uk/fire-brigades.html>

<http://www.education.gov.uk/edubase/home.xhtml;jsessionid=6EA220CC25EF75BD8A31A606B9D3A08D>

### 3.3 Specifications

#### General Requirements

- All upholstered items must be of fire retardant materials to meet British Standards and Fire Safety Regulations
- All beds and mattresses must be covered in a waterproof breathable material unless otherwise stated by Rotherham Furniture Solutions and comply with British Standards and Fire Safety Regulations.
- All wooden goods must be made from timber purchased in accordance with UK timber procurement policy. Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased.
- Furniture must meet the relevant UK technical and quality standards or equivalent, for serviceability (e.g. safety, abrasion, resistance, tensile strength, light fastness, rub fastness, deformation by compression, ergonomics) as given in FIRA's 'Technical requirement for Furniture' document. This covers both material specific and furniture item specific requirements and testing methods.
- All goods to have a minimum one year guarantee. Further information on guarantee periods are to be provided on the pricing spreadsheet.
- The Rotherham Furnished Homes nominated officer will notify the service provider of any faults or guarantee issues and the service provider will be responsible for taking up and resolving any faults and guarantee issues with the manufacturer to the satisfaction of the Rotherham Furnished Homes.
- Rotherham Furnished Homes must approve all changes to furniture and appliances not specified within the tender, including make, model and colour.
- Delivery of the order is to be confirmed by email within 24hours of order placement
- Confirmation email to include price per item
- Delivery to be made within 72 hours of original notification
- Delivery is required to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham.
- Goods damaged on delivery replaced within 2 working days.
- Repairs under warranty within 3 working days (excluding white goods)
- White goods repaired/replaced within manufacturers timescales (currently averages 7 days).

Further Lot specific product specification can be found detailed within separate appendices as below, these include estimated item sizes and example pictures:

- **Lot 1 – Lounge Furniture** – Appendix F
- **Lot 2 – Bedroom Furniture** - Appendix C
- **Lot 3 – Dining Room Furniture** – Appendix D
- **Lot 4 – Beds & Mattresses** – Appendix C
- **Lot 5 - Domestic Appliances** – Appendix E

## Domestic Appliances

- All appliances must be white in colour and as per the specification at Appendix E.

## Removal of packaging

- All packaging must be removed on the day of delivery and disposed of by the supplier.

## Customer Care

- All supplier employees must wear liveried clothing and visible identity badges
- Customer satisfaction is paramount. Rotherham Furnished Homes will sign to confirm their satisfaction with the goods received and the service provided by the supplier.
- Rotherham Furnished Homes may wish to introduce alternative furniture choice, quality or colour ranges following customer feedback. The Furnished Homes team must approve any changes to furnished items and colour ranges not specified in the tender.

## 3.4 Reporting

In tendering for this opportunity, Tenderers should agree to the attached draft key performance indicator (KPI) document; 'RMBC KPI document for the Provision of Domestic Furniture & Appliances – Appendix H.

The final detailed KPI's will be agreed with the successful tenderer(s) prior to acceptance of their bid.

Management information will also be required on a monthly basis, the information must be provided electronically by email in Microsoft Excel format. Information required as a minimum will be:

- Products supplied
- RMBC order number
- RMBC product code
- Invoice number
- Prices

The format of the information will be agreed with the successful tenderer (s) prior to the commencement of the contract.

KPI's and Management Information are required to be sent through by the 6<sup>th</sup> day of each month.

## 3.5 Bid Pricing

The Council anticipates that the spend in this area is in the region of £730k per annum across all five Lots based on Rotherham's historical annual spend, equating to £2.9m over the four years of the framework.

Other Authorities/other Public bodies may choose to access this agreement although the levels of spend are unknown at this moment in time.

Please complete Appendix A - Pricing Schedule in relation to the associated costs for the Provision of Domestic Furniture & Appliances.

It is expected that prices offered shall be fixed and firm for a period of at least 24 months following acceptance by RMBC.

If your organisation can offer fixed and firm prices for a longer period of time, please complete the relevant information within the pricing document.

In the event that any bid price is considered *abnormally low*, the provisions of Clause 69 of the Public Contracts Regulations 2015 will apply. In summary these require the Participating Organisations to invite the tenderer concerned to account for their tendered price, and having considered the explanation, to advise the tenderer whether or not their bid will remain in consideration. Any bid verified as *abnormally low* will be excluded from the tender process.

Prices submitted should be valid for acceptance for at least 120 days.

### **3.6 Duration of resultant agreement**

Subject to satisfactory performance to the criteria described within this document, the appointed Tenderer(s) will be expected to provide Goods according to the specification defined in 3.3 above initially for a period of two years, with the option to extend at the sole discretion of RMBC subject to need and supplier performance for a further two years, each on a year by year basis.

### **3.7 Account Management**

The appointed Tenderer(s) will need to assign at least one Account Manager to address RMBC's needs. This Account Manager must be available to provide, or arrange, support to various RMBC Departments across all activities in their bid. The appointed Tenderer(s) must confirm such names and outline how their account management team will provide enhanced pre- and post-sales support to RMBC within 2 weeks of their identification as preferred Tenderer.

The appointed Tenderer(s) shall submit any agreed Management Information and KPI reports monthly to RMBC and regular meetings shall also be held between the appointed Tenderer(s) and RMBC to review performance to date.

### **3.8 Operating the Framework**

Upon completion of the tender evaluation process and appointment of the successful bidders, within each Lot, each item will be ranked in order of price, with orders being placed with the Supplier offering the lowest price, as per the below example:

Lot 1 – Lounge Furniture	Supplier A Price £	Supplier B Price £	Supplier C Price £
2 Seat Fabric Sofa	250	225	200
2 Seat Faux Leather Sofa	225	230	210
Fabric Chair	180	175	185
Faux Leather Chair	170	165	160

Orders for a 2 seat fabric sofa will initially be placed with Supplier C based on the above scenario; if this order cannot be fulfilled by Supplier C then Supplier B will be approached and so on.

### **3.9 Order/ Invoice procedure**

Purchase Order(s) will be issued from RMBC, who shall provide the successful Tenderer(s) with an official purchase order number.

The successful Tenderer(s) will be required to submit invoices monthly in arrears detailing the goods it has supplied to the Council during the preceding week and the prices for those goods.

Invoices must be sent to the following address and marked as stated:

Rotherham Metropolitan Borough Council  
Purchase to Pay Team,  
Wing 3A  
Riverside House  
Main Street  
Rotherham  
S60 1AE

All Supplier Invoices must quote the relevant official Purchase Order number issued by RMBC. Any Invoices which do not carry such an official Purchase Order number will be immediately returned to the Supplier, which may result in payments being delayed through no fault of the council.

RMBC is willing to look at all means of simplifying current Purchase Order/ Invoice activity including Purchase Cards, invoice consolidation and e-Invoicing in its strive to modernise the procurement cycle and improve efficiencies across the business.

RMBC's preferred method for the payment of invoices is via the BACS system with the issue of remittances electronically. Please refer to the E-commerce section within the ITT Part Two - Response Document.

Tenderers should be prepared to outline their suggestions for such simplification if invited to present their bid.

## 4 Evaluation Criteria

You are required to provide a response to this tender by completing all appropriate sections of the ITT Part Two - Response Document, the corresponding Lot Specific Tender Response Documents, and Appendix A – Pricing Schedule, which are available as part of this tender opportunity.

All tenders will be evaluated at all stages against pre-determined evaluation criteria as provided below, by a panel representing a range of Council stakeholders

### 4.1 Stage One – Selection Criteria

An assessment of responses to the Selection Questionnaire (ITT Part Two Response Document – Section 1) will be made where the panel are seeking to identify organisations with sufficient capacity and capability to deliver the Contract. The following sections of the Selection Questionnaire will be assessed using the stated criteria.

Part	Section	Section Criteria
Part 1: Potential supplier information	1. Potential Supplier Information	Information
	1. Bidding model	Information
	1. Contact details and declaration	Information
Part 2: Exclusion Grounds	2. Grounds for mandatory exclusion	Pass/Fail
	3. Grounds for discretionary exclusion	Pass/Fail
Part 3: Selection Questions	4. Economic and Financial Standing	Pass/Fail
	5. Wider Group	Pass/Fail
	6. Technical and Professional Ability	Pass/Fail
	7. Modern Slavery Act 2015	Pass/Fail
	8.1 Insurance	Pass/Fail
	8.2 Minimum Standards	Pass/fail

If a Tenderer is awarded a **'fail'** in any section, they will be eliminated from the process at this point and the remainder of their submission will not be considered further.

All Tenderers that are awarded a **'pass'** for all Pass/Fail sections will be taken through to the second stage of the evaluation process where an evaluation of the proposed solutions will be undertaken.

## 4.2 Stage Two – Award Criteria

Following the assessment of the Selection Criteria, responses to ITT Part Two – Response Document Section 2, Lot specific Tender Response Documents Appendix J – Appendix N, and Appendix A – Pricing Schedule, will be evaluated on the basis of the most economically advantageous tender.

The evaluation methodology and criteria are as follows:

### 4.2.1 Lot 1 – Lounge Furniture

The evaluation methodology and criteria for this Lot are as follows:

**Quality:** Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
<b>Quality/Method Statement Questions</b>	
Part Two – Response Document - Question 1 - <b>Safeguarding</b>	50
Part Two – Response Document - Question 2 - <b>Local Labour</b>	30
Part Two – Response Document - Question 3 - <b>Local Supplier Base</b>	40
Part Two – Response Document - Question 4 - <b>Innovation</b>	30
<b>Service Delivery</b>	
Part Two – Response Document - Question 5 – <b>Customer Satisfaction</b>	50
Appendix J – Question 1 – <b>Service Delivery</b>	50
Appendix J – Question 2 – <b>Stock Availability</b>	50
Appendix J – Question 3 – <b>Faulty Goods</b>	50
Appendix J – Question 4 – <b>Business Continuity</b>	50
Part Two – Response Document - Question 6 - <b>Mobilisation</b>	50
<b>Total Quality/Method Statement Questions</b>	<b>450 (45%)</b>
<b>Furniture Sampling</b>	
<b>Sampling</b>	150 (15%)
<b>TOTAL</b>	<b>600 (60%)</b>



All **Quality/method statement responses** will be assessed based on the following scoring methodology:

<b>Weighting</b>	<b>Weighting Definition</b>
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

<b>Score</b>	<b>Score Standards</b>	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

**Furniture Sampling**

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

**Furniture Sample Scoring**

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

<b>Weighting</b>	<b>Assessment Criteria</b>	<b>Available Score</b>	<b>Total Score Available</b>
5	<b>Aesthetics</b> <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Finish of the material</li> <li>• Wearability</li> </ul>	10	50
5	<b>Build Quality</b> <ul style="list-style-type: none"> <li>• Construction of furniture</li> <li>• Solidity of sofa/chair arms</li> <li>• Reversibility of seat cushions</li> </ul>	10	50
5	<b>Overall Comfort</b> <ul style="list-style-type: none"> <li>• Depth of the seat cushions</li> <li>• Cushioning of furniture arms</li> </ul>	10	50
<b>Total Score Available</b>			<b>150</b>

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

**Example:**

Each sample will be evaluated as per the model below.

**Sample 1**

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Overall Comfort	5	8	40
<b>Total Score</b>			<b>90</b>

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

The final scores for quality and sampling will then be added together to give the total quality mark achieved.

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

### Price Evaluation

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

### Example

<b>Company Name</b>	<b>Total Cost £</b>	<b>Lowest Cost £</b>	<b>% diff from lowest</b>	<b>Price Score Available</b>	<b>Total Price Score</b>
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

**4.2.2 Lot 2 – Bedroom Furniture**

The evaluation methodology and criteria for this Lot are as follows:

**Quality:** Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
<b>Quality/Method Statement Questions</b>	
Part Two – Response Document - Question 1 - <b>Safeguarding</b>	50
Part Two – Response Document - Question 2 - <b>Local Labour</b>	30
Part Two – Response Document - Question 3 - <b>Local Supplier Base</b>	40
Part Two – Response Document - Question 4 - <b>Innovation</b>	30
<b>Service Delivery</b>	
Part Two – Response Document - Question 5 – <b>Customer Satisfaction</b>	50
Appendix K – Question 1 – <b>Service Delivery</b>	50
Appendix K – Question 2 – <b>Stock Availability</b>	50
Appendix K – Question 3 – <b>Faulty Goods</b>	50
Appendix K – Question 4 – <b>Business Continuity</b>	50
Part Two – Response Document - Question 6 - <b>Mobilisation</b>	50
<b>Total Quality/Method Statement Questions</b>	<b>450 (45%)</b>
<b>Furniture Sampling</b>	
<b>Sampling</b>	150 (15%)
<b>TOTAL</b>	<b>600 (60%)</b>

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

<b>Score</b>	<b>Score Standards</b>	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

### **Furniture Sampling**

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

### **Furniture Sample Scoring**

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	<b>Aesthetics</b> <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Finish of the steel/wood</li> <li>• Durability</li> </ul>	10	50
5	<b>Build Quality</b> <ul style="list-style-type: none"> <li>• Construction of furniture</li> <li>• Solidity of finished product</li> </ul>	10	50
5	<b>Functional Characteristic</b> <ul style="list-style-type: none"> <li>• Door and drawer operations</li> <li>• Capacity/volume of drawers and robe</li> </ul>	10	50
<b>Total Score Available</b>			<b>150</b>

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

**Example:**

Each sample will be evaluated as per the model below.

**Sample 1**

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Functional Characteristic	5	8	40
<b>Total Score</b>			<b>90</b>

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

**The final scores for quality and sampling will then be added together to give the total quality mark achieved.**

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

**Price Evaluation**

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.



**Example**

<b>Company Name</b>	<b>Total Cost £</b>	<b>Lowest Cost £</b>	<b>% diff from lowest</b>	<b>Price Score Available</b>	<b>Total Price Score</b>
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

### 4.2.3 Lot 3 – Dining Room Furniture

The evaluation methodology and criteria for this Lot are as follows:

**Quality:** Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
<b>Quality/Method Statement Questions</b>	
Part Two – Response Document - Question 1 - <b>Safeguarding</b>	50
Part Two – Response Document - Question 2 - <b>Local Labour</b>	30
Part Two – Response Document - Question 3 - <b>Local Supplier Base</b>	40
Part Two – Response Document - Question 4 - <b>Innovation</b>	30
<b>Service Delivery</b>	
Part Two – Response Document - Question 5 – <b>Customer Satisfaction</b>	50
Appendix L – Question 1 – <b>Service Delivery</b>	50
Appendix L – Question 2 – <b>Stock Availability</b>	50
Appendix L – Question 3 – <b>Faulty Goods</b>	50
Appendix L – Question 4 – <b>Business Continuity</b>	50
Part Two – Response Document - Question 6 - <b>Mobilisation</b>	50
<b>Total Quality/Method Statement Questions</b>	<b>450 (45%)</b>
<b>Furniture Sampling</b>	
<b>Sampling</b>	150 (15%)
<b>TOTAL</b>	<b>600 (60%)</b>

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

### **Furniture Sampling**

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

### **Furniture Sample Scoring**

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.

Weighting	Assessment Criteria	Available Score	Total Score Available
5	<b>Aesthetics</b> <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Finish/smoothness of the wood</li> </ul>	10	50
5	<b>Build Quality</b> <ul style="list-style-type: none"> <li>• Construction of furniture</li> <li>• Solidity of finished product</li> </ul>	10	50
5	<b>Functional Characteristic</b> <ul style="list-style-type: none"> <li>• Size of the table</li> <li>• Height of the table/chairs</li> <li>• Weight of the table/ease of movement</li> </ul>	10	50
<b>Total Score Available</b>			<b>150</b>

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

**Example:**

Each sample will be evaluated as per the model below.

**Sample 1**

Assessment Criteria	Weighting	Example Score Standard	Total Score
Aesthetics	5	6	30
Build Quality	5	4	20
Functional Characteristic	5	8	40
<b>Total Score</b>			<b>90</b>

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

**The final scores for quality and sampling will then be added together to give the total quality mark achieved.**

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

**Price Evaluation**

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

**Example**

<b>Company Name</b>	<b>Total Cost £</b>	<b>Lowest Cost £</b>	<b>% diff from lowest</b>	<b>Price Score Available</b>	<b>Total Price Score</b>
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

#### 4.2.4 Lot 4 – Beds & Mattresses

The evaluation methodology and criteria for this Lot are as follows:

**Quality:** Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points (45%) for quality/method statement responses and **150** points (15%) for furniture sampling quality.

Criteria	Available score
<b>Quality/Method Statement Questions</b>	
Part Two – Response Document - Question 1 - <b>Safeguarding</b>	50
Part Two – Response Document - Question 2 - <b>Local Labour</b>	30
Part Two – Response Document - Question 3 - <b>Local Supplier Base</b>	40
Part Two – Response Document - Question 4 - <b>Innovation</b>	30
<b>Service Delivery</b>	
Part Two – Response Document - Question 5 – <b>Customer Satisfaction</b>	50
Appendix M – Question 1 – <b>Service Delivery</b>	50
Appendix M – Question 2 – <b>Stock Availability</b>	50
Appendix M – Question 3 – <b>Faulty Goods</b>	50
Appendix M – Question 4 – <b>Business Continuity</b>	50
Part Two – Response Document - Question 6 - <b>Mobilisation</b>	50
<b>Total Quality/Method Statement Questions</b>	<b>450 (45%)</b>
<b>Furniture Sampling</b>	
<b>Sampling</b>	150 (15%)
<b>TOTAL</b>	<b>600 (60%)</b>

All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

<b>Score</b>	<b>Score Standards</b>	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

**Furniture Sampling**

Bidders will be required to supply a sample of the items offered in response to this opportunity. These will be required to be delivered to Rotherham Furnished Homes, Units 1 & 2 Parkgate Court, Parkgate, Rotherham, on a date and time to be confirmed upon completion of the evaluation of the tender responses. Items required are detailed within Appendix I – Sampling Schedule.

**Furniture Sample Scoring**

Sample furniture will carry a total score of 150 (15%). Based on the list of furniture within **Appendix I**, samples can attract a maximum score of 150.

The quality of the furniture sample will be scored using the criteria as below:

A score for each item is calculated based on the score standards table multiplied by the weighting for each item. These will then be totalled together and divided by the number of samples to give an average score for the lot.



Weighting	Assessment Criteria	Available Score	Total Score Available
5	<b>Aesthetics</b> <ul style="list-style-type: none"> <li>• Product appearance</li> <li>• Finish/smoothness of the wood</li> <li>• Strength of the steel</li> </ul>	10	50
5	<b>Build Quality</b> <ul style="list-style-type: none"> <li>• Construction of furniture</li> <li>• Solidity of finished product</li> <li>• Ease of assembly</li> </ul>	10	50
5	<b>Overall Quality</b> <ul style="list-style-type: none"> <li>• Mattress quality</li> <li>• All components present to enable assembly</li> </ul>	10	50
<b>Total Score Available</b>			<b>150</b>

Score	Score Standards	
10	Excellent Sample	Sample shows an excellent understanding of the specification and the ability to apply and deliver all the required standards to a high level
8	Good Sample	Sample shows a good understanding of the specification and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Sample	Sample shows a reasonable understanding of the specification and the ability to apply and deliver all the required standards to an acceptable level
4	Poor Sample	Sample shows a less than basic understanding of the specification and that only some of the required standards could be applied and delivered
2	Very Poor Sample	Sample shows little understanding of the specification and that little of the required standards could be applied and delivered.
0	Unacceptable Sample	Sample shows no understanding of the specification and that none of the required standards can be delivered.

**Example:**

Each sample will be evaluated as per the model below.

**Sample 1**

<b>Evaluation Criteria</b>	<b>Weighting</b>	<b>Example Score Standard</b>	<b>Total Score</b>
Aesthetics	5	6	30
Build Quality	5	4	20
Overall Quality	5	8	40
<b>Total Score</b>			<b>90</b>

The total score for each sample will be added together and divided by the number of samples to give an overall average score for the Lot.

Sample 1 – total score = 90

Sample 2 – total score = 60

Sample 3 – total score = 120

Total overall score = 270/3 (samples) = 90

**The final scores for quality and sampling will then be added together to give the total quality mark achieved.**

In striving for a high standard of quality and service any tender which fails to meet the minimum total quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

**Price Evaluation**

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

Example

<b>Company Name</b>	<b>Total Cost £</b>	<b>Lowest Cost £</b>	<b>% diff from lowest</b>	<b>Price Score Available</b>	<b>Total Price Score</b>
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

#### 4.2.5 Lot 5 – Domestic Appliances

The evaluation methodology and criteria for this Lot are as follows:

**Quality:** Quality criteria represent **60%** of the overall score broken down into the following sections as indicated in the table below, which equates to **450** points.

Criteria	Available score
<b>Quality/Method Statement Questions</b>	
Part Two – Response Document - Question 1 - Safeguarding	50
Part Two – Response Document - Question 2 - Local Labour	30
Part Two – Response Document - Question 3 - Local Supplier Base	40
Part Two – Response Document - Question 4 - Innovation	30
<b>Service Delivery</b>	
Part Two – Response Document - Question 5 – Customer Satisfaction	50
Appendix N – Question 1 – Service Delivery	50
Appendix N – Question 2 – Stock Availability	50
Appendix N – Question 3 – Faulty Goods	50
Appendix N – Question 4 – Business Continuity	50
Part Two – Response Document - Question 6 - Mobilisation	50
<b>Total Quality/Method Statement Questions</b>	<b>450 (45%)</b>

## IN CONFIDENCE

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All **Quality/method statement responses** will be assessed based on the following scoring methodology:

Weighting	Weighting Definition
5	High importance to the contract
4	Medium - High importance to the contract
3	Medium importance to the contract
2	Low - Medium importance to the contract
1	Low importance to the contract

The score is then selected from the below score standards table and multiplied by the weighting applied to each method statement question / quality question to calculate the total score per question.

Score	Score Standards	
10	Excellent Answer	Shows a comprehensive understanding of the contract & the ability to apply and deliver all the required standards to a high level
8	Good Answer	Shows an above basic – reasonable understanding of the contract and the ability to apply and deliver all the required standards to an above basic level
6	Acceptable Answer	Shows a basic - reasonable understanding of the contract and the ability to apply and deliver all the required standards to a basic level
4	Poor Answer	Shows a less than basic understanding of the contract & that only some of the required standards could be applied & delivered
2	Very Poor Answer	Shows little understanding of the contract and that none of the required standards could be applied and delivered
0	Unacceptable answer / No answer Given	Shows no understanding of the contract and that none of the required standards could be applied and delivered

The assessment will be made only on the written response provided. Any prior knowledge the evaluation panel may have about a tenderer will not be considered.

The total weighted scores will then be added together to give a total score.

The following calculation will be applied to the resulting score of the quality/method statement evaluations:

Total maximum available score for method statements = **450**

If the evaluated score achieved is **380** the following calculation will be carried out to convert to 60% quality:

- $380 \text{ (evaluated score)} / 450 \text{ (total available)} \times 600 = 506 \text{ points}$

In striving for a high standard of quality and service any tender which fails to meet the minimum quality threshold of **360** points or achieves an unsatisfactory score (0) in any of the quality submissions, may be rejected in its entirety and may not be evaluated further, at the absolute discretion of the Council, notwithstanding the overall score and ranking.

**Price Evaluation**

Each individual Lot will be scored as follows:

Price scores will be calculated by adding all the associated costs per Lot, which includes any volume rebates and Early Payment Discounts offered which impact on the bid price, to give a total cost over the four years of the agreement.

Marks will be awarded for price out of a maximum of 400 points. The tender with the lowest total cost will be awarded the maximum price points:

- For every percentage point a total cost is above the lowest score, the equivalent % points will be deducted.
- Points will be adjusted to the nearest whole number.

Any total cost which scores zero points or below will be rejected, and the tender concerned will not be evaluated any further.

**Example**

<b>Company Name</b>	<b>Total Cost £</b>	<b>Lowest Cost £</b>	<b>% diff from lowest</b>	<b>Price Score Available</b>	<b>Total Price Score</b>
<i>Another</i>	266,276.24	266,276.24	0.00%	400	400
<i>A-nother</i>	312,292.05	266,276.24	17.28%	400	331
<i>An-other</i>	372,817.76	266,276.24	40.01%	400	240
<i>Ano-ther</i>	521,000	266,276.24	95.66%	400	17

The total price score added to the quality score will provide a grand total of points scored and the contract will be awarded to the tenderer(s) with the highest points overall. Tenderers should however note that if at any stage in the evaluation process, a bid is considered to be fundamentally unacceptable on a key issue (including affordability), then regardless of its other merits or overall score, that bid may be rejected.

The Tenderer may be required to clarify its submission. Requests for clarification will be issued via the YORtender system. Tenderers are required to respond to requests for clarification within **3 working days**. If in the opinion of the Contracting Authority the Tenderer fails to provide an adequate response to one or more points of clarification, the Tenderer may be excluded from progressing further in the process.

It is envisaged that RMBC may award up to a maximum number of three suppliers per lot; this will be based on the top three ranked suppliers per individual Lot once the evaluation process has been completed.

### 4.3 Stage Three – Due Diligence

#### Clarification Meetings

On completion of the Quality / Price scoring by the evaluation team, bidders will be informed if they are required to undertake a clarification meeting to obtain a clearer and deeper understanding of the tenderers response. The clarification meeting will also provide a chance for the Tender Evaluation Team to meet some of the people involved in delivering the solution.

Scores already given on the basis of the written submission to the quality questions / method statements may vary either up or down or stay the same as a result of the clarification meeting.

#### Credit Safe

At the preferred bidder stage of the tender process, the council may use other sources to assist them in the financial assessment and evaluation of the preferred bidding organisation, namely a credit check from Credit Safe.

If the credit check suggests that there may be an issue with a contractor's financial standing the council will always follow this up with the preferred bidder before coming to a final assessment. Based on the additional information provided, the council will then determine the financial strength of the company and may, where appropriate, seek parent company guarantees and/or a financial bond.

It should be noted that all Tenderers begin this phase of the procurement process on a level playing field. Whether incumbent or not, and regardless of the merits of responses to earlier requests for information including any pre-qualification questionnaire, only the above criteria will be used for decision-making.

### 4.4 Stage Four – Award Process

All Tenderers will be notified of the outcome of the evaluation process

#### **The successful Tenderers will be provided with:**

- The outcome of the evaluation
- Their total quality score achieved
- Their total price score achieved
- A breakdown of the awarded scores and rationale for all award criteria

#### **Unsuccessful Tenderers treated as non-compliant will be provided with:**

- Reasons why their submission was non-compliant.
- The name of the successful Tenderer (s).

#### **Unsuccessful Tenderers at Selection Criteria will be provided with:**

- The outcome of the selection criteria evaluation and the reason why their submission was eliminated
- The name of the successful Tenderer (s)

#### **Unsuccessful Tenderers at Award Criteria will be provided with:**

- Their total quality score achieved
- Their total price score achieved

- A breakdown of the scores awarded and rationale for all award criteria
- The name of the successful Tenderer (s)
- The total quality score achieved by the successful Tenderer (s)
- The total price score achieved by the successful Tenderer (s)
- A breakdown of the scores awarded to the successful Tenderer (s) for all award criteria
- The characteristics and relative advantages of the successful Tenderer (s)

A minimum ten calendar day standstill period will be applied starting the day after the issue of the above notification. The period will end at midnight on day ten, or where day ten falls on a weekend, midnight of the next available working day. The contract will not commence with the successful Tenderer during this standstill period.

Following completion of the award process

- A Contract Award Notice will be placed in the Official Journal of the European Union (OJEU)
- The tender profile on YORtender will be updated with the award details and made available on the Contract Register
- An award notice will be published on Contracts Finder

## **5 Items to be submitted to Tender**

Below is a checklist of all areas that **MUST** be completed and submitted. Please note that the Lot specific documents only need completing for the Lots your organisations are bidding for. Failure to do so could result in an incomplete ITT submission and subsequent loss of marks.

<b>Checklist Items to be Submitted.</b>		
<b>Document</b>	<b>Description</b>	<b>Tick</b>
ITT – Part Two Response Form	Section 1 – Selection Questionnaire	
ITT - Part Two Response Form	Section 2 - Method Statement (Quality Questions)	
ITT – Part Two Response Form	Section 3 – Statement of Intent	
Appendix J – Tender Response Document	Lot 1 – Bedroom Furniture Method Statement (Quality Questions)	
Appendix K – Tender Response Document	Lot 2 – Dining Room Furniture Method Statement (Quality Questions)	
Appendix L – Tender Response Document	Lot 3 – Lounge Furniture Method Statement (Quality Questions)	
Appendix M – Tender Response Document	Lot 4 – Beds & Mattresses Method Statement (Quality Questions)	
Appendix N – Tender Response Document	Lot 5 – Domestic Appliances Method Statement (Quality Questions)	
Appendix A	Pricing Schedule	

## 6 Glossary of Terms

Abbreviation	Explanation
<b>RMBC</b>	Rotherham Metropolitan Borough Council
<b>YORtender</b>	Electronic tendering system
<b>KPi</b>	Key Performance Indicator
<b>MI</b>	Management Information
<b>ITT</b>	Invitation to Tender



**Invitation to Tender Part Two**

**Tender Response Document**

**17-038 Provision of Domestic Furniture &  
Appliances**

**YORtender ref DN282736**

## TENDER RETURN DOCUMENTS

**Section 1:** Standard Selection Questionnaire

**Section 2:** Method Statement Questions

**Section 3:** Statement of Intent

Please indicate which Lot (S) your organisation is bidding for in the box below

Lots	✓
Lot 1 – Lounge Furniture	
Lot 2 – Bedroom Furniture	
Lot 3 – Dining Room Furniture	
Lot 4 – Beds & Mattresses	
Lot 5 – Domestic Appliances	

## **Section 1 Standard Selection Questionnaire**

### **1.1 Selection Questionnaire**

Organisations must complete the supplier organisation details and questions below. RMBC may request evidence of the documents upon award.

#### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

#### **Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

#### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences.

You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

### **Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2. Not applicable
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question No.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Sheffield City Council
1.1(b) – (i)	Registered office address (if applicable)	Town Hall, Pinstone Street, Sheffield S1 2HH
1.1(b) – (ii)	Registered website address (if applicable)	<a href="http://www.sheffield.gov.uk">www.sheffield.gov.uk</a>
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Metropolitan City Council trading through Statutory powers.
1.1(d)	Date of registration in country of origin	1 April 1974
1.1(e)	Company registration number (if applicable)	N/A
1.1(f)	Charity registration number (if applicable)	N/A
1.1(g)	Head office DUNS number (if applicable)	228153011
1.1(h)	Registered VAT number	173548838
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	Sheffield City Council
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <sup>4</sup> (Please enter N/A if not applicable)	N/A

<sup>2</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model
Qu. No	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal	

	entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
	Name	
	Registered address	
	Trading status	
	Company registration number	
	Head Office DUNS number (if applicable)	
	Registered VAT number	
	Type of organisation	
	SME (Yes/No)	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables	
	The approximate % of contractual obligations assigned to each sub-contractor	

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.



I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1		Contact details and declaration
Qu. No.	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		Grounds for mandatory exclusion
Question No.	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a> for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">web page</a></p>	

	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b) )	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a) )	<p><b>Regulation 57(3)</b></p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
2.3(b) )	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

<b>Section 3</b>		
<b>Grounds for discretionary exclusion</b>		
<b>Qu. No</b>	<b>Question</b>	<b>Response</b>
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a> for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (ii)	The organisation has withheld such information	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

### Part 3: Selection Questions<sup>5</sup>

Section 4 Economic and Financial Standing – Pass/Fail		
Qu. No.	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>5</sup> See Action Note 8/16 Updated Standard Selection Questionnaire

	demonstrating financial status).	
<b>4.2</b>	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Name of organisation</b>		
<b>Relationship to the Supplier completing these questions</b>		
<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6</b>	<b>Technical and Professional Ability – Pass/Fail</b>
<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

<b>Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.2	<p>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>Yes <input type="checkbox"/></p> <p>Please provide the relevant url to view the statement...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>



## 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	<b>Insurance</b>
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p><b>Employer’s (Compulsory) Liability Insurance = £10m</b></p> <p><b>Public Liability Insurance = £10m</b></p> <p><b>Professional Indemnity Insurance = £2m</b></p> <p><b>Product Liability Insurance = £2m</b></p> <p>*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

8.2	<b>Minimum Standards – Pass/Fail</b>
	<p>RMBC would like all organisations tendering for work with Rotherham Borough Council to promote and support RMBC’s Minimum Standards Charter, a copy is attached as Appendix G</p> <p>In the box below please confirm that if you are successful in this tender if you are willing to work with RMBC to these principles.</p>

## Section 2 – Method Statement/Quality Questions

Responses to method statement/quality questions account for 45% of the final evaluation score. The evaluated score from this document will be added to the relevant Lot Specific Response Document to give an overall score for quality.

The following questions relate to the Council's key business requirements and are designed to establish your organisation's understanding and proposals for how you will deliver them.

All answers must be provided on this template.

Please do not include attachments unless specifically requested in the question. Any attachments which are not requested will not be evaluated and will not be taken into account when scoring. Please ensure that any requested attachments clearly indicate the question they refer to.

Please ensure you have read the evaluation criteria for all question as set out in the Invitation to Tender Part One, Section 3. Evaluation Criteria, and that you are aware how bids will be evaluated.

### **Safeguarding**

Safeguarding children and vulnerable adults is everyone's responsibility. It is an important role that must be embedded into organisations that come into contact with children, young people and vulnerable adults. Safeguarding is the term used for a range of measures employed to keep the aforementioned groups safe and protected from harm.

Rotherham MBC's Safeguarding Policy can be accessed via the following link, where you can gather further information.

[http://www.rotherham.gov.uk/downloads/file/3100/corporate\\_safeguarding\\_policy](http://www.rotherham.gov.uk/downloads/file/3100/corporate_safeguarding_policy)

Every contract advertised and awarded by Rotherham MBC has been risk assessed to the standard levels stated below.

This contract has been risk assessed as a **standard level 1**, please refer to the below table for further details

Level 1	Level 2	Level 3	Level 4
Services where general day to day activities does <b>NOT</b> bring them into contact with individuals who may be vulnerable due to age, disability or illness	Services that have contact with individuals who may be vulnerable due to age disability or illness but do <b>NOT</b> provide a direct service e.g. refuse collections, tradesmen (plumbers, electricians)	Services that have frequent contact with individuals who may be vulnerable due to age, disability or illness and <b>DO</b> provide direct services to them	Services that provide Regulated activities
<p>Awareness within contract of RMBC safeguarding responsibilities –</p> <p>Organisation has simply Safeguarding policy/ statement that identifies workforce responsibilities to raise any safeguarding concerns through the organisations named safeguarding person</p> <p>If the service is provided within a setting would need to have visitors book and clear statement regarding no unsupervised contact with children and young people</p>	<p>Awareness within contract of RMBC safeguarding responsibilities</p> <ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Disciplinary Policy <ul style="list-style-type: none"> <li>• Safeguarding induction/ awareness training to include who to report concerns</li> </ul> </li> <li>• Safe Recruitment</li> <li>• Code of conduct</li> </ul>	<p>As column 2 plus</p> <ul style="list-style-type: none"> <li>• Level 1 safeguarding training ( and level 2/3 commensurate with role responsibility)</li> <li>• Managing Allegations procedures that is complaint with RLSCB procedures</li> <li>• Health and Safety procedures e.g., supervision ratios, child seat restraints etc.</li> <li>• Adult services compliant with Adult Safeguarding board standards</li> </ul>	<p>As column 2&amp;3 plus Full compliance with the RLSCB section 11 standards</p> <p>CQC compliance with fundamental standards</p>

Question 1	Safeguarding	Weighting 5
<p>In the box below, please describe how your organisation will meet or exceed the safeguarding <b>level 1</b> requirement. You are also asked to demonstrate how you will capture, record and escalate any safeguarding concerns.</p>		
<p>We are committed to safeguarding and promoting the welfare of children and vulnerable groups.</p> <p>All individuals working for us are responsible for safeguarding vulnerable groups, when carrying out their duties and must keep non-public information safe. We expect that individuals will maintain high standards of information security and all staff have been trained and briefed on the policy and processes.</p>		

Our codes of conduct set out how individuals must behave as part of their day to day duties. The public and in particular vulnerable groups put their trust in us to keep their non-public information secure and keep them safe. All employees are subject to be compliant with the safeguarding policy and the code of conduct.

All Managers are to maintain a safer culture at work by assessing safeguarding risks and implementing a plan to manage those risks, using our Risk Management Framework.

All employees of our organisation who may, as part of their duties, come into to contact with the public are only employed following satisfactory DBS checks.

A copy of our organisations safeguarding policy and Code of Conduct is available if required.

<b>Question 2</b>	<b>Local Labour</b>	<b>Weighting 3</b>
<p>The Authority always encourages the use of local labour due to the benefits that this may provide to the Borough. It is expected that the successful contractor will, where possible, provide additional benefits regarding the development of employment and skills of the local economy and populace. (see Appendix B for 'local definition)</p> <p>These additional benefits can be (but not limited to) offering apprenticeships where possible, visits to schools, visits by school students, work experience opportunities and support to achieving NVQs dependent on appropriate workload. The tenderer should describe below how he intends to contribute to and manage this.</p>		
<p>We are ambitious for Sheffield, for the Council and for all our residents. Our vision is:</p> <ul style="list-style-type: none"> <li>• To be a modern, vibrant, green city where people choose to live, invest and work</li> <li>• To be a Council that gets things right first time for our customers</li> <li>• To be a city where everyone can achieve their full potential</li> </ul> <p>As an organisation, we will focus on five priorities:</p> <ul style="list-style-type: none"> <li>• An in touch organisation</li> <li>• Strong Economy</li> <li>• Thriving neighbourhoods and communities</li> <li>• Better health and wellbeing</li> <li>• Tackling inequalities</li> </ul> <p>Our Corporate Plan 2015-18' is structured around these five priorities.</p> <p>Further details on the Corporate Plan are available on <a href="https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html">https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html</a>.</p> <p>This vision for Sheffield is shared and encouraged through our Procurement Strategy and our supply chain.</p> <p>As a Local Authority we also encourage and support local labour and businesses. Among the current suppliers on the Framework agreement we have are a number of family run local businesses that have benefitted by the works they have received from us.</p>		

The current supply arrangements which will support delivery of this service provision is made up of 2 micro, 5 small, 5 medium, 3 large and 3 non declared suppliers by classification.

Most of our suppliers operate an apprentice scheme as do ourselves and this has enabled a number of young people to find themselves a permanent position in the workplace. We too have employed an apprentice in our section that is undertaking an NVQ and could in all likelihood come out of their time with a permanent post within the organisation.

We have also supported the work experience scheme that is run annually by a number of our local schools. Over the last 3 years we have taken in 3 students per year for their period of experience and given them a good insight into a working ethic.

All the staff employed by Sheffield City Council delivering this contract are local people and some have very long services to their name having worked for the organisation for a number of years.

<b>Question 3</b>	<b>Local Supplier Base</b>	<b>Weighting 4</b>
<p>In the box below please state your proposed methods for utilising the local supplier base (wherever possible) for this agreement, and how your organisation can;</p> <ul style="list-style-type: none"> <li>• Promote fairness and good working conditions throughout the supply chains.</li> <li>• Support a strong and sustainable local economy by involving local sub-contractors and suppliers in procurement opportunities.</li> </ul> <p>In your statement of proposals can you also include?</p> <ul style="list-style-type: none"> <li>• How you meet the specified payment period for sub-contractors and suppliers as defined in the Government Prompt Payment scheme</li> </ul>		
<p>Being a Local organisation ourselves we have the ability to meet all the logistical elements of the contract relatively easily.</p> <p>In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.</p> <p>The Council has a Procurement Policy, which promotes effective procurement across the whole organisation. It provides a framework within which the Council will:</p> <ul style="list-style-type: none"> <li>• Obtain the best value for money;</li> <li>• Make a difference with the money it spends, and maximise the wider social, economic and</li> </ul>		

- environmental benefits that can be realised through procurement;
- Invest in the growth and development of a mixed economy – including local and Third Sector organisations – where organisations from diverse and competitive marketplaces are best prepared to bid for contracts and deliver goods and services on behalf of the Council;
- Meet its statutory obligations when procuring goods and services;
- Improve and develop relationships with suppliers and foster a culture of openness, transparency, and working closely with the market to achieve our wider goals and stimulate innovation;
- Commit to implement best practice in procurement, with a view to continuous improvement, and make sure that policy and practice is consistent across the Council.

In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.

Further information on our Procurement Policy can be found through [www.sheffield.gov.uk/contracts](http://www.sheffield.gov.uk/contracts).

The framework we let was SME friendly and assisted with the engagement of local manufacturing and a number of our suppliers are within a few miles of our Sheffield base. We continually liaise with all suppliers on the framework and involve them in mini tenders for goods that may be bespoke for example and items affected by changes to client specifications, which had led to a very focused and flexible supply chain in support of this Contract.

As a local authority we are also bound by the same terms and conditions in respect to Governments prompt payment scheme and ensure by monitoring our finance systems reports that we settle all of our accounts within the timeline required. We are also covered by the Transparency agenda which requires us to publish all spend over £250.00, this information is freely available and gives potential suppliers the information around the spend profile of the Authority.

The majority of our suppliers are on a Call Off Order arrangement we have found this has had a very positive effect on the payment cycle, unless there are serious issues with the suppliers invoicing payments are made on time which assists smaller businesses with their cash flow and forecasting.

Question 4	Innovation	Weighting 3
Please provide details of any innovation ideas or any areas where your company can add value to this contract over and above what has been requested in the specification and at no additional cost to the council.		
<p>Working with our current suppliers we are constantly striving to add value to the supply arrangements we have.</p> <p>We have improved on the specification of a number of our goods for example the energy rating of some of the domestic appliances we stock and this has been at extra cost to ourselves. We always ensure we are provided with the products that meet the latest industry and legal specifications so customers are assured the products we provided are to the most up to date and are in full compliance with prevailing legislation.</p>		

At our contract performance meetings we discuss the latest products on the market and if within the industry a supplier has identified an improved product that would benefit us then this has been evaluated for its cost and quality benefits and changed to the new stock item if viewed as a positive.

It is proposed that any new technology or improved materials that would benefit yourselves would be shown to you at the scheduled meeting for you to decide if you wanted to change items that would benefit yourselves.

The volumes of goods that you are likely to be ordering from us also enables both organisations to benefit from the economies of scale that it provides, so we would factor these increased volumes when negotiating with our suppliers going forward.

Question 5	Service Delivery - Customer Satisfaction	Weighting 5
<p>Please detail how you will ensure customer satisfaction and how you will ensure that all queries, complaints and enquiries are resolved in a timely manner. <i>*You are also asked to demonstrate how you will capture, record and communicate this information to RMBC, providing examples to collaborate your answer.</i></p>		
<p>As an authority we have a well-defined and embedded Complaints Procedure, further to this we require exactly the same commitment to complaints resolution from our supply chain and this is mandated in our tender documentation. Through careful and diligent supplier and product selection we are confident that the number of complaints you would receive in relation to the quality of our goods or the service provision is going to be minimal.</p> <p>As a supplier to RMBC we propose we would meet regularly (monthly if agreeable) to discuss performance and work with the client to address any issues that you may have. Should you have any faulty goods for example these will be documented and at our monthly meeting we shall report on the numbers received and how we resolved the complaint including any contact we had with the service users direct.</p> <p>The use of email as an audit trail for both parties should suffice for straight forward supply issues i.e. you have found a cooker damaged when unpacking it from the box.</p> <p>For all warranty issues that have been taken up directly with the service user then these shall be detailed to you and its suggested we keep an issues log for recording these. All warranty issues that are sent to our suppliers to deal with, usually domestic appliances, are recorded by their respective service centres and all actions taken by the engineer to rectify the problem are also documented along with all communications they have had with the customer. This can be produced for you each month if required to demonstrate what has been done to resolve the issues.</p> <p><i>*Paul how are we answering off the last part of the question, especially the evidence bit?</i></p>		

Question 6	Implementation - Mobilisation	Weighting 5
<p>Please detail your approach to mobilisation of this contract, outlining the key steps that you would take if appointed. These steps should include any activities that would need to be undertaken by RMBC and the proposed timescales for completion. As a minimum these should include the following details:</p> <ul style="list-style-type: none"> <li>• Account Manager and other officers to be assigned to this contract</li> <li>• Order and invoicing procedure</li> <li>• Contract management</li> <li>• Performance monitoring</li> <li>• Account Creation</li> </ul>		
<p><b>Account Manager</b> – The main point of contact for RMBC for this contract will be:</p> <p>Sarah Higgins – Furnished Operations Officer  Tel 0114 2052649  Email <a href="mailto:Sarah.Higgins@sheffield.gov.uk">Sarah.Higgins@sheffield.gov.uk</a></p> <p>Sarah has over 13 years service with the organisation and has managed suppliers and contracts throughout her time with us. She also has the authorisation to facilitate procurement of goods outside of the contracted specification ie one off bespoke furniture.</p> <p>Paul Bradshaw is Team Manager for the service and has over 33 years experience with the organistaion managing a range of services areas including projects and contractual arrangements. (Decent Homes , Stock Reduction and demolitions. )  Tel 0114 2052803  <a href="mailto:Paul.Bradshaw@sheffield.gov.uk">Paul.Bradshaw@sheffield.gov.uk</a></p> <p><b>Order and Invoicing Procedure</b> – The existing process of orders shall be adopted if considered acceptable.</p> <p>This is normally done via a proforma and email requisition from the client. Our offices are staffed 5 days a week between 7:30am and 5:30pm and by utilising a generic email box the order will normally be processed within an hour of receipt, however we will have a designated officer to process and deal with orders and enquiries from each client. We shall then confirm the order items are in stock and by return of the said proforma confirm the delivery date. The stock in our warehouse will be checked for availability and a job will be placed on the delivery teams schedules for an agreed date within the contractual timelines of 72 hours.</p> <p>Invoicing would be done monthly and we would invoice against the Call order number provided.</p> <p><b>Contract Management and Performance Management</b> –</p> <p>We would propose that regular joint contract management and performance meetings are held between the 2 parties in order to ensure the contract arrangements are working for both parties and there are no logistical issues or products that are not meeting the customers' requirements. An agreed set of KPI's are to be devised in order to enable both parties to measure performance against something.</p>		



**Account Creation** – RMBC are already on our system and for creating accounts for new customers is a straight forward procedure that can be facilitated.

### Section 3 Statement of Intent

#### 3.1 Freedom of Information Schedule

The Freedom of Information Act 2000 (c.36) is an Act of Parliament of the Parliament of the United Kingdom that creates a public "right of access" to information held by public authorities.

The Council receives many requests which ask for copies of bids submitted by suppliers.

If you consider elements of your submission to be commercially sensitive or confidential please complete the table below.

*If the information in this section is left blank it is assumed that you are happy for your submission to be provided as part of Freedom of Information requests, which in turn may in turn be made available publicly.*

Element of Tender	Commercially Sensitive or Confidential	Reasons

#### 3.2 Terms and Conditions of Contract

Please refer to the separate Terms and Conditions of Contract document on the YORtender system.

Offers made subject to alternative terms and conditions may not be considered and may be rejected. Tenderers should document any specific issues with either the General or Special terms and conditions detailed on the YORtender system, in the space below and propose alternatives as necessary

Specific clause/ sub-clause	Issue	Proposed alternative

### 3.3 Form of Agreement

Having read and agreed to the conditions set out in the separate draft Terms and Conditions document, we **[specify]** ....., whose registered office is situated at **[specify]** .....(Company registration number **[specify]**.....), offer to provide the Goods detailed to RMBC to levels of service specified and at the prices stated and at times to be specified by RMBC in future purchase orders and all in accordance with the instructions contained thereon and subject in all respects to the Conditions of Contract and provisions detailed herein.

We also agree that any terms or conditions of business published or issued by us from time to time or any terms or conditions of contract or general reservations which may be printed on any correspondence or documents emanating from us shall not form part of any contract resulting from this Invitation to Tender.

We confirm that this offer remains open for acceptance for a period of ninety 120 days from the date of return.

We understand that RMBC is not bound to accept the lowest or any tender it may receive in response to this Invitation to Tender and will not accept qualified or conditional tenders.

We confirm that prices quoted herein are fixed and firm for the period detailed in the bid and may only vary after that period by any agreed price variation mechanism.

We confirm that this is a genuine offer which is neither fixed nor adjusted in accordance with any agreement or arrangement with any other person.

We confirm that details of this tender have not been communicated other than to RMBC except where such communication was necessary for the preparation of the offer.

We confirm that no member or official of RMBC has been canvassed or approached directly or indirectly concerning the awarding of the agreement, or for the purpose of obtaining information on any other bid or proposed bid for the agreement

We understand that unless and until an agreement is executed or signed by me/us, this offer together with RMBC's written acceptance of it shall constitute a binding agreement between the RMBC and us.

We confirm that we have retained a copy of the bid and Invitation to Tender.

Yours faithfully,

Signature	
Name (Print)	
In the capacity of (Designation)	
Duly authorised to sign Tenders for and on behalf of	
Date	

### 3.4 Declaration of Non-Collusive Tendering

1. I/We certify that this tender is made in good faith, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not and I/we undertake that I/we will not before the award of any contract for the work:-

(i) communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;

(ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;

(iii) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at 1(i) or 1(ii) above.

2. I/We further certify that the principles described in paragraph 1(i) and 1(ii) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word 'person' includes any persons and any body or association, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

4. Should the contractor be found to have colluded with another contractor, the Council shall have the immediate right to cancel the contract and recover any consequential loss.

Date	
Contractor	
Address	
Signature	
Name	
Title	

Duly authorised to sign tenders and acknowledge the contents of the Anti - Collusion Certificate



**Invitation to Tender Part Two**

**Tender Response Document**

**17-038 Provision of Domestic Furniture &  
Appliances**

**YORtender ref DN282736**

## TENDER RETURN DOCUMENTS

**Section 1:** Standard Selection Questionnaire

**Section 2:** Method Statement Questions

**Section 3:** Statement of Intent

Please indicate which Lot (S) your organisation is bidding for in the box below

Lots	✓
Lot 1 – Lounge Furniture	
Lot 2 – Bedroom Furniture	
Lot 3 – Dining Room Furniture	
Lot 4 – Beds & Mattresses	
Lot 5 – Domestic Appliances	

## **Section 1 Standard Selection Questionnaire**

### **1.1 Selection Questionnaire**

Organisations must complete the supplier organisation details and questions below. RMBC may request evidence of the documents upon award.

#### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

#### **Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

#### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences.

You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

### **Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2. Not applicable
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.



## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question No.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Sheffield City Council
1.1(b) – (i)	Registered office address (if applicable)	Town Hall, Pinstone Street, Sheffield S1 2HH
1.1(b) – (ii)	Registered website address (if applicable)	<a href="http://www.sheffield.gov.uk">www.sheffield.gov.uk</a>
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Metropolitan City Council trading through Statutory powers.
1.1(d)	Date of registration in country of origin	1 April 1974
1.1(e)	Company registration number (if applicable)	N/A
1.1(f)	Charity registration number (if applicable)	N/A
1.1(g)	Head office DUNS number (if applicable)	228153011
1.1(h)	Registered VAT number	173548838
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	Sheffield City Council
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <sup>4</sup> (Please enter N/A if not applicable)	N/A

<sup>2</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	N/A
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	N/A

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model
Qu. No	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal	N/A

	entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
	Name	
	Registered address	
	Trading status	
	Company registration number	
	Head Office DUNS number (if applicable)	
	Registered VAT number	
	Type of organisation	
	SME (Yes/No)	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables	
	The approximate % of contractual obligations assigned to each sub-contractor	

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1		Contact details and declaration
Qu. No.	Question	Response
1.3(a)	Contact name	Paul Bradshaw
1.3(b)	Name of organisation	Sheffield City Council
1.3(c)	Role in organisation	Team Manager
1.3(d)	Phone number	01142052803
1.3(e)	E-mail address	Paul.bradshaw@sheffield.gov.uk
1.3(f)	Postal address	Town Hall, Pinstone Street, Sheffield, S1 2HH
1.3(g)	Signature (electronic acceptable)	P.Bradshaw
1.3(h)	Date	25/10/2017

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		Grounds for mandatory exclusion
Question No.	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a> for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">web page</a></p>	

	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b) )	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.3(a) )	<p><b>Regulation 57(3)</b></p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

	part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
2.3(b) )	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	N/A

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

<b>Section 3</b>		
<b>Grounds for discretionary exclusion</b>		
<b>Qu. No</b>	<b>Question</b>	<b>Response</b>
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a> for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

	an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (ii)	The organisation has withheld such information	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 3.2



3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

### Part 3: Selection Questions<sup>5</sup>

Section 4 Economic and Financial Standing – Pass/Fail		
Qu. No.	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<sup>5</sup> See Action Note 8/16 Updated Standard Selection Questionnaire

	demonstrating financial status).	
<b>4.2</b>	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Name of organisation</b>		
<b>Relationship to the Supplier completing these questions</b>		
<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6</b>	<b>Technical and Professional Ability – Pass/Fail</b>
<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>	Sheffield City Council Local Assistance scheme	Rotherham MBC	
<b>Point of contact in the organisation</b>	Jayne Stacey	Jonathan Jenkinson	
<b>Position in the organisation</b>	Team Manager	Home and Property Services Manager	
<b>E-mail address</b>	Jayne.stacey@sheffield.gov.uk	Jonathan.jenkinson@rotherham.gov.uk	
<b>Description of contract</b>	Provision of domestic goods and furniture to customers within Sheffield who have been granted goods due to hardship.	Provision of domestic furniture and appliances for RMBC accommodation service.	
<b>Contract Start date</b>	Early 2017	Early 2017	
<b>Contract completion date</b>	Ongoing annually	Dec 1 <sup>st</sup> 2017	

<b>Estimated contract value</b>	£800k		
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<b>6.2</b>	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
<b>6.3</b>	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p>It must be noted that as local authority we have managed and supplied a Furnished Accommodation service to some of the city's most vulnerable people. This was set up and has grown since its inception in 1997. The provision of this service as a contractor to an external client would be a seamless transition of given the level of experience and support mechanisms we have at our disposal as an existing local authority. We are as a service in the process of business expansion to external customers which fits in with the strategic vision that the organisation has.</p>

<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>7.1</b>	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>

7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url to view the statement...  No <input type="checkbox"/> Please provide an explanation
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### 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	<b>Insurance</b>
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Y</p> <p><b>Employer’s (Compulsory) Liability Insurance = £10m</b></p> <p><b>Public Liability Insurance = £10m</b></p> <p><b>Professional Indemnity Insurance = £2m</b></p> <p><b>Product Liability Insurance = £2m</b></p> <p>*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

8.2	<b>Minimum Standards – Pass/Fail</b>
	<p>RMBC would like all organisations tendering for work with Rotherham Borough Council to promote and support RMBC’s Minimum Standards Charter, a copy is attached as Appendix G</p> <p>In the box below please confirm that if you are successful in this tender if you are willing to work with RMBC to these principles.</p>



## Section 2 – Method Statement/Quality Questions

Responses to method statement/quality questions account for 45% of the final evaluation score. The evaluated score from this document will be added to the relevant Lot Specific Response Document to give an overall score for quality.

The following questions relate to the Council's key business requirements and are designed to establish your organisation's understanding and proposals for how you will deliver them.

All answers must be provided on this template.

Please do not include attachments unless specifically requested in the question. Any attachments which are not requested will not be evaluated and will not be taken into account when scoring. Please ensure that any requested attachments clearly indicate the question they refer to.

Please ensure you have read the evaluation criteria for all question as set out in the Invitation to Tender Part One, Section 3. Evaluation Criteria, and that you are aware how bids will be evaluated.

### **Safeguarding**

Safeguarding children and vulnerable adults is everyone's responsibility. It is an important role that must be embedded into organisations that come into contact with children, young people and vulnerable adults. Safeguarding is the term used for a range of measures employed to keep the aforementioned groups safe and protected from harm.

Rotherham MBC's Safeguarding Policy can be accessed via the following link, where you can gather further information.

[http://www.rotherham.gov.uk/downloads/file/3100/corporate\\_safeguarding\\_policy](http://www.rotherham.gov.uk/downloads/file/3100/corporate_safeguarding_policy)

Every contract advertised and awarded by Rotherham MBC has been risk assessed to the standard levels stated below.

This contract has been risk assessed as a **standard level 1**, please refer to the below table for further details

Level 1	Level 2	Level 3	Level 4
Services where general day to day activities does <b>NOT</b> bring them into contact with individuals who may be vulnerable due to age, disability or illness	Services that have contact with individuals who may be vulnerable due to age disability or illness but do <b>NOT</b> provide a direct service e.g. refuse collections, tradesmen (plumbers, electricians)	Services that have frequent contact with individuals who may be vulnerable due to age, disability or illness and <b>DO</b> provide direct services to them	Services that provide Regulated activities
<p>Awareness within contract of RMBC safeguarding responsibilities –</p> <p>Organisation has simply Safeguarding policy/ statement that identifies workforce responsibilities to raise any safeguarding concerns through the organisations named safeguarding person</p> <p>If the service is provided within a setting would need to have visitors book and clear statement regarding no unsupervised contact with children and young people</p>	<p>Awareness within contract of RMBC safeguarding responsibilities</p> <ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Disciplinary Policy <ul style="list-style-type: none"> <li>• Safeguarding induction/ awareness training to include who to report concerns</li> </ul> </li> <li>• Safe Recruitment</li> <li>• Code of conduct</li> </ul>	<p>As column 2 plus</p> <ul style="list-style-type: none"> <li>• Level 1 safeguarding training ( and level 2/3 commensurate with role responsibility)</li> <li>• Managing Allegations procedures that is complaint with RLSCB procedures</li> <li>• Health and Safety procedures e.g., supervision ratios, child seat restraints etc.</li> <li>• Adult services compliant with Adult Safeguarding board standards</li> </ul>	<p>As column 2&amp;3 plus Full compliance with the RLSCB section 11 standards</p> <p>CQC compliance with fundamental standards</p>

Question 1	Safeguarding	Weighting 5
<p>In the box below, please describe how your organisation will meet or exceed the safeguarding <b>level 1</b> requirement. You are also asked to demonstrate how you will capture, record and escalate any safeguarding concerns.</p>		
<p>We are committed to safeguarding and promoting the welfare of children and vulnerable groups.</p> <p>All individuals working for us are responsible for safeguarding vulnerable groups, when carrying out their duties and must keep non-public information safe. We expect that individuals will maintain high standards of information security and all staff have been trained and briefed on the policy and processes.</p> <p>Our codes of conduct set out how individuals must behave as part of their day to day duties. The</p>		



public and in particular vulnerable groups put their trust in us to keep their non-public information secure and keep them safe. All employees are subject to be compliant with the safeguarding policy and the code of conduct.

All Managers are to maintain a safer culture at work by assessing safeguarding risks and implementing a plan to manage those risks, using our Risk Management Framework.

All employees of our organisation who may, as part of their duties, come into to contact with the public are only employed following satisfactory DBS checks.

A copy of our organisations safeguarding policy and Code of Conduct is available if required.

<b>Question 2</b>	<b>Local Labour</b>	<b>Weighting 3</b>
<p>The Authority always encourages the use of local labour due to the benefits that this may provide to the Borough. It is expected that the successful contractor will, where possible, provide additional benefits regarding the development of employment and skills of the local economy and populace. (see Appendix B for 'local definition)</p> <p>These additional benefits can be (but not limited to) offering apprenticeships where possible, visits to schools, visits by school students, work experience opportunities and support to achieving NVQs dependent on appropriate workload. The tenderer should describe below how he intends to contribute to and manage this.</p>		
<p>We are ambitious for Sheffield, for the Council and for all our residents. Our vision is:</p> <ul style="list-style-type: none"> <li>• To be a modern, vibrant, green city where people choose to live, invest and work</li> <li>• To be a Council that gets things right first time for our customers</li> <li>• To be a city where everyone can achieve their full potential</li> </ul> <p>As an organisation, we will focus on five priorities:</p> <ul style="list-style-type: none"> <li>• An in touch organisation</li> <li>• Strong Economy</li> <li>• Thriving neighbourhoods and communities</li> <li>• Better health and wellbeing</li> <li>• Tackling inequalities</li> </ul> <p>Our Corporate Plan 2015-18<sup>1</sup> is structured around these five priorities.</p> <p>Further details on the Corporate Plan are available on <a href="https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html">https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html</a>.</p> <p>This vision for Sheffield is shared and encouraged through our Procurement Strategy and our supply chain.</p> <p>As a Local Authority we also encourage and support local labour and businesses. Among the current suppliers on the Framework agreement we have are a number of family run local businesses that have benefitted by the works they have received from us.</p> <p>The current supply arrangements which will support delivery of this service provision is made up of 2</p>		

micro, 5 small, 5 medium, 3 large and 3 non declared suppliers by classification.

Most of our suppliers operate an apprentice scheme as do ourselves and this has enabled a number of young people to find themselves a permanent position in the workplace. We too have employed an apprentice in our section that is undertaking an NVQ and could in all likelihood come out of their time with a permanent post within the organisation.

We have also supported the work experience scheme that is run annually by a number of our local schools. Over the last 3 years we have taken in 3 students per year for their period of experience and given them a good insight into a working ethic.

All the staff employed by Sheffield City Council delivering this contract are local people and some have very long services to their name having worked for the organisation for a number of years.

<b>Question 3</b>	<b>Local Supplier Base</b>	<b>Weighting 4</b>
<p>In the box below please state your proposed methods for utilising the local supplier base (wherever possible) for this agreement, and how your organisation can;</p> <ul style="list-style-type: none"> <li>• Promote fairness and good working conditions throughout the supply chains.</li> <li>• Support a strong and sustainable local economy by involving local sub-contractors and suppliers in procurement opportunities.</li> </ul> <p>In your statement of proposals can you also include?</p> <ul style="list-style-type: none"> <li>• How you meet the specified payment period for sub-contractors and suppliers as defined in the Government Prompt Payment scheme</li> </ul>		
<p>Being a Local organisation ourselves we have the ability to meet all the logistical elements of the contract relatively easily.</p> <p>In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.</p> <p>The Council has a Procurement Policy, which promotes effective procurement across the whole organisation. It provides a framework within which the Council will:</p> <ul style="list-style-type: none"> <li>• Obtain the best value for money;</li> <li>• Make a difference with the money it spends, and maximise the wider social, economic and environmental benefits that can be realised through procurement;</li> <li>• Invest in the growth and development of a mixed economy – including local and Third Sector organisations – where organisations from diverse and competitive marketplaces are best prepared to bid for contracts and deliver goods and services on behalf of the Council;</li> <li>• Meet its statutory obligations when procuring goods and services;</li> <li>• Improve and develop relationships with suppliers and foster a culture of openness, transparency, and working closely with the market to achieve our wider goals and stimulate innovation;</li> </ul>		

- Commit to implement best practice in procurement, with a view to continuous improvement, and make sure that policy and practice is consistent across the Council.

In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.

Further information on our Procurement Policy can be found through [www.sheffield.gov.uk/contracts](http://www.sheffield.gov.uk/contracts).

The framework we let was SME friendly and assisted with the engagement of local manufacturing and a number of our suppliers are within a few miles of our Sheffield base. We continually liaise with all suppliers on the framework and involve them in mini tenders for goods that may be bespoke for example and items affected by changes to client specifications, which had led to a very focused and flexible supply chain in support of this Contract.

As a local authority we are also bound by the same terms and conditions in respect to Governments prompt payment scheme and ensure by monitoring our finance systems reports that we settle all of our accounts within the timeline required. We are also covered by the Transparency agenda which requires us to publish all spend over £250.00, this information is freely available and gives potential suppliers the information around the spend profile of the Authority.

The majority of our suppliers are on a Call Off Order arrangement we have found this has had a very positive effect on the payment cycle, unless there are serious issues with the suppliers invoicing payments are made on time which assists smaller businesses with their cash flow and forecasting.

<b>Question 4</b>	<b>Innovation</b>	<b>Weighting 3</b>
<p>Please provide details of any innovation ideas or any areas where your company can add value to this contract over and above what has been requested in the specification and at no additional cost to the council.</p>		
<p>Working with our current suppliers we are constantly striving to add value to the supply arrangements we have.</p> <p>We have improved on the specification of a number of our goods for example the energy rating of some of the domestic appliances we stock and this has been at extra cost to ourselves. We always ensure we are provided with the products that meet the latest industry and legal specifications so customers are assured the products we provided are to the most up to date and are in full compliance with prevailing legislation.</p> <p>At our contract performance meetings we discuss the latest products on the market and if within the industry a supplier has identified an improved product that would benefit us then this has been evaluated for its cost and quality benefits and changed to the new stock item if viewed as a positive.</p> <p>It is proposed that any new technology or improved materials that would benefit yourselves would be shown to you at the scheduled meeting for you to decide if you wanted to change items that would benefit yourselves.</p> <p>The volumes of goods that you are likely to be ordering from us also enables both organisations to benefit from the economies of scale that it provides, so we would factor these increased volumes when negotiating with our suppliers going forward.</p>		

<b>Question 5</b>	<b>Service Delivery - Customer Satisfaction</b>	<b>Weighting 5</b>
<p>Please detail how you will ensure customer satisfaction and how you will ensure that all queries, complaints and enquiries are resolved in a timely manner. You are also asked to demonstrate how you will capture, record and communicate this information to RMBC, providing examples to collaborate your answer.</p>		
<p>As an authority we have a well-defined and embedded Complaints Procedure, further to this we require exactly the same commitment to complaints resolution from our supply chain and this is mandated in our tender documentation. Through careful and diligent supplier and product selection we are confident that the number of complaints you would receive in relation to the quality of our goods or the service provision is going to be minimal.</p> <p>As a supplier to RMBC we propose we would meet regularly (monthly if agreeable) to discuss performance and work with the client to address any issues that you may have. Should you have any faulty goods for example these will be documented and at our monthly meeting we shall report on the numbers received and how we resolved the complaint including any contact we had with the service users direct.</p> <p>The use of email as an audit trail for both parties should suffice for straight forward supply issues i.e. you have found a cooker damaged when unpacking it from the box.</p> <p>For all warranty issues that have been taken up directly with the service user then these shall be detailed to you and its suggested we keep an issues log for recording these. All warranty issues that are sent to our suppliers to deal with, usually domestic appliances, are recorded by their respective service centres and all actions taken by the engineer to rectify the problem are also documented along with all communications they have had with the customer. This can be produced for you each month if required to demonstrate what has been done to resolve the issues.</p>		

Question 6	Implementation - Mobilisation	Weighting 5
<p>Please detail your approach to mobilisation of this contract, outlining the key steps that you would take if appointed. These steps should include any activities that would need to be undertaken by RMBC and the proposed timescales for completion. As a minimum these should include the following details:</p> <ul style="list-style-type: none"> <li>• Account Manager and other officers to be assigned to this contract</li> <li>• Order and invoicing procedure</li> <li>• Contract management</li> <li>• Performance monitoring</li> <li>• Account Creation</li> </ul>		
<p><b>Account Manager</b> – The main point of contact for RMBC for this contract will be:</p> <p>Sarah Higgins – Furnished Operations Officer  Tel 0114 2052649  Email <a href="mailto:Sarah.Higgins@sheffield.gov.uk">Sarah.Higgins@sheffield.gov.uk</a></p> <p>Sarah has over 13 years service with the organisation and has managed suppliers and contracts throughout her time with us. She also has the authorisation to facilitate procurement of goods outside of the contracted specification ie one off bespoke furniture.</p> <p>Paul Bradshaw is Team Manager for the service and has over 33 years experience with the organistaion managing a range of services areas including projects and contractual arrangements. (Decent Homes , Stock Reduction and demolitions. )  Tel 0114 2052803  <a href="mailto:Paul.Bradshaw@sheffield.gov.uk">Paul.Bradshaw@sheffield.gov.uk</a></p> <p><b>Order and Invoicing Procedure</b> – The existing process of orders shall be adopted if considered acceptable.</p> <p>This is normally done via a proforma and email requisition from the client. Our offices are staffed 5 days a week between 7:30am and 5:30pm and by utilising a generic email box the order will normally be processed within an hour of receipt, however we will have a designated officer to process and deal with orders and enquiries from each client. We shall then confirm the order items are in stock and by return of the said proforma confirm the delivery date. The stock in our warehouse will be checked for availability and a job will be placed on the delivery teams schedules for an agreed date within the contractual timelines of 72 hours.</p> <p>Invoicing would be done monthly and we would invoice against the Call order number provided.</p> <p><b>Contract Management and Performance Management</b> –</p> <p>We would propose that regular joint contract management and performance meetings are held between the 2 parties in order to ensure the contract arrangements are working for both parties and there are no logistical issues or products that are not meeting the customers' requirements. An agreed set of KPI's are to be devised in order to enable both parties to measure performance against something.</p> <p><b>Account Creation</b> – RMBC are already on our system and for creating accounts for new customers is a straight forward procedure that can be facilitated.</p>		



### Section 3 Statement of Intent

#### 3.1 Freedom of Information Schedule

The Freedom of Information Act 2000 (c.36) is an Act of Parliament of the Parliament of the United Kingdom that creates a public "right of access" to information held by public authorities.

The Council receives many requests which ask for copies of bids submitted by suppliers.

If you consider elements of your submission to be commercially sensitive or confidential please complete the table below.

*If the information in this section is left blank it is assumed that you are happy for your submission to be provided as part of Freedom of Information requests, which in turn may in turn be made available publicly.*

Element of Tender	Commercially Sensitive or Confidential	Reasons

#### 3.2 Terms and Conditions of Contract

Please refer to the separate Terms and Conditions of Contract document on the YORtender system.

Offers made subject to alternative terms and conditions may not be considered and may be rejected.

Tenderers should document any specific issues with either the General or Special terms and conditions detailed on the YORtender system, in the space below and propose alternatives as necessary

Specific clause/ sub-clause	Issue	Proposed alternative

### 3.3 Form of Agreement

Having read and agreed to the conditions set out in the separate draft Terms and Conditions document, we Sheffield City Council whose registered office is situated at ... Town Hall, Pinstone Street, Sheffield S1 2HH .....(Company registration number N/ A offer to provide the Goods detailed to RMBC to levels of service specified and at the prices stated and at times to be specified by RMBC in future purchase orders and all in accordance with the instructions contained thereon and subject in all respects to the Conditions of Contract and provisions detailed herein.

We also agree that any terms or conditions of business published or issued by us from time to time or any terms or conditions of contract or general reservations which may be printed on any correspondence or documents emanating from us shall not form part of any contract resulting from this Invitation to Tender.

We confirm that this offer remains open for acceptance for a period of ninety 120 days from the date of return.

We understand that RMBC is not bound to accept the lowest or any tender it may receive in response to this Invitation to Tender and will not accept qualified or conditional tenders.

We confirm that prices quoted herein are fixed and firm for the period detailed in the bid and may only vary after that period by any agreed price variation mechanism.

We confirm that this is a genuine offer which is neither fixed nor adjusted in accordance with any agreement or arrangement with any other person.

We confirm that details of this tender have not been communicated other than to RMBC except where such communication was necessary for the preparation of the offer.

We confirm that no member or official of RMBC has been canvassed or approached directly or indirectly concerning the awarding of the agreement, or for the purpose of obtaining information on any other bid or proposed bid for the agreement

We understand that unless and until an agreement is executed or signed by me/us, this offer together with RMBC's written acceptance of it shall constitute a binding agreement between the RMBC and us.

We confirm that we have retained a copy of the bid and Invitation to Tender.

Yours faithfully,

Signature	
Name (Print)	<b>Paul Bradshaw</b>
In the capacity of (Designation)	
Duly authorised to sign Tenders for and on behalf of	<b>Sheffield City Council</b>

### 3.4 Declaration of Non-Collusive Tendering

1. I/We certify that this tender is made in good faith, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not and I/we undertake that I/we will not before the award of any contract for the work:-

(i) communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;

(ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;

(iii) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at 1(i) or 1(ii) above.

2. I/We further certify that the principles described in paragraph 1(i) and 1(ii) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word 'person' includes any persons and any body or association, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

4. Should the contractor be found to have colluded with another contractor, the Council shall have the immediate right to cancel the contract and recover any consequential loss.

Date	
Contractor	
Address	
Signature	
Name	
Title	

Duly authorised to sign tenders and acknowledge the contents of the Anti - Collusion Certificate





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Rotherham Metropolitan Borough Council  
Riverside House  
Main Street  
Rotherham  
S60 1AE

Date 27.03.2018

Sheffield City Council  
Level Three  
West Wing  
Moorfoot  
Sheffield

**Ref: 17-038 Provision of Domestic Furniture and Appliances**

Rotherham Metropolitan Borough Council (RMBC) is pleased to inform you that further to the Intent to Award letter sent to you on Friday 21st February 2018, there have been no challenges received to the potential contract award.

RMBC would therefore like to formally confirm award of the contract to your organisation for all Lots, on the above mentioned framework subject to receipt of the signed Terms & Conditions. Could you please confirm your receipt of this letter and acceptance via the YORtender system message facility.

We are currently in the process of preparing the Terms & Conditions and will post two copies out to you for signature. Please can you return both copies for my attention as soon as possible to the Rotherham address above. I will then have them countersigned and will return one copy for your records. Can you please also provide copies of your current insurance policies in line with the self declaration provided as part of this tender process.

The contract will provisionally commence as of Tuesday 1st May 2018 and will run for an initial period of 2 years, terminating on 30<sup>th</sup> April 2020 with the option to extend for a further two 12 month periods.

The framework will operate based on the pricing provided within your tender. Upon commencement of this contract, within each Lot, each item will be ranked in order of price, with orders being placed with the Supplier offering the lowest price.

Can you please advise of your availability to attend a mobilisation meeting, provisionally on Friday 13<sup>th</sup> April 2018 and I will send you a meeting invitation to confirm.

I look forward to working together to deliver a successful contract.

Yours faithfully  
for and on behalf of Rotherham Metropolitan Borough Council

Annette Arnall  
Procurement Category Manager  
Email: [annette.arnall@rotherham.gov.uk](mailto:annette.arnall@rotherham.gov.uk)



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

**Tel:** 0114 273 6831

**Report of:** *Eugene Walker*  
**Report to:** *Cabinet*  
**Date of Decision:** *18<sup>th</sup> April 2018*  
**Subject:** *Capital Approvals for Month 11 2017/18*

Is this a Key Decision? If Yes, reason Key Decision:-  
Yes  No   
- Expenditure and/or savings over £500,000   
- Affects 2 or more Wards

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 11 2017/18*

## 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.

## 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
- Give authorisation to provide grants to third parties as detailed in Appendix 2

## Background Papers: Appendix 1, Appendix 2

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>Sarah Bennett</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	<b>EMT member who approved submission:</b> <i>Eugene Walker</i>

3	<b>Cabinet Member consulted:</b>	<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.	
	<b>Lead Officer Name:</b> <i>Damian Watkinson</i>	<b>Job Title:</b> <i>Finance Manager Business partner Capital</i>
	<b>Date:</b> 3 <sup>rd</sup> April 2018	

## MONTH 11 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 10 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:
- 2 additions of specific projects to the capital programme creating a net increase of £4.785m
  - 3 variations of specific projects in the capital programme creating a net increase of £373k
- 1.3 Further details of the schemes listed above can be found in Appendix 1.

### 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 schemes to be delivered and Appendix 2 in relation to grants to be issued.

### **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 and Appendix 2 in relation to grants to be issued.

### **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. ALTERNATIVE OPTIONS CONSIDERED**

- 6.1 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.

## **7. REASONS FOR RECOMMENDATIONS**

- 7.1 The proposed changes to the Capital programme will improve the services to the people of Sheffield
- 7.2 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.



7.3 Obtain the relevant delegations to allow projects to proceed.

## **Finance & Commercial Service - February 2017**

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	Priority / Scheme Name / Variation Type	Value £	Procurement
A	<b>Economic growth</b>		
	New additions		
	<p><b>Knowledge Gateway (Full scheme inclusion following feasibility)</b></p> <p>The strategic rationale for the Knowledge Gateway is to unlock and connect key development sites in order to generate additional economic growth. The corridor which links the Cultural Industries Quarter, Hallam’s Central Campus, the Digital Campus and the emerging innovation zone of Castlegate, currently under performs in terms of new investment, jobs and the numbers of students given its potential.</p> <p>Working with the support and funding from Sheffield Hallam University and the other key partners this project aims to:</p> <ul style="list-style-type: none"> <li>- Encourage new investments and jobs. This project will act as a catalyst for new regeneration opportunities in the Creative and Digital Industries sector, a key growth sector as identified in the Strategic Economic Plan, especially around Paternoster Row, Brown St and Sidney St.</li> <li>- Address strategic and site specific issues such as improved walking and cycling routes, disabled access issues at Site Gallery; interface between The Showroom and Paternoster Row; and the domination of buses and taxis at Fitzalan Square, which currently undermine inward investment.</li> <li>- Make the area more attractive, feel and be safer, thereby increasing footfall and ultimately bringing new investment, jobs, footfall, student numbers and economic growth</li> <li>- Create a series of high quality useable public spaces, linking all the above sites and areas to bring about a step change in the perception of this area, consolidating its existing educational and cultural role.</li> </ul>	4,657k	Amey under Schedule 7 of Highway PFI Contract as per previous approval given by Cabinet 17 <sup>th</sup> January 2018

<ul style="list-style-type: none"> <li>- Provide a much enhanced environment will improve chances of securing occupiers, with a positive knock on effect in further economic regeneration</li> <li>- Increase levels of business rates by bringing currently vacant sites into office or commercial uses</li> </ul> <p><b>FUNDING</b> The total cost of the capital expenditure is now expected to be £5,433 which is to be funded by:</p> <ul style="list-style-type: none"> <li>• SCRIF - £4,115k</li> <li>• Section 106 Developer Contributions - £595k</li> <li>• Contribution from Hallam University - £400k</li> <li>• Capital Receipts - £333k</li> </ul> <p>A development budget of 443k has been cash flowed from the New Homes Bonus and will now be reclaimed from SCRIF, the Capital receipt element for the purchase of Esperanto Place is also approved therefore the total increase in budget required is £4,657k.</p> <p><b>RISKS</b></p> <p>The budget includes a general project contingency of £300k.</p> <p>While the majority of costs are known and subject to an “all risk” price from Amey there remains the following risks:</p> <ul style="list-style-type: none"> <li>- <b>Demolition of Esperanto Place</b> - £135k is budgeted for this which includes and allowance for asbestos but until possession of buildings is gained full extent of this will not be known.</li> <li>- <b>New Steps at Esperanto Place</b> – £79k estimated price but dependent on potential discoveries once demolition has taken place.</li> <li>- <b>General Statutory Undertakings ( i.e diversions to water / BT etc.)</b> - £320k is budgeted for these but are not part of “all risk” prices. This is a shared risk with Amey.</li> <li>- <b>Works to Howard Street Crossing</b> – £50k estimated for these works</li> </ul>		
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	<p><b>- Works to support Citywide 20mph zone - £25k estimated but final design to be agreed.</b></p> <p>The project risk contingency is equivalent to an allowance for a 50% increase in the overall cost of the identified risk items.</p> <p>Some of the project outputs will be delivered by the Showroom and Site gallery through works to their own sites. Grants will be made to these bodies to support these works. Details of these are included in Appendix 2 (below).</p>		
Variations			
	<p><b>Tinsley Art Project (M1 Gateway) (Slippage – Re-profile)</b></p> <p>Slippage of £178K was reported in December 2017 to re-profile the project in line with the current scope of works. The full extent of the change of scope was subsequently reported to Economic Growth Programme Group 13<sup>th</sup> February 2018 and was approved for feasibility, designs, and site investigation to continue on that basis.</p> <p>Costs to the end of March18 are now known and involve further slippage of £40K.</p> <p>Total Approved Budget £565K</p> <p>Previous Spend £88K + 17/18 Budget £150K + 18/19 Budget £327K</p> <p>Slippage 17/18 to 18/19: £40K</p> <p>Previous Spend £88K + 17/18 Budget £109K + 18/19 Budget £367K</p> <p>Funded by Eon Contributions and S106.</p>	<p>- 40K to 17/18</p> <p>+40k 18/19</p>	<p>N/A</p>
<b>B</b>	<b>Transport</b>		
New additions			
	<p><b>Public Rights of Way 2018-19</b></p> <p>The Council has a statutory responsibility for the maintenance and improvement of an extensive public rights of way (PROW) network. PROWs</p>	<p>128k</p>	<p>A minimum of 3 competitive quotes from local suppliers</p>

	<p>provide a vital part of the city’s overall transport network, with many paths being within or on the edge of the more urban part of the city. They provide our citizens with a sustainable and healthy means of access to work, education, training and provide health and leisure opportunities.</p> <p>This project will deliver improvements to 8 PROWs across the city ranging from £8k to £23k per intervention</p> <p>Schemes have been prioritised using a combination of the following criteria:</p> <ul style="list-style-type: none"> <li>• Levels of use the path receives</li> <li>• Number of complaints/requests for improvement received</li> <li>• Strategic importance of the path in terms of how well it links residential areas and community facilities (in urban areas) or places of interest (in rural areas)</li> <li>• How significantly ongoing maintenance costs could be reduced by capital investment</li> </ul> <p>The scheme will be funded by:</p> <p>Local Transport Plan - £40k Camera Enforcement Income - £40k Sustainable transport Access Fund - £48k</p>		<p>for each site.</p>
	Variations		
	None		
<b>C</b>	<b>Quality of life</b>		
	New additions		
	None		
	Variations		
	None		

<b>D</b>	<b>Green and open spaces</b>		
	New additions		
	None		
	Variations		
	None		
<b>E</b>	<b>Housing growth</b>		
	New additions		
	None		
	Variations		
	<p><b>Asset Enhancement Potential Housing Sites (Budget Increase)</b></p> <p>Approval is sought for a further £300k and authority to commission further work on 6 priority sites which have been identified as having the development potential to deliver up to 4600 dwellings. The proposal supports the Corporate Plan priority to build new homes as it contributes to securing the development potential of the sites.</p> <p>If the development potential is secured and the sites are subsequently developed for 4600 dwellings, there will be financial benefits to the Council including new Council Tax revenue of up to £6.5m pa - thus supporting the objective of being a more financially self-sufficient Council.</p> <p>The investment in the sites makes them more attractive to developers contributing to both the economic and growth ambitions of the city. Whilst there is a risk that some of the work could prove abortive, it is</p>	+ 300k	<p>Services will be procured through the YORconsult framework or Capital Delivery Partner Framework if required due to the ending of the current YORconsult framework at the end of April.</p>

	highly unlikely that the development potential of all 6 sites would be lost.		
<b>F</b>	<b>Housing investment</b>		
	New additions		
	None		
	Variations		
	None	N/A	
<b>G</b>	<b>People – capital and growth</b>		
	New additions		
	None		
	Variations		
	<p><b>Silverdale Temporary Expansion (Budget Increase)</b></p> <p>Following the cancellation of the permanent expansion scheme at the Silverdale site, an extension to the mobile solution to allow the continuation of the temporary 2 form expansion is required. This will allow the additional cohort to continue through to completion of year 11 in 2021.</p> <p>Funded via Basic Need Capital.</p>	£73k	Via Academy PFI Contractor
<b>H</b>	<b>Essential compliance and maintenance</b>		
	New additions		
	None		



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	Variations		
	None		

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	Scheme name / summary description of key terms	Recipient	Value
<b>A</b>	<b>Economic growth</b>		
	<p><b>Knowledge Gateway</b></p> <p>The Grant Agreement will ensure that such funds are paid to the Recipient which will contribute to the proposed building works at the premises which are complimentary to the Knowledge Gateway Project. The Grant amount is fixed amount and cannot be increased under the terms of the Agreement.</p> <ul style="list-style-type: none"> <li>- The Recipient is required to provide a full description / with associated costs to SCC which will form part of the Agreement.</li> <li>- The Payment of the Grant will be dependent upon the works being completed, with evidence, to the satisfaction of SCC.</li> <li>- SCC has a wide discretion under the Agreement to withhold and withdraw funding.</li> <li>- Works must be completed by March 2019, unless otherwise agreed to by SCC</li> </ul>	Site Gallery	Up to Maximum of £100k
	<p><b>Knowledge Gateway</b></p> <p>The Grant Agreement will ensure that such funds are paid to the Recipient which will contribute to the proposed building works at the premises which are complimentary to the Knowledge Gateway Project. The Grant amount is fixed amount and cannot be increased under the terms of the Agreement.</p> <ul style="list-style-type: none"> <li>- The Recipient is required to provide a full description / with associated costs to SCC which will form part of the Agreement.</li> </ul>	The Showroom Ltd	Up to a maximum of £50k

	<ul style="list-style-type: none"> <li>- The Payment of the Grant will be dependent upon the works being completed, with evidence, to the satisfaction of SCC.</li> <li>- SCC has a wide discretion under the Agreement to withhold and withdraw funding.</li> <li>- Works must be completed by March 2019, unless otherwise agreed to by SCC</li> </ul>		
<b>B</b>	<b>Transport</b>		
	None		
<b>C</b>	<b>Quality of life</b>		
	None		
<b>D</b>	<b>Green and open spaces</b>		
	None		
<b>E</b>	<b>Housing growth</b>		
	None		
<b>F</b>	<b>Housing investment</b>		
	None		
<b>G</b>	<b>People – capital and growth</b>		

	None		
<b>H</b>	<b>Essential compliance and maintenance</b>		
	None		

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**Author/Lead Officer of Report:** Alex Shilkoff,  
Community Services Manager

**Tel:** 0114 27 35140

**Report of:** *Jayne Ludlam*

**Report to:** *Cabinet*

**Date of Decision:** *18<sup>th</sup> April 2018*

**Subject:** *Confirming grant aid awards for 2018/19 and Delegation of Grant Aid variations to Individual Cabinet Member*

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>Cllr Cate McDonald</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>212</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:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

*To seek cabinet approve for the grant aid awards for 2018/19; and to delegate a variation in those awards to the Cabinet Member with voluntary sector responsibility for financial year 2019/20.*



**Recommendations:**

- 1) *Agree the grant awards for 2018/19 as set out in this report, which are in line with the budget savings stated in the Revenue Budget Cabinet approval of February 2018 and the multi-year grant agreements.*
- 2) *Delegate authority to make the decision on any reduction in grant aid awards in year 3 for all multi-year agreements (2019/20) to the Cabinet Member with responsibility for the voluntary sector on the basis that, as previously approved, the awards for year 3 will be within the parameters set out in the September 2016 cabinet report, between 75% and 100% of the year 1 value.*

**Background Papers:**

*September 2016 Grant Aid Cabinet Report*

<b>Lead Officer to complete:-</b>		
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: Liz Gough
		Legal: <i>Henry Watmough-Cownie</i>
		Equalities: <i>Ed Sexton</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	<b>EMT member who approved submission:</b>	<i>Jayne Ludlam</i>
3	<b>Cabinet Member consulted:</b>	<i>Cllr Cate McDonald</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.	
	<b>Lead Officer Name:</b> <i>Alex Shilkoff</i>	<b>Job Title:</b> <i>Community Services Manager</i>
	<b>Date:</b> <i>February 2018</i>	

## 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 The Grant Aid cabinet approval of September 2016 states that:

2.0 *agree the principle of offering three-year grant awards for all successful grant applicants as standard, offered on the basis that in years 2 and 3 grant recipients are guaranteed a minimum of 80% and 75% of the value of the initial award in year 1.*

2.1. *Note: an exception to this proposal are the grant awards made from the Lunch Club Fund, which will be awarded for 2 years as it is proposed that this funding will be reviewed during 2018-19 (see below).*

2.2. *Note: in all cases, the relevant delegated decision maker will retain the discretion to award single year grants or multi-year grants of less than 3 years if circumstances warrant it and there is a clear rationale for doing so.*

2.3. *The actual value of the grant awards in years 2 and 3 of any multi-year agreements will depend on what is agreed at full Council. If the Grant Aid budget in years 2 and 3 allows for awards of more than the guaranteed minimum, an increase to the award will be automatically applied equally (in % terms) across all existing multi-year agreement recipients.*

1.2 Multi-year grant agreements have now been implemented. In regards to recommendation 2.3 from the September 2016 cabinet report; impact assessments were completed with grant recipient organisations which highlighted varying needs and external pressures on the different grant aid recipient organisations in year 2 (2018/19). Given the results of the impact assessments it is recommended that the grant awards are *not* applied in equal percentages across all the multi-year agreements. This is in order to prioritise front-line services in the city and minimise the impact on people who face the greatest inequalities.

1.3 This report therefore states the exact amounts it is recommended each group is awarded for Cabinet approval. These recommended awards were arrived at using information provided in the impact assessments completed with grant recipient organisations and are in line with the budget savings outlined in the February 2018 Revenue Budget cabinet report.

1.4 This report also seeks a delegation so that the level of the awards for year 3 of the multi-year agreements (2019/20) can be made by the Cabinet Member with responsibility for the Voluntary Sector. The year 3 awards can be between 75% and 100% of the year 1 value.

1.5 The proposed awards for 2018/19 for Cabinet to approve are contained in the table below.

Core Service Grants		
Organisation	2017/18	2018/19
Ben's Centre	£59,051	£53,146
City of Sanctuary	£45,000	£40,500
Roshni	£43,600	£39,240

Sheffield Citizens Advice & Legal Centre	£864,000	£841,536
Sheffield Association for the Voluntary Teaching of English	£42,411	£38,170
St Vincent de Paul Furniture Store	£64,020	£57,618
Voluntary Action Sheffield (New Beginnings)	£17,400	£15,660
<b>TOTAL – 95.6% of Year 1 value</b>	<b>£1,135,482</b>	<b>£1,085,870</b>

Infrastructure Grant (Partnership Award)		
Organisation	2017/18	2018/19
VAS	£121,380	£97,104
SYCF / SYFAB - amount in year 2 was agreed in year 1	£54,370	£43,496
<b>TOTAL – 80% of Year 1 value</b>	<b>£175,750</b>	<b>£140,600</b>

Tackling Inequalities Fund		
Organisation	2017/18	2018/19
ASSIST	£14,000	£12,600
Emmaus	£15,000	£13,500
Nomad	£37,654	£33,889
<b>TOTAL – 90% of Year 1 value</b>	<b>£81,654</b>	<b>£67,489</b>

One Year Grants Extensions *		
Organisation	2017/18	2018/19
St. Wilfrid's Centre	£24,400	£12,200
Sheffield Chinese Community Centre	£15,000	£7,500
<b>TOTAL – 50% of Year 1 value</b>	<b>£39,400</b>	<b>£19,700</b>

\*Please note that these groups were awarded a one-year Grant in 2017-18, the decision to award a one-year Grant Extension 2018-19 is covered in a separate officer delegated decision made in conjunction with the Cabinet Member.

1.6 The above table contains the awards relevant to this Cabinet report and not every award of the grant aid programme.

## 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 The grant aid fund contributes to the corporate priorities of Tackling Inequalities and Better Health and Wellbeing.

### **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 The original grant aid proposals of 2016 were consulted on. In allocating these awards impact assessments from grant recipient organisations used to determine the amounts for 2018/19. Consideration was given to how to protect services for the most vulnerable in determining the allocations and the impact assessments informed this.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality of Opportunity Implications**

- 4.1.1 These have been covered in the February 2018 Revenue Budget cabinet report and in EIA 212.

#### **4.2 Financial and Commercial Implications**

- 4.2.1 The proposed exact awards are within the budget savings approved by Cabinet in February 2018.

#### **4.3 Legal Implications**

- 4.3.1 The legal power for the Council to establish, administer and make awards from the various grant funds as described in this report is provided by the general power of competence contained in Section 1 of the Localism Act 2011. Subject to certain statutory restrictions, none of which apply in this case, Section 1 gives the Council “power to do anything that individuals generally may do”.

In considering this report Cabinet must be mindful of the requirements imposed by the public sector equality duty enacted in Section 149 of the Equality Act 2010. Some of the proposals in this report involve the taking of action to assist persons sharing ‘protected characteristics’ within the meaning of the 2010 Act to overcome or minimise disadvantage or otherwise meet their needs. This is permitted by Section 158 of the 2010 Act.

#### **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 None.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

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

- 5.1 Due to there not being sufficient funds available to award all groups 100% of the year 1 value in year 2, the proposal is to award different levels of grant across the funds based on the strategic needs and impact assessments. The Council wishes to protect, as far as possible, front line delivery of the

grant aid recipient organisations that work directly with the most vulnerable and marginalised in the city. Therefore, most groups will have a 10% reduction of the potential 20% maximum reduction. Sheffield Citizens Advice will receive a 2.6% reduction; which reflects the increasing reliance of many households on advice regarding welfare reform and that the evidence from other areas that where Universal Credit has already been rolled-out Citizens Advice becomes even more crucial in managing the transition for many households. Infrastructure support will receive a 20% reduction.

## **6. REASONS FOR RECOMMENDATIONS**

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

- 6.1 The awards are all within the financial boundaries of the existing multi-year agreements and the budget available to the council.
- 6.2 The Cabinet Member responsible for the Voluntary Sector can already set the level of grant award if it is the same percentage reduction across the funds and delegating the option to vary any percentage reduction across the funds allows timely decision making that takes into account needs, impact as well as the funds available for the grant awards.

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