

Safer and Stronger Communities Scrutiny and Policy Development Committee

Thursday 19 September 2019 at 5.00 pm

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

The Press and Public are Welcome to Attend

Membership

Councillors Ben Curran (Chair), Tim Huggan (Deputy Chair), Sue Auckland, David Baker, Penny Baker, Michelle Cook, Dawn Dale, Karen McGowan, Anne Murphy, Peter Price, Kaltum Rivers and Richard Shaw

Substitute Members

In accordance with the Constitution, Substitute Members may be provided for the above Committee Members as and when required.

PUBLIC ACCESS TO THE MEETING

The Safer and Stronger Communities Scrutiny Committee exercises an overview and scrutiny function in respect of the planning, development and monitoring of performance and delivery of services which aim to make Sheffield a safer, stronger and more sustainable city for all of its residents.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. 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 Scrutiny Committee 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.

Scrutiny Committee meetings are normally open to the public but sometimes the Committee 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.

If you require any further information about this Scrutiny Committee, please contact Alice Nicholson, Policy and Improvement Officer, on 0114 2735065 or email alice.nicholson@sheffield.gov.uk

FACILITIES

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

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

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY
DEVELOPMENT COMMITTEE AGENDA
19 SEPTEMBER 2019**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**
To approve the minutes of the meeting of the Committee held on 11th July, 2019.
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. London / Abbeydale / Chesterfield Road Selective Licensing Update**
Report of the Director of Housing Services.
- 8. Universal Credit in Sheffield - An Update**
Report of the Director of Policy, Performance and Communications and Update from Citizens Advice Sheffield – for information
- 9. Work Programme 2019/20**
Report of the Policy and Improvement Officer.
- 10. Date of Next Meeting**
The next meeting of the Committee will be held on 24th October, 2019.

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

You have a personal interest where –

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

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

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

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

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

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

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Safer and Stronger Communities Scrutiny and Policy Development Committee

Meeting held 11 July 2019

PRESENT: Councillors Ben Curran (Chair), Tim Huggan (Deputy Chair), Sue Auckland, David Baker, Penny Baker, Michelle Cook, Dawn Dale, Terry Fox, Karen McGowan, Anne Murphy, Kaltum Rivers and Richard Shaw

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1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETINGS

4.1 The minutes of the meetings of the Committee held on 13th December, 2018, 14th March and 15th May, 2019, were approved as correct records.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Ruth Hubbard asked a question on behalf of the Friends of Birley Spa Bath House. Ms. Hubbard stated that a Cabinet decision had been made with regard to the future of the Bath House, which overrides previous agreements that the Friends Group had with the Council. She said that the Group had received a letter saying that the building will be sold off in four weeks' time unless £200,000 has been raised to cover out essential works.

5.2 In response to this, Councillor Karen McGowan, a local Ward Councillor for that area, stated that, unfortunately the cost of repairs to the building was a lot more than it had been anticipated. However, the Group needed to obtain a letter of commitment so that they would be able to apply for funding towards the cost of the repairs to the roof. Due to the fact that the building was due to be sold in four weeks' time, she suggested that the Group should obtain quotes for the works to be carried out so that they are aware of what needs to be done and the funding required. The Chair added that he would chase up the letter of commitment and a list of requirements that the Group needed.

6. SOUTH YORKSHIRE FIRE AND RESCUE - DRAFT INTEGRATED RISK MANAGEMENT PLAN

- 6.1 The Committee received a report on the South Yorkshire Fire and Rescue Draft Integrated Risk Management Plan (IRMP) which was currently out for consultation. The plan sets out the steps proposed to be taken by the South Yorkshire Fire and Rescue Service with the resources at their disposal to improve public safety, reduce fires and save lives. The Committee was requested to consider the implications of the plan, especially in light of the matters raised by a petition which had been presented to Full Council on 12th June.
- 6.2 In attendance for this item were Jamie Courtney (Chief Fire Officer), Stuart Booth (Director of Support Services) and Andy Strelczenie (Head of Emergency Response).
- 6.3 Jamie Courtney thanked the Committee for giving him the opportunity to come and speak about the consultation document. He said that South Yorkshire Fire and Rescue (SYFR) was now entering its ninth year of austerity and a pensions' deficit which public sector organisations have been advised they will have to fund could cost up to £3m a year. The Government have said they will cover 90% of this cost for this financial year, but after that the service will have to cover its own costs. Additionally there was uncertainty about how public services would continue to be funded beyond 2020/21. Mr. Courtney stated that the service had looked at ways of making new savings without a great deal of success and was running out of options. He added that SYFR had a responsibility to operate a structure to meet the requirements of the National Framework which sets out the Government's expectations and responsibilities for all fire and rescue authorities. Mr. Courtney said that the options that had been considered were making some fire stations day crewing stations with firefighters providing on-call cover at night; some stations day crewing with a roving fire engine from another station at night; changing some stations to being available "on call". It was felt that these options carried risks by increasing the response time, especially at night, from several stations. The preferred option would be to reduce the number of firefighters riding a fire engine from five to four. He said that a number of fire engines already ride with four firefighters on a number of occasions and this practice had been established as standard elsewhere in the country. It was felt that this was the only option available which would reduce costs without impacting on the speed of emergency response times.
- 6.4 Members of the Committee asked a number of questions, and responses were given by the Fire Service representatives as follows:-
- Currently there are 17 fire stations across South Yorkshire that can respond to an emergency. To achieve the savings required, the service would have to reduce several fire engines from whole-time, immediately available 24/7, to day staffing/night time on call where response times would be longer during the night
 - Throughout austerity, SYFR, through careful spending, had built around £25m in reserves and when faced with decisions to make cuts, it looked at ways of underspending each year. This meant carrying out essential repairs only to fire stations, the result of which was that now four stations

were in need of significant investment to bring them up to standard. It was considered that it would be cheaper to rebuild the station at Barnsley rather than carry out repairs.

- £16m of the reserves were now committed to capital projects and it was felt that the reserves should not be used to “prop up” annual revenue spending which would postpone the inevitable.
- Fire engines riding with four crew members provide a speedy response and the crew would have to work slightly harder than if riding with five crew members. All South Yorkshire firefighters are fully trained and very competent in the job they do and the right number of firefighters will be deployed to deal with any incidents they are faced with.
- There are to be no job losses. The reduction of 85 members of staff would be through personnel retiring, mainly through completing 30 years’ service, and not being replaced. Figures suggest that it would be 2024 before this reduction was achieved. There is a central group of personnel who adopt a flexible role to cover sickness absence, holidays, etc.
- There are 17 other Fire Authorities around the country who have adopted the four man crew system. Fire Authority members had visited Tyne and Wear to ask about their experience of four man crews and was assured that it worked well. The Control Staff knew how to deploy additional pumps as necessary.
- The IRMP has been advertised through the media and has reached circa 1,000,000 people. There have been 100,000 contacts through social media and the Fire Service has consulted all partner agencies and had received 501 written responses thus far.
- It was reiterated that no-one will lose their job. Recruitment will take place again but the organisation as a whole will be smaller.
- The reduction of 85 employees would not affect any one area as the contract of employment for a firefighter states that they can be moved to any station. There is always a rebalancing act which is managed locally.
- There has been a 50% reduction in Senior Managers and the Executive Team.
- The Service has to plan for the future and consider all funding scenarios and the possibility of a change in Government and the effects of Brexit could affect the budget. The options outlined in this document present the worst case scenario.
- These proposals will not have an impact on the community. In the aftermath of the Grenfell disaster, SYFR risk assessed the high rise buildings throughout the county to determine whether any were at risk.

Sufficient resources are committed to training and the delivery of the community safety programme, which it was felt helped to save lives. Fire crews visit homes to give advice and this will continue.

- The Fire Authority has had limited opportunity to increase the fire service precept levied on Council tax payers and the regeneration of the city centre should ultimately generate more business rates which could mean more investment into the fire service.
- The mobilising system records attendance data and it is not about the first or second response, but the optimum response to incidents that matters the most.
- SYFR consistently publishes the amount of reserves it holds, which have been verified by the Finance Officer. There is a pay dispute at the moment and the pensions' shortfall came out of the blue. The Fire Authority does not want to become dependent on using reserves as the amount will continue to reduce as the capital programme is delivered. The Home Office is aware of the amount of reserves the Authority currently holds but there is no reason to believe that this impacts upon the level of funding received from the Government.
- It might be necessary to staff some of the fire engines on a "full time day staffing/night time on-call" basis, which would mean that those engines would be permanently staffed during the day but would be available on a delayed on-call basis during the night time period. These changes would be a realistic way to achieve the level of savings needed to meet the full cost of the pensions' shortfall. If this proved to be necessary in the future, an amendment to the IRMP would be produced and the proposals set out in more detail.
- In response to the question to the Chief Fire Officer relating to the option open to him to retire next January, he said that given the importance of this, he did want to leave the funding problem for his successor to 'sort out', and wanted to hand over a fire service that was fit for purpose.

6.5 The Chair thanked Jamie Courtney, Stuart Booth and Andy Strelczenie for their contribution to the meeting and stated that the Committee's recommendations would be made following its consideration of the next item of business – "Petition Opposing Fire Service Cuts".

7. PETITION OPPOSING FIRE SERVICE CUTS

7.1 The Committee received a report regarding a petition that had been debated at a meeting of Full Council on 12th June, 2019 - "Opposing Fire Service Cuts". Following the debate, one action agreed by Council was to refer the matters raised to this Committee for its consideration.

7.2 Neil Carbutt, who had presented the petition to Council, was in attendance and asked that the Scrutiny Committee consider the petition as set out in the report.

He stated that there were different pressures around the Service and gave a brief history about the Close Proximity Crewing (CPC) duty system which the Fire Authority had tried to introduce in 2012 to deal with severe budget cuts imposed by the Government, but this system was deemed unlawful and industrial relations between the Fire Brigade Union (FBU) and the Authority were poor.

7.3 Matt Nicholls, Chair of the Fire Brigade Union, representing 500 firefighters in South Yorkshire, stated that riding with four crew members instead of five was less safe, the fifth person ensured the safety of the other crew members. He referred to the Grenfell disaster and said that initially 25 engines had attended but this soon increased to 40. He added that he and his members understood the pension deficit and shortfall to the budget, but felt that the reserves the Authority holds should be used to buy time.

7.4 Members made various comments and asked a number of questions, to which responses were provided by Neil Carbutt and Matt Nicholls, as follows:-

- The published national response to attending a house fire is nine firefighters. Its not about the number of engines attending a fire but the personnel there.
- The proposed introduction of CPC did not look at the issue of fatigue, whereby firefighters were on shift for 11 hours without sufficient breaks and any subsequent job losses.
- Rotherham is a growing and thriving community as was Doncaster and extra resources will be needed to cover this.
- It was felt that there should be a “top down” review of personnel in order to achieve savings.

7.5 RESOLVED: That the Committee:-

- (a) thanks Neil Carbutt and Matt Nicholls for attending the meeting;
- (b) authorises the Policy and Improvement Officer, in consultation with the Chair and Deputy Chair, to develop and submit a response on behalf of the Committee, to the consultation on the South Yorkshire Fire and Rescue Service’s draft Integrated Risk Management Plan; and
- (c) encourages Cabinet to also submit a response to the consultation on the Plan.

8. DRAFT WORK PROGRAMME 2019/20

8.1 The Committee received a report of the Policy and Improvement Officer (Alice Nicholson), attaching the Committee’s draft Work Programme for 2019/20.

8.2 Members suggested a number of issues that the Committee could look to include on the Work Programme, predominantly:-

- Cross over working with Children, Young People and Family Support Scrutiny and Policy Development Committee (CYPFS) on Youth Issues e.g. gun and knife violent crime, school exclusions, child sexual exploitation, young people's housing, especially care leavers.
- Gun and knife crime scrutiny review – to be updated into a formal review report, gathering more information if required. A small task group of the Committee to work on this.
- Universal Credit in Sheffield Update.
- Community Safety Partnership - Statutory role for this Committee as the Crime and Disorder Committee to scrutinise the Sheffield Community Safety Partnership (CSP), incorporate in the Committee's work programme a through the year scrutiny of CSP performance as well as annual report.
- Hate Crime in Sheffield - Hate Crime is a CSP (Community Safety Partnership) priority, an action plan was a recommendation of this Committee 2016/17; This item would be to receive a report of performance on this CSP priority as part of this Committee's Statutory role to scrutinise the CSP; and a progress update on the Hate Crime Action Plan, including how (what routes) are people reporting hate crime.
- Cohesion Sheffield - an update on city-wide framework, joint strategy and area projects.
- 101 service – operation and performance update.
- Housing + Update.
- Affordable Housing and affordability - where is it, what is our housing strategy; how can we get housing in the city that is affordable to Sheffield people; how do we maintain affordability; specific issues of appropriate housing, for older people catering for new way of living for ageing population, and young people's housing opportunity (especially care leavers); city fairness and equality in housing.

8.3 RESOLVED: That the Committee:-

- (a) approves the contents of the Work Programme for 2019/20; and
- (b) requests the Policy and Improvement Officer to look at including the items now mentioned as part of the Work Programme.

9. DATE OF NEXT MEETING

9.1 It was noted that the next meeting of the Committee would be held on Thursday, 19th September, 2019, at 5.00 pm, in the Town Hall.



Report to Safer and Stronger Communities Scrutiny & Policy Development Committee

Report of: Janet Sharpe, Director of Housing Services

Subject: London / Abbeydale / Chesterfield Road Selective Licensing Update

Author of Report: Catherine Hughes Team Manager, Private Housing Standards

Cabinet gave approval on the 20th June 2018 to designate parts of London / Abbeydale / Chesterfield Road (LAC) for Selective Licensing of private rented properties.

The scheme came into force on the 1st November 2018 and will run for 5 years so will come to an end on the 31st October 2023. There are currently around 420 privately rented properties within the designation area.

The Committee previously received an update at inception of the scheme and requested a progress report 10 months on from implementation.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	
Other	X

The Scrutiny Committee is being asked to:

- Consider this update, matters within, comment and/or identify any issues for future monitoring or consideration by this Committee

Background Papers:

Category of Report: OPEN

London / Abbeydale / Chesterfield Road Selective Licensing Update

1. Private Housing Standards Service

There are around 40,000 private rented properties in the city. This is around 19% of the city's housing. The sector has doubled in Sheffield in the last 10 years, and is predicted to reach 25% of all housing by 2025.

The Private Housing Standards service is the regulatory and prosecuting authority as it is the services legal duty to address poor housing conditions in the private rented sector. We currently employ around 30 FTE people in a variety of roles.

2. Selective Licensing - Background

Cabinet gave approval on the 20th June 2018 to designate parts of London / Abbeydale / Chesterfield Road (LAC) for Selective Licensing of private rented properties. Appendix 1 shows the areas included in the designation.

The scheme came into force on the 1st November 2018 and will run for 5 years so will come to an end on the 31st October 2023. There are currently around 420 privately rented properties within the designation area.

Selective Licensing is a discretionary power, introduced by the Housing Act 2004. A document entitled 'What is Selective Licensing' can be found at appendix 2 which provides general information. It imposes a legal requirement for all residential landlords with the designated area to apply for a licence for each residential property they rent out in that area.

All properties (currently around 420) will be inspected by a Private Rented Standards Officer to ensure that they are safe and well managed. Where issues are identified officers will work with the licence holder (this can be the landlord or an agent) to ensure works are carried out. Where the licence holder does not comply then we will look to take appropriate enforcement action to improve the housing conditions. This could be a Financial Penalty (known as a Civil Penalty) or a prosecution.

All licenced properties also have to comply with the Selective Licensing conditions. These are set out at appendix 3.

3. Reporting – Project Highlight Report

In the Cabinet Report approved on the 20th June a number of Monitoring and Performance Indicators were set which will be reported on, on a quarterly basis to senior managers and the Cabinet Member for Neighbourhoods and Community Safety. This report is attached as appendix 4.

3.1 Progress to date

All applications should have been completed and submitted on or before the designation which was the 1st November 2018. We accepted applications from August 2018 to enable landlords to submit them in good time. We received 249 applications prior to the designation date, with 234 of those being received in October.

Where we knew that properties were privately rented but no application had been submitted officers initially focussed on investigating these for the offence of failure to licence. From this a number of Civil Penalties were issued (this is covered in section 4 of the Highlight Report).

3.2 Inspections to date

A total of 164 inspections have taken place, out of these a total of 156 serious hazards were identified. The top 3 being;

- Fire (55)
- Falls on Stairs (40)
- Damp and Mould (14)

From the 156 serious hazards identified (in 164 properties), 64 have been resolved (in 33 properties) with work ongoing to the remaining 92 (in 48 properties). No serious hazards were identified in 49 properties. This is in line with expectations as the inspections taking place are from the landlords who applied in good time and are the most likely to be compliant.

The top 3 hazards found to date match with the hazards found during the targeted work with the exception of falls on stairs (this came in 4th) as excess cold was 3rd.

The majority of properties within the designation area are flats over shops and the fire risk is greater in this property type due to access, particularly if the access is through the communal space underneath.

3.3 Civil Penalties

Parts of the Housing Act 2004 were amended by the Housing and Planning Act of 2016. Civil Penalties were incorporated into this (section 249A of the Housing Act 2004) as an alternative to prosecution for a number of offences under That Act. This law was enacted in April 2018.

A Civil Penalty is a serious matter and is imposed where there has been a failure to comply with the relevant legislation. For the Selective Licensing scheme to date all of the Civil Penalties served have been for failure to licence. Any landlord operating in the designation area that does not apply is committing an offence and we can

investigate this and either serve a Civil Penalty or we can take a prosecution. The same criminal standard of proof is required for a CP as for a prosecution.

Appendix 5 gives an overview of CPs and provides more detail about them and also the issuing of them.

3.4 Landlord Checks

In order to be granted a licence, landlords will need to pass a 'fit and proper' test and provide information about their managing arrangements for their property. This is to ensure that they are the most appropriate person to hold the licence and have suitable management arrangements in place.

The process is set out within appendix 2 (What is Selective Licensing). When determining whether the proposed licence holder is 'fit and proper' person, the landlord is required to provide identification and a declaration confirming their status with regard to criminal offences.

Where an application is not deemed 'fit and proper' they will not be issued with a licence and asked to nominate someone else (this could be a person or agent). They will then also have to pass the 'fit and proper' test before a licence will be granted.

3.5 Legal Notices Served

C21 Notice – 45 served to date

This is an **informal** letter used when writing to a landlord/manager of a single family dwelling asking them to carry out repairs/improvements. If this is not complied with then a formal notice would be served.

C25 – 5 served to date

This is an **informal** letter which is the same as a C21 but is used when writing to a landlord/manager of a House of Multiple Occupation (HMO) asking them to carry out repairs/improvements.

S16 – 7 served to date

This is a **formal** enforcement notice used to seek information about who is involved in a property e.g. owner, manager, mortgagee. We must establish the correct ownership information to ensure that any future legal notices are served correctly.

S235 – 8 served to date

This is a **formal** enforcement notice used to force people who are involved in a property to provide copies of documents to the local authority. Such as tenancy agreements, rent statements and other documents relating to the property that we

may need to see. This could also include safety certificates such as gas safety certificates, emergency lighting, fire alarm systems.

3.6 Management Breaches

3 have been identified, with 2 being resolved. All 3 relate to the management of common parts of the building, such as communal lighting in stairwells, loose handrails on communal stairs, trip hazards such as loose fitting carpet / flooring.

3.7 Referrals

1 – SYP

1 – Environmental services

1 – Building Control

1 – DWP benefit fraud

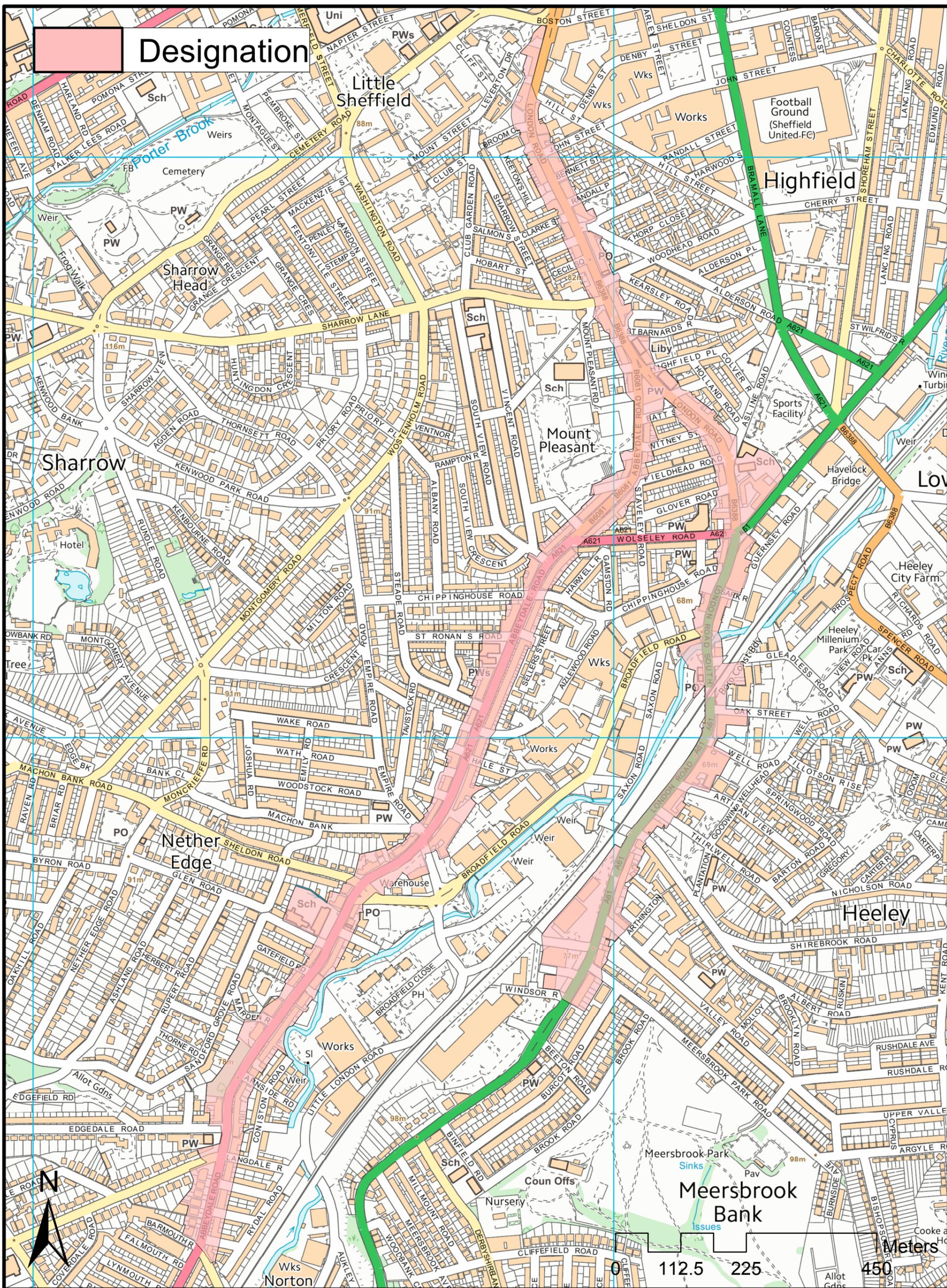
Author: Catherine Hughes

Job Title: Team Manager, Private Housing Standards

Contact No: 273 4393

Date: 05.09.2019

Proposed London Road, Abbeydale Road & Chesterfield Road Selective Licensing Designation



What is Selective Licensing?

1. Selective licensing is a regulatory tool introduced by the Housing Act 2004 under Part 3, Section 80. It enables Councils to introduce licensing for landlords to help improve private rented properties which are poorly managed and in areas suffering from one or more of the following issues: poor housing condition, low housing demand, high levels of migration, high levels of deprivation, high levels of crime, and/or significant and persistent antisocial behaviour. As detailed in the report, the ground the Council relies on for this particular proposal is “poor housing conditions”.
2. The aim of selective licensing is to improve standards of property management in the private rented sector ensuring licensed properties are safe, meet basic safety standards and are managed in a satisfactory way to improve conditions for those who occupy them and residents in the local community.
3. If introduced, it imposes a legal requirement on all private landlords to apply to the Council for a licence for each property they rent out in the designated area.
4. Houses or flats that are already subject to mandatory licensing because they are a House in Multiple Occupation (HMO) do not need to apply again. Only one licence is required. There are also other Selective Licensing exemptions, which to qualify will be subject to stringent checks.
5. As part of the licence application, owners must provide details of ownership, details about the property, how it is occupied, provide certificates for gas safety etc. as well as stating who else has legal interests in the property.
6. Councils must not issue a licence unless it is satisfied that the holder is Fit and Proper. The licence also raises the standards of management by requiring the licence holder to comply with specific licence conditions. Failure to do so, can lead to enforcement action. It also drives out bad landlords by preventing them from operating in the area.

Fit and Proper Person

7. In order to be granted a licence, landlords will need to pass a ‘fit and proper’ test and provide information about their management arrangements. This is to ensure that they are the most appropriate person to hold the licence and can demonstrate they have satisfactory management arrangements in place to manage property disrepair and tenancies.
8. In determining whether the proposed licence holder is a ‘fit and proper’ person, the landlord will be required to provide identification and a declaration confirming their status with regard to criminal offences.
9. The Council will have regard to this information and any other evidence relating to previous convictions held by the person applying for the licence

which impacts on their suitability to manage properties. These include any contraventions for failure to comply with housing and landlord and tenant responsibilities as well as convictions relating to fraud, drugs, sexual misconduct, discrimination and violence.

10. In Sheffield, we carry out thorough 'fit and proper' assessments of all landlords seeking property licences and Disclosure and Barring Service (DBS) checks will be requested where further evidence is required to verify information.
11. Assessments have proved highly successful in our delivery of HMO licensing and our current Selective Licensing scheme in Page Hall and have resulted in a number of landlords and agents being refused fit and proper status.

Satisfactory Management Arrangements

12. This is a further check which is attached to the Fit and Proper assessment. We consider issues including, but not limited to; how far away the licence holder/manager lives away from the property as this affects how they manage it. Also financial arrangements as being a landlord has financial responsibilities attached to it to make sure that repairs and maintenance are carried out properly.

Licence Conditions

13. When the Council issues a licence, it is able to apply a series of standards and conditions to the licence to tackle specific problems relating to the management of the property.
14. Conditions are a mixture of mandatory and local conditions which include a range of requirements aimed at ensuring properties are safe and managed in a satisfactory way.
15. Our local conditions have been proposed to tackle specific issues identified in the area and are considered appropriate to regulate the management, use and occupation of the privately rented properties in this area. The Council believes the conditions of licences are not onerous and good landlords are unlikely to need to change their practices. The proposed licence conditions are attached in **Appendix 5**.

Enforcement of Licensing

16. A designation may be in force for up to 5 years, which means the licence is valid for up to 5 years. We expect the scheme to last for the full term due to the problems identified and we are committed to carrying out a full and comprehensive inspection programme to ensure compliance.
17. As part of the programme, the team would target unlicensed properties and properties where landlords fail to address high risk hazards and maintain their conditions of licence. In these circumstances a zero tolerance approach will

be taken in accordance with our Intervention and Enforcement Policy and landlords are likely to risk prosecution, financial penalties and loss of their licence.

18. Letting a property without a licence and failure to comply with any licence condition are criminal offences which on conviction in court can lead to unlimited fines.
19. In addition to the above fines Councils and tenants are able to claim back up to 12 months of benefits or rent paid during the period a property has not been licensed. The Council will support the tenant application of rent repayment orders where it is satisfied that an offence has been committed. The council will also seek to recover housing benefits paid in respect of any unlicensed property.
20. Landlords who fail to obtain a licence or comply with the licensing conditions risk having control of their property taken away. In such circumstances, the Council will consider whether it is appropriate to revoke the licence which may result in the Council serving a Management Order taking over the management of the property.
21. Nationally, Councils are now allowed to issue civil penalties directly to landlords as an alternative to prosecution for certain Housing Act offences. Civil penalties up to a maximum of £30,000 will be served where the Council considers a significant penalty is the most appropriate method to deter the actions of landlords who deliberately flout the law.

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Report to Safer & Stronger Communities Scrutiny & Policy Development Committee Thursday 19th September 2019

Report of: James Henderson, Director of Policy, Performance & Communications

Subject: Universal Credit in Sheffield Update

Author of Report: Cat Arnold, Policy & Improvement Officer

Summary:

The Department for Work and Pensions (DWP) started to roll out 'Full Service' Universal Credit in Sheffield in November 2018. Eventually UC will replace all working age income-related benefits.

UC represents a significant change in the welfare system. Unlike the benefits it replaces, the default position with UC is one monthly payment to a household, including housing costs, paid in arrears. People then pay their rent, bills and other costs from that payment. Unlike the previous system, UC is usually applied for and managed online.

A Universal Credit Partnership has been set up to coordinate the city's activity on UC, bringing together key representatives from Sheffield City Council, DWP and voluntary, community and faith organisations to share knowledge and create links between the different strands of activity around UC.

When UC was first introduced, DWP provided funding to the Council Housing service and SCC staff provided support (to all tenures) within job centres. From April 2019, after a national agreement, funding was given to Citizens Advice for UC support. Citizens Advice have therefore set up the Help to Claim service (Freephone 0800 1448 444). **The Citizens Advice report appended here provides further details about this service.**

SCC and the Universal Credit Partnership are measuring the impacts of UC on the city and on the Council through both data and case studies.

The overall picture from these information sources indicate that we have not seen the very widespread negative impacts that some other areas of the country experienced when UC was introduced. This is likely to be partly because of



improvements that were made to UC before it came to Sheffield, but also due to the work of support services (public and voluntary sector) in supporting people on UC and the city's strong partnership working on this issue.

However, our anecdotal evidence shows that there are still people struggling on UC in Sheffield. This is particularly those whose lives are more complex or who have vulnerabilities that make managing the system harder.

Solutions to these issues are being sought, including feeding back to DWP to improve their systems, and continuing communications and signposting work.

The information here has been requested by the Committee to enable it to be kept up-to-date on this issue and identify where further scrutiny is needed, if appropriate.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	✓
Other	

The Scrutiny Committee is being asked to:

Note the contents of the briefing and provide comments on the response to, and impact of, Universal Credit in the city.

Background Papers: None

Category of Report: OPEN

Report of the Director of Policy, Performance and Communications

Universal Credit in Sheffield Update

1.0 Introduction/Context

This briefing is designed to give members of the Safer and Stronger Communities Scrutiny Committee an overview on Universal Credit (UC) in Sheffield, roll out of which began in Sheffield in November 2018. In December 2016 an item on Welfare Reform was presented to the Committee, which included some information about preparations for Universal Credit. Since then, members of the Committee have received a number of briefings on Universal Credit in Sheffield.

2.0 What is Universal Credit?

The Department for Work and Pensions (DWP) started to roll out 'Full Service' UC in Sheffield in November 2018¹. Eventually UC will replace all working age income-related benefits (Income Support, income-related Employment and Support Allowance, income-based Jobseeker's Allowance, Housing Benefit and Tax Credits), but not Council Tax Support which will continue to be claimed separately through a different process. According to DWP figures, at the end of July 2019 there were just under 14,000 people in the city on UC.

The default position with UC is **one monthly payment to a household**, including housing costs, **paid in arrears**. People then pay their rent, bills and other costs from that payment. UC is applied for and managed **online**. Different arrangements can be made for vulnerable people, although evidence suggests that these do not always work smoothly.

New claims for the benefits above now require an application instead for UC and some claimants of legacy benefits who have a change of circumstances must also claim UC. This is called 'natural migration'. At some point in the future, the DWP will contact all working-age people still on legacy benefits to notify them that their award will be ending and to invite them to apply for UC. This process is called 'managed migration' and a date has not yet been set for it; it is currently being tested in Harrogate.

¹ 'Full Service' differs from a prototype version of UC called 'Live Service'; Sheffield had the latter for some time, with around 3700 people in the city claiming it. All claimants on Live Service were transferred to Full Service at the end of 2018.

Further information about Universal Credit can be found at www.sheffield.gov.uk/universalcredit and www.understandinguniversalcredit.gov.uk.

3.0 What has been done in Sheffield to respond to Universal Credit?

A **Universal Credit Partnership** has been set up to coordinate the city's activity on UC, bringing together key representatives from Sheffield City Council, DWP and voluntary, community and faith organisations to share knowledge and create links between the different strands of activity around UC², covering:

- Universal Credit Information Sheet and website have been developed www.sheffield.gov.uk/universalcredit which set out key aspects of UC and where people can get help in Sheffield.
- UC awareness sessions have been delivered to partner organisations by Sheffield's DWP Partnership Manager and by Citizens Advice Sheffield.
- Community groups and public services are working closely together in localities to bring together support for people on UC and to provide information on UC.
- Comprehensive signposting information about locality-based support has been compiled and made available to staff in libraries, housing offices, job centres, GP receptions, community hubs and other services to help ensure that people are directed to the best support for them.

Internal SCC groups are also monitoring and responding to UC impacts on services and our citizens.

When UC was first introduced, DWP provided funding to the Council Housing service and SCC staff provided support (to all tenures) within job centres³. From April 2019, after a national agreement, funding was given to Citizens Advice for UC support.

Citizens Advice have therefore set up the **Help to Claim** service, which is usually initially accessed via phone (**Freephone 0800 1448 444**) and then face-to-face appointments are arranged if needed. The service can also be directly accessed face-to-face at their drop in sessions. Sheffield Citizens Advice have also set up a local Consultancy Line for partners and organisations to help them support people on UC (0114 354 0656).

² Organisations represented include: Sheffield City Council, DWP, Citizens Advice Sheffield, Housing Associations, Manor & Castle Development Trust, ZEST, SOAR, Sheffield Credit Union, Shelter, Church Action on Poverty, CCG, and Sheffield Food Bank Network.

³ Our Council Housing staff now only provide UC support to our tenants.

The DWP-Citizens Advice contract only covers support up to the first payment – however, Citizens Advice Sheffield also provides support to those who need to manage their existing UC claim. The DWP contract is for 12 months until April 2020. **The Citizens Advice report appended here provides further details about this service.**

4.0 What do we know about the impacts of Universal Credit in Sheffield?

SCC and the Universal Credit Partnership are measuring the impacts of UC on the city and on the Council through both data and case studies.

A data dashboard is regularly compiled with information such as DWP numbers of UC claimants; percentage of Council tenants on UC in rent arrears; SCC Customer Services contacts relating to UC; applications for the Local Assistance Scheme Crisis Grants; homelessness presentations; and Council Tax Support caseload; and numbers of people supported by the Citizens Advice Help to Claim service. We are also seeking data from food banks on their impacts.

Although these numbers are useful, they can only show part of the picture. There has therefore also been work to better understand the specific impacts of UC on people's lives in Sheffield. The Universal Credit Partnership held a workshop in June 2019 to gain a shared understanding of how different types of people in Sheffield are experiencing UC and to explore solutions for improving their experiences, with representatives from community groups, charities, DWP, SCC, NHS, and equality groups.

The overall picture from these information sources indicate that we have not seen the very widespread negative impacts that some other areas of the country experienced when UC was introduced. For example, although council rent arrears are increasing due to our tenants moving to UC, the levels are not as high as some other social landlords have seen. This is likely to be partly because of improvements that were made to UC before it was introduced in Sheffield, but also due to the work of support services (public and voluntary sector) in supporting people on UC and the city's strong partnership working on this issue.

However, our anecdotal evidence shows that there are still people struggling on UC in Sheffield. This is particularly those whose lives are more complex or who have vulnerabilities that make managing the system harder. We have found that this is more likely to include people from BAMER communities, care leavers, people experiencing domestic abuse, tenants in private-rented accommodation, people with disabilities or health conditions, and carers. Issues include: lack of digital skills; an increase in unethical advice in some communities – charging vulnerable people for help completing forms, or 'friends' helping with the process and then taking money;

reports of people being tricked or pressured into claiming UC and having bogus advances claimed on their behalf; lone parents and part-time workers struggling to get their childcare costs paid due to errors in the system; in some cases UC representing a reduction in the amount of benefit paid; whole-household or even split payments not working for people experiencing abusive relationships; and concerns that the capacity of advice/support in the city will not be enough to meet future demand given the number of people who will move onto UC in the future.

Some of the solutions to these issues lie with improving DWP systems, and concerns are being fed back both locally via Sheffield DWP Partnership managers and nationally via Citizens Advice's campaigning work. Further, the chairs of Sheffield's Health and Wellbeing Board wrote to the Secretary of State for Work and Pensions in March 2019 to express their concerns about the negative impact of UC on people's health in the city⁴.

Other, more local, solutions include continuing communications work to ensure that people and organisations know where to get help with UC, exploring multi-agency support in some localities, improving digital inclusion, and ongoing review of the UC support that is available to people in the city.

5.0 Further information

An information sheet about UC in Sheffield and a detailed signposting guide to UC support in the city is available to download from here:

www.sheffield.gov.uk/universalcredit

Citizens Advice **Help to Claim** service: **Freephone 0800 1448 444**.

6.0 What does this mean for the people of Sheffield?

As set out in the report above, the rollout of Universal Credit has significant implications for people in Sheffield and whilst to date, we have not seen a similar scale of negative impacts that other places have experienced, our evidence shows that Sheffielders, particularly those with the most complex lives, are struggling on UC. We are continuing to work with Universal Credit Partnership to support our communities and review the support that we provide to people in the city.

⁴ You can read the letter to the Secretary of State here: <https://sheffieldnewsroom.co.uk/news/universal-credit/>

7.0 Recommendation

The Scrutiny Committee is asked to:

Note the contents of the briefing and provide comments on the response to, and impact of, Universal Credit in the city.



Sheffield

Help to Claim: Universal Credit

Citizens Advice Sheffield is the city's leading advice service

Through our Help to Claim service, Citizens Advice Sheffield provides people with advice on how to apply for Universal Credit and supports them through the application process.

The support provided will vary depending on the individual needs of the client, but it might include things such as; helping someone gather evidence of their housing or childcare costs; ensuring people know that Alternative Payment Arrangements are available and offering advice on what to expect at a work coach appointment and how to prepare for it.

From the 1st April - 31st August we have advised 2428 people, with 9438 issues. We have helped people in the most deprived wards of Sheffield. We have helped people secure over £4 million pounds in unclaimed benefits, our comprehensive triage also identifies other benefits that people may be entitled to.

A comprehensive triage is at the heart of our service, clients can either contact the Freephone helpline **0800 1448 444** Monday to Friday 8am—6.00pm or attend any of our drop in locations and receive a face to face appointment if required.

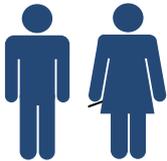
We have introduced conference calling for non-digital claims, this is very beneficial for clients who may have language barriers or lack digital skills and would not be able to maintain a online claim.

We also have a Consultancy Line for partners **0114 354 0656** Monday to Friday 10.00am—1.00pm. This line is for partners who may be supporting a client with a digital claim or who may have a complex or technical issue that needs resolving.

Universal Credit Help to Claim 0800 1448 444 Monday to Friday 8am to 6pm

Help to Claim During April to August 2019

We have helped 2428 people



1217 women

1016 men

2222 working age people

877 disabled or ill people

676 black and ethnic minority people

We have helped with 9438 issues



6970 Initial claim issues

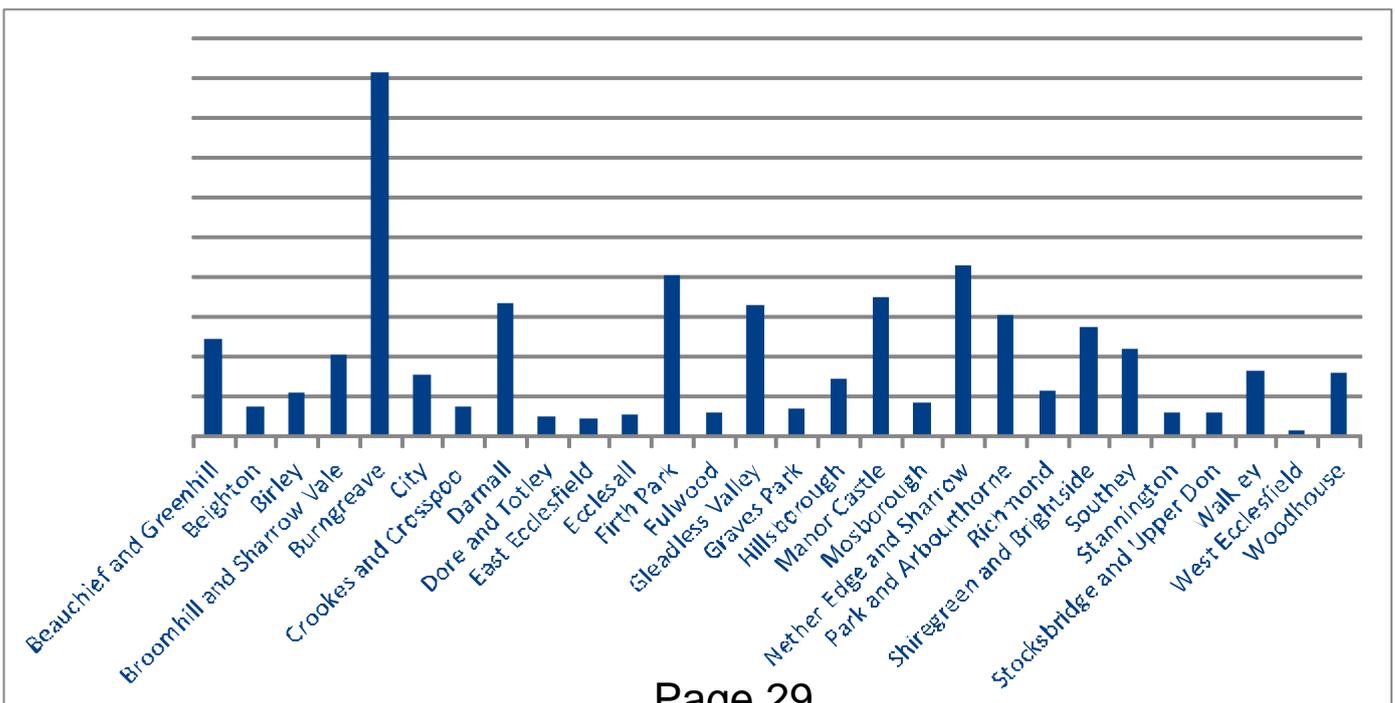
239 Standard element issues

382 Housing element issues

213 Calculation of income and savings

1634 Other issues

We have helped more people where help is most needed



We have helped people maximise their income

	Number of outcomes	Client count	Amount	Average per client
Initial Claim	380	343	£2,866,879	£8,358
Standard element	69	69	£302,655	£4,386
Housing element	67	67	£325,314	£4,855
Limited capability for work element	17	17	£55,781	£3,281
Child element	52	48	£256,354	£5,341
Child care costs	2	2	£5,157	£2,579
Carers elements	17	17	£32,268	£1,898
Child benefit	2	2	£1,166	£583
Working and child tax credits	1	1	£6,105	£6,105
Job seekers allowance	7	7	£26,624	£3,803
Carers allowance	3	3	£10,319	£3,440
Employment and support allowance	18	18	£79,693	£4,427
Personal independence payment	9	9	£51,912	£5,768
Grand Total	644	603	£4,020,227	£9,515



Assessment and support workers, Advice Workers and Volunteers



Dedicated help to claim Free-phone 0800 144 8 444



Face to face appointments

Get help online

Does Universal Credit help work progression?

We recently produced a report regarding 'The experience of part time workers claiming Universal Credit' the report is based on evidence from interviews with claimants conducted by Citizens Advice Sheffield. The research set out to examine how Universal Credit is working for part time workers in Sheffield. In particular we were interested to explore how feasible it is to expect claimants to increase their income through work, and whether Universal Credit is succeeding in enabling claimants to overcome the barriers to work which were present in the legacy system.

Broadly, the findings from this study indicate that the picture of greater work incentives and personalised support is not reflected in the reality of the experience of part time workers claiming Universal Credit in Sheffield.

The full report can be found on our **Page 30**: citizensadvice.org.uk

Added Value

This report focuses on our Help to Claim service which we deliver to Sheffield communities and being part of the national contact centre we also help people from across the country.

This service is stronger and more resilient in part because they benefit from our skills and experience of delivering services in other areas. Those services are equipped to respond to local demands, drawing strength and resilience from being connected to a wider range of skills and experience across the organisation's diverse delivery areas.



A focus on some of the people we have helped

Kazim's Story

Kazim is a 56 year old man who was referred to us for help with making a claim for Universal Credit. As the referral made it clear that he had limited understanding of English he was called back using Language Line phone facility.

It was assessed that, in addition to his limited understanding of spoken English he couldn't read or write and had no digital skills. He would not be able to make and maintain a digital claim for Universal Credit.

A conference call was agreed for later that day to help Karim make his non-digital claim this would be via a call to DWP. Karim was advised on what information he needed to have at hand in order for the claim to succeed.

At the agreed time Karim was called back using the conference facility. The DWP was called as well as Language Line and the claim was made. At the same time an appointment was agreed in the Jobcentre for Karin to confirm his identity.

Universal Credit is now in full payment.

Ayesha's Story

Ayesha is a 34 year old single parent in receipt of Income Support, Child Tax Credit, Child Benefit, Housing Benefit, Council Tax Support. Ayesha cannot speak any English, her Benefits were suspended after a return from a four week family visit abroad although she had informed the Job Centre of this.

We established she was away one day longer than period allowed for continuation of benefits, but the Job Centre had not alerted her to the risk when she told them of her intended dates before travelling.

On attending the Job Centre a claim for Universal Credit had been made although due to the language barrier client was not aware of this, we then challenged this requesting a reinstatement of her legacy benefits on the grounds of poor administration.

Our public phone lines are open every weekday

Help to Claim 0800 1448 444 Calls are free and lines are Monday to Friday 8.00am to 6.00pm

Adviceline 03444 113 111 Monday to Friday 10am to 4pm

Consumer Advice 03454 04 05 06 Monday to Friday 9am to 5pm

Support is available online www.citizensadvice.org.uk/helptoclaim

How you can help us

If you are interested in volunteering, please take a look at our website.

Citizens Advice Sheffield is a charity.

If you would like to support us financially, please see our mydonate page.

www.citizensadvicesheffield.org.uk

Email: getintouch@citizensadvicesheffield.org.uk

Citizens Advice Sheffield is the operating name of Sheffield Citizens Advice and Law Centre Ltd

Registered Office: The Circle, 33 Rockingham Lane, Sheffield S1 4FW

Company registration: 08616847

Charity registration: 1153277

Authorised and regulated by the Financial Conduct Authority: FRN 617731

Regulated by the Office of the Immigration Services Commissioner: N201300063

VAT number: 169 9524 53



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Report to Safer and Stronger Communities Scrutiny & Policy Development Committee Thursday 19th September 2019

Report of: Policy and Improvement Officer

Subject: Current Work Programme 2019/20: Safer & Stronger
Communities Scrutiny & Policy Development Committee

Author of Report: Alice Nicholson, Policy and Improvement Officer
alice.nicholson@sheffield.gov.uk
0114 273 5065

The current work programme for 2019/20 is attached at Appendix 1 for the Committee's consideration and discussion. The work programme has been updated and items scheduled for some of the meetings. The work programme includes a list of items to be prioritised and scheduled and the Committee is asked to prioritise and agree remaining items to be scheduled in line with the sections of this report that refer to role of scrutiny, determining the work programme. Where an issue is not appropriate for inclusion on a meeting agenda, but there is significant interest from members, the Committee can choose to request a written briefing.

Type of item: The report author should tick the appropriate box

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Call-in of Cabinet decision	
Briefing paper for the Scrutiny Committee	
Other	X

The Scrutiny Committee is being asked to:

- Consider and discuss the committee's work programme for 2019/20
- Prioritise and agree remaining items to be scheduled

Background Papers: [Sheffield Council Constitution](#)

Category of Report: OPEN

Current Work Programme 2019/20: Safer & Stronger Communities Scrutiny Committee - Thursday 19th September 2019

1.0 What is the role of Scrutiny?

1.1 Scrutiny Committees exist to hold decision makers to account, investigate issues of local concern, and make recommendations for improvement. The Centre for Public Scrutiny has identified that effective scrutiny:

- Provides 'Critical Friend' challenge to executive policy makers and decision makers
- Enables the voice and concern of the public and its communities
- Is carried out by independent minded governors who lead and own the scrutiny process
- Drives improvement in public services and finds efficiencies and new ways of delivering services

1.2 Scrutiny Committees can operate in a number of ways – through formal meetings with several agenda items, single item 'select committee' style meetings, task and finish groups, and informal visits and meetings to gather evidence to inform scrutiny work. Committees can hear from Council Officers, Cabinet Members, partner organisations, expert witnesses, members of the public. Scrutiny Committees are not decision making bodies, but can make recommendations to decision makers.

2.0 Legislative Powers relevant to Safer and Stronger Communities Scrutiny and Policy Development Committee

2.1 Under the Police and Justice Act 2006, every local authority is required to have a Crime and Disorder Committee with the power to scrutinise the local Crime and Disorder Reduction Partnership or Community Safety Partnership as they are now referred. In Sheffield the Crime and Disorder Committee is the Safer & Stronger Communities Scrutiny Committee and the local Crime and Disorder Reduction Partnership (CDRP) is the Safer and Sustainable Communities Partnership.

2.2 The requirements of the 2006 Act were enacted by the Crime and Disorder (Overview and Scrutiny) Regulations 2009 which came into force for local authorities in England on 30 April 2009. Under the Act the Crime and Disorder Committee (in Sheffield the Safer & Stronger Communities Scrutiny Committee) can:

- Scrutinise decisions made and actions taken in connection by the responsible authorities that make up the CDRP / Community Safety Partnership
- Request information from the responsible authorities
- Require attendance of officer or employees or responsible authorities to answer questions or to provide information.

- 2.3 The Safer and Sustainable Communities Partnership is made up of all the public services in the city, with representatives from the private and voluntary sectors. The Partnership considers issues across the breadth of community safety, such as: crime, anti-social behaviour, drug and alcohol misuse, community cohesion, preventing offending and reoffending, and protecting vulnerable people.
- 2.4 The bodies represented on the Partnership have a statutory duty to work together to prevent crime and disorder in their area. The Partnership is also required by statutory regulation to produce an annual assessment of the levels and patterns of crime, disorder and substance misuse, and agree an annual partnership plan. This is referred to as the Joint Strategic Intelligence Assessment. The Committee usually considers an annual reporting item from the partnership, and would expect this January/March 2020. The work programme could incorporate a more present through the year scrutiny of Sheffield's community safety partnership (The Safer and Sustainable Communities Partnership).
- 2.5 The Police and Crime Panel was established with the statutory function to scrutinise and hold to account the Police and Crime Commissioner for South Yorkshire. The Committee have at times received an update on the work of the Police and Crime Panel.

3.0 Determining the work programme

- 3.1 Attached to this report at Appendix 1 is a current work programme 2019/20.
- 3.2 It is important the work programme reflects the principles of effective scrutiny, outlined above at 1.1, and so the Committee has a vital role in ensuring that the work programme is looking at issues that concern local people, and looking at issues where scrutiny can influence decision makers. The work programme remains a live document, and there will be an opportunity for the Committee to discuss it at every Committee meeting, this might include:
- Prioritising issues for inclusion on a meeting agenda
 - Identifying new issues for scrutiny
 - Determining the appropriate approach for an issue – e.g. select committee style single item agenda vs task and finish group
 - Identifying appropriate witnesses and sources of evidence to inform scrutiny discussions
 - Identifying key lines of enquiry and specific issues that should be addressed through scrutiny of any given issue.
- 3.3 Members of the Committee can also raise any issues for the work programme via the Chair or Policy and Improvement Officer at any time.

4.0 Meeting Dates 2019/20

4.1 Meetings have been scheduled for Thursdays 5-7pm on the following dates:

- 24th October 2019
- 12th December 2019
- 16th January 2020
- 12th March 2020

5.0 Recommendations

5.1 The Scrutiny Committee is being asked to:

- Consider and discuss the committee's work programme for 2019/20
 - Prioritise and agree remaining items to be scheduled
-

Safer and Stronger Communities Scrutiny and Policy Development Committee

DRAFT WORK PROGRAMME 2019/20

Last updated: 10th September 2019

Please note: the work programme is a live document and so is subject to change.

Safer & Stronger Communities		Thursday 5-7pm	
Topic	Reasons for selecting topic	Lead Officer/s	Agenda Item/ Briefing paper
Thursday 11th July 5-7pm			
<i>South Yorkshire Fire and Rescue draft Integrated Risk Management Plan</i>	<i>Consideration of implications of this draft plan currently out to consultation, especially in light of the matters raised by a petition presented to Full Council 12th June 2019</i>	<i>South Yorkshire Fire and Rescue - Chief Fire Officer and Director of Support Services</i>	Agenda Item
<i>Fire Service Cuts - Petition to Council 12th June 2019</i>	<i>Full Council received a petition on the Fire Service Cuts proposed through the Integrated Risk Management Plan and referred matters raised by the petition to scrutiny for consideration</i>	<i>Lead Petitioner - Neil Carbutt, Fire Brigade Union (FBU)</i>	Agenda Item

<i>Work Programme 2019/20 including Gun and Knife Crime Review draft report of work to date and findings 2018/19</i>	<i>Consideration of a draft work programme for Safer and Stronger Communities Scrutiny and Policy Development Committee 2019/20</i>	<i>Policy and Improvement Officer</i>	Agenda Item
Thursday 19th September 5-7pm			
Abbeydale Road (LAC) Selective Licensing – update post implementation	Monitoring the impact of the impact of the scheme over 6/12 months - Cabinet Decision 20th June 2018 - implementation scheduled 1st November 2018 - progress report 10 months on from implementation	Cabinet Member for Neighbourhoods and Community Safety, Neighbourhood Intervention and Tenant Support Team, Place	
Universal Credit in Sheffield an update:	Start with a briefing of 'what it looks like in Sheffield: Impact and Support, organisations involved' - Committee can then determine what more they want to know and who to attend; follow on post introduction of UC in the city		For information
Work programme 2019/20		Policy and Improvement Officer	Standing Item
Thursday 24th October 5-7pm			
Cohesion Sheffield - an update on city wide framework, joint strategy, and area projects	Cohesion is impacted by a number of factors and this would be to receive a report of work undertaken by Cohesion Sheffield to implement the framework and strategy, especially an update on area based projects	Angela Greenwood	

TBC - Hate Crime in Sheffield	<i>Hate Crime is a CSP (Community Safety Partnership) priority, an action plan was a recommendation of this Committee 2016/17; This item would be to receive a report of performance on this CSP priority as part of this Committee's Statutory role to scrutinise the CSP; and a progress update on the Hate Crime Action Plan, including how (what routes) are people reporting hate crime</i>		TBC
Thursday 12th December 5-7 pm			
Thursday 16th January 5-7pm			
Community Safety Partnership Annual Report			
Thursday 12th March 5-7 pm			
Scrutiny Annual Report 2019/20 Draft Content & Work Programme 2020/21	This report provides the Committee with a summary of its activities over the municipal year for inclusion in the Scrutiny Annual Report 2019/20; and a list of topics which it is recommended be put forward for consideration as part of the 2020/21 Work Programme for this committee.	Policy and Improvement Officer	

Items to be prioritised and scheduled 2019/20			
Community Safety Partnership	Statutory role for this Committee as the Crime and Disorder Committee to scrutinise the Sheffield Community Safety Partnership (CSP) - incorporate in the Committee's work programme and through the year scrutiny of CSP performance as well as annual report		
101 service - The Police non-emergency number - operation and performance update	Performance is still of concern to members, receive an update on the operation and performance of this number in South Yorkshire - impact on non-emergency crime reporting data, is it fit for purpose	South Yorkshire Police - see work programme of SY Police and Crime Panel	TBC
Housing + update	Committee received an update March 2018 and would like to know how it is going		March 2020?
Affordable Housing and affordability	Committee want to know what affordable housing looks like in Sheffield; how do we maintain affordability; and issues of appropriate housing, for example, catering for new way of living for ageing population, and young people's housing opportunity (especially care leavers); city fairness and equality in housing	Cabinet Members with responsibility for Planning, Housing Strategy, Housing Delivery	
South Yorkshire Violence Reduction Unit	An update on this new unit for South Yorkshire		TBC

Other areas of work - not scheduled as agenda items			
Gun and knife crime scrutiny review	Committee work to date report needs to be updated into a formal review report, gathering more information if required - small task group of the Committee to work on this; and to scope with Children, Young People & Families Support Scrutiny Committee activity, and work on Violent Crime Reduction in the city		Task and Finish Group

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