

Cabinet

Wednesday 23 September 2020 at 2.00 pm

To be held as an online video conference.

The Press and Public are Welcome to Attend

Membership

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|-----------------------------------|--|
| Councillor Julie Dore | (Leader of the Council) |
| Councillor Jackie Drayton | (Cabinet Member for Children & Families) |
| Councillor Terry Fox | (Cabinet Member for Finance, Resources and Governance) |
| Councillor Mazher Iqbal | (Cabinet Member for Business and Investment) |
| Councillor Bob Johnson | (Cabinet Member for Transport and Development) |
| Councillor Mark Jones | (Cabinet Member for Environment, Streetscene and Climate Change) |
| Councillor Mary Lea | (Cabinet Member for Culture, Parks and Leisure) |
| Councillor George Lindars-Hammond | (Cabinet Member for Health and Social Care) |
| Councillor Abtislam Mohamed | (Cabinet Member for Education and Skills) |
| Councillor Paul Wood | (Cabinet Member for Neighbourhoods and Community Safety) |

PUBLIC ACCESS TO THE MEETING

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

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You 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. Please see the Council's website for details of how to access the remote meeting.

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 Craig Rogerson on 0114 273 4014 or email craig.rogerson@sheffield.gov.uk.

**CABINET AGENDA
23 SEPTEMBER 2020**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 5 - 8)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meetings** (Pages 9 - 64)
To approve the minutes of the meetings of the Cabinet held on:
 - (a) 18th March, 2020
 - (b) 20th May, 2020
 - (c) 17th June, 2020
 - (d) 15th July, 2020
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Items Called-In For Scrutiny**
The Director of Legal and Governance will inform the Cabinet of any items called in for scrutiny since the last meeting of the Cabinet
- 8. Retirement of Staff** (Pages 65 - 68)
Report of the Executive Director, Resources.
- 9. Month 4 Capital Approvals 2020/21** (Pages 69 - 88)
Report of the Executive Director, Resources
- 10. Commissioning New Care and Supported Services for People with Complex Needs** (Pages 89 - 106)
Report of the Executive Director, People
- 11. European Social Fund, Sector Routeways** (Pages 107 - 132)
Report of the Executive Director, People
- 12. Decision by Cabinet as Trustees of Hillsborough Park - Leases of Former Coach House and Bowls Pavilion*** (Pages 133 - 182)
Report of the Executive Director, Place

- 13. COVID-19 Test, Track & Isolate Programme Funding*** (Pages 183 - 232)
Report of the Executive Director, Resources and the Director of Public Health
- 14. Provision of Grant Funding for Sheffield City Trust, to allow Ponds Forge to Re-Open*** (Pages 233 - 242)
Report of the Executive Director, Resources

NOTE: The next meeting of Cabinet will be held on Wednesday 21 October 2020 at 2.00 pm

*(NOTE: A number of appendices to the reports at items 12, 13 and 14 in the agenda are not available to the public and press because they contains exempt information described in Schedule 12A to the Local Government Act 1972, as amended, as follows:

- Item 12 Appendices 1 and 2 Paragraph 3
- Item 13 Appendix A Paragraph 3
- Item 14 Appendix 1 Paragraph 3 and 5).

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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

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Cabinet

Meeting held 18 March 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Julie Dore (Chair), Jackie Drayton, Mazher Iqbal and George Lindars-Hammond

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1. STATEMENT FROM THE LEADER - CORONAVIRUS (COVID-19)

1.1 The Leader of the Council gave a statement responding to the current coronavirus pandemic:

“I know this is a period of great fear and uncertainty for people across our city, and I want to reassure you of all the measures that are being taken by Sheffield City Council to ensure we protect people and keep the city functioning as well as we can over the coming weeks and months.

First and foremost, we lead the public health work in the city. I would like to extend my personal thanks to council and NHS staff for all the work they have been doing to keep people across the city as safe as possible. Their hard work and dedication means we are now in the best position we can be to respond to this disease.

It is also important to be clear we will keep our vital services running, even if they have to be delivered in different ways. We will continue, as always, to prioritise the most vulnerable people in the city. Maintaining good adult and children’s social care is our top priority, and we are putting all necessary resources behind this.

We recognise the situation is moving very quickly and that the national guidance will continue to change and evolve over time. We have an important role to play in supporting colleagues and partners across the voluntary, community and business sectors through the changes, working together to keep the city functioning for the benefit of the people who live, work and learn here.

Following the announcement by government yesterday about support for businesses, we will do everything we can locally to ensure they are able to access the support available. There has been an announcement of help and support for tenants in the past couple of hours and I can also confirm that as part of this council’s commitment to supporting our tenants through difficult times, no council tenant will lose their home because of COVID-19.

As and when we have to make any changes to other services, to enable us to focus resources where they are needed most, we will communicate clearly with you in advance about this. The Sheffield Newsroom site will always be kept up to date with the latest information.

We are here to support and care for you through this very difficult period, and I know you will support and care for each other.

This is an unprecedented situation in our city's history, and at this stage it would be irresponsible of me to suggest I know how this will play out for us. What I do know, though, is that Sheffield people have resilience, a sense of community and just the right combination of the kindness and practicality that will get us through the challenges ahead in the best shape we can be."

2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received from Councillors Terry Fox (Deputy Chair), Bob Johnson, Mark Jones, Mary Lea, Abtisam Mohamed and Paul Wood.

3. EXCLUSION OF PUBLIC AND PRESS

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

4. DECLARATIONS OF INTEREST

- 4.1 There were no declarations of interest.

5. MINUTES OF PREVIOUS MEETING

- 5.1 The minutes of the meeting of the Cabinet held on 19 February were approved as a correct record.

6. PUBLIC QUESTIONS, PETITIONS AND UPDATE ON CORONAVIRUS

6.1 Public Questions and Petitions

It was reported that there were no public questions or petitions.

6.2 Coronavirus Update

- 6.2.1 The Director of Public Health provided an update on the Coronavirus, Covid-19 pandemic. He explained that this was an unprecedented public health crisis, which was a fast moving and evolving emergency. He outlined details of the strategy and plan that was in place to respond to the crisis and confirmed that the Government strategy, that focused on saving lives; delaying and dampening the peak; and protecting the most vulnerable, was being adopted locally.

- 6.2.2 The key measures and guidance introduced by the Government were set out, including: strict instructions to stay at home; social distancing; hygiene measures; and measures to protect the most vulnerable. Collectively these actions aim to save lives and dampen the peak of the virus to protect the NHS and enable it to continue to function. He stated that there would be a city wide approach to the crisis, with the Council working with the NHS and other key partners to ensure that the city continues to function and act for the best interests of the public.

- 6.2.3 The Leader thanked the Director of Public Health for the update and for all his hard work, commitment and dedication in responding to the pandemic. She confirmed that Members would be provided with regular updates on developments.

7. ITEMS CALLED-IN FOR SCRUTINY

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

8. VOICE AND INVOLVEMENT OF YOUNG PEOPLE IN SCRUTINY

- 8.1 Cabinet received a report of the Children, Young People & Family Support Scrutiny and Policy Development Committee on the outcome of its task group to look at how to increase the voice and involvement of young people in scrutiny.

- 8.2 **RESOLVED:** That:-

(a) the Children, Young People & Family Support Scrutiny and Policy Development Committee be thanked for its work in relation to voice and involvement of Young People in Scrutiny;

(b) the Voice and Involvement of Young People in Scrutiny Task Group 2019/20 Report that is attached as Appendix 1 to the report now submitted be noted; and

(c) a Cabinet response to the recommendations of the Children, Young People & Family Support Scrutiny and Policy Development Committee be deferred.

8.3 Reasons for Decision

To allow a focus on the evolving situation arising from the Coronavirus pandemic a response to the Scrutiny Committee recommendations be deferred for now and a report be brought back in due course.

8.4 Alternatives Considered and Rejected

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 Young People and advocates across the city this is not deemed a viable option.

9. RETIREMENT OF STAFF

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

- 9.2 **RESOLVED:** That this Cabinet :-

(a) places on record its appreciation of the valuable services rendered to the City Council by the following staff in the Portfolios

below:-

| <u>Name</u> | <u>Post</u> | <u>Years' Service</u> |
|-------------------------------|---|---------------------------|
| <u>People Services</u> | | |
| Jayne Ainsworth | Teaching Assistant Level 2, Lydgate Junior School | 21 |
| Patricia Ledger | Senior Teaching Assistant Level 3, Brightside Nursery and Infant School | 37 |
| Margaret Diane Maddock | Business Manager, Brook House Junior School | 33 |

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

(c) directs that an appropriate extract of this resolution under the Common Seal of the Council be forwarded to those staff with over 20 years' service.

10. IMPLEMENTING THE SOUTH YORKSHIRE DEVOLUTION DEAL

10.1 The Interim Chief Executive submitted a report providing an update on progress towards implementation of the 2015 South Yorkshire Devolution Deal (Devolution Deal).

10.2 **RESOLVED:** That:-

(a) the progress on the 2015 South Yorkshire Devolution Agreement be noted;

(b) the timetable for consultation on the Deal be noted; and

(c) that it be noted that the Interim Chief Executive, in consultation with the Leader of the Council and the Director of Legal and Governance, has delegated authority to take forward and conclude the Devolution Agreement, consent to the enabling Orders and agree the terms of the SCR Constitution in line with the principles outlined in this report.

10.3 **Reasons for Decision**

10.3.1 Sheffield has been fully committed to the South Yorkshire Devolution Agreement since it was agreed in 2015. The steps outlined in this report will enable the progression of the Deal (pending the outcome of the consultation and decision of the Secretary of State) and thus ensure that communities in Sheffield and South Yorkshire have access to vital, long-term funding and

powers to improve local skills, training and transport services.

- 10.3.2 Further, with the Government making clear their intentions to further devolution in England to Mayoral Combined Authorities, this Deal ensures that Sheffield City Region is best placed to access further investment.

10.4 **Alternatives Considered and Rejected**

Do nothing – if these delegations are not put in place it is extremely likely that the parliamentary process will not be completed prior to the summer. This would mean a delay in the benefits of the Deal being secured for the people and communities of South Yorkshire.

11. **MONTH 10 CAPITAL APPROVALS**

- 11.1 The Executive Director, Resources, submitted a report providing details of proposed changes to the Capital Programme 2019/20, as brought forward in Month 10.

11.2 **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 contract;

(b) approves the acceptance of accountable body status of the grant funding detailed in Appendix 2; and

(c) approves the making of grants to third parties, as detailed in Appendix 2a of the report.

11.3 **Reasons for Decision**

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

- 11.3.2 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.

- 11.3.3 To obtain the relevant delegations to allow projects to proceed.

11.4 **Alternatives Considered and Rejected**

- 11.4.1 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.

12. SHEFFIELD TACKLING POVERTY FRAMEWORK 2020-2030

- 12.1 The Director of Policy, Performance and Communications submitted a report seeking approval to the Sheffield Tackling Poverty Framework.

The report indicated that the Framework re-states Sheffield City Council's commitment to tackling poverty by setting out an ambitious vision for a city free from poverty and some high level commitments which the council will pursue in order to help deliver on that vision at a local level. The Framework builds on the Council's detailed 2015-2018 Tackling Poverty Strategy and also summarises the range of activity which has taken place across the city in recent years and the work which continues to be undertaken.

- 12.2 **RESOLVED:** That Cabinet:-

(a) approves the Sheffield Tackling Poverty Framework, attached as Appendix 1 to this report, and the commitments contained within it;

(b) supports further work with partners to develop a more detailed Tackling Poverty Action Plan for the city, which will supersede the existing Tackling Poverty Strategy; and

(c) agrees that, once developed, the Tackling Poverty Action Plan will be presented to Cabinet for approval.

- 12.3 **Reasons for Decision**

Given the Council's strong commitment to tackling poverty and inequality across all areas of policy, strategy and delivery, it is timely for us to clearly restate our position and kick-start more vital work in this area.

- 12.4 **Alternatives Considered and Rejected**

The Tackling Poverty Strategy was developed in 2015 and will continue until a decision is made to replace it. However, this Framework sets out a refreshed approach within that context and gives us an opportunity to restate our commitment, highlight what we have done so far, and work with partners to develop a refreshed Action Plan for the decade ahead. The alternative would be to not adopt the framework.

13. 'A GREAT START IN LIFE' - SHEFFIELD'S EARLY YEARS' STRATEGY

- 13.1 The Executive Director, People Services submitted a report seeking approval to 'A Great Start in Life', Sheffield's Early Years Strategy.

The report indicated that the Strategy builds on the Council's previous strategy and, following a wide range of consultation across the city, it has been co-developed with colleagues from the local authority, health, schools, early years providers, private, community, voluntary sectors, parents and carers.

The Strategy sets out the city's ambitions for enabling all children aged 0 to 5 years and their families to achieve their full potential. It sets out priorities and plans for continuing to develop high quality maternity services, early help and prevention and intervention services which meet a diverse range of needs.

- 13.2 **RESOLVED:** That approval be given to 'A Great Start in Life', Sheffield's Early Years Strategy, as detailed in the report now submitted.

13.3 Reasons for Decision

'A Great Start in Life' is integral to Sheffield's wider health priority of enabling good health and wellbeing throughout life. It is aligned with our vision for a fairer, inclusive city and one that builds on the strengths of communities and citizens to create the best environment for all our children. It has major implications for the city's long term outcomes including educational attainment and community cohesion.

13.4 Alternatives Considered and Rejected

To not have a strategy – Although it is not a legal requirement to have a strategy 'Building Great Britons. Conception to Age 2: First 1001 Days All Party Parliamentary Group' provides clear recommendations for local partnerships to promote optimal development in the first 1001 days to give every baby the best possible start in life. Doing nothing would represent a reputational risk to Sheffield City Council with fundamentally adverse consequences for the health of children and their families.

14. INVESTING IN YOUNG PEOPLE

- 14.1 The Executive Director, People Services submitted a report setting out

the conclusions of the Leader of the Council's Review of Youth and Young People Services. The report outlines future strategic ambitions to support the young people of Sheffield through a new integrated delivery model. This will be supported by additional investment of £2m in resources in 2020-21 with an ambition to identify additional mainstream funding through the Council's budget process in future years.

It was reported that the Leader's review had concluded that to deliver an inclusive, ambitious and collaborative strategy for youth services supported by a further £2m of additional investment the current contract will not be retendered and a new enhanced, integrated delivery model will support a new strategic youth offer.

14.2 **RESOLVED:** That Cabinet:-

(a) notes the findings of the Leader Review of Youth Services;

(b) endorses and approves the ambitions and proposals set out in this report, to support and improve the lives of young people in Sheffield;

(c) notes the concurrent decision made in the Council Meeting of 4th March 2020 to invest an additional £2m to further develop young people's services in 2020-21, with an ambition to identify additional mainstream funding through the Council's budget process in future years; and

(d) agrees not to retender the current contract for Youth Services when it expires.

14.3 **Reasons for Decision**

14.3.1 The Leader review of youth services concluded that with the additional investment outlined in this report there is an opportunity to have a more ambitious offer for young people in our city that will enhance the support and outcomes for young people through greater alignment and integration across Council services. It is expected that some commissioning activity across the city will form part of the way forward, and a Leader Decision in April will set out more detailed delivery options.

14.3.2 The consolidation and increased investment affords the opportunity to provide a coherent and holistic service to young people that will support and inspire them to achieve their full potential and contribute to the future prosperity of the city of Sheffield.

14.3.3 The strategic approach set out in this report will provide a more ambitious youth offer with a coordinated set of provision and support for the young people of Sheffield and enable them to fulfil their potential. It will enable the Council to take a flexible and integrated approach in future to provision for young people. A wider strategic citywide approach will enable the Council to engage with a range of other partners, including

the NHS, Police, Schools, Communities and the Voluntary Sector, to coordinate resources and approaches across the city.

14.4 **Alternatives Considered and Rejected**

- 14.4.1 The Review of Services considered a range of potential options and service delivery to reach its final conclusions about the ambitions and priorities for a new strategic approach to support young people. The proposals set out in this report are considered to represent the best way to improve the lives of young people in Sheffield.
- 14.4.2 A number of options to secure the delivery of services in the future have also been considered through the Leader Review. These include retendering the current services through a contract, considering the possibility of a Sheffield Youth 'Trust' or 'Youth Mutual', or some kind of alternative arm's length organisational structure. Further detail on these alternatives and their appraisal will be set out in more detail for the Leader to consider in April.

15. **OUR RESPONSE TO PROTECTING VULNERABLE YOUNG PEOPLE - CONTEXTUAL SAFEGUARDING STRATEGY**

- 15.1 The Executive Director, People Services submitted a report seeking approval and support for Sheffield's "Contextual Safeguarding Strategy: Our response to protecting vulnerable young people ensuring children and young people are safe and supported to achieve their full potential" The report also requests that Cabinet approve Sheffield City Council's involvement in the Amber Project and the partnership response; Prepare, Prevent, Protect and Pursue to tackle child exploitation.

The Strategy re-affirms Sheffield's commitment to recognising and responding to child sexual exploitation, child criminal exploitation and the criminalisation of our young people.

- 15.2 **RESOLVED:** That Cabinet recognises the contextual safeguarding issues to reduce inequalities and the contribution to the Sheffield Safeguarding Children's Partnership outcome Priority 5, as detailed in the report, and agrees to develop robust responses to emerging safeguarding issues whilst at the same time ensuring we maintain an effective response to all areas of abuse and neglect and therefore:-

(a) agrees and supports Sheffield's "Contextual Safeguarding Strategy: Our response to protecting vulnerable young people ensuring children and young people are safe and supported to achieve their full potential"; and

(b) approves Sheffield City Council's involvement in the Amber Project and the partnership response; Prepare, Prevent, Protect and Pursue to tackle child exploitation.

15.3 Reasons for Decision

Agreement and support of Sheffield's Contextual Safeguarding Strategy and approval of Sheffield City Council's involvement, to recognise and respond to contextual safeguarding issues in line with this proposal, will reduce inequalities and contribute to the Sheffield Safeguarding Children's Partnership outcome Priority 5. The proposal will ensure that the Council develops robust responses to emerging safeguarding issues whilst at the same time ensuring we maintain an effective response to all areas of abuse and neglect.

15.4 Alternatives Considered and Rejected

Not to approve Sheffield City Council's involvement in the publication of a contextual safeguarding strategy. This proposal was rejected because this strategy will support reduced inequalities and contribute the Sheffield Safeguarding Children's Partnership outcome Priority 5. The proposal will ensure that the Council develops robust responses to emerging safeguarding issues whilst at the same time ensuring we maintain an effective response to all areas of abuse and neglect.

16. UK RESETTLEMENT SCHEME ARRANGEMENTS

16.1 The Executive Director, Place submitted a report advising Cabinet of the request received from the Home Office that the Council continues to resettle refugees under the new UK Resettlement Scheme. The report states that it is a requirement of the new scheme to maintain support for these refugees for five years from arrival. A working relationship is in place with Migration Yorkshire which can be developed to provide resettlement for this new joint scheme.

It was reported that the programme is fully funded and does not incur additional costs to the Council.

16.2 **RESOLVED:** that Cabinet: -

(a) notes the contents of the report and in particular that the programme is fully funded and does not incur additional costs to the Council.;

(b) approves the acceptance of Home Office funding by entering into an extension to the partnership agreement with Migration Yorkshire to deliver the UK Resettlement Scheme to refugee arrivals between April 2020 and March 2021;

(c) agrees that the existing funding agreement with Leeds City Council, as the regional accountable body, for delivery of the Syrian Vulnerable Person's Resettlement Scheme in Sheffield be varied to provide funding to the Council to continue providing resettlement and support under the new joint UK Resettlement Scheme;

(d) delegates authority to the Executive Director, Place, in consultation with the Director of Finance and Commercial Services, to instruct the Director of Legal and Governance Services to finalise terms and complete the necessary documentation;

(e) authorises the Director of Housing and Neighbourhoods to accept 120 refugee arrivals with a potential increase up to a maximum of 150 refugees; and

(f) authorises the Director of Housing and Neighbourhoods to continue this arrangement on the same terms for a further three years provided there are no significant changes to the scheme and its related finance model.

16.3 **Reasons for Decision**

The Council now has over 15 years' experience of management and delivery of Refugee resettlement programmes, the longest involvement of any local authority in the UK. The UK government has committed to resettling the most vulnerable refugees, bringing people to the UK who have fled the war, persecution and are temporarily based in neighbouring countries. The UK Resettlement Scheme is funded by central government, with money provided at a level which funds the Council and its delivery partners to provide services and support to refugees for a period of up to 5 years following arrival in the city.

16.4 **Alternatives Considered and Rejected**

If the Council does not enter into the UK Resettlement Scheme with the Home Office via Leeds City Council for Migration Yorkshire it would mean that refugees waiting for resettlement may not be offered a place of sanctuary. It could affect national targets to resettle refugees.

17. **MAINTAINING A STABLE ADULT SOCIAL CARE MARKET IN SHEFFIELD**

17.1 The Executive Director, People Services submitted a report seeking approval for the amended fair and sustainable fee rates for independent sector care home, home care, extra care and supported living providers in Sheffield for the financial year 2020-21. The report sets out the process that the Council has followed to propose the fair and sustainable fee rates.

17.2 **RESOLVED:** That Cabinet:-

(a) approves an increase to the fee rate of 4.9% for standard rate care Homes;

(b) approves an increase to the fee rates of 5.54% for home care, extra care (care element only) and supported living providers on the Council's standard contracted and framework rate;

(c) approves an increase to fee rates of 3% for non-standard residential care subject to contractual compliance;

(d) delegates authority to the Executive Director of People in consultation with the Director of Adult Services and the Cabinet Member for Children, Young People and Families and Cabinet Member for Health and Social Care to agree any appropriate and proportionate fee increases requested by recipients of Direct Payments on a case-by-case basis;

(e) delegates authority to the Executive Director of People in consultation with the Director of Adult Services and the Cabinet Member for Children, Young People and Families and Cabinet Member for Health and Social Care to agree any appropriate and proportionate fee increases requested by care homes outside Sheffield because cost pressures will vary from place to place;

(f) approves a comprehensive strategic review of the older adult care home sector in the city, to be sponsored by the Executive Director and Cabinet Member for Health and Social Care to commence in April 2020 with conclusions and recommendations to be reported to Cabinet in the Autumn of 2020 in alignment with the Council's budget planning process; and

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

17.3 Reasons for Decision

In order to develop and maintain a stable adult social care market in Sheffield the Council need to ensure that the fees paid by the Council to providers for adult social care in the city of Sheffield are increased in line with the cost of delivering care in the city, including inflationary pressures in 2020/21.

17.4 Alternatives Considered and Rejected

The Council originally consulted in December 2019 on a proposed fee increase based on a lower increase in minimum wage. Following the feedback from providers since the actual increase was announced by Government mid way through the consultation, the Council has reflected on the feedback and the risk to the market of not accommodating this increased pressure and is proposing a rate that is based on the application of this full increase to all staffing costs. This is more than in previous years and reflects further feedback from providers that maintaining wage differentials between front line and senior staff as well as keeping pace with minimum wage for admin and 'hotel' staff is key to

attracting and retaining good management staff and sustaining quality provision.

18. SHEAF VALLEY AND MIDLAND STATION DEVELOPMENT FRAMEWORK

18.1 The Executive Director, Place submitted a report updating Cabinet on progress with the development framework for the Sheaf Valley and Midland Station area and seeks Cabinet endorsement for the emerging vision and next stages of this work. It also seeks approval for the heads of terms for a partnership approach with London and Continental Railways to help drive delivery.

18.2 **RESOLVED:** That Cabinet:-

(a) notes the progress of the Sheaf Valley and Midland Station Development Framework so far and endorse the direction of travel of the framework's aims set out in section 2 of the report now submitted;

(b) endorses the programme management approach to the delivery set out in section 3;

(c) notes that more detail on a resource plan for the costs of progressing such work will be the subject of further work;

(d) approves the detail of the heads of terms for partnership approach with London & Continental Railways to support delivery, as set out in section 4;

(e) delegates authority to the Executive Director of Place, in consultation with the Chief Property Officer and Director of Legal and Governance to finalise and enter into all necessary legal documentation with London & Continental Railways; and

(f) notes that more detail on setting a proposed budget to fund strategic acquisitions will be the subject of a future report.

18.3 Reasons for Decision

18.3.1 This report sets out the opportunity for the Council to establish a coherent joined up programme of work to deliver a development framework for the Sheaf Valley and Midland Station area. In doing so, it seeks to maximise the economic benefits of proximity to the station, particularly with the introduction of HS2 and Northern Powerhouse Rail; take advantage of opportunities to address climate change issues in the area and generally improve the quality of the environment and to resolve a range of transport issues within and well beyond the area.

18.3.2 The proposed agreement with London and Continental Railways will bring additional national expertise and resources to maximise the pace, scale and quality of new development which the development framework

aims to unlock.

18.4 Alternatives Considered and Rejected

- 18.4.1 Do nothing: Given the changes required at Sheffield Station are expected to be far less intrusive than at other stations with High Speed Rail 2 services the Council does have the option of not undertaking significant masterplanning or considering wider infrastructure changes. However, this would put Sheffield at a disadvantage for several reasons. Firstly, it would miss opportunities to grow Sheffield's economy by creating new commercial floor space and attract new demand for housing. This would be in contrast to other cities gaining HS2 services in their city centres who are all planning significant regeneration activity. Secondly, opportunities to improve the area around the station will be missed: this includes issues regarding air quality, severance with surrounding neighbourhoods, the capacity of the ring road, poor connectivity of the tram and options for active travel.
- 18.4.2 Take forward development framework but without a formal relationship with London and Continental Railways. London and Continental Railways has considerable expertise in developing areas around rail stations and have a skill set not available in the Council. Without their involvement development around the area would still be likely to take place over time but on a much more piecemeal way and the pace, scale and quality is likely to be much lower.

19. FUTURE HIGH STREETS FUND - FARGATE AND HIGH STREET

- 19.1 The Executive Director, Place submitted a report updating Cabinet on the Future High Streets Fund (FHSF) and progress with developing a full business case for capital interventions on Fargate and High Street, for submission to the Ministry of Housing, Communities and Local Government. The report seeks delegated authority for submission of the full business case and to negotiate and enter into time limited option agreement(s) and or contractual agreement(s) to purchase property, to facilitate the key interventions proposed and which will be subject to securing funds from FHSF.

Should the business case be successful a further report will be presented to Cabinet with further details on the key interventions, capital programme and to seek approval to enter into a funding agreement [once the terms and conditions are known]. All interventions/projects will be then be brought through the capital approvals process.

19.2 RESOLVED: That Cabinet:-

(a) delegates authority to the Executive Director of Place in consultation with the Cabinet Member for Business and Investment, the Executive Director of Resources and the Director for City Centre Development to

submit the full Future High Streets Fund (FHSF) business case, as detailed in the report;

(b) delegates authority to Chief Property Officer and Director of Legal and Governance, in consultation with the Cabinet Member for Finance, Resources and Governance and Deputy Leader, Cabinet Member for Business and Investment, the Executive Director of Resources and the Director for City Centre Development to negotiate and enter into time limited option agreement(s) and or contractual agreement(s) to purchase property, to facilitate the key interventions proposed and which will be subject to securing funds from FHSF; and

(c) notes that a further report will be presented to Cabinet should the business case be successful in securing funding.

19.3 **Reasons for Decision**

The Future High Streets Fund (FHSF) provides an opportunity to bid for significant funding to address current and future issues and challenges on Fargate and High Street.

Delegated authority will enable the Council to secure options to purchase property subject to securing FHSF, which will facilitate new uses particularly on vacant upper floors.

19.4 **Alternatives Considered and Rejected**

Do Nothing - Not submitting a full business case would mean missing the opportunity to secure up to £25m in Ministry of Housing, Communities and Local Government funds to deliver significant capital interventions along Fargate and High Street. Not securing the option to acquire property could mean viable opportunities to deliver key interventions with FHSF are lost.

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SHEFFIELD CITY COUNCIL

Cabinet

Meeting held 20 May 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Julie Dore (Chair), Jackie Drayton, Terry Fox, Mazher Iqbal, Bob Johnson, Mark Jones, Mary Lea, George Lindars-Hammond, Abtisam Mohamed and Paul Wood

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1. COVID-19 PANDEMIC

1.1 The Chair (Councillor Julie Dore), in welcoming everyone to this first meeting of the Cabinet since the outbreak of the Covid-19 pandemic, commented that she wished to place on record the Council's recognition and acknowledgement of the tremendous efforts of everyone in the City in connection with lockdown during the pandemic, with everyone having seen their lives adversely affected in some way. She stated that special thanks needed to be conveyed to all concerned for adhering to the social distancing measures, undertaking volunteer work and continuing to work in their normal professions. She stated that it was accepted that it was a very difficult time for people, particularly those having to self-isolate, and not being able to see friends or families, as well as those missing every-day events or special events, such as weddings, funerals or memorable birthday parties. She stressed that one of the biggest challenges facing people was not being able to visit friends and relatives in care homes or not being able to attend funeral services of those family members and friends who had passed away during the pandemic. Councillor Dore expressed huge gratitude to those Council staff who continued to work for the City, as well as expressing thanks to NHS staff and staff in care homes and other care establishments for their excellent work in such unprecedented times. She stated that many workers were putting themselves at the forefront of danger, particularly those working in the health sector. She paid particular respect to those workers who were having to carry on working, such as porters, cleaners, refuse collectors, park wardens, transport workers and teachers, stating that they were all doing a tremendous job in terms of keeping the City running. Councillor Dore concluded by referring to the excellent work being undertaken within the health, social care and voluntary and community faith sectors, as well as those workers providing emergency transport and working with food banks, who had all pulled together in partnership, providing help and assistance for the most vulnerable in the City.

2. APOLOGIES FOR ABSENCE

2.1 No apologies for absence were received. All members of the Cabinet were present at the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

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

4. DECLARATIONS OF INTEREST

- 4.1 There were no declarations of interest.

5. PUBLIC QUESTIONS AND PETITIONS

- 5.1 The Chair (Councillor Julie Dore) invited two members of the public to ask questions which they had submitted prior to the start of the meeting. Additional questions received shortly before the start of the meeting from another member of the public would be answered in writing after the meeting.

5.2 Public Questions Regarding the Taxi Trades (Ibrar Hussain)

- (a) What representation has been made to the Government's Department for Environment, Food and Rural Affairs (Defra), or its Joint Air Quality Unit (JAQU) regarding the delays in the implementation of the City Centre Clean Air Zone (CAZ) in light of the covid-19 situation and economic meltdown. The taxi trade is on its knees in Sheffield and will take years to recover. What consideration is the City Council giving?
- (b) When will the Licensing Service in Sheffield move onto an online service, as our neighbouring authority, Rotherham, are now leading? After years of neglect, and wasted funds from licence fees, there is still no progress. As regards the separation of general licensing from the taxi and private hire section, when will that happen, as it was agreed this will go ahead in 2019, supported by the taxi trade, yet to date, there has just been delays with no real action?
- (c) On every attempt that the taxi trade has asked for a complete breakdown of the licensing service accounts in detail, why has nothing been provided, but doors shut in our face? What's to hide, and when will this happen?
- (d) Why is every other authority paying existing taxi drivers with schools, but Sheffield city council is not? What's the issue?
- (e) With every petition I submitted to the City Council, why has there been no detailed response made? Accountability progress through scrutiny to challenge Cabinet Members to account and Council officers does not exist. This needs to be robust, and implemented urgently.

- 5.2.1 Councillor Bob Johnson (Cabinet Member for Transport and Development) responded as follows:-

- (a) The Council was in the process of reviewing its position, as were a number of other cities, with regard to its Clean Air Zone proposals. A public

announcement would be made in the coming weeks.

- (b) The current situation provided an ideal time for the Council to review its IT services regarding the various licensing functions, and he stated that he would chase this issue up with officers in the Licensing Service. Councillor Terry Fox (Cabinet Member for Finance, Resources and Governance) added that the Council had to prioritise the roll out of IT equipment to those staff needing it the most, and that he would work with Councillor Johnson on this issue.
- (c) He stated that he would talk to officers in the Licensing Service in connection with the provision of a complete breakdown of the Service's accounts.
- (d) He stated that he had not been made aware of this issue, and would therefore welcome any examples of cases within local authorities where they were paying drivers to attend schools. He also confirmed that Mr Hussain had received a written response on the query from Councillor Abtislam Mohamed (Cabinet Member for Education and Skills).
- (e) He apologised if there had been instances where Mr Hussain had not received detailed, written responses following the submission of petitions, and requested the details of cases where this had happened. He also stated that not all petitions would be considered by a Scrutiny Committee.

5.3 Public Question Regarding Covid-19

Mike Hodson stated that the recent Public Health England Protocol for testing and contact tracing says that local authorities and Directors of Public Health (DPH) in particular will be expected to 'engage with communities'; a key action which many public health experts have been suggesting for some time was an essential aspect of an effective 'case-finding - testing - contact-tracing - isolation' strategy.

In view of the recent admission that infection rates [the R-figure] and other measures of the severity of Coronavirus, do vary between different parts of the country, and the fact that the R-figure in South Yorkshire is apparently close to the critical rate of 1, will the Cabinet endorse the line taken by other local authorities and initiate a South Yorkshire-related strategy divergent from the over-centralised Government one? - in particular relating to the initiation of a local Test-Trace-Isolate-Support process in partnership with local community and support groups?

- 5.3.1 Councillor Julie Dore (the Leader of the Council) responded by stating that more and more people were becoming aware of the various test and trace strategies. She referred to her statement made at the start of the meeting, regarding all the excellent work undertaken in response to the pandemic so far, particularly the work undertaken within local communities. Any work the Authority took in this regard would be in collaboration with its South Yorkshire partners, through the South Yorkshire Local Resilience Forum (SYLRF). Whilst Sheffield liked to take its own approach, the Council would always look at examples of good practice adopted by other local authorities, whilst being mindful that all authorities were

different. Councillor Dore acknowledged the fact that Mr Hodson was currently in dialogue with Greg Fell (Director of Public Health), and that the Council welcomed all such contributions from local residents. She confirmed that the Council would look at the approach taken by other local authorities, and that there would be a joint South Yorkshire approach. Councillor Dore concluded by thanking Mr Hodson for his contributions, stressing the importance of local input in terms of finding the best solutions.

6. ITEMS CALLED-IN FOR SCRUTINY

- 6.1 It was reported that two decisions had been called-in for scrutiny since the last meeting of the Cabinet. One was the decision taken by the Cabinet on 18 March 2020 regarding Investment in Young People, which was to be considered by the Children, Young People and Family Support Scrutiny and Policy Development Committee at its meeting to be held on 21st May 2020, and the second was the decision taken by the Leader of the Council on 16 April 2020 in relation to the Heart of the City Phase II – Block A (Palatine Chambers) which was one of the schemes approved within the Month 11 Capital Approvals 2019/20, and which would be considered at a meeting of the Overview and Scrutiny Management Committee on a date to be arranged.

7. DATE AND TIME OF FUTURE MEETINGS

- 7.1 **RESOLVED:** That the meetings of the Cabinet during the remainder of the Municipal Year 2020/21, be held at 2.00 p.m. on Wednesdays, 17 June, 15 July, 23 September, 21 October, 18 November and 16 December 2020 and 20 January, 24 February, 17 March, 21 April, 26 May, 23 June and 21 July 2021, with the latter three dates to be re-confirmed at the Council's Annual Meeting in May 2021.

8. CORONAVIRUS (COVID-19) - RESPONSE AND RECOVERY

- 8.1 The Interim Chief Executive submitted a report setting out an overview of the Sheffield response to the Covid-19 pandemic to date, by reviewing the available information on how Sheffield City Council, with its partners, has responded since the onset of the crisis in March 2020. The report also set out the initial plans for recovery from the Covid-19 crisis.
- 8.2 The Appendix to the report provided more comprehensive detail on the specific steps and actions the Council has undertaken with partners to support communities and businesses.
- 8.3 Charlie Adan (Interim Chief Executive) introduced the report, expressing her thanks to James Henderson (Director of Policy, Performance and Communications) and his team, who produced the report, and also echoing the comments made by the Leader at the commencement of the meeting. Ms Adan also wished to express her thanks and appreciation for the excellent work undertaken by all the people of Sheffield in response to the pandemic, particularly to Members of the Cabinet, and all Members of the Council, for the great work undertaken by them in very unprecedented and difficult times. She

- also expressed her thanks to all workers in the City for their excellent work, particularly to colleagues within the City Council and representatives of the trade unions, who had worked with the Council throughout the pandemic, and expressed her personal thanks to Greg Fell, Director of Public Health. She stressed that there was now a need to start looking at the recovery process.
- 8.4 Ms Adan went through the report, indicating that these were very difficult times, and which involved an emergency that had never been experienced before and which, to date, was very difficult to predict when it would end, making the challenge even bigger. The Council had a very clear purpose and clear principles from the outset, with its intention to keep the City's residents safe, protect the vulnerable and keep the core services running, all in restrained circumstances, and whilst trying to maintain a certain level of normality.
- 8.5 Ms Adan referred to the five core principles set out in the report – Keep people safe and well; Protect the most vulnerable; Support people to get back to school and work safely when the time is right; Follow Government and scientific lead and help people with the difficult decisions they are having to make; and Support the City's economic recovery. She made reference to the planned collaborative work with the Council's partners and referred to the need to identify a way of working with Members in terms of developing the City's future. There would be a specific focus in the City in dealing with the impact of the Covid-19 pandemic, whilst being mindful and respectful of all those people who had lost their lives to the disease.
- 8.6 Greg Fell (Director of Public Health) reported on the statistics regarding the pandemic, indicating that, as of 11th May 2020, there had been 40,640 potential cases identified in Sheffield via NHS 111 or 999, together with 2,354 cases confirmed by test. As of 10th May 2020, there had been 194 confirmed Covid-19 patients in hospitals, and up to 5th May 2020, there had been 304 deaths from the virus, which had been registered in Sheffield, with 161 occurring in hospital and 143 in the community, which mainly involved care homes. Mr Fell stressed that the rate of hospital deaths was now slowing. He also stated that approximately 95% of those people who had died from the disease had at least one underlying health condition. Mr Fell stressed that the numbers of people being diagnosed and deaths was now very low. In terms of social care, he reported that, during May and June, 280 people had required additional social care following discharge from hospital after suffering from Covid-19, with 250 being cared for at home, and 30 being cared for in a care home. There were approximately 30,000 people in the shielded cohort, and who required significant mobilisation of both Council and the voluntary community sector services across the City. Mr Fell stated that there were concerns with regard to the impact on non-Covid illnesses, in that it had been found that people were not using healthcare as much as they should be and, as a result, the NHS had commenced a campaign to highlight this fact. He stated that work was continuing in terms of fully understanding the impact of Covid-19. Mr Fell wished to dispel the myth about the high number of cases in Sheffield, stating that the Sheffield NHS Teaching Hospital had started testing staff in large numbers at a very early stage, and, in fact, the number of cases was similar to those in other major cities.

- 8.7 Mr Fell reported that wave one of the pandemic was coming to an end, with the number of deaths being considerably lower than the predicted worse-case scenario, which he believed had been due to the efforts of all Sheffield residents in terms of adhering to the lockdown measures, as well as to the excellent work undertaken by staff of the NHS and those in the Voluntary, Community and Faith (VCF) sector. He warned of a potential second wave and that, for this reason, certain measures would remain in place, such as social distancing and hand-washing, with further communications campaigns to highlight this. Mr Fell referred to the fact that, as the pandemic had been classed as an emergency, the South Yorkshire Local Resilience Forum (SYLRF) had been deployed, and there had been an officer-heavy response, which had been both fluid and emergent, as well as resulting in fundamental changes to the way a number of Council services operated. He made reference to the constraints with regard to Personal Protective Equipment (PPE) and testing and tracing, which had been well publicised in the press. The Council had received a good response from the care homes in the City, but the national/local interface had not worked very well, particularly with regard to shielding and planning assumptions and modelling. Mr Fell concluded by referring to the work required with regard to re-opening the City Centre, and how the Council had implemented Covid-secure standards in the City, whilst working within Government guidelines.
- 8.8 Eugene Walker (Executive Director, Resources) reported on the work undertaken by the Council in terms of supporting those vulnerable people who had been forced to shield at home. He stated that the Council had implemented a number of interventions at a local level, ensuring that the correct people were targeted, and which included a whole-community approach. The work had highlighted how effective the City could be in terms of working at a local level, and had included input from relevant Council staff, the VCF sector, the NHS, local businesses and volunteers. Residents were able to call the Council's Call Centre, using a single telephone number, which had been well publicised and, as well as being able to apply for emergency food packages, people were also able to access wider support in light of the wider impacts of the pandemic, including mental health issues. The Council had also offered additional financial support to the voluntary sector, particularly with regard to the provision of food banks and, in conjunction with the Clinical Commissioning Group, had invested £300,000 to ensure that food banks had sufficient supplies.
- 8.9 John Macilwraith (Executive Director, People Services) reported on the issues with regard to Personal Protective Equipment (PPE), which had proved to be a critical issue, particularly at the outset of the pandemic, and of which there had been a significant improvement in the supply over the last few weeks. The Council was working as a member of the South Yorkshire Local Resilience Forum, and the City had received regular supplies of the equipment from the Ministry for Housing, Communities and Local Government (MHCLG). The MHCLG provided around 10% to 20% of the City's overall need with regard to demand for PPE, and the Council had been able to procure the remaining 80% of its demand through its own sources both nationally and internationally. Sheffield had been leading on a central procurement model for the SYLRF with regard to PPE, and equipment had been delivered to over 200 establishments

across the City on a weekly basis, with approximately 85% of such equipment being provided to the independent care sector. Mr Macilwraith stated that over the last three weeks, each of the South Yorkshire local authorities, as part of the SYLRF, had a minimum of five days' supply to meet their respective demands. In addition to this, SYLRF and the MHCLG had about four weeks of stock available, which included approximately 1.6 million aprons. The supply of such equipment had been relatively successful, but still remained a challenge, and the Council would continue to try and achieve a stock level of 12 weeks' worth of equipment. With regard to adult social care, the Council was working with its health partners on a single health and care support plan, and had trained volunteers to support some of the work undertaken in care homes. This had resulted in over 800 hours of care being provided to care homes in respect of staffing deficits, delivery of PPE to homes, regular contact with homecare providers and care homes, and working with them in order to meet their additional costs resulting from Covid-19. The Council continued to meet its statutory duties with regard to safeguarding vulnerable adults, and delayed transfers into care was currently at a very low level. Colleagues in health and social care had helped the Council to respond to numerous calls for help and assistance, with locality and First Point contact teams involved in such work. In terms of children's care, the Council had remodelled the safeguarding hub to receive virtual contacts only to enable it to continue to maintain a safeguarding system. The Council was still in contact with children, using the new methods, to which a number of young people had responded very positively to. The Council continued to be in contact with care leavers, with the Children in Care Council and the Care Leavers Union continuing to meet virtually. Mr Macilwraith indicated that he was aware that the Council's placement stability for children looked after remained good, and that the Council had reorganised its model of delivery across the City due to staff absences caused by the pandemic, and had created a more centralised model to build in further resilience. The Council was aware which children should be prioritised, and that visits continued to be made where there were child protection issues. In terms of schools, 120 remained open with approximately 1,500 young people attending each day, with 20% of vulnerable children attending, which was viewed as very reassuring. The Council still had a focus on children studying at home, and Learn Sheffield had been providing support to the Council with regard to this. There was an awareness that schools were working well with each other and with their local communities. The Council was about to provide 1,700 laptops to vulnerable children to assist with their learning. Mr Macilwraith concluded by stating that he was holding weekly conversations with the Secretary of the Sheffield Parent Carer Forum, to discuss any issues arising from the Covid-19 pandemic.

- 8.10 Laraine Manley (Executive Director, Place) reported that the pandemic had presented a major challenge for both the Council and the City as a whole, and had resulted in a large number of Council staff either undertaking different jobs or undertaking their own jobs in a different manner. The work undertaken by the Place Portfolio had included the provision of safe accommodation for the homeless and rough sleepers, with staff providing support to such people, in terms of the provision of meals. There were approximately 100 such people in safe accommodation, and 1,100 residents in sheltered accommodation, with the

vast majority currently shielding, therefore provision had to be made in terms of shopping, contact, support and arranging activities to keep them safe. All key facilities had been maintained and all core services were still in operation, using safe systems of work. Public paths and rights of way had been kept open, household recycling facilities, bin collections and emergency repairs continued to be undertaken, and advice was being provided to businesses and charities in terms of how and where they could find support. Enforcement action had been taken against those residents failing to adhere to lockdown measures. A number of schemes had been developed to enable residents to walk and cycle safely, with social distancing measures in place, and the Bereavement Services Team had provided an excellent service, in very difficult circumstances, in terms of arranging funeral services with reduced numbers of mourners and shorter ceremonies. Progression had been made in terms of some key development projects, including Heart of the City II, and a number of other development sites were getting back on track, all adopting safe working practices. Meetings of the Planning and Highways and Licensing Committees had recommenced, as online video conferences, and a number of other services were looking to get back to work, whilst recognising different working practices, including the increased use of mobile Information Technology.

- 8.11 Eugene Walker (Executive Director, Resources) reported that grants and support were available to businesses, as part of a large, national support scheme, and a considerable amount of work had been undertaken to enable this to operate successfully at a local level. Around £80 million had been provided to around 7,000 businesses. The process was labour-intensive, with a considerable number of checks required, and the Council had worked in line with other large cities. There had been centralised procurement for PPE for the South Yorkshire region in order to ensure the supply chain for such equipment was kept running. A huge number of staff continued to work from home, which required a high level of IT work, and changes to their working practices. Mr Walker stressed that the financial impact of the pandemic on the City would be massive, with a current estimate of around £77 million. Around £50 million of this related to the current financial year and included lost income in terms of parking fees and other sources, as well as additional costs, which would all have an adverse impact on the £16 million savings the Council had budgeted for this year, and was now not likely to be accomplished. The Council had received £34 million in Government grants which, whilst welcomed, had not been sufficient to cover the total costs. There had therefore been a £16 million shortfall, and the Council had been forced to draw on its reserves, placing further pressure on future financial stability. There was a strong likelihood that the Council could exhaust its reserves in 2 years' time. The Council had also received business grants from the Government together with additional support for care homes.
- 8.12 As a summary, Charlie Adan highlighted the fact that the pandemic would have a major impact on the City, as well as how the Council operated going forward. She stressed that there was a need to look at new ways of working, which were both sustainable and took people's health and wellbeing into consideration. She stated that there was still a considerable amount of work to be undertaken, and that the City was now focusing its efforts on a recovery strategy, and

building a new future for the City.

- 8.13 Members of the Cabinet reported on the issues and action taken in response to the pandemic in their respective portfolio areas, as follows:-
- 8.13.1 Councillor Abtisam Mohamed (Cabinet Member for Education and Skills) reported that over 4,000 hampers had been sent to vulnerable families over the Easter holidays, which had included considerable assistance from schools staff and volunteers, and she wished to express her gratitude to all. She stated that she was disappointed by the Government announcement at schools being asked to remain open during the Easter holidays, whilst not providing funding for free school meals, and that she would raise this issue with the local Members of Parliament. Councillor Mohamed concluded by referring to the amazing response by the community, and expressed special thanks to the voluntary and community sector organisations, particularly those smaller and medium-sized groups.
- 8.13.2 Councillor George Lindars-Hammond (Cabinet Member for Health and Social Care) stated that he had welcomed the manner in how Commissioning Officers had responded to the numerous concerns raised by care homes and homecare providers, particularly with regard to the supply of PPE. He also welcomed how the Council had been able to continue providing relevant services, particularly as some members of staff would have either suffered from Covid-19, or had been forced to self-isolate or shield. He expressed his gratitude for the excellent service provided to care homes and domiciliary care, and praised the efforts made by both existing and newly recruited staff.
- 8.13.3 Councillor Jackie Drayton (Cabinet Member for Children and Families) echoed the comments made with regard to the excellent work undertaken by the people of Sheffield, in very difficult circumstances, expressing particular thanks for the work undertaken in care homes and for the support provided for people with learning difficulties. She made specific reference to circumstances where people had gone over and above in terms of their actions, including people writing to people in care homes, a school making protective visors and people organising social gatherings, stating that it would be nice to continue this creativity going forward. Councillor Drayton referred to difficult times faced by those people being affected by domestic abuse and those with mental health problems, stressing the importance of help and assistance being provided to such people, particularly as the present conditions were likely to result in an increase in such cases.
- 8.13.4 Councillor Paul Wood (Cabinet Member for Neighbourhoods and Community Safety) also expressed his thanks to officers within his portfolio area for the excellent work they had undertaken, and in such a quick and efficient manner. He stated that he was pleased that construction work was starting up again, and hoped that a local supply chain could be built in as part of the developments. He stated that there was a need to give consideration as to how local communities could be assisted and funded. In response to a question raised by Councillor Wood with regard to the Business Intervention Grant, it was reported that the Council had received clear guidelines from the Government, which

- indicated that charities were eligible for such grants, but only those having retail premises. Details of a follow-up scheme had just been announced, where consideration could be given to other charities being eligible. Officers indicated that they would welcome any examples of specific organisations to which grants could be targeted.
- 8.13.5 Councillor Mazher Iqbal (Cabinet Member for Business and Investment) also expressed his thanks and appreciation in respect of the excellent work undertaken in the City, and invited the public to read the report now submitted, so that they could see the details of the work being undertaken by the Council and its various partners. He stated that it had been a huge challenge with regard to business and investment, with particular problems being faced by the hospitality sector, particularly in the light of the lack of clarity in terms of the guidance issued by the Government regarding what businesses could or couldn't do. Whilst over £18 million had been distributed to around 7,000 businesses in the City, several businesses did not meet the Government's criteria for qualification, and the discretionary fund provided by the Government was not as much as first promised. The Council had also been supporting businesses online. Councillor Iqbal stated that the business sector was key to helping the City to recover, and it was very difficult for businesses to make decisions, particularly when they were not sure of what the demand was going to be like.
- 8.13.6 Councillor Bob Johnson (Cabinet Member for Transport and Development) also expressed his thanks to all Council staff for the work undertaken in such difficult times. He stated that the Council was working with a number of groups and organisations, including the City Region, with regard to transport and active travel issues. He stated that the Council had received a small amount of funding from the City Region for initiating small-scale active travel schemes, and stressed that the Council needed to be ambitious, and act quickly to utilise such funding.
- 8.13.7 Councillor Mark Jones (Cabinet Member for Environment, Streetscene and Climate Change) expressed his appreciation with regard to how Sheffield residents had pulled together, and stated that, whilst the majority of people had followed the Government's instructions, a number of people had unfortunately not done so, which could possibly have been due to a lack of information provided, or confusion with regard to the messages. He stated that there would be a need to invest a considerable level of resource as and when people started going back to work, particularly with regard to the implementation of safe working practices in business premises. Unlike many other cities, Sheffield had maintained its recycling offer. Councillor Jones requested that work should continue on improving the City's flood defences, in preparation for winter, and asked that the public be respectful to all Council officers working in such difficult circumstances.
- 8.13.8 Councillor Mary Lea (Cabinet Member for Culture, Parks and Leisure) passed on her condolences to all those people who had lost family members or friends, either through Covid-19 or otherwise, and expressed her sympathies to those people with regard to the difficulties they faced attending funeral services. In

terms of library services, the Council had invested £20,000 in e-books and a number of new users had joined libraries in the City. A further positive was that the Smoking Cessation Service had recently started a campaign, which had resulted in an increase in referrals of 53%. There had been a considerable level of creativity within the cultural sector in terms of new ideas, and residents were still able to use all the City's parks. The Council had received a number of queries from residents in terms of when they would be able to undertake more activities in parks, such as crown green bowling. Councillor Lea expressed her thanks to all Council staff and residents in the communities for the excellent work they had undertaken.

8.13.9 Councillor Terry Fox (Cabinet Member for Finance, Resources and Governance) stated that the City had faced a number of problems in the past, and it had always come back stronger, so there was no reason it could not do the same in these circumstances. He referred to the excellent community spirit, which had highlighted the good in many Sheffield residents. Councillor Fox had met with the trade unions and Human Resources officers, in connection with making some very tough decisions with regard to changes to staff job descriptions. He expressed concerns with regard to the Council's budget, indicating that whilst the funding from the Government was welcomed, it was not enough to fund all the additional work required as a result of the pandemic. He stated that there was a need to keep lobbying the Government in terms of future funding, and expressed particular pleasure at the fact that the City's parks were being kept open and maintained.

8.14 Councillor Julie Dore (the Leader of the Council) expressed her dissatisfaction with the Government's response, advice and levels of funding in respect of the pandemic, and stated that, given the seriousness of the issue, it was important that people could trust the Government to act in their best interests. She expressed her thanks to fellow Members for the excellent work undertaken in their respective Wards with regard to the response to the pandemic, and expressed special thanks to Greg Fell, who she believed had dealt with all aspects of the issue excellently, whilst being under serious pressure. Councillor Dore encouraged members of the public to sign up for email alerts from the Council on all aspects of the pandemic, or to access the Newsroom on the Council website, as well as reading the report now submitted.

8.15 **RESOLVED:** That Cabinet:-

- (a) recognises the commitment and dedication from employees in Sheffield City Council, Sheffield's public sector, Voluntary Community and Faith Sector and private sector, who have worked tirelessly to support communities across the City;
- (b) thanks Sheffield's citizens and communities for the support they have offered to each other and for following the vital public health guidance;
- (c) notes the specific actions that have been taken by the City Council and partners to respond to the Covid-19 emergency;

- (d) notes the steps that have been taken to start the city's recovery from the Covid-19 pandemic;
- (e) approves the Council's five priorities to underpin our recovery plan in the short-to-medium term;
- (f) notes the work that Sheffield is supporting alongside the South Yorkshire Local Resilience Forum (SYLRF), Sheffield City Region, and the Core Cities; and
- (g) agrees to receive further updates on the city's response and the development of the recovery and renewal plan.

8.16 **Reasons for Decision**

To formally place on record the Council's thanks to organisations and individual citizens for the way in which they have responded to the Covid-19 emergency, and to obtain formal approval to the Council's five priorities to underpin the recovery plan in the short-to-medium term.

8.17 **Alternatives Considered and Rejected**

There were no alternative options outlined in the report.

9. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2019/20 - OUTTURN**

9.1 The Executive Director, Resources, submitted a report providing the outturn monitoring statement on the City Council's Revenue and Capital Budget for 2019/20.

9.2 Dave Phillips (Head of Strategic Finance) presented the report, and highlighted that the Council's 2019/20 revenue budget, as at 31st March 2020, is underspent by £534k. He added that this underspend is prior to a £335k carry forward request from the Place Portfolio to support project expenditure on the Place Change Programme, which, if agreed, would reduce the underspend to £199k.

9.3 **RESOLVED:** That Cabinet:-

- (a) notes the updated information and management actions provided in the report on the 2019/20 Revenue Budget Outturn, and the information on reserves in Appendix 1 of the report;
- (b) approves the Place Portfolio carry forward request, as detailed in paragraphs 7 to 9 of the report;
- (c) in relation to the Capital Programme, notes the outturn position described in Appendix 2 of the report;
- (d) notes the annual Treasury Management Outturn report for 2019/20, attached as Appendix 3 of the report; and

- (e) approves the actual 2019/20 prudential and treasury indicators presented in Annex 2 of the Treasury Management Outturn report.

9.4 Reasons for Decision

To record formally changes to the Revenue Budget and the Capital Programme.

9.5 Alternatives Considered and Rejected

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

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SHEFFIELD CITY COUNCIL

Cabinet

Meeting held 17 June 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Julie Dore (Chair), Jackie Drayton, Terry Fox, Mazher Iqbal, Bob Johnson, Mark Jones, Mary Lea, George Lindars-Hammond, Abtisam Mohamed and Paul Wood

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1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence. All members of the Cabinet were present at the meeting.

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. BLACK LIVES MATTER

4.1 The Chair and Leader of the Council (Councillor Julie Dore) stated that the Council was shocked and deeply saddened by the recent killing of George Floyd in America and the circumstances surrounding his death. In terms of a response in Sheffield, a number of individuals and organisations had come together, particularly to fight for change in terms of both the events in America, and also in connection with wider issues of racial equality in the City and wider society as a whole. Councillor Dore stated that it was the view of the Cabinet that racism, in any form, had absolutely no place in our society, and the City remained rightly proud of its multi-cultural communities that make the City so vibrant and diverse. No one should ever have to face discrimination because of the colour of their skin, and the majority of Sheffield residents stand in unity against racism in any sort at all times. She stated that these views now needed to be backed up by real actions, which were required to change the injustices and inequalities that still existed today. Councillor Dore stated that Councillor Abtisam Mohamed (Cabinet Member for Education and Skills) had been asked to lead on the creation of a Sheffield Race Equality Commission, which would look across the City's key anchor institutions in order to understand institutional discrimination and racial equality, and further, make recommendations regarding what measures could be taken to address these issues. By working with the Black, Asian, Minority Ethnic (BAME) communities, this would draw on experiences and voices in those communities, as

well as the representations of key anchor institutions in Sheffield. Councillor Dore stressed that this was a crucial piece of work for the City, and presented a major opportunity for all major institutions and organisations to join together to show their commitment to change, and to address the racial inequalities and disparities which, unfortunately, still prevailed in our City, and wider society today. The Council wanted to demonstrate its commitment to take the actions needed to make long-standing change, and the creation of the Commission was an important step, alongside all the important work undertaken by many groups and organisations, over a very long period, who had demonstrated a tremendous effort and commitment to tackle racial inequality. It was important, as a City, that we valued and recognised all their work, and built on this.

- 4.2 Councillor Abtisam Mohamed stated that a huge amount of progress had been made to tackle racial inequality over the years, but there was still so much more work to be done to ensure fair and equitable treatment for all individuals in the City. The potential of the work of the Commission had been made clear to all such individuals, and it had been decided that any discussions must avoid superficial debates or quick fixes. In order to achieve this, all involved must have the commitment, and progress must be made at the right pace, and on a long-term basis, if we wanted to see real and lasting structural change in the City. Councillor Mohamed stated that she understood the frustrations of, and concerns raised by, many individuals in communities in the City, and that everyone needed to move forward together to address these deep-rooted, critical issues, that adversely affected a number of our communities. The issue was bigger than any one person or organisation and, for this reason, it was important that views from across the political spectrum were invited. For this reason, there would be cross-party representation on the Commission. In view of the potential wide scope of the inquiry, it was envisaged that the Commission would prioritise a number of issues for its consideration, and would make recommendations based on its findings. The findings would then be monitored rigorously as change must be driven at a local level to ensure the creation of a more tolerant, equal City, where racial disparities were acknowledged and addressed. Councillor Mohamed concluded by stating that there may be difficult conversations going forward, but they must be heard and, more importantly, addressed. There would be a further statement on progress in respect of the Commission in the coming weeks, and further details would be provided at that time.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Petition Regarding Road Safety on Town End Road

- 5.1.1 Jeff Wager presented a petition, containing 62 signatures, requesting the Council to install speed cameras immediately along Town End Road.
- 5.1.2 Mr Wager stated that he had witnessed vehicles regularly exceeding the speed limit on the road, often up to 70 mph on a 30 mph road, which he viewed as totally unacceptable. The majority of the 62 people who signed the petition lived within the community, and were requesting action as a matter of urgency as they considered a serious accident was waiting to happen.

5.1.3 In response, Councillor Bob Johnson (Cabinet Member for Transport and Development) stated that the South Yorkshire Safety Camera Partnership was the responsible body for making decisions as to where speed cameras could be installed but, in the meantime, he would request officers to check accident statistics at this location. He stated that he had already been informed of the residents' concerns, and indicated that there could be a potential for signage, road humps or build outs, which would hopefully encourage drivers to slow down. Councillor Johnson stated that he would report the receipt of the petition to the Partnership, and send them Mr Wager's contact details, whilst also speaking to local Ward Councillors regarding the possibility of arranging a site visit, to which Mr Wager would be invited to attend.

5.2 Petition Requesting That Sheffield Libraries Be Saved

5.2.1 The Cabinet received a petition, organised by Matt Smith and containing 127 signatures, requesting that Sheffield Libraries be saved.

5.2.2 Paul Robinson (Democratic Services) read out the details of the petition, at Mr Smith's request, indicating that the petitioners were requesting the Council to abolish volunteer libraries, and bring back all 28 city libraries back under the management of Sheffield Libraries, with them being run by Council library staff. The petition was also requesting the immediate implementation of the funding allocated to the Central Library for essential repairs, to abolish library fines, to study options to apply for external funding to renovate and, in the case of the last two, reopen and re-staff the Central, Tinsley Carnegie and Walkley libraries.

5.2.3 Mr Smith's statement indicated that library use in Sheffield continued to decline overall and was a victim of a fragmented, and severely reduced, service delivery model. In addition, transfer to volunteers had seen funding become more transient, and the individual collection of books at Sheffield volunteer libraries not being available on the main Sheffield Libraries catalogue. He indicated that Leeds, a similar size city to Sheffield, had over 30 libraries, still run by Council library staff, many of which were even open Sundays, and over the Christmas holidays. This was despite Leeds having suffered similar cuts to Sheffield under austerity. The Save Libraries petition demanded that Sheffield Libraries take back all 16 volunteer-run branch libraries under Council control, that library fines be abolished and that efforts be made to apply for funding to restore Central, Walkley Carnegie and Tinsley Carnegie libraries to their former glory.

5.2.4 In response, Councillor Mary Lea (Cabinet Member for Culture, Parks and Leisure) stated that there had been a decline in library use nationally and in Sheffield over a number of years. Since 2014, there had been approximately 900,000 loans a year from Council-operated libraries in Sheffield, approximately 1 million visits to libraries a year and around 6,500 home visits a year. There had been an uplift in terms of e-books and children's borrowing over the last few years. At the start of the pandemic, the Council had invested £20,000 into its e-book service, which had resulted in an increase in around 2,000 people signing up as borrowers. She stated that associate libraries had seen a reduction in loans from the city catalogue, although they do have their own collections. Current national data did not include statistics regarding book loans from

volunteer-run libraries, and there was a need to ensure that such information was included in the data. Councillor Lea stated that funding for associate libraries currently stood at around £209,000, together with a one-off fund of £10,000 this year, for each library, including Council-run libraries, to be used for whatever they wanted it for, but in consultation with the local community. Associate libraries still had the book collection they had when they first started, and any underspend they had could be used to purchase books. Approximately £1.7 million savings had been made since the time of the libraries review. In terms of the comparisons with Leeds, Councillor Lea stated that that city had a population of around 800,000, and had 30 libraries, whereas Sheffield, with a population of around 650,000, had 28 libraries. Leeds sold off a number of their library buildings, in response to Government cuts, and invested in community hubs, which combine their library services with other Council services. Leeds' hub staff worked alongside other front-line Council staff undertaking other duties as well as library services-related duties. In addition, Leeds Central library was open for shorter working hours on Sundays, but closed during Christmas holidays. As regards the Carnegie library at Tinsley, Councillor Lea stated that this was last used as a library in 1985 and the library was then housed in a rented shop building which closed at the time of the library review. She commented that work has started on a new library in Tinsley which will be housed at the One Stop Shop/Tinsley Forum and would open as soon as the situation with the pandemic permits. She added that Walkley library was run by volunteers who have applied to the Heritage Lottery Fund to renovate the building.

5.3 Public Questions

The Chair (Councillor Julie Dore) invited two members of the public to ask questions which they had submitted prior to the published deadline for submission of questions. There had been additional questions received after the submission deadline from five members of the public. The questions received on the day of this meeting would be answered in writing after the meeting, and the Chair indicated she would read out the questions received the previous day as these related to the petition on libraries.

5.4 Public Questions Regarding Libraries (Read Out By The Chair)

5.4.1 Laura Swaffield's question stated that she very much applauded the efforts of volunteers to keep library buildings open. She questioned what research had the Council done to evaluate the performance of these volunteer centres as actual library services, given the huge drop in both visits and book issues at all of them, the very low reading attainment in certain catchment areas and the extra needs for supported internet access in others?

5.4.2 Shirley Burnham's question stated that some years ago she lived on Empire Road, as a single parent, with a little daughter who attended Sharrow Lane Primary School. She stated that it was tragic to her that a City that had one of the best library services in the country had decided to allow them to be 'DIY'd'. Now, after Covid-19, she respectfully asked the Cabinet whether there were any plans to revitalise those libraries and take them back under Council control. She

considered that they could be the means of rebuilding Sheffield communities and vital infrastructure; therefore could be very useful.

5.4.3 David Hayes' questions were what had been done to assess the viability of the proposed catering and office development at Walkley Carnegie Library given the current downturn in trade due to coronavirus and the extreme likelihood of an ensuing economic depression. He asked whether the Council was aware that the Charity Commission had written to the volunteer sites at the former Stannington and Broomhill Libraries to remind them of their responsibilities regarding safeguarding and recruitment of volunteers after it was revealed that their respective volunteer application forms allegedly either did not ask for references or state that these may not be taken up. What action will the Council be taking on this issue? He added that given that 61% of children in the Darnall Ward, which included Tinsley, were failing to meet the required standard of reading at Key Stage 2 - does the Council think that now is the right time to reinstate a professionally staffed library service from the former Carnegie Library building on Bawtry Road?

5.4.4 In response, Councillor Mary Lea (Cabinet Member for Culture, Parks and Leisure) stated that, to her knowledge, no formal academic work had been carried out with regard to the associate/volunteer-run libraries. She agreed that the volunteers were doing an excellent job and stated that a peer review had recently been carried out by the Local Government Association, which had included consultation with a number of partner organisations, including the associate libraries. The outcome of the review had indicated that the model used in Sheffield was of national significance. Councillor Lea stated that the low reading attainment in parts of the City was a very complex issue, and not just linked to the lack of library services, but included a number of other factors. Whilst libraries did play a key part in children's learning, the Service continued to arrange a number of educational events with schools, and she added that libraries can, and do, play a major part in digital inclusion. Councillor Lea stated that the Council had followed national guidelines with regard to Walkley Library and, in respect of Stannington Library, she was aware of the receipt of a letter from the Charity Commission, and confirmed that the Council did seek references for volunteers taken on to work in and around the Library.

5.5 Public Question Regarding The Understanding Of Covid-19 By People With A Disability

5.5.1 Adam Butcher questioned whether, in the light of different research reports and the Sheffield Covid-19 Plan, which was submitted to the Cabinet on the 20th May 2020, how was the Council making sure people with a disability could understand what was going on?

5.5.2 Councillor Jackie Drayton (Cabinet Member for Children and Families) responded that this was a very important, and complex, issue and she confirmed that people in Sheffield with a learning disability were supported in many different ways, with the nature of care depending on where they resided, such as in residential care, supported living or at home on their own. It had been very difficult for the Council to provide clear and consistent advice to people with a

disability on the basis that the advice from Government and Public Health England had been constantly changing. The Council continued to work closely with residential care homes, nursing homes and supported living schemes, together with other care providers to ensure that they were all having regular conversations with their residents in connection with current issues regarding Covid-19. All such conversations were held based on the capacity of the individuals. In addition, Care Trust staff and all Service staff and community teams were in contact with them. Councillor Drayton stated that it was clearly more difficult in terms of people living on their own and, in the light of this, the Council and Public Health England were providing advice. The Council was also working closely with its partners in connection with publicising this advice and guidance through Disability Direct, Citizens' Advice Bureaus, Mencap and other individual providers. In addition, the Council was in touch with people via its e-helpline, particularly those who were shielding, with regard to assistance with their shopping, obtaining medicines and social contact. Councillor Drayton stressed the need for people to receive sufficient support as they could feel isolated. In terms of safeguarding, Councillor Drayton stated that there was a telephone number for people to ring if they had any concerns. The Covid Bill granted the Council extra flexibility, but had not enacted any easements in Sheffield. In fact, Adult Social Care were providing more support to people. The Council was carrying out all its statutory duties under the Care Act, as well as being forced to deliver such services using new flexibility, creativity and technology, and in conjunction with its partners in health, housing, public health and care providers. Councillor Drayton concluded by encouraging people with any specific concerns to contact the Council, and officers would investigate their concerns.

5.6 Public Questions Regarding the Impact of Covid-19

- 5.6.1 Nigel Slack stated that given the current 20% contraction of the economy due to the Covid-19 pandemic, and the now seeming inevitability of a 'No Deal' Brexit, whilst locally Sheffield Hallam University were no longer expecting to develop the site opposite the Rail Station into a 30+ storey tower, some companies were recognising their ability to continue to do business without huge office spaces. There was no guarantee that we will ever return to the old normal from before the pandemic, and many argue that we should not try. With this in mind, would the Council continue to review their plans around the redevelopment of major new office and retail space? Perhaps steering away from a concentration of development in ever greater density and looking to increase the space available for people and wellbeing within the City Centre, including outdoor spaces, and creating for what may need to be the new normal for our City?
- 5.6.2 Mr Slack asked whether the Cabinet Member for Transport and Development could comment on plans for extending the pedestrianisation of the City Centre, particularly with a view to timescales and any planned consultation with the public and businesses?
- 5.6.3 Mr Slack stated that whilst we were all cognisant of the stresses the Council was under during these difficult times, it is important that democracy and, from his point of view, public scrutiny, continued to be seen to be done. The webcasting

and the remote inclusion of public questions was a welcome part of this, but he queried what the Council's expectations were about responding to outstanding issues from prior to the pandemic? For himself, there were outstanding responses concerning the Hanover Tower report, the ongoing saga of the disposal of Mount Pleasant and issues under the Portfolio of the Cabinet Member for Environment, Streetscene and Climate Change.

- 5.6.4 Councillor Mazher Iqbal (Cabinet Member for Business and Investment) stated that how cities moved forward after the Covid-19 pandemic represented a global challenge. The Council had, and would continue, to ensure that there were public spaces for people to meet in the City, not just in the City Centre. The pandemic would obviously have a long-term impact on the City, and both the public and private sector were currently looking at how to progress their respective development schemes. Councillor Iqbal referred specifically to the Heart of the City II scheme, referring to how the Council, working closely with its development partner, was looking at each individual element of the scheme, looking at all the various factors and progressing each one with due diligence. He stated that he could not provide any firm details as to how the scheme would progress, but did state that, based on the information available at the present time, the Council would be progressing with the Radisson Blu hotel development as part of the scheme.
- 5.6.5 Councillor Bob Johnson (Cabinet Member for Transport and Development) reported that the schedule for the pedestrianisation works in the City Centre, to allow for social distancing in preparation for the re-opening of the City Centre, had been brought forward under the Covid legislation. Due to the timescales, the works had been undertaken without prior public consultation, although he was happy to receive any comments from anyone, either directly or via their local Ward Councillors, and adjustments would be considered. Councillor Johnson confirmed that all the works were temporary for the time being, and if any were to be proposed to remain permanent, this would require a formal consultation process.
- 5.6.6 The Chair (Councillor Julie Dore) reported that, in response to the Government's recent announcement on support for construction projects, the Sheffield City Region had commenced discussions on identifying "shovel-ready" projects which could be promoted, and projects relating to outdoor activity and public spaces were being considered. She stated that most of the main Council Committees were back in operation, albeit virtually, with the Planning and Highways, and Licensing Committees having held meetings, the Cabinet having already met, and discussions were being held in terms of holding full Council meetings. Fortnightly Member briefings on the pandemic were being held with officers and, on the alternate weeks, the Members of Parliament were having similar briefings. In addition, local community response teams were meeting weekly, involving community groups and organisations. Members of the public could keep updated on Council news and activities via the Newsroom or via Twitter and Facebook. Councillor Dore stated that everyone was trying the best they could, in difficult circumstances, and would try and get back to normal as soon as it was possible and safe to do so.

- 5.6.7 Councillor Terry Fox (Cabinet Member for Finance, Resources and Governance) reported that the final legal contracts in respect of Mount Pleasant were to be exchanged very shortly, and that this would provide an opportunity for Shipshape to have a lease on their current building, to enable the site to then be handed over to the developer.
- 5.6.8 Councillor Paul Wood (Cabinet Member for Neighbourhoods and Community Safety) reported that although the Council had committed to holding a public meeting with the residents of Hanover Tower Block, this had not been possible due to Covid, and with Zoom not being practical for such a meeting, Members and officers had consulted with the Tenants' and Residents' Association to establish all the different languages required for the translation of the information to enable the report to be issued within the next few weeks. The residents would be given the choice as to whether the report be published, and residents offered the chance to feedback any concerns to the Council, or to wait and hold a public meeting, albeit sometime in the future.
- 5.6.9 Councillor Mark Jones (Cabinet Member for Environment, Streetscene and Climate Change) stated that he would arrange a Zoom meeting for himself, Mr Slack and relevant officers, to look at protocols regarding Amey and stress-testing.

6. RETIREMENT OF STAFF

- 6.1 The Executive Director, Resources, submitted a report on Council staff retirements.
- 6.2 RESOLVED: That this Cabinet:-
- (a) places on record its appreciation of the valuable services rendered to the City Council by the following staff in the Portfolios below:-

| <u>Name</u> | <u>Post</u> | <u>Years' Service</u> |
|--------------------------------|--|-----------------------|
| <u>People Portfolio</u> | | |
| Marie Biggs | Teaching Assistant Level 2, Lydgate Junior School | 23 |
| Janet Cann | Team Manager, Adult Services | 30 |
| Helen Davies | Teacher, Phillimore Community Primary School | 37 |
| Alison Hall | Senior Hub Practitioner, Children and Families | 34 |
| John Kennedy | Senior Fieldwork Manager, Children's Services | 44 |

| | | |
|-----------------|--|----|
| Alison Murray | Teacher, Shooters Grove Primary School | 20 |
| Jill Scott | Senior Business Support Officer | 43 |
| Anne Wilson | Teacher - Hearing Impaired | 26 |
| Vivienne Wright | Contracts Officer, Commissioning | 33 |

Place Portfolio

| | | |
|----------------------|---|----|
| Anthony Andrews | Senior Engineer | 40 |
| Stuart Barratt | Senior Private Rented Standards Officer | 37 |
| Christopher Dorries | Coroner | 28 |
| Christopher Galloway | Principal Engineer | 43 |
| Jean Houghton | Senior Civil Enforcement Officer | 38 |
| Michael Pruzinsky | Environmental Services Officer | 20 |
| Garry Seargeant | Glazier | 40 |
| Wendy Woodhead | Operational Processes Manager | 40 |

Resources Portfolio

| | | |
|-------------------|------------------------------------|----|
| Joanne Bellamy | Business Support Officer | 35 |
| Andrea Benson | Finance Officer | 40 |
| Maria Day | Finance Officer | 38 |
| Rebecca Drennan | Digital Content Production Officer | 30 |
| Susan Gears | Assistant Professional Officer | 39 |
| Anthony Greenwood | Finance Manager | 30 |
| Karen Haigh | Finance Officer | 42 |
| Paul Hale | Finance Support Officer | 40 |
| Margaret Radford | Payroll Administrator | 49 |
| Howard Rogerson | Claims Officer | 39 |
| Gerald Turner | Senior Category Manager | 37 |

- (b) extends to them its best wishes for the future and a long and happy retirement; and
- (c) directs that an appropriate extract of this resolution under the Common Seal of the Council be forwarded to them.

7. DATE OF THE CABINET MEETING IN FEBRUARY 2021

- 7.1 RESOLVED: That the meeting of the Cabinet in February 2021 be held at 2.00 pm on Wednesday 17th February, not on 24th February as previously agreed.

8. ITEMS CALLED-IN FOR SCRUTINY

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

9. SCRUTINY OF THE DECISION ON MONTH 11 CAPITAL APPROVALS 2019/20 - HEART OF THE CITY II - BLOCK A, PALATINE CHAMBERS

- 9.1 The Cabinet received a report of the Overview and Scrutiny Management Committee outlining the outcome of the Committee's consideration, at its meeting held on 4th June 2020, of the decision taken by the Leader of the Council on 16 April 2020 in relation to the Heart of the City Phase II – Block A (Palatine Chambers) which was one of the schemes approved within the Month 11 Capital Approvals 2019/20.
- 9.2 Councillor Mick Rooney (Chair of the Scrutiny Committee) reported that the basis for the decision centred mainly on the Covid-19 pandemic, in terms of whether or not progress should be made on this particular element of the Heart of the City II scheme, given the uncertainty and economic effects of the pandemic. He stated that the meeting comprised a very lengthy question and answer session and he expressed his thanks to Councillor Mazher Iqbal (Cabinet Member for Business and Investment) and Nalin Seneviratne (Director of City Centre Development) for attending the meeting and reporting on the current position, and responding to the questions raised. Councillor Rooney stated that due diligence checks were being taken at every stage of the development process, which included a series of checks and balances to test out the market on a regular basis. He stressed that the scheme was not due to commence for a further two years, and that hopefully, there may have been some uplift in the economy at that time. Radisson Blu (the hotel chain) were still very much committed to the development. He reported that independent advice had also been sought, which had indicated that it would be a prudent move. Councillor Rooney concluded by reporting that the decision of the Scrutiny Committee was to take no further action in respect of the decision, and that regular updates be provided to the Committee as and when appropriate, with regard to progress of the scheme.
- 9.3 RESOLVED: That Cabinet notes the recommendation made by the Overview and Scrutiny Management Committee as now reported.

10. SCRUTINY OF THE DECISION ON INVESTMENT IN YOUNG PEOPLE

- 10.1 The Cabinet received a report of the Children, Young People and Family Support Scrutiny and Policy Development Committee outlining the outcome of the Committee's consideration, at its meeting held on 21st May 2020, of the decision taken by the Cabinet on 18 March 2020 regarding Investment in Young People.
- 10.2 Councillor Mick Rooney (Chair of the Scrutiny Committee) reported that a considerable number of questions were raised at the meeting, with the answers to several of such questions included in the paper which was due to be considered by the Cabinet in April, but the Cabinet meeting had been cancelled due to the Covid-19 pandemic. Councillor Rooney believed that if this meeting had gone ahead, the item may not have been called-in.
- 10.3 The Chair (Councillor Julie Dore) referred to the report that was due to be submitted to the Cabinet in April indicating that the call-in of the item had stalled the progress of the Cabinet decision on this issue in March. Councillor Dore expressed her thanks to Councillor Rooney for chairing what had been a very difficult meeting, particularly as it was one of the first meetings held via Zoom.
- 10.4 RESOLVED: That the Cabinet:-
- (a) notes the decision of the Children, Young People and Family Support Scrutiny and Policy Development Committee to request that the decision be deferred until the Scrutiny Committee has considered all relevant issues and made recommendations to the Executive;
 - (b) agrees to the request from the Children, Young People and Family Support Scrutiny and Policy Development Committee to defer the decision, as above; and
 - (c) irrespective of recommendation (b) above, the Cabinet agrees to provide more detail to the Children, Young People and Family Support Scrutiny and Policy Development Committee on what is envisaged in the service going forward, as identified in item 2.4 of the report, preferably at an early point in the timeline, prior to the Executive Decision.

11. THE FUTURE DELIVERY OF YOUTH SERVICES

- 11.1 The Executive Director, People Services, submitted a report outlining the recommended next steps for delivery of youth services beyond September 2020.
- 11.2 Councillor Jackie Drayton (Cabinet Member for Children and Families) stated that she hoped the report would address all the concerns and questions raised at the meeting of the Children, Young People and Family Support Scrutiny and Policy Development Committee on 21st May 2020, and that the report was very clear in terms of its proposals.
- 11.3 Further to a query raised by Councillor Drayton with regard to the timescales, the Executive Director, People Services (John Macilwraith) stated that the primary

objective would be to ensure that young people were fully supported through the transfer, and a team of officers had been recruited to commence work to identify how the transition would be managed. Mr Macilwraith accepted that the transfer of the service, and the consultation, would represent a challenge for the Authority, but that everyone involved would do their utmost to work with the trade unions and those members of staff affected to ensure that the transition took place within the agreed timeframe. He stated that any issues arising from the consultation and discussions with the trade unions would be referred to the Cabinet as soon as they were identified. Mr Macilwraith concluded by stating that the current option to transfer the service in-house had always been part of the offer, as part of the review initiated by the Leader some 18-24 months ago, and details of which would have been communicated to Sheffield Futures.

11.4 RESOLVED: That Cabinet:-

- (a) notes the appraisal of delivery options and approves the future delivery model for youth services, as set out in the report;
- (b) approves the establishment of a cross-portfolio Project Board and Project Group to manage the end of the current contract and transfer relevant staff and services to the Council;
- (c) to the extent not covered by existing delegations, delegates authority to the Executive Director of People Services to make the appropriate arrangements to bring the relevant services in-house on 1st October 2020; and
- (d) notes that this decision will be subject to the Leader taking into consideration any recommendations from the Children, Young People and Family Support Scrutiny and Policy Development Committee.

11.5 Reasons for Decision

The approach set out in the report will provide a more coordinated set of provision and support for the young people of Sheffield and enable them to fulfil their potential. Taking back the direct management and delivery of a range of youth services will enable the Council to take a flexible and integrated approach in future provision for young people. A wider strategic citywide approach will enable the Council to engage with a range of other partners, including the NHS, police, schools, communities and the voluntary sector, to coordinate resources and approaches across the city, and enable us to deliver our ambitions and aspirations for young people in Sheffield.

11.6 Alternatives Considered and Rejected

- 11.6.1 Since 2015 a number of exercises have been undertaken by Council officers to consider the potential future delivery options for youth services, in preparation for the end of the long term contract with Sheffield Futures. In 2015, for example, work investigating the potential to develop a youth mutual type organisation was undertaken with support from the Cabinet Office through its Delivering Differently

for Young People programme. Alternative approaches to the proposal set out in the recommendations in the report are outlined below.

11.6.2 Alternative Option 1 – Retender the current services contracted to Sheffield Futures

- Delivery partnerships with charities or other independent organisations can provide opportunity to secure other resources (for example from charitable sources) to add value to the funding from Council contracts. These opportunities will not be as available to Council-run services. However, there are also a number of disadvantages of this option.
- There exist a number of organisations nationally who might be in a position to bid to deliver our youth services. However, there is a risk that the market might not be able to deliver services at a competitive price that meets the Council's stringent pay and output requirements.
- Some of the complexities of the TUPE and in particular pension costs of the existing staff are likely to be a barrier to new providers having an interest in the contract. This might limit realistic bids and reduce competition or innovation.
- External contracts do not always provide sufficient flexibility in delivery and resources to respond to emerging and changing needs and requirements. This is a particular concern given that the intention is to develop more integrated and more flexible services that can adapt quickly.
- If Sheffield Futures were not successful in securing this retendered contract then this would mean introducing a new provider to our local landscape of youth services as set out in the report. This would create a more complex picture of services in contradiction of our ambition to integrate and simplify service provision for young people.

On balance we believe the positive benefits of this option are outweighed by the disadvantages compared to the preferred option of taking core services in-house.

11.6.3 Option 2 – Integrate and outsource a wider range of youth support services through an external commission

- By expanding the number of additional functions included in an external contracted service, there are potential advantages through integration, and ability to attract alternative external resources through new funding models like social investment/impact bonds.
- However, having explored a number of possible options, we have concluded that social investment models can be very complex, and are costly to commission and monitor. The outcomes for young people we are seeking to achieve are often long term and influenced by a wide range of factors out of the control of the services we directly deliver. This makes them unsuitable for a narrowly defined 'payment by results' approach overall, although this might be suitable for some individual defined projects.
- Integrating externally would involve outsourcing a number of other existing Council-run services, including youth justice, care leaver support etc. Our conclusion is that these services would be unsuitable for outsourced delivery as they are high risk and part of the Council's core delivery of children's social care services.

- An external model reduces the Council direct control and influence, and flexibility of service delivery and resources.

11.6.4 Option 3 - Seek to create a new Sheffield Youth Mutual Organisation

- A number of local authority areas have, in the last 10 years, moved to create new independent youth mutual organisations, effectively 'spinning out' their existing youth services into a new employee-led charitable organisation.
- However, this option is not available to the Council, because our Youth Services are already delivered through a contract with an independent charity, and the staff are not employed by the Council.

11.6.5 Option 4 - Create an alternative type of new organisation (for example a Sheffield 'Youth Trust').

- Under this option, a new organisation could be established, if possible in partnership with other organisations, in order to pool resources and funding.
- The new organisation could take just a commissioning role (acting on behalf of all statutory organisations, for example, and contracting services on their behalf) OR directly employ staff and direct delivery.
- This approach has some potential advantages in terms of collaboration and aligning of resources. However, it would involve establishing a number of complex legal and organisational structures, including financial and contractual arrangements that would involve considerable costs to set up and maintain. There was concern when looking at this option that funds better used for frontline youth services would be used in managing the organisational arrangements and potential sub-contracting arrangements.
- One option in this category that was investigated was creating what is called a 'teckal' organisation – this is a company operating at arm's length from a council, but which is owned and directed by the Council. This model has potential advantages in that it can be more directly controlled and resources can be shared without competitive tender processes. However, a teckal company has limited scope to trade externally and draw in other resources, meaning ultimately it has been rejected as no more advantageous than the Council directly running the services and employing the staff itself.

11.6.6 Option 5 - Stop or significantly reduce youth services

- This is not considered a viable option because the Council is committed to positive outcomes for young people and to community based youth work and support.
- A number of statutory duties still exist which we need to continue to deliver.

12. MONTH 1 CAPITAL APPROVALS 2020-21

- ### 12.1
- The Executive Director, Resources, submitted a report providing details of proposed changes to the Capital Programme 2020/21, as brought forward in Month 1.

12.2 RESOLVED: That Cabinet 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 contract.

12.3 **Reasons for Decision**

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.

To obtain the relevant delegations to allow projects to proceed.

12.4 **Alternatives Considered and Rejected**

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.

13. **DATE OF NEXT MEETING**

13.1 It was noted that the next meeting of the Cabinet would be held on Wednesday, 15th July 2020, at 2.00 pm.

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SHEFFIELD CITY COUNCIL

Cabinet

Meeting held 15 July 2020

(NOTE: This meeting was held as a remote meeting in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.)

PRESENT: Councillors Terry Fox (Deputy Chair), Jackie Drayton, Mazher Iqbal, Mark Jones, Mary Lea, George Lindars-Hammond and Paul Wood

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1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence was received from the Chair (Councillor Julie Dore) and Councillors Abtisam Mohamed and Bob Johnson.

2. EXCLUSION OF PUBLIC AND PRESS

2.1 It was reported that the appendices to the report at item 11 (see minute numbered 10 below) – ‘Update on Delivery of Heart of the City 2 Development’ - 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 content of the appendix was to be discussed, the public and press would be excluded from the meeting.

3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4. PUBLIC QUESTIONS AND PETITIONS

4.1 Petition Concerning Save Cobden View Community Gardens

4.1.1 Marion Taylor commented on the petition containing 682 signatures concerning the future of the green space on the corner of Cobden View Road and Northfield Road in Crookes which is threatened with development. She stated that the site had been enjoyed as a community garden and open space for a number of years. The site now had new owners who had erected an eight foot fence around the entire plot, denying community access to the space. A planning application to develop the site had now been submitted by the new owner and the local community would be making representations on the potential loss of the green space. She stated that the petitioners would like to request full public consultation on the future of the site.

4.1.2 Councillor Fox confirmed that this petition and any written representations would be taken in to account as part of the consideration of the planning application in respect of the site and that a written response to the petition would be given by Councillor Bob Johnson, Cabinet Member for Transport and Development.

4.2 Public Questions Concerning Ongoing Efforts to Regenerate the Heart of the City 2 Area of the City

4.2.1 Nigel Slack commented on the ongoing efforts to regenerate the Heart of the City 2 Area of the City. He stated that overall this is a good project and, if delivered in line with the best interests of the people and businesses of the city rather than pure commercial greed, will be even better. However the matter of transparency again arises. Yet again we see the wholesale redaction of the appendices to the report. This again smacks of convenient censoring rather than excluding those specific items concerned with 'commercial confidentiality' and that term is being applied too widely. Is it really the case that every paragraph, sentence & word of the appendices are commercially sensitive? Will the Council look, as they have been asked to before and agreed to do so, at whether the reports and the 'commercial confidentiality' usage can be applied more strictly to enable the public to have greater confidence in the Council's commitment to transparency and to the probity of these developments?

4.2.2 Mr. Slack commented specifically in respect of Block I – John Lewis & Partners Shop and the deal outlined in the report at Item 11: Para 3.18 – What is the value of the fair price/premium for the proposed surrender of their existing lease? Is this a fair price or a premium price? What is the value of the capital contribution within this deal? Will this deal be an overall positive contribution to the Council's coffers or a cost in order to save jobs and a prestige retail location? How many jobs are being safeguarded by this deal, compared to current levels? Will the online turnover of John Lewis, reported by them as being 60 to 70%, be included in the “rent based on turnover”?

4.2.3 Councillor Iqbal, the Cabinet Member for Business and Investment commented on the commercial success of the Heart of the City project. He stated that the scheme was not about commercial greed and that the Council's approach had addressed issues like the Living Wage, local supply chains, apprenticeships and ethical procurement. He outlined details of the success of the project led by the Council, including details of the exciting new businesses involved in the Scheme. He stated that John Lewis and Partners continued to be a key tenant for the Council and confirmed that it is not possible to discuss the details of the potential deal with them as such commercially sensitive details were still being negotiated and the information was personal to John Lewis and Partners. The Council tries to publish as much information as possible and referred to the recent open discussions on the Scheme at a Scrutiny Committee.

4.2.4 Councillor Iqbal commented that the proposed new lease had been independently valued. He emphasised the importance of safeguarding any jobs in the City and welcomed the announcement of John Lewis and Partners that they were to continue trading in Sheffield and to refurbish their store. Other cities were not so fortunate in these challenging times.

4.3 Public Questions Concerning the Wearing of Face Masks

4.3.1 Nigel Slack commented that he had great sympathy for the Director of Public Health in trying to keep the city safe from Covid19, despite the continuing fast & loose approach of this Government, and that he looked forward to his update. On Sunday's Andrew Marr show, Michael Gove said he will not make face masks for shops mandatory despite clear evidence that they are beneficial in slowing the spread of the virus. He prefers to rely on the 'common sense' of the British public, currently in very short supply. The Prime Minister has since changed that advice but will not introduce mandatory wearing of face masks until 24th July and then went on to advertise a dangerous version of masks with valves. What is the Council's view and recommendation on this issue and are there any options for the Council to make mask wearing mandatory within the city at an earlier date?

4.3.2 Councillor Drayton, the Cabinet Member for Children and Families commented that Greg Fell, Director of Public Health would cover the issue of face masks in more detail in his presentation at Item 6. With regards to a local approach she referred to the Sheffield Outbreak Control Board and the Outbreak Control Plan which includes local action to be taken and how we can enhance local support to keep people safe in Sheffield. She confirmed that Government guidelines were being followed and that the Council does not have the power to make the wearing of face masks mandatory. Public Health England guidance on the wearing of such masks for everyday use has been changing, but it is now proposed that they be worn in enclosed environments where social distancing is difficult and where there are more people around. This should not detract from the essential actions of washing hands regularly, keeping a safe distance, getting a test if you feel unwell and, if you test positive, self-isolating. It was important to note that incorrect use of face masks can be negative and that some people, for health reasons, cannot wear a face mask and we must be careful not to discriminate against those people. The Director of Public Health will be issuing an update on the Council's YouTube channel and I would recommend that people watch this to keep up to date.

5. **CORONAVIRUS (COVID-19) UPDATE**

5.1 Greg Fell, the Director of Public Health, provided a Coronavirus

(Covid-19) update focused on the number of local cases, enhanced support and core messaging.

He reported that the number of cases in Sheffield were low and were stable to going down, but were not going down fast enough. We are not in a terrible position but neither are we in a comfortable position. We have moved from a position of widespread transmission across the City to fewer cases of concentrated community transmission in certain parts of the City. He stated that plans are in place to deal with this. He confirmed that there had been a couple of work placed outbreaks but these had been managed successfully.

He explained details of the local lockdown situation in Leicester and the thresholds/metrics involved in the Government's decisions to enforce local lockdown. Sheffield's position was noted and in particular that the advice from Public Health England was to develop an enhanced strategy which includes increased local testing and enhanced communications to improve reach and impact in particular cohorts and communities.

The core messages, in order of importance, remain: stay at home if you have symptoms or are a contact of someone who has been diagnosed positive; get tested early if you have symptoms, even if mild; hand washing; social distancing; and lastly face coverings, which although beneficial, are less so than the other measures.

Details of the Secretary of State's suggestion that Sheffield needed enhanced support were noted, although it was explained that the numbers tended not to support this. The Council was working with Government to establish what this means in terms of detail. He confirmed that he is satisfied that, whilst we are not in a comfortable position, the numbers/statistics were heading in the right direction and that he was satisfied with our strategy and plans, our understanding of the epidemiology, and our operational and governance arrangements. In particular, the Outbreak Control Board and Plan were in place and working well.

He stated that, with regard to this winter, a Covid-19 vaccine would be unlikely; it was unlikely that the virus will just go away; and that there could be a surge and a spike in cases. He indicated that there will be an enhanced national winter flu campaign that may expand the eligibility criteria and that it was possible that there may be a positive impact on the prevention of the winter flu as a result of the Covid-19 preventative measures being practiced.

6. ITEMS CALLED-IN FOR SCRUTINY

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

7. RETIREMENT OF STAFF

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

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

(a) places on record its appreciation of the valuable services rendered to the City Council by the following staff in the Portfolios below:-

| <u>Name</u> | <u>Post</u> | <u>Years' Service</u> |
|-------------------------------|---|---------------------------|
| <u>People Services</u> | | |
| Helen Stokes | Headteacher, Waterthorpe Nursery Infant School | 24 |

(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. MONTH 2 CAPITAL APPROVALS 2020/21

8.1 The Executive Director, Resources, submitted a report providing details of proposed changes to the Capital Programme 2020/21, as brought forward in Month 2.

8.2 **RESOLVED:** That Cabinet 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 contract.

8.3 Reasons for Decision

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

8.3.2 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.

8.3.3 To obtain the relevant delegations to allow projects to proceed.

8.4 Alternatives Considered and Rejected

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.

9. REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2020/21 - AS AT 31/05/2020

9.1 The Executive Director, Resources, submitted a report providing the outturn monitoring statement on the City Council's Revenue and Capital Budget for 2020/21, as at 31st March 2020.

9.2 Dave Phillips (Head of Strategic Finance) presented the report, and highlighted that the Council's 2020/21 revenue budget, as at 31st May 2020, is currently forecast to be overspent by £23.4m. He added that the vast majority of the forecasted pressure on revenue budgets for this year is due to the impacts of the coronavirus on Sheffield. The Council has estimated that the overall financial cost of issues relating to the COVID-19 pandemic will be upwards of £78m, though this will change as the longer term effects of the virus become better known.

9.3 **RESOLVED:** That Cabinet:-

(a) notes the updated information and management actions provided by this report and the attached appendix on the 2020/21 Revenue Budget Outturn; and

(b) In relation to the Capital Programme, note the forecast Outturn position described in Appendix 2

9.4 **Reasons for Decision**

To record formally changes to the Revenue Budget and the Capital Programme.

9.5 **Alternatives Considered and Rejected**

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.

10. UPDATE ON DELIVERY OF HEART OF THE CITY 2 DEVELOPMENT*

10.1 The Executive Director, Place and Executive Director, Resources, submitted a joint report:

1) Providing an update to the Heart of the City II development two years following the major decision that this Council took to invest in and progress the major re-shaping of Sheffield City Centre following past difficulties and seeking approval/endorsement for the Council's updated delivery strategy;

2) Seeking to delegate authority for the delivery of the remaining phases of the Heart of the City II as set out in the report, including proposals for introducing the Real Living Wage, measures to deal with Climate Change and specifically providing authority to enter into new lease arrangements with John Lewis & Partners for their existing shop in Barker's Pool; all subject to compliance with the Council's budget processes, financial regulations and capital approval processes; and

3) Seeking approval to the reallocation of the previously approved financial envelope to reprioritise the delivery of the remaining Heart of the City II blocks in line with the proposals set out in the report taking into account current economic challenges, risks and the Covid-19 pandemic.

10.2 **RESOLVED:** That Cabinet:

(a) notes the progress made to date on delivery of the Heart of the City II development;

(b) endorses the updated strategy outlined in the report for the phased delivery of the Heart of the City II development together with the updated delivery programme, the proposed new lease arrangements with John Lewis & Partners and the updated estimated financial envelope;

(c) endorses the plan to encourage occupiers within the scheme to be good employers through, for example, paying employees the Foundation Living Wage as a minimum, or alternative mechanisms such as employee owned businesses;

(d) endorses the aim for all further development to exceed minimum environmental standards as set out by the international standards through the UK's Building Research Establishment Environmental Assessment Method (BREEAM) or the US Green Building Council's Leadership in Energy and Environmental Design (LEED);

(e) delegates authority to the Executive Director, Place and the Executive Director, Resources, in consultation with the Cabinet Member for Business and Investment, the Cabinet Member for

Finance, Resources and Governance, the Director of Legal & Governance and the Chief Property Officer, to:

1. approve the detailed delivery plan for the development of the remaining development blocks as set out in the report; and
2. instruct the Director of Legal & Governance in consultation with the Chief Property Officer to complete all necessary legal documentation required to document the terms of any transactions agreed in accordance with the approvals delegated pursuant to the report; and

(f) approves:-

1. the re-allocation of the previously approved financial envelope to reprioritise the delivery of the remaining Heart of the City II blocks in line with the proposals set out in the report;
2. that all relevant budgets if necessary 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;
3. the use of any increase in business rates income directly attributed to the scheme to repay any balance of the related Prudential Borrowing; and
4. the use of any receipts from the disposal of any properties within the Heart of the City II site to repay any balance of the related Prudential Borrowing.

10.3 Reasons for Decision

10.3.1 As outlined in the report, there is a still a very clear strategic and economic case to justify the Heart of the City II development, and to maintain project momentum.

10.3.2 The Executive Director Place and the Executive Director, Resources still believe that the Heart of the City II development is vitally important for the regeneration of the city centre.

10.3.3 The reasons for the recommendations are to provide a way forward for the Council to deliver the remainder of the Heart of the City II development.

10.4 Alternatives Considered and Rejected

- 10.4.1 The do-nothing option i.e. complete the current phases the Council has committed to deliver (blocks B, C and stabilisation works only on E and H1) and then cease work on the wider Heart of the City II scheme has been considered. Not only does this course of action have a potentially worse financial impact but also has many negative outcomes for the Council.
- 10.4.2 The status of city centre will diminish, the Councils 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.
- 10.4.3 Whilst it would reduce the level of capital expenditure it would mean that the Council will have to crystalize the loss if the Heart of the City II development is not delivered, as much of its investment to date in working up the scheme will be lost and this will cause a more immediate pressure on revenue budgets.

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Author/Lead Officer of Report:
Paul Robinson/Principal Committee Secretary

Tel: 27 34029

Report of: *Executive Director, Resources*

Report to: *Cabinet*

Date of Decision: *23 September 2020*

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 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 with over 20 years' service.

Background Papers: None

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

1. PROPOSAL

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

| <u>Name</u> | <u>Post</u> | <u>Years' Service</u> |
|-----------------------------------|---|---------------------------|
| <u>People Portfolio</u> | | |
| Anita Barnsley | Senior Teaching Assistant Level 3, Pipworth Community Primary School | 24 |
| Philip Horton | Business Contingency and Continuity Officer | 47 |
| Val Huzzard | Lead Professional, Inclusion and Learning | 35 |
| Sharman Keverne | Children's Senior Social Worker | 39 |
| Victoria McDougall | Teacher, Hunters Bar Junior School | 20 |
| Shahzana Saeed | Children's Senior Social Worker | 34 |
| Dawn Walton | Director of Commissioning, Inclusion and Learning | 35 |
| Shirley Ward | Cleaner, Halfway Junior School | 24 |
| Cathy Wigg | Co-ordinator, Early Years Inclusion Team | 23 |
| <u>Place Portfolio</u> | | |
| Keith Hoare | Gardener | 50 |
| <u>Resources Portfolio</u> | | |
| Valerie Pruzinsky | Human Resources Administrator | 22 |

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

Tel: 0114 273 6831

Report of: *Eugene Walker*
Report to: *Cabinet*
Date of Decision: *23rd September 2020*
Subject: *Capital Approvals for Month 04 2020/21*

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:-

Purpose of Report:

This report provides details of proposed changes to the Capital Programme as brought forward in Month 4 2020/21.

Recommendations:

- 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 contract

Background Papers:

| 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>Tim Hardie</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 | EMT member who approved submission: <i>Eugene Walker</i> |
| 3 | Cabinet Member consulted: <i>Terry Fox</i> |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. |
| | Lead Officer Name: <i>Damian Watkinson</i> |
| | Job Title: <i>Finance Manager Business Partner Capital</i> |
| Date: 28/08/20 | |

MONTH 04 2020/21 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 04 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:

- 5 additions of specific projects to the capital programme creating a net increase of £4.205m
- 6 variations of specific projects in the capital programme creating a net reduction of £4.189m
- 2 variations to profile of schemes with no overall change to costings

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 are included in Appendix 1.

5.2 Procurement and Contract Award Implications

This report will commit the Council to a series of future contracts. The procurement strategy for each project is set out in Appendix 1. The award of

the subsequent contracts will be delegated to the Director of Financial and Commercial Services.

5.3 Legal Implications

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

5.4 Human Resource Implications

There are no direct Human Resource implications for the Council.

5.5 Property Implications

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

6. 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 the relevant 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.

| Scheme name / summary description | | Value £'000 |
|-----------------------------------|-----------------------------------|----------------|
| A | Economic growth | |
| | New additions | |
| | None | |
| | Variations and reasons for change | |
| | None | |
| B | Transport | |
| Page 73 | New additions | |
| | None | |
| | Variations and reasons for change | |
| | None | |
| C | Quality of life | |
| | New additions | |
| | None | |
| | Variations and reasons for change | |
| | None | |
| D | Green and open spaces | |

| | New additions | |
|---------|---|----|
| Page 74 | <p>Richmond Park Disabled Access Path - FEASIBILITY / DEVELOPMENT</p> <p>Why do we need the project?</p> <p>The Multi Use Games Area (MUGA) was upgraded in 2018. There are some drainage issues in the park due to the high water table, causing several springs to flow from the ground around the site during periods of prolonged and heavy rainfall. The slope above the tarmac of the old playground has caused problems resulting in flooding across the old playground, over the main footpath that dissects the Park, and down towards the MUGA.</p> <p>At the end of 2019 improvements were carried out to the drains to help alleviate the flooding problems. However, it is now thought that not only surface water causes the corner of the MUGA to flood, but also groundwater escaping through the tarmac slope.</p> <p>Access to the MUGA is achieved via a set of steps or a steep grassy hill. The aim of the project is to achieve disabled access to the new sports facility to make it accessible to all, and at the same time alleviate the flooding issues.</p> <p>Why address it now?</p> <p>The Friends of Richmond Park have identified this as a priority due to the fact there is no access to the MUGA for disabled users and people with limited mobility. The MUGA was upgraded in 2018 so it's important to resolve the drainage issues and not threaten the usefulness of the MUGA or cause long term damage. As Local CIL funding has been agreed to help pay for the works there is an opportunity to address the issue now.</p> <p>Furthermore, the full health benefits anticipated by the Public Health funding which improved the MUGA will not be realised, as over time the drainage could undermine the functionality of the MUGA.</p> <p>How are we going to achieve it?</p> <ul style="list-style-type: none"> • Review the two existing Sketch Options for a disabled accessible path produced by the Council's Urban Environmental Design (UED) team. • Advise on the best option to proceed with, with consideration to budget available and following discussion with Access Officer • Add appropriate drainage to the scheme to deal with the ponding at the corner of the MUGA, and amend/further develop any details to create construction drawings and bring up to date in accordance with any new DDA legislation <p>What are the benefits?</p> <ul style="list-style-type: none"> • Build a DDA compliant footpath and improve accessibility to the MUGA • Increase the number of users to the MUGA • Resolve the flooding issue in the corner of the MUGA that long term has the potential to undermine the success of the MUGA • Improve the health and wellbeing of the local community <p>Once completed, the site quality will be improved with an increase in the Sheffield Standard score. We also hope to see Increased usage of the MUGA by local community and green space users, due to better access and improved drainage</p> <p>When will the project be completed?</p> | +6 |

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|--|--|--|-------|---------------|-----------------------|-----------------|-----|
| Need confirmation of design capacity and contract length following feasibility. Costs Capital Delivery Service Fees: £2.2K Funding Available Public Health Funding unused for Richmond Park to be transferred from Ball Courts Project £6.0K S106 Funding unused for Richmond Park to be transferred from Play Improvements Project £0.2K | | | | | | | |
| Funding Source | S106/ Public Health | Amount | £6.2K | Status | Existing unused funds | Approved | |
| Procurement | | i. Feasibility undertaken in-house by the Capital Delivery Service | | | | | |
| Page 75 | Ecclesfield Park Improvements – FEASIBILITY / DEVELOPMENT Why do we need the project? There has been little investment in this District Park in recent years. Apart from the playground, MUGA and small skate grind rail, there are no other leisure and recreation facilities in the park, which appeal and attract a diverse range of park users. As one of the largest parks in the North East of Sheffield, investment is required to provide facilities which enable the site to become a destination for the local and wider community. The aim is to transform the park into an ‘Active Park’ which provides activities and opportunities for a wide range of ages and abilities. Why address it now? <ul style="list-style-type: none"> To provide recreational and leisure facilities currently not available in Ecclesfield Park or surrounding areas. To raise the overall standard of the park, helping raise its standing as a destination site and helping its transition to becoming considered an ‘Active Park’. Public Health funding is available now, which could be lost if progress isn’t made this year How are we going to achieve it? Initial consultation with the wider community will allow improvements for the park to be identified and prioritised, enabling further design and development work to progress options. Internal services will be used for this feasibility: <ul style="list-style-type: none"> Project Management – Parks & Countryside Service Cost management, procurement, contract admin, Construction (Design and Management) Regulations compliance – Capital Delivery Service Design work – Urban and Environmental Design (level of input to be determined through consultation and project improvement prioritisation) | | | | | | +11 |

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|--|---|---|---------------|------|---------------|--|-----------------|--|
| Page 76 | <p>What are the benefits?</p> <ul style="list-style-type: none"> Identify and tackle barriers to usage of the site through consultation and feasibility works, leading to an Outline Business Case to... Install new facilities and infrastructure which encourages more active use of Ecclesfield Park Create a welcoming and accessible site which surpasses the Sheffield Standard Plant new trees Contribute to the development of Ecclesfield as an 'Active Park' <p>When will the project be completed?</p> <p>We hope this project will be completed by March 2022, although this will depend on the results of this feasibility.</p> <p>Feasibility Costs</p> <p>CDS/Design Fees £7K</p> <p>Surveys £3K</p> <p><u>Contingency</u> £1K</p> <p>Total £11K</p> <p>Total Funding</p> <p>S106 Parks Programme £29.6K (some of which will be used to fund the feasibility)</p> <p>S106 Sport Contribution £110.2K</p> <p><u>Public Health Funding</u> £100.0K (Part of Year 3's allocation)</p> <p>Total Available £239.8K</p> | | | | | | | |
| | Funding Source | S106 Parks Programme | Amount | £11K | Status | | Approved | |
| | Procurement | Feasibility undertaken in-house; <ol style="list-style-type: none"> Design by UED Project Management by the Parks & Countryside Service Cost Management the Capital Delivery Service | | | | | | |
| Variations and reasons for change | | | | | | | | |
| Ball Courts / Play Improvements | | | | | | | -6 | |

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|---------|---|--|-----|
| Page 77 | <p>Scheme description</p> <p>'Ball Courts' was a programme of works at various sites that needed ball court improvements, funded by S106 from the approved Parks Programme.</p> <p>Play Improvements is still a programme of works at various sites that needed play improvements, funded by S106 from the approved Parks Programme and Public Health funding.</p> <p>What has changed?</p> <p>Richmond Park had both ball court and play improvements as a result of the above schemes, but not all the allocated funding was used and has left small balances. As further works are needed at Richmond Park it makes sense to move these small remaining amounts of funding to the new access scheme (above) to help cover the costs. The amount remaining on Play Improvements is S106 so can't be used anywhere else.</p> <p>Variation type: Budget Decrease</p> <p>Budget Current 20/21 Budget Ball Courts £13.3K - £6.0K = £7.3K (S106 specific to Frecheville, scheme planned) Current 20/21 Budget Play Improvements £59.4K - £0.2K = £59.2K</p> | | |
| | Funding | Public Health £6.0K + S106 £0.2K = £6.2K | |
| | Procurement | N/A | |
| | <p>Section 106 Parks Programme</p> <p>Scheme description Block allocation of certain S106 agreements to deliver a programme of improvements to Parks across the city.</p> <p>What has changed? There is an allocation of £29.6K across 3 agreements held for Ecclesfield Park. To enable a feasibility to take place £11K of this needs to be drawn down to the project budget, see entry above for Ecclesfield Park.</p> <p>Variation type: Budget Decrease</p> <p>Budget Current 20/21 Budget £346.7K - £11K = £335.7K Total 20-22 Budget £687.7K - £11K = £676.7K</p> | | -11 |

| | | | |
|----------|--|-----------------------|--------|
| | Funding | S106 (agreement 1280) | |
| | Procurement | N/A | |
| E | Housing growth | | |
| | New additions | | |
| Page 78 | New Build Council Housing Phase 16 – Newstead Enabling Works (General Needs & Older Persons Independent Living) | | +4,160 |
| | <p>Why do we need the project?</p> <p>This site is part of the original Scowerdons, Weaklands, Arbourthorne & Newstead (SWAN) sites regeneration proposals and is HRA land that is still to be developed to provide affordable housing.</p> <p>Housing Growth projects to provide General Needs and Older Person’s Independent Living properties on this Newstead site is part of the New Homes Delivery Plan and the HRA Business Plan, and aims to deliver new homes in line with the identified need.</p> <p>Feasibility has been completed on the site for both types of units, and general needs is ready to progress - see entry below. It has been decided to procure the enabling contract separately to the main works in order to mitigate the risk of unknown ground conditions having an impact on the main contracts. This will also progress now.</p> <p>This enabling works contract needs to be in place as soon as possible so ground works don’t hold up the main contracts.</p> <p>How are we going to achieve it?</p> <p>Scheme to be tendered via YORCivil 2 Framework, Lot 3 under the NEC3 contract, Option B</p> <p>What are the benefits?</p> <p>To deliver the enabling works for the whole of the site in order to mitigate the risk of unknown ground conditions having an impact on the main contracts, in order to:</p> <ul style="list-style-type: none"> • Remediate the site • Create development plateaus for use by later contracts • Undertake infrastructure works to site (service diversions and installations where practicable) <p>This will deliver greater cost certainty to both projects prior to embarking upon the main works contract. Two different forms of contract can be used which are more suitable for the different types of construction work. The main contract will be let under a fixed price option, whereas the enabling works will be let under a different option, allowing for approximate quantities for undefined elements.</p> <p>When will the project be completed?</p> <p>November 2021</p> | | |

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|--|---|--|---------------|----------|---------------|---|-----------------|---------|
| Page 79 | <p>Costs</p> <p>CDS Fees £68.1K</p> <p>External Fees £61.4K</p> <p>Commercial Fees £1.0K</p> <p>Construction £3,669.8K</p> <p><u>Contingency</u> £359.7K</p> <p>Total £14,160.0K</p> <p>Budget</p> <p>20/21 £70K</p> <p>21/22 £4,025K</p> <p><u>22/23</u> £65K</p> <p>Total £4,160K</p> | | | | | | | |
| | Funding Source | HRA/1-4-1s 70/30 split | Amount | £14,160K | Status | Funding available in Stock Increase Block Allocation | Approved | |
| | Procurement | <p>i. Principal Contractor by mini-competition via the YORcivil2 framework.</p> <p>In the event that insufficient levels of interest are received, compete by restricted procedure with PQQ.</p> | | | | | | |
| | Variations | | | | | | | |
| <p>New Build Council Housing Phase 5 – Newstead General Needs</p> <p>Scheme description</p> <p>This site is part of the original Scowerdons, Weaklands, Arbourthorne & Newstead (SWAN) sites regeneration proposals and is HRA land that is still to be developed to provide affordable housing.</p> <p>This proposed Housing Growth project to provide General Needs properties is part of the New Homes Delivery Plan and the HRA Business Plan and aims to deliver new homes in line with the identified need.</p> <p>What has changed?</p> <p>As approved in the IBC for this scheme, the feasibility has been concluded for the proposed site, and we are now in a position to develop a detailed construction plan incorporating the desired housing mix, and continue to procurement for delivery. The main contract will be tendered via YORbuild 2</p> | | | | | | | | +14,284 |

Framework, Lot 7 under NEC3 contract Option A.

As a result of the feasibility, it is recommended that 81 mixed housing units are built, with a potential for additional 12 units achieved by adding an additional storey to the apartment blocks. Works to include external works, drainage and infrastructure but will exclude enabling works as this is now to be procured through a separate contract to cover both the General Needs and Older Person’s Independent Living new builds (Phase 6) on the Newstead site.

This decision was taken in order to mitigate the risk of unknown ground conditions having an impact on the main contracts.

See entry for New Build Phase 16 – Newstead Enabling Works GN & OPIL.

Updated Objectives

- The project will deliver up to 93 new council housing units, as part of the Stock Increase Programme.
- To provide a housing mix that integrates with the whole programme of Housing delivery and is in line with the identified need
- To provide good quality and sustainable homes, using the fabric first approach to increase thermal comfort and reduce fuel bills

Updated Benefits

- Deliver approximately 93 new high quality affordable homes in the City
- Regenerate a vacant site in SCC ownership
- Provide types of social housing to meet current needs
- Provide approximately £14m of economic activity
- Reduce maintenance costs to SCC through well thought out design, and running costs to occupiers through the fabric first approach

Variation type: Budget Increase

Costs

| | |
|--------------------|----------------|
| CDS Fees | £173.8K |
| Surveys | £135.0K |
| External Fees | £711.7K |
| Client Costs | £40.0K |
| Commercial Fees | £1.0K |
| Construction | £12,724.9K |
| <u>Contingency</u> | <u>£609.6K</u> |

| | | | |
|---------|--|---|---------|
| Page 81 | Total £14,396.0K Budget Actuals 19/20 £37.8K Current 20/21 Budget £74.2K + £188.0K = £262.2K Current 21/22 Budget £0.0K + £1,474.0K = £1,474.0K Current 22/23 Budget £0.0K + £12,350.0K = £12,350.0K Current 2023+ Budget £0.0K + £272.0K = £272.0K Current 20-23 Budget £112.0K + £14,284.0K = £14,396.0K | | |
| | Funding | HRA £10,110.8K + 1-4-1s £4,285.2K from Stock Increase Block Allocation | |
| | Procurement | i. Principal Contractor by mini-competition via the YORbuild2 framework In the event that insufficient levels of interest are received, compete via a suitable alternative framework. ii. Surveys by closed competitive tender, prioritising local companies wherever possible. | |
| | Council Housing Stock Increase Programme Scheme description Block allocation of funding for the Stock Increase Programme. What has changed? Outline business cases have been brought forward for the general need new build and the enabling works contract at the Newstead site. Funding therefore needs drawing down from the block allocation to cover these schemes. See entries above Variation type: Budget Decrease Budget Current 20/21 Budget £ 5,358.0K - £257.9K = £5,100.1K Current 21/22 Budget £54,019.5K - £5,499.0K = £48,520.5K Current 22/23 Budget £67,123.2K - £12,415.0K = £54,708.2K Current 23/24 Budget £20,428.8K - £272.0K = £20,156.8K Current 24/25 Budget £13,348.0K - £0.0K = £13,348.0K | | -18,444 |

| | | | |
|----------|--|----------------|-----|
| | Total 20-25 Budget £160,277.5K - £18,443.9K = £141,833.6K | | |
| | Funding | HRA and 1-4-1s | |
| | Procurement | N/A | |
| F | Housing investment | | |
| | New additions | | |
| Page 82 | Older Persons Independent Living (OPIL) Fire Suppression Systems - FEASIBILITY | | +12 |
| | <p>Why do we need the project / what is the strategic fit?</p> <ul style="list-style-type: none"> For Capital Delivery Service (CDS) to carry out a review of the current arrangements of providing fire suppression systems in OPIL schemes and advise the Housing & Neighbourhood Service of the alternative options and potential procurement routes The review will then form the basis for an OBC to secure specific funding from the investment programme for the next 2 years to install individual fire suppression systems within OPIL accommodation where residents cannot self evacuate The option appraisal will review the current arrangements for providing fire suppression systems. This will include examination of the specification, arrangements for design, procurement and delivery and value for money. The review is intended to help us move forward and formalise the design responsibilities and contract arrangements in any future contract The current arrangements have been in place since 2016 and although the arrangements have worked well there is a need to review and consider the benefits of new technology, whether improved suppression systems and service delivery are available, and can be delivered more effectively than presently A lack of a review now could mean expending more monies than needed for a product and service which can be bettered, and not making the best use of new technology available in the UK fire suppression systems market place <p>What are the Objectives?</p> <ul style="list-style-type: none"> To provide safe and suitable accommodation for elderly residents who are not able to self evacuate To ensure the design and delivery of the installations is fully compliant and value for money is being achieved. <p>What are the Expected Benefits?</p> <ul style="list-style-type: none"> In real fire situations, the misting systems have put out the fire, protected the assets, and saved lives or prevented serious injury. To enable residents to remain in their homes when they're unable to self evacuate, and be safe To continue to meet the requirements of the Regulatory Reform Fire Safety Order 2005 as enforced by South Yorkshire Fire Service. OPIL management are able to have confidence that funds are available to support their work when assessing individual residents and completing personal evacuation plans. This will enable meaningful conversations with residents. | | |

| | <ul style="list-style-type: none"> Residents are confident that we are maintaining their safety despite their deteriorating ability to self evacuate. <p>When will the project be delivered? To cover the period 20/21, 21/22 and into 22/23. Over this period approx. 65 flats expected to need misting systems installed.</p> <p>Costs CDS Fees £12K</p> <p>Budget 20/21 £12K</p> | | | | | | | | | | | | | | |
|--|--|----------------|---------------------------|--------|-------------------|----------|-------------------|----------|----------|--|--|--|--|--|--|
| | <table border="1"> <tr> <th data-bbox="174 582 318 662">Funding Source</th> <td data-bbox="318 582 542 662">HRA from Block Allocation</td> <th data-bbox="542 582 689 662">Amount</th> <td data-bbox="689 582 940 662">£12K</td> <th data-bbox="940 582 1064 662">Status</th> <td data-bbox="1064 582 1545 662">Funding Available</td> <th data-bbox="1545 582 1747 662">Approved</th> <td data-bbox="1747 582 1998 662">August20</td> </tr> </table> | Funding Source | HRA from Block Allocation | Amount | £12K | Status | Funding Available | Approved | August20 | | | | | | |
| Funding Source | HRA from Block Allocation | Amount | £12K | Status | Funding Available | Approved | August20 | | | | | | | | |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 83</p> | <p>Variations and reasons for change</p> | | | | | | | | | | | | | | |
| | <p>Housing Demolitions Programme</p> <p>Scheme description There are vacant garages and outhouses throughout the city which are currently in a state of disrepair and it is not financially viable to invest in them further. This project addresses the associated issues of rent loss, ongoing maintenance obligations, anti-social behaviour and improving the physical appearance of neighbourhoods.</p> <p>What has changed? The tender process has been finalised, at a construction cost of £864.3K. The figure is lower than the budget awarded in the original business case (£1,401.2K), as the tender only includes blocks that have been confirmed for demolition.</p> <p>OBC; 35 blocks of outhouses (279 individual) + 68 garage blocks (507 individual) + Up to 88 precast concrete garage blocks (638 individual) FBC; 35 blocks of outhouses (279 individual) + 70 garage blocks (518 individual)</p> <p>Following the review of the 88 precast garages, 39 blocks were identified as not sustainable. The addresses were cross referenced with the proposed demolition list and showed 37of these identified for demolition, therefore only 2 blocks of 11 garages needed to be included.</p> <p>The difference in budget required has then been reduced by some additional costs identified to allow for the demolition work to go ahead, including:</p> <ul style="list-style-type: none"> Refurbishment and Demolition Surveys (R&D Surveys) for Asbestos containing materials. Legal costs and compensation for leaseholders of outhouses. | | | | | | <p>-427</p> | | | | | | | | |

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| Page 84 | <ul style="list-style-type: none"> A contingency of 8% has been allowed which is greater than the one identified previously because demolition is a high risk project and it can present many unknowns. <p>Variation type: Budget Decrease</p> <p>Costs</p> <table> <tr> <td>CDS Fess</td> <td>£108.0K</td> </tr> <tr> <td>Client Directs</td> <td>£95.8K</td> </tr> <tr> <td>Works</td> <td>£864.2K</td> </tr> <tr> <td>Contingency</td> <td>£84.4K</td> </tr> <tr> <td>Total</td> <td>£1,152.5K</td> </tr> </table> <p>The budget approved at OBC was £1,579.3K therefore the balance of the budget not required will be transferred back to the block allocation for H&S Essential Work for allocation to future schemes.</p> <p>Budget</p> <table> <tr> <td>Actuals 19/20</td> <td>£7.8K</td> </tr> <tr> <td>Current 20/21 Budget</td> <td>£548.1K - £142.4K = £405.7K</td> </tr> <tr> <td>Current 21/22 Budget</td> <td>£513.6K - £132.6K = £381.0K</td> </tr> <tr> <td>Current 2022+ Budget</td> <td>£509.9K - £151.9K = £358.0K</td> </tr> <tr> <td>Current 19-24 Budget</td> <td>£1,579.3K - £426.8K = £1,152.5K</td> </tr> </table> | | CDS Fess | £108.0K | Client Directs | £95.8K | Works | £864.2K | Contingency | £84.4K | Total | £1,152.5K | Actuals 19/20 | £7.8K | Current 20/21 Budget | £548.1K - £142.4K = £405.7K | Current 21/22 Budget | £513.6K - £132.6K = £381.0K | Current 2022+ Budget | £509.9K - £151.9K = £358.0K | Current 19-24 Budget | £1,579.3K - £426.8K = £1,152.5K | |
| | CDS Fess | £108.0K | | | | | | | | | | | | | | | | | | | | | |
| | Client Directs | £95.8K | | | | | | | | | | | | | | | | | | | | | |
| | Works | £864.2K | | | | | | | | | | | | | | | | | | | | | |
| Contingency | £84.4K | | | | | | | | | | | | | | | | | | | | | | |
| Total | £1,152.5K | | | | | | | | | | | | | | | | | | | | | | |
| Actuals 19/20 | £7.8K | | | | | | | | | | | | | | | | | | | | | | |
| Current 20/21 Budget | £548.1K - £142.4K = £405.7K | | | | | | | | | | | | | | | | | | | | | | |
| Current 21/22 Budget | £513.6K - £132.6K = £381.0K | | | | | | | | | | | | | | | | | | | | | | |
| Current 2022+ Budget | £509.9K - £151.9K = £358.0K | | | | | | | | | | | | | | | | | | | | | | |
| Current 19-24 Budget | £1,579.3K - £426.8K = £1,152.5K | | | | | | | | | | | | | | | | | | | | | | |
| Funding | HRA | | | | | | | | | | | | | | | | | | | | | | |
| Procurement | N/A | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Block Allocation Health & Safety Essential Work</p> <p>Scheme description Block allocation of HRA funding for projects addressing health and safety issues with the Council Housing stock.</p> <p>What has changed?</p> <ol style="list-style-type: none"> A review of the procurement arrangements for installing fire oppression systems in OPIL accommodation is taking place. The funding for the review/feasibility will be drawn down from here. See entry above 'OPIL Fire Suppression Systems'; £-12.0K The contract is ready to be awarded for the Housing Demolitions Programme. Following the review of the scope of garages to include and the | +415 | | | | | | | | | | | | | | | | | | | | | |

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| | <p>tender exercise the required budget has reduced. The budget now not required will therefore be transferred back into this block allocation See entry above 'Housing Demolitions Programme'; £+426.8K</p> <p>Variation type: Budget Increase</p> <p>Budget Current 20/21 Budget £6,685.0K - £12.0K + £426.8K = £7,099.8K Total 20-25 Budget £55,424.0K - £12.0K + £426.8K = £55,838.8K</p> <table border="1" data-bbox="170 488 2000 552"> <tr> <td>Funding</td> <td>HRA</td> </tr> </table> <table border="1" data-bbox="170 552 2000 616"> <tr> <td>Procurement</td> <td>N/A</td> </tr> </table> | Funding | HRA | Procurement | N/A | |
| Funding | HRA | | | | | |
| Procurement | N/A | | | | | |
| G | People – capital and growth | | | | | |
| Page 85 | New additions | | | | | |
| | <p>Heritage Park & Holgate Meadows – Complex Learners - Feasibility</p> <p>Why do we need the project?</p> <ul style="list-style-type: none"> • There are 4 complex learners who have been identified for Heritage and Holgate; however they require a separate space from the main site. • A space such as the caretaker's house could be utilised for these learners. • There is a caretaker house on site at Heritage Park which could be suitable. However, its status is unclear and requires further examination. • If this is not progressed now, 4 learners are likely to be placed within an ISP (Individual Support Plan). <p>How are we going to achieve it?</p> <p>Feasibility and concept design (alterations to or extension of the caretaker's house at the Heritage site) to gateway 2 to allow a cost plan to be developed to determine budget and viability of the scheme. Key outputs will be:</p> <ul style="list-style-type: none"> • Development of concept designs • An options report • Cost Estimate <p>What are the benefits?</p> <p>To propose a solution following initial feasibility an options appraisal.</p> | +16 | | | | |

| | | | | | | | | |
|----------|--|----------------------------------|---|--------|---------------|-------------------|-----------------|-------------------------------|
| | When will the project be completed? TBC - dependent on outcome of the Feasibility. | | | | | | | |
| | Funding Source | Special Provision Capital - SEND | Amount | £16.3k | Status | Feasibility Stage | Approved | |
| | Procurement | | i. Initial design work will be procured under the Capital Delivery Service Delivery Partner framework. ii. Asbestos Survey through the Council's existing Asbestos Survey Framework. | | | | | |
| | Variations and reasons for change | | | | | | | |
| | None | | | | | | | |
| H | Essential compliance and maintenance | | | | | | | |
| Page 86 | New additions | | | | | | | |
| | None | | | | | | | |
| | Variations and reasons for change (please specify all that apply: budget increase / budget reduction / reprofiling / scope change / procurement) | | | | | | | |
| | None | | | | | | | |
| I | Heart of the City II | | | | | | | |
| | New additions | | | | | | | |
| | None | | | | | | | |
| | Variations and reasons for change (please specify all that apply: budget increase / budget reduction / reprofiling / scope change / procurement) | | | | | | | |
| | Heart of the City 2 – Project Re-profiles Scheme description Heart of the City 2 seeks to transform Sheffield city centre with an improved retail, working, leisure and living environment. Cabinet Approval in March 2018 was for a phased delivery approach. | | | | | | | 2020-21 -6,934k 2021-22 |

| | | | | | | | |
|---------|--|----------------------|--------------------------------------|--------------------------|--------------------------|-------------------------------------|---------|
| Page 87 | What has changed? | | | | | | +6,934k |
| | The current budgets for blocks B & C and Public Realm Improvements have been realigned to correspond to the profile of the contractual spend agreed with the appointed contractor. The overall budget movement across the 3 budgets is net nil, as shown in the table below:- | | | | | | |
| | | | Budget Movements | | | | |
| | | | Approved Budget (000) | 2020-21 (000) | 2021-22 (000) | Revised Budget (000) | |
| | 94058 B Laycock House C Pepper Pot | 17,036 | -617 | 4,021 | 20,441 | | |
| | 94060 Building | 18,118 | -3,161 | 5,700 | 20,658 | | |
| | 94067 HOCII Infr & PR | 7,460 | -3,157 | -2,787 | 1,516 | | |
| | | 42,615 | -6,934 | 6,934 | 42,615 | | |
| | Total net variance | | | | 0 | | |
| | Variation type: - | | | | | | |
| | <ul style="list-style-type: none"> [reprofile] | | | | | | |
| | Funding | Prudential Borrowing | | | | | |
| | Procurement | | | | | | |
| | Heart of the City 2 [H1 Leah's Yard] | | | | | | 2020-21 |
| | Scheme description | | | | | | -1,548 |
| | Heart of the City 2 seeks to transform Sheffield city centre with an improved retail, working, leisure and living environment. | | | | | | 2021-22 |
| | Block H1 is a Grade II* listed building on Cambridge Street. The building is in a significant state of disrepair and needs to be stabilised prior to being brought back into use. Works are required to stabilise the existing structure and refurbish to avoid further decay. | | | | | | +1,548 |
| | What has changed? | | | | | | |
| | A contract has recently been awarded to carry out works to the building and the budget has now been realigned with the programme of works. As a result, £1,548k of funding will be moved into 2021-22. The total overall budget for this stage of the project is £4,453k funded by Prudential Borrowing. | | | | | | |

| | | | |
|--|---|----------------------|--|
| | Variation type: - <ul style="list-style-type: none">• [reprofile]• [slippage] | | |
| | Funding | Prudential Borrowing | |
| | Procurement | | |



Author/Lead Officer of Report: (Sam Martin.
Head of Commissioning for Vulnerable People)

Contact: sam.martin@sheffield.gov.uk

Report of: *John Macilwraith, Executive Director of People Portfolio*

Report to: *Cabinet*

Date of Decision: *23rd September 2020*

Subject: *Commissioning new care and supported services for people with complex needs*

| | | |
|--|------------------------------|-----------------------------|
| Is this a Key Decision? If Yes, reason Key Decision:- | Yes <input type="checkbox"/> | No <input 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>People Portfolio</i> | | |
| Which Scrutiny and Policy Development Committee does this relate to? <i>Health and Social Care scrutiny Committee</i> | | |
| Has an Equality Impact Assessment (EIA) been undertaken? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If YES, what EIA reference number has it been given? | | |
| Does the report contain confidential or exempt information? | Yes <input type="checkbox"/> | No <input 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 report sets out proposals to commission new services to provide supported living and care for people with very complex needs. It describes the needs and current service gaps and seeks approval to secure new provision through a competitive tender process.

Recommendations:

That Cabinet:

1. Approves the approach as set out in this report.
2. Delegates to the Director of Strategy and Commissioning, People Services, in consultation with the Director of Finance and Commercial Services and the Cabinet Member for Health and Social Care authority to approve a procurement strategy to secure supported living services in line with this report and thereafter approve a contract award to the successful bidder.
3. Where no existing authority exists, delegates authority to the Executive Director of People Services, in consultation with the Director of Finance and Commercial Services to take such steps to meet the aims and objectives of this report.

Background Papers:

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

| 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: Paul Jeffries |
| | Legal: Henry Watmough-Cownie |
| | Equalities: Ed Sexton |
| <i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i> | |
| 2 | EMT member who approved submission: |
| | <i>John Macilwraith</i> |

| | | |
|--------------------------------------|--|--|
| 3 | Cabinet Member consulted: | <i>Councillor George Lindars-Hammond Cabinet Lead for Health and Social Care</i> |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. | |
| Lead Officer Name: Sam Martin | | Job Title: Head of Commissioning for Vulnerable People |
| Date 23 September 2020 | | |

1. PROPOSAL

1.1 The purpose of this paper is to:

1.1.1 Outline the needs of a small but growing cohort of people in the city who have such complex and challenging needs in relation to substance misuse, mental health, risky behaviour (i.e. crime and antisocial behaviour) and health and social care that they cannot reside in general needs housing, sheltered accommodation or in residential care, but need a new form of supported and supervised independent living arrangement which better meets their needs.

1.1.2 Recommend that the Council commissions new services for this cohort of people with complex needs and ensures continued provision for women with complex needs by retendering a specialist service for women. These services will complement and work as part of a wider network of support and interventions for this small group of people with highly specialised needs.

1.2 Background and Context

1.2.1 There is a small but growing cohort of people in Sheffield with complex needs who struggle to live independently, some of whom are getting older and have chronic health problems, and who struggle to live in existing provision such as sheltered accommodation or extra care or general needs housing with support. Social care staff find it difficult to find appropriate long-term solutions and consistent support for this group of people. Some people, particularly in their 50s and 60s, who also often have chronic health problems need longer term independent living and supported accommodation than the current short term supported housing the Council commissions

1.2.2 The Council is undertaking a strategic review of both Adult Social Care provision and its approach to homelessness and housing support, taking into account the recent Covid 19 pandemic and service responses. These reviews are not yet complete, but the ending of current contracts for some services supporting vulnerable people precipitates the proposals set out in this report, which are in line with the direction of travel emerging in the review work. Due to the high needs of people in this group we want to ensure there are no gaps in service provision pending the outcome of wider strategic reviews.

1.3 Recommended delivery options:

- 1.3.1** In order to better meet the needs and improve the lives of people with complex needs this report recommends that the People Portfolio undertakes a commissioning and procurement process to secure, from suitably qualified and able partner organisations, a mix of 45 to 60 new supported accommodation units, in smaller clusters or blocks, including a significant proportion with 24 hour on site support for residents.
- 1.3.2** The report sets out ambitions for this provision so that it is flexible, high quality, is delivered in buildings specially tailored to the needs of the cohort of people, and with well trained staff who are able to support the complex needs of the client group. This model will be flexible and could consist of a mix of individual properties, small clusters and blocks and will include specific provision for women. However a significant proportion of the units will be required to have 24 hour support. The exact final balance of size and level of support will be considered as part of the procurement exercise.
- 1.3.3** This new provision will complement, and will be an important building block as part of a wider network of other support services for this client group.

1.4 A summary of the needs of the client group

1.4.1 Nationally, several evidence-based reports looking at the needs of people with multiple and complex needs have acknowledged that, mental health, poverty and childhood trauma are all complementing factors in the needs of adults with severe and enduring needs. Studies also found that women have additional risk factors as they may have had significant relationships since childhood characterised by violence, abuse, exploitation and discrimination arising from gender.

1.4.2 Adverse Childhood Experiences (ACES)

Adults suffering severe and multiple disadvantages are most likely to have suffered multiple ACES as a child. A significant study in 1995-97 examined the relationship between experiences during childhood and reduced health and well-being in later life.¹ It concluded that cumulative childhood traumas have a lifetime effect on health, behaviour, life potential and life expectancy.

1.4.3 ACEs include abuse (physical, sexual and emotional) neglect (physical and emotional) household dysfunctions (abuse against your mother, divorce, incarceration of a parent, bullying, loss of care giver, natural disaster)

1.4.4 The study (and subsequent studies) show that continual exposure to

¹ Centre For Disease Control (CDC) Kaiser Permanente Adverse Childhood Experiences (ACES) study 1995-1997. Southern California

stress disrupts the developing brain and increases risk of cognitive impairment, attention deficit, poor self-regulation, memory loss, reduced immunity from diseases and impedes development of trust, empathy and a sense of community.

- 1.4.5** When compounded by adverse community environment such as poverty, poor housing, lack of social opportunity children grow-up lacking resilience and are more likely to use illicit substances, be involved in violence, suffer with mental health problems and be incarcerated.
- 1.4.6** **Sheffield needs data**
- 1.4.7** Sheffield has experienced a 40% increase in people with mental health issues referred to secondary mental health services in the last two years.
- 1.4.8** The prevalence of illicit drug use in Sheffield is estimated at approximately 48,875 people and problematic alcohol use is estimated at 7.2%, or 1:14 of people in the city.
- 1.4.9** In 2015 a health needs audit was undertaken with residents in supported accommodation. Outcomes of the audit showed that people using services in Sheffield were more likely to smoke heavily, have poor diets and be high risk drinkers. Drug use is problematic with more people in Sheffield than homeless people in other cities using crack/cocaine. Since the report, use of new substances like spice has become more widespread in this community. Long term health conditions are also prevalent and a much higher self-reporting of mental health issues than the general population. The client group are also more at risk of communicable diseases such as TB, Hepatitis C and HIV.
Whilst the numbers of women in the cohort were fewer than men, women's health issues were more significant than men's.
- 1.4.10** A more recent detailed look at 70 individuals in the current Sheffield complex client group has identified that they have suffered multiple adverse childhood experiences in their early lives and in their adult lives have developed severe drug and alcohol addictions, personality disorders, a range of mental health issues and long term conditions such as chronic diseases and disabilities. Behaviours include aggression, criminal behaviour and violence, with many suffering from Pathological Demand Avoidance.
- 1.4.11** 75% of the adults are known to social care, often mental health services or The Forge Team. Over a two-year period 44 of the 70- clients accounted for 107 alcohol related hospital admissions and 146 non elective admissions to hospital for physical conditions. These included: gastroenterology, general medicine, infectious diseases, chest medicine, general surgery and other specialities. There was also an

average of 12 admissions per year to mental health acute wards/units.

1.4.12 In addition, there were 997 attendances to hospital - outpatients (427) and accident and emergency departments (570). Accident and Emergency, accounts for three-quarters of these attendances. Around 71% of these have long term significant accommodation problems.

1.4.13 Assessments of people in current services

People with similar needs are currently served, amongst other clients, in 3 different services that have been commissioned for a number of years, originally as part of the Council's strategy for supported housing. Commissioners have worked with current providers of the three services currently in place (2 of which are due to close) and measured the needs of these clients using an amended version for Sheffield of the London Borough of Merton's New Directions Team (Health and) Chaos index tool. This is a framework for assessing behaviours, needs and risks. The parameters measured are: engagement with frontline services, intentional self-harm, risk to self, risk to other, risk from others, mental health and wellbeing, physical health, social effectiveness, problematic alcohol and drug use, impulse control and housing and move on.

1.4.14 Out of 82 current residents 53 people scored extremely high showing a high level of non-engagement, risk, problematic substance and alcohol use, mental and physical health; very low impulse control, as well as significant challenges to live independently without significant support. Of the 82 people a quarter had been in care as children, over half had been sexually abused, half suffered domestic abuse, almost all had been physically assaulted, almost all had mental health problems, two thirds had physical health issues and about a quarter had had their own children taken into care.
The psychologist working with these services estimates that over 80% had suffered multiple adverse childhood experiences.

1.4.15 Case studies illustrate some of these needs in terms of support more holistically. (anonymised)

1.4.16 Case study 1. Lewis.

Lewis is 55 years old and has been in and out of institutions and support most of his life. He has a low-level learning disability, a history of arson, a serious drink problem and is at risk from his life- style which includes allowing lots of other people into his accommodation. Without supervision he brings firelighters and paraffin into his flat and is a serious fire risk. He is in poor physical health and suffers from diabetes and kidney failure so requires dialyses which he misses if not reminded and encouraged to attend. His self-hygiene is also extremely poor, and he requires a lot of support to be washed and dressed and ready for the ambulance to take him to treatment. He also needs support from care support staff to stay and enable him to cooperate with the treatment. He has lost many homes due to his lifestyle and it does not seem feasible that he can live independently without being a risk to himself

and to neighbours. Residential care would also be unsuitable due to his lack of engagement with services, his drinking and his risk to other residents.

1.4.17 Case study 2. Brian.

Brian is a 68-year-old man. He had a serious alcohol dependency, is visibly unsteady on his feet and has high cholesterol. Brian also suffered a brain injury and had several broken ribs following a serious assault in 2013. His mobility is poor, and he has had several falls recently, one which resulted in him fracturing his wrist and affected his brain function.

1.4.18 As a child he was educated in special schools from the age of about 12 to 16 and has a mild learning disability. He has served time in prison. Brian is easily exploited and targeted by drug users. He self-harms when distressed. He has been financially exploited and assaulted on many occasions. His supported housing was short term he was eventually assessed as needing care but was refused by several care homes, sheltered and extra care accommodation due to his drinking, own behaviours and risks to other residents, even though he is very vulnerable himself.

1.4.19 Case study 3. Connie.

Connie is in her late 30s. She lives a very chaotic life-style, has a history of offending and is addicted to heroin, crack cocaine and alcohol. She also has mental health issues and self-harms. She has had several babies taken into care and this has increased her drinking and drug use and her mental health has deteriorated. She is also in an extremely abusive relationship where violence and abuse is a daily occurrence. Connie has previously had around 15 different tenancies and placements in mixed sex supported housing. She will not take responsibility for any household management and has a lot of unsuitable people visiting her when in ordinary accommodation. Connie has been referred to MARAC. She needs psychological input around the loss of her children, her own early childhood abuse and she needs treatment for her addictions. It is felt that Connie needs to be in a women only independent living service for a medium period of time (at least 2 years) to work on the range of needs that she has to break the cycle of trauma and substance use.

1.4.20 Case study 4. John.

John is a 45-year-old man who suffers with depression and suicidal thoughts and has a long history of substance misuse. He had to have his right leg amputated as a result of intravenous drug use and uses a wheelchair. Additionally, he has ulcers from time to time on his left leg and nerve damage to both hands. He is also HIV positive and regularly leaves needles lying around. In his younger years he spent a number of periods in prison. He cannot read or write.

John has a social worker from the Forge Team. However, John is exceedingly difficult to engage and they struggle to find him appropriate accommodation to meet his needs.

Over the last 5 years he has had 11 placements, some just for a few nights. His behaviour prohibits him from many care facilities and due to his wheelchair use and need for accessible accommodation it has been even harder to find an alternative appropriate placement for him. John has been assaulted several times and his cashpoint card was stolen and his bank account emptied. The police and SYFR have been called to the property, but John is afraid to report anything due to the threat of repercussions. John is again self-harming. The social worker feels that he cannot protect himself and he needs a longer-term independent living service which has 24 hours supervision and monitoring.

1.4.21 Current Services and consideration of service needs.

1.4.22 The Council is developing a number of interventions and services which will work as part of an overall strategic approach to better meet the needs of people with multiple and complex needs. These services include:

- A new multi agency service, funded through an innovative *social impact bond* which will go live in 2021, providing assertive outreach and keyworking services to 200 people with complex needs. This team will not provide accommodation based support, so the services outlined in this report will provide additional supported accommodation for a small proportion of this group of people who really need it and where other housing options are unavailable.
- As part of the Rough Sleeping 'Everybody In' initiative in response to the Covid-19 pandemic the Council has provided short term accommodation to 130 people who were sleeping rough. As part of the future housing and support options for all of these people the Council and Partners are developing an Exit Strategy to continue to provide short term housing and move on sustainable options. The most complex needs will be met for c30 via a Housing First Model that will commence in October 2020. This will be a housing led offer that will provide a general needs tenancy in social housing mainly for the most entrenched rough sleepers who have the most complex needs. Intensive housing support will be provided and health, care, community safety and voluntary service have committed to providing wrap around support.
- A wider strategic review of Adult Social Care provision will consider service developments and service responses to people who historically would not meet the threshold for formal packages of care, but who nonetheless have high support needs and for whom a coordinated range of support could prevent their needs escalating.

1.4.23 As outlined in the report above, many people in this group have needs relating to mental health and substance misuse, and wider care needs such as wound care or use of mobility aids. These health and care

services find it difficult to engage and effectively treat people who move around and have no settled home. Providing a more effective and supported living environment will enable these wider services to more effectively engage with people who need them. Successful providers will be required to show capability in providing effective support and ability to form strong partnerships with wider health and care services.

- 1.4.24** It is clear from the needs assessments undertaken that a single service alone cannot meet all the needs of this group of people. A mix of service provision offering choice and flexibility is needed, coordinated by a keyworker but offering more intensive support for those that need it, and accommodation based solutions where necessary with 24 hour support.
- 1.4.25** The Council currently commissions three short term supported accommodation services where people are placed, but as this started off as a homeless provision the service model and short term duration of the provision (usually 6mths to 1 year) means that people often end up moving around the system without an effective service that meets their needs for as long as they need it. On average, over a five-year period, people had 7 placements, including their own tenancies which they subsequently lost.
- 1.4.26** Two services that work with this client group have given notice to end in November as they agree that these models are no longer suitable. This presents us with the opportunity to recommission something new which will provide better outcomes for their support and social care needs. The current service models, however, clearly are not meeting the needs of this difficult cohort of people. Therefore, there is now an opportunity to use the funding to commission new and more effective models of service. This will enable the development of new longer-term bespoke services around the client's care and support needs and their mobility needs so much of the accommodation needs to be wheelchair accessible, particularly in the scheme for people with longer term needs.
- 1.4.27** This report considers in more detail the need to develop new enhanced models of service for people with complex and long term co-occurring needs who are highly unlikely to live on their own independently, but would struggle in general models of care homes or sheltered accommodation. A need for in-reach drug and alcohol support and mental health support will need to be considered.
- 1.4.28** Recent learning from the current covid crises, has also been considered. For example, there is a need for people to have self contained accommodation with their own bathrooms, kitchen facilities, (currently this is not always the case). Infection control and a need to assess business continuity plans will also be required.

Cost benefit

1.4.29 Research and cost benefit analyses, for people in this cohort, estimates that the annual cost in terms of service impacts across the health and social care, criminal justice and housing economy per person to be between £40,000 and £45,000 per person per year. Delivering better, more intensive and consistent support (and supervision) to this group of people will result in reduced demand on wider social care, health and criminal justice services in the City, as well as better outcomes for the people themselves.

1.4.30 The report sets out the principles which we wish new services to adhere to.

1.4.31 Independent Living Needs

1.4.32 The current services accommodating and supporting the most complex people are short term and due to the design of the buildings and accommodation alongside the model are not meeting the needs of the whole cohort. Sheffield needs a more flexible model of independent living to cater for the range of needs of this particular complex group.

1.4.33 What are the issues?

- The existing provision has grown from a 'homeless hostel'/accommodation type model, but the needs of the client group are increasingly related care and support. Their homelessness is a symptom of a wider and more entrenched combination of challenges and behaviours, rather than the 'problem' in itself. The support model (including staffing, training, intervention models) need to be focused on care and recovery and towards living as independently as possible.
- Some current blocks of flats, although suitable in terms of bathrooms, are not designed to manage the access to the building from the public. This results in congregations of complex residents in the building, an inability to move people out and an increase in violent and risky behaviour including shared drug use and criminal activity. The blocks also house too many people in the same location. The risks are high to both the residents and to staff. Any new schemes need to be smaller, have access control and ability of staff on site to enforce this.
- There is not enough accessible accommodation for people who have many disabilities including wheelchair users who have had amputations and renal and liver problems following years of chronic drug and alcohol use.
- For those people who want and need 24 hour supported

accommodation to support their safety or their care needs there are too few suitable units.

- We have no specialist model of accommodation with care and support for people who will not be able to live independently in their own home without on-site support, where health concerns and their vulnerability to exploitation and having their home 'cuckoo-ed' (their home taken over by criminals posing initially as friends) make living in a single home without onsite support quite difficult.
- We need to maintain good specialist provision for women with 24 hour support. The current service has been in existence for 4 years and evidence shows that some women succeed and develop resilience and independent living skills when they live in single sex provision.
- Sheffield has a number of palliative care beds and hospice services for end of life care. However, the services are not designed for people who have inadequate accommodation and lifestyles that include continued alcohol and drug use which complicates this situation. As a result, these people either stay in hospital for long periods of time or they die in unsupported situations or in services where staff are not trained to manage end of life support.
- We want to ensure choice of provision to meet a range of needs, and, flexibility to accommodate all gender and couples. The Commissioning process we undertake will specifically invite innovation and alternative models of delivery which have evidence of delivering good outcomes.
- The services we currently commission have 53 units of supported accommodation across the three projects. Our proposal is to now commission between approximately 45 and 60 new units in new service models. Exact numbers will be negotiated as part of the tendering process. The recommended services will focus on those with the highest needs and highest risk in terms of needing residential or higher intensive care and support, repeat homelessness or incarceration. New service models will reduce the level of churn around a range of services and provide a more appropriate and settled home for people, whilst still aspiring to enable people to move to more independent models if they recover, and by providing a long term response for those who need it.

1.4.34 Principles and requirements of any new service

- Services must be linked to trauma informed practice and the psychology service case formulation, care needs, sexual health, drug and alcohol recovery services, community nursing,

occupational therapy, mental health crises planning and domestic abuse safety planning

- Services must understand psychological informed practice, the impact of adverse childhood experiences and harm reduction
- Services will be strengths based, allowing people to identify their own goals, build on their own strengths and integrate into their community.
- Prevent people from needing increased social care or becoming homeless.
- Reduce loneliness and isolation
- Reduce self-harm
- Protect from harm including exploitation and cuckooing of people's home
- Personal attributes of staff including training, remuneration, turn over
- Range of and frequency of activities, to provide meaningful activities, develop confidence and reduce loneliness and isolation
- Emotional support and access to mental health provision
- Support for medication management
- or support cooking of meals dependent upon a person's ability
- Gender appropriate services and staff
- Strong partnerships with a range of agencies and the community
- Be able to manage risks including violence, accessibility, risks of self-harm, use of substances, sharps and anti-social behaviour
- Any 24 hours service provision must have controlled access, allow domestic pets, be able to respond in an emergency, reduce loneliness' and isolation at night
- Not develop a mutually co-dependent community based on exploitation and communal harm
- All properties to have self-contained bathroom facilities and have policies suitable for infection control and safety of residents and

staff

- Build upon community assets
- Support should be aspirational to enable people to meet their potential and move on where appropriate, therefore time span of the support should be flexible and recognise that for some people it will be long term
- Access to services will benefit from a panel approach with input from relevant officers and managers from health, social care and housing. This model works very well for the mental health services and ensures those people with the most needs are prioritised for the services.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 This proposal will provide more stable and lasting specialist support for a small but significant group of people in Sheffield with traumatic histories and life-time exclusion. Providing intensive care and support and suitable well managed and supervised accommodation will have a positive impact on the health and well being of people with chronic health conditions, addictions and mental ill health. It will enable people to begin a journey of recovery from challenging life experiences, coordinate support services and reduce unplanned demand on wider services such as emergency NHS and community safety services.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Consultation with service users has been undertaken over the last two years to explore what is important to this client group, and more recent consultation has taken place as a result of the Covid-19 response. There are a number of issues that are important to customers in regard to services delivered. Of key importance to people is: the relationship with their support worker, showing respect, consistency and duration of support, and not having to change support workers or retell their stories. Most said that their support ended when they felt it should carry on for as long as they needed it.
- 3.2 There is a range of views on the type of accommodation they live in some preferring shared provision and some preferring their own accommodation with longer term support. Some people wanted support to keep other people out of their properties. Choice and length of service were important, as was on site support.
- 3.3 Activities are also important, both structured recovery courses that run over several weeks and practical activities such as going for group walks with the support worker or wide-ranging activities on site. Food

was raised as important, some people wanted food cooked and prepared for them and others (the more capable) wanted access to kitchens. People also value in-reach services into the schemes from e.g. GPs, and would like easier access to drug and alcohol and mental health services.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 An equality impact assessment has been carried out on this proposal and there are no negative impacts. There are very positive impacts for customers with complex and multiple needs, in particular those with disabilities, chronic health conditions and addictions. It also benefits a small number of people within this cohort who are aging and currently do not have a suitable long-term support, care, and accommodation resolution. One element of the proposal has positive impacts for women with complex and multiple needs.

4.2 Financial and Commercial Implications

4.2.1 Budget and funding options

The Current budget available for future services is £677,000. Funding from the planned closure of the two services will be utilised. It is estimated that the costs of providing new service models ranges between £627,000 and £727,000 depending on the model and number of people supported, as well as the market response.

The models brought forward by suitable and qualified providers which best meet the need of service users will determine the final costs and we will aim to provide the support services within the £677,000 per year budget.

4.2.2 All evidence states that no time limit on the length of service works best, and the support costs will be guided by the requirement to provide more intensive support.

4.2.3 All negotiations will focus on enabling best value and allowing for as much flexibility as possible to allow for changes in demand, residents needs and wider strategic developments, for example we may see an increase in the number of people to be supported as the services develop. This will be attained by enabling an increase in move on where it is appropriate, some flexibility of model to allow for an increase and, if resources allow, to commission additional provision if need continues.

4.2.4 The procurement process will be governed under the light touch regime (under the procurement regulations) and we will use a negotiated procedure which enables the Council to harness the expertise and innovation from experienced providers and also leaves significant flexibility in the lifespan of the contract to vary as needs change.

- 4.2.5 Informal feedback from local providers is that there are a number of providers capable of developing and delivering these services who are enthusiastic about supporting this client group.
- 4.2.6 Where providers might need to use their resources to source suitable accommodation confidence in providers to do this can be encouraged by the offer of a longer length contract for example 5 or in some cases 10 years. This will be balanced against the need to ensure a flexible approach which can change in response to changing and emerging needs and demands. Officers will work with legal and commercial services to agree the right approach through the Commercial Process and ensure that the final contract length is balanced with relevant review points and break clauses.
- 4.2.7 The Council will mandate the real living wage in all contracts. New contracts will be evaluated on price and social value as well as quality to ensure that we are not suppressing market rate. Through the procurement process providers will be encouraged to offer added value to supplement the service, for example through specialist expertise not available to the Council or through additional resources which can be brought to support the service delivery.
- 4.2.8 The Procurement Strategy will be developed in line with the ambitions set out in this report. An essential component of the commercial approach will be one which allows maximum flexibility, so that services can flex and respond to the changing needs of the client group, and as our understanding and evidence base develops. Our understanding of the post-Covid world is developing all the time and we need an arrangement that is responsive to this, and will seek delivery partners who are willing to take a flexible approach and can work collaboratively with us over the duration of the contract as needs change or emerge.

4.3 Legal Implications

- 4.3.1 The proposals in this Report will assist the Council in meeting its statutory duties under Section 2 of The Care Act 2014 to provide or arrange for the provision of services, facilities or resources or take other steps, which it considers will contribute towards preventing or delaying the development by adults in its area of needs for care and support and reduce the needs for care and support of adults in its area. It will also support our duties under the Homelessness Act.
- 4.3.2 This arrangement will enable Social Care Access and Prevention staff, who regularly work with people in crisis, who have Housing, Care and Support needs, to discharge duties suitable to the needs of the client

group.

- 4.3.3 To support and enable this group of people, specialist independent living arrangements are required along-side multi-disciplinary support for the providers. Without such a service, people will either continue to die early or require higher levels of health and social care. Social care providers find this cohort of people too difficult to manage along-side other frail vulnerable people and this can result in people being discharged from hospital into unsuitable environments.
- 4.3.5 This proposal will contribute to the delivery of wider Council Statutory duties, for example the promotion of health and wellbeing, duty to reduce and tackle crime and disorder as well as its duties to prevent homelessness.
- 4.3.7 Depending on the outcome of the negotiations, TUPE may apply in some cases. This will only be known after the negotiation phase of the procurement and finalisation of the specification. Where TUPE might apply appropriate timescales will be included in the overall project timetable to allow for providers to mobilise.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Consideration has been given to tendering for services in fixed blocks of accommodation against a very detailed specification with price as the lead factor. This option has the benefit of bringing stable provision for a range of clients who struggle to live independently. However, to specify too stringent a model, too early, would not give the flexibility to explore different market options to bring in innovation and choice and offer solutions that we may not have considered yet.
- 5.2 The current services could be allowed to close and not be replaced, and we could not take the opportunity to commission services that have been identified in the needs' analysis. This would save the Council immediate funding but would result in higher costs further down-stream in care, housing and community safety, and there would then be no suitable services for this client group. More importantly we would not be providing good quality services to support recovery and independence for people with specific needs, and in addition who are socially excluded.
- 5.3 Consideration has been given to the potential for the Council to establish new provision and run it directly. However, the Council's housing service are having to accommodate a higher number of people who would otherwise be sleeping rough following the Covid Outbreak and new requirements, as well as finding alternative temporary accommodation. Needs for new services are high and any new developments through the Next Steps funding for rough sleepers will be part of a separate and wider requirement to offer choice. Social care managers are already concerned about the lack of provision for this

client group. There are a number of good external partners who would be in a position to bring innovation quickly to a commissioning process and secure new accommodation unavailable to the Council. The recommendation therefore is that this project commissions externally, as part of a wider strategy for support and housing which includes new provision being also developed by the Council.

6. REASONS FOR RECOMMENDATIONS

- 6.1** The approach set out in this report will enable the development of specialist services to fill a gap in care and support provision for people with complex needs for whom current services have not been able to support effectively
- 6.2** It enables the Council to consider the experience, innovation and resources that can be brought into Sheffield from the wider market. It enables services to be provided quickly and timely considering the current service end dates.
- 6.3** The services will form an essential part of a wider strategic response to people with complex needs and will compliment internal and external services.



Author/Lead Officer of Report: Gareth Urwin,
Service Manager, Employment and Skills
Tel: 07805164830

Report of: *John Macilwraith, Executive Director of People Services Portfolio*

Report to: *Cabinet*

Date of Decision: *15th Sept*

Subject: *European Social Fund, Sector Routeways*

| | | | | |
|---|-----|-------------------------------------|-------------------------------------|--|
| 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>Education and Skills</i> | | | | |
| Which Scrutiny and Policy Development Committee does this relate to? <i>Economic and Environmental Wellbeing</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>Attached, number not assigned yet</i> | | | | |
| Does the report contain confidential or exempt information? | | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:- | | | | |
| <p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p> | | | | |

Purpose of Report:

The purpose of this report is to seek approval of the Cabinet for acceptance of £1,957,860.75 of funding from The European Social Fund (ESF) and to approve the Sector Routeways project of £3.2m comprising of ESF, City Council and Barnsley contributions. The Secretary of State is the managing authority for the ESF Operational Programme and wishes to offer the Grant under the terms and conditions of the Funding Agreement administered by the Department of Work and Pensions following Sheffield City Council's successful bid under ESF Priority 1.4.

Recommendations:

It is recommended that the Cabinet:

- a) Approves Sheffield City Council accepting the European Social Fund grant offer of up to £1,957,860.75
- b) Approve the £3.2m Sector Routeways project as described in this report.
- c) Grants delegated authority to the Executive Director of People Services portfolio in consultation with the relevant Cabinet Members, the Executive Director, Resources and the Director of Legal Services, to
 - i) develop and utilise an appropriate procurement strategy as and when required; and
 - ii) accept and administer the Sector Routeways fund and procure the services required to deliver its related outcomes and award the associated contracts.
- d) Approves that Sheffield City Council will act as the Accountable Body and also make grant payments for the Sector Routeways project to its Partner Barnsley MBC.

Background Papers:

- Funding Agreement
- Full Application

| 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>Angela Bellamy</i> |
| | | Legal: <i>David Cutting</i> |
| | | Equalities: <i>Bashir Khan</i> |
| <i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i> | | |
| 2 | EMT member who approved submission: | <i>John Macilwraith</i> |
| 3 | Cabinet Member consulted: | <i>Councillor Abtisam Mohammed</i> |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. | |
| | Lead Officer Name: <i>Kevin Straughan</i> | Job Title: <i>Head of Lifelong Learning, Skills and Employment</i> |
| | Date: <i>4.9.20</i> | |

1. PROPOSAL

Sector specific interventions are aimed at the most disadvantaged groups within the labour market to act as a gateway to employment. An extension of current European Social Fund (ESF) Pathways to Progression (P2P) and Pathways to Success (P2S) Programmes, encompassing a less broad approach to employment and instead focus on key sectors, key skills and key demographics. Led by Barnsley and Sheffield LA's and supported by established networks of third sector organisations to support community recruitment, participation and progression.

Interventions will focus on the following sectors:

Digital

Construction

Engineering

Manufacturing

Care

Working alongside employers from within the above sectors to identify what they require by way of entry level skills; acting as a catalyst to securing employment the research suggests that sector specific training interventions, designed around the requirements of our local employer base will be of great benefit in funnelling new starters towards these growth sectors.

The project will see participants initially acquire tailored 'Universal Skills' around employability, confidence, digital, careers advice, ESOL, etc within community based interventions prior to progressing onto sector specific skills training via the 'Sector Gateway', where participants will be assessed in terms of their 'Universal Skills' and their ability to maximise the opportunities that the Sector Routeways initiative will offer them. From here, successful completion of the sector specific training will then see participants advance onto a two week work placement within the businesses supporting the project. With the support of the Advance Sheffield City Region (SCR) programme aligned to this, participants will be assisted to move into sustainable employment with employer defined training embedded and clear progression opportunities mapped within the role.

- 1.1 Sheffield City Council applied for the funding to scale up on the success of the "Building Block" (DfE Construction Skills Fund), to other sectors.
- 1.2 The Council has been awarded the project as lead with BMBC acting under SCC leadership for its residents.
- 1.3 Cabinet approval required, Form 1 submitted to Democratic services. Requires approval from Cabinet Member for Education and Skills to progress to Sept Cabinet meeting.
- 1.4 This funding will be used to support the key sectors with the increase in workforce requirements and support unemployed and economically inactive residents into these positions. These positions will feed into the ESF funded Advance SCR Programme expected for approval shortly, which will aim to ensure progression is mapped into all entry level roles created through this initiative.
- 1.5 The SR project will support 1216 unemployed or economically inactive participants across the two LA areas. 303 of these participants will sustain employment for at least 6 months, 234 will progress to further education.
- 1.6 Training will be undertaken by Council staff already employed as tutors where possible or subcontracted to training partners where required. Existing Employer Engagement staff will be utilised on this Programme but there will be a requirement for additional officers in this role for a period of 12 months.

2. HOW DOES THIS DECISION CONTRIBUTE ?

2.1 By accepting this funding the Council will be able to increase the skill levels and earning potential of unqualified people locally.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 The Council is not required to carry out a consultation process in respect of these proposals.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010 which identifies the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

4.1.2 The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex and sexual orientation.

4.1.3 An EIA has been carried and highlights that the proposal seeks to support people who are traditionally excluded from the labour market by increasing their increasing skills levels and therefore earning potential.

There is some risk that not all the reported income of will be received as it is linked to performance indicators. However, Sheffield City Council Managers, as part of their budget responsibilities, will ensure that expenditure is managed in order that it does not exceed the actual income received.

4.2 Financial and Commercial Implications

The Sector Routeways project has a start date of 01/10/2020 and an activity end date of 31/12/2023.

Subject to satisfactory terms and conditions being agreed, SCC will become the Accountable Body and lead agent for the for the Project

Estimated Funding levels are summarised in the table below and are subject to confirmation in a finalised Funding Agreement.

| Priority 1.4 Adults Aged 18+ with Multiple / Complex Barriers particularly those with long-term physical or mental health problems, disabilities or behavioural issues | | | |
|---|------------------------------|--------------------------------|------------------|
| Sector Routeways | ESF Funding (£) (60%) | Match Funding (£) (40%) | Total (£) |
| Barnsley | 447,798 | 298,532 | 746,330 |
| Sheffield | 1,510,062 | 1,007,000 | 2,517,062 |
| Total | 1,957,860 | 1,305,532 | 3,263.392 |

Key features of the draft ESF Funding Agreement (not exclusive) are summarised below. The Project Manager will need to read, understand and comply with all of the grant terms and conditions.

- Eligible Expenditure that has been defrayed on or after the Start Date may be claimed pursuant to the Funding Agreement.
- Carry out the Project Activities specified within and achieve the Targets within the time limits and the Key Milestone Dates.
- The Grant Recipient may task a Delivery Partner to carry out certain Project Activities and are liable for the acts of its Delivery Partners.
- The total amount of Grant paid to the Grant Recipient shall not exceed the Maximum sum
- Grant is conditional upon Match Funding being Committed and compliant with the Eligibility Rules.
- Notify the funder of any failure to achieve the required Match Funding.
- Expenditure must be defrayed in Grant Claims
- Comply with the monitoring, reporting, audit and grant claims procedures.
- If there is a shortfall or overspend in annual expenditure compared to the profile, the funder has no obligation to pay unused grant in the following year.
- Financial consequences may follow from a departure from the Expenditure Profile and may include grant reduction.
- Any Project changes must be approved by the funder.
- Comply with the Structural and Investment Funds Regulations and all relevant EU and national law. Where applicable Procurement Law in force at the date of commencement of the procurement process in relation to the Project shall be complied with by SCC and Delivery partners.
- State Aid non-compliance may lead to repaying the Grant with interest.

- Default occurs in a number of scenarios including (not exclusive):-
 - Failure to comply with Conditions;
 - Project Activities are not commenced by 3 months after the Start Date.
 - Expenditure is not claimed in line with the Expenditure Profile.
 - Completion of the Project Activities has not been achieved by the Agreed Activity End Date.
 - Change is made to the Project without the prior approval.
 - An audit reporting is unsatisfactory.
 - the European Commission or a European Court requires any Grant paid to be recovered by reason of a breach of State Aid Law
- The Grant Recipient must comply with the grant terms and conditions or the grant is subject to clawback.
- SCC acknowledges that the funder may have overcommitted funds and that if there are insufficient funds to meet the full commitment under this Agreement, the funder may terminate this Agreement.
- Underperformance against the Targets may result in grant reductions.
- Notify the funder if other funding for the project arises.
- The Grant Recipient must send to the Secretary of State, at such intervals as the Secretary of State shall notify in writing to the Grant Recipient, a report on progress made towards the achievement of the Targets.
- The funder must be notified in the event of any Change in the information on costs (whether actual or estimated) of carrying out the Project Activities contained in the Application and secondly of any event which materially affects the continued accuracy of such information or on any other area of default.
- Provision of evidence to confirm the indicative Match Funding is fully committed.
- Enter into a legally binding agreement with Delivery Partners upon materially similar terms to this Funding Agreement.

4.3 Legal Implications

- 4.3.1 The Localism Act 2011 provides local authorities 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. A purpose of the Act is to enable local authorities to work in innovative ways to develop services that meet local need. The proposed Sector Routeways Project can be delivered through the council using its general power of competence. In addition, there is no specific statutory prohibition, preventing the Council from implementing the proposed Programme. The Council therefore is empowered to produce, implement and administer the Programme detailed in this report.

4.3.2 Any grants accepted by the City Council can only be received following the approval of the Director of Resources & Head of Strategic Finance (Art 6.2.1 & Art. C.2.1.5 'Grant Funding') and then managed by an Executive Director (or their delegate) under Article 6.2.2 of the Financial Procedure Rules.

4.3.3 The ESF grant terms and conditions (as reflected in 4.2 above) are not negotiable. The city council has received ESF grant funding in the past and is familiar with both their requirements and compliance conditions. The terms and conditions do not give rise to any concern and are standard and acceptable ESF requirements.

4.4 Other Implications

4.4.1 None

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council could decide not to accept the funding. Alternative funding could be potentially sourced to support our businesses workforce needs as part of the Government Covid-19 response offer to regions. There is demand from other sectors to replicate the "building block" model, so rejection of funding could carry reputational risk within our regions employer base.

6. REASONS FOR RECOMMENDATIONS

6.1 By accepting this funding the Council will be able to:

- 1) increase the skill levels for Sheffield and Barnsley out of work residents by streamlining access to entry level roles within sectors that require labour.
- 2) improve the unemployed indicators within the City, moving long term unemployed residents to the "in demand" labour market and/or enhancing skill levels.
- 3) create increased revenue for the Council.
- 4) attract inward investment through co-ordinated pipeline offer of workforce skills within key sectors.

Equality Impact Assessment

Introductory Information

Budget/Project name

Sector Routeways

Proposal type

- Budget
 Project

Decision Type

- Cabinet
 Cabinet Committee (e.g. Cabinet Highways Committee)
 Leader
 Individual Cabinet Member
 Executive Director/Director
 Officer Decisions (Non-Key)
 Council (e.g. Budget and Housing Revenue Account)
 Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Abtisam Mohammed

Entered on Q Tier

- Yes No

Year(s)

- 14/15 15/16 16/17 17/18 18/19 19/20 20/21 21/22

EIA date

01/06/2020

EIA Lead

- | | |
|--|---------------------------------------|
| <input type="radio"/> Adele Robinson | <input type="radio"/> Ed Sexton |
| <input type="radio"/> Annemarie Johnston | <input type="radio"/> Louise Nunn |
| <input checked="" type="radio"/> Bashir Khan | <input type="radio"/> Michael Bowles |
| <input type="radio"/> Beth Storm | <input type="radio"/> Michelle Hawley |
| <input type="radio"/> Diane Owens | <input type="radio"/> Rosie May |

Person filling in this EIA form

Roger Wilde

Lead officer

Laura Hayfield

Lead Corporate Plan priority

- | | | | | |
|--|---|---|---|---|
| <input type="radio"/> An In-Touch Organisation | <input checked="" type="radio"/> Strong Economy | <input type="radio"/> Thriving Neighbourhoods and Communities | <input type="radio"/> Better Health and Wellbeing | <input type="radio"/> Tackling Inequalities |
|--|---|---|---|---|

Portfolio, Service and Team

Cross-Portfolio

Yes No

Portfolio

People

Is the EIA joint with another organisation (eg NHS)?

Yes No

Brief aim(s) of the proposal and the outcome(s) you want to achieve

Sector specific interventions aimed at the most disadvantaged groups within the labour market to act as a gateway to employment. An extension of current European Social Fund (ESF) Pathways to Progression (P2P) and Pathways to Success (P2S) Programmes, encompassing a less broad approach to employment and instead focussing on key sectors, key skills and key demographics. Led by Barnsley and Sheffield LA's and supported by established networks of third sector organisations to support community recruitment, participation and progression.

Interventions will focus on the following sectors:

Digital
Construction
Engineering
Manufacturing
Care
Hospitality and Leisure

Working alongside employers from within the above sectors to identify what they require by way of entry level skills; acting as a catalyst to securing employment the research suggests that sector specific training interventions, designed around the requirements of our local employer base will be of great benefit in funneling new starters towards these growth sectors.

The project will see participants initially acquire tailored 'Universal Skills' around employability, confidence, digital, careers advice, ESOL, etc within community based interventions prior to progressing onto sector specific skills training via the 'Sector Gateway', where participants will be assessed in terms of their 'Universal Skills' and their ability to maximise the opportunities that the Sector Routeways initiative will offer them. From here, successful completion of the sector specific training will then see participants advance onto a two week work placement within the businesses supporting the project. With the support of the Advance Sheffield City Region (SCR) programme aligned to this, participants will be assisted to move into sustainable employment with employer defined training embedded and clear progression opportunities mapped within the role.

Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these – positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Briefly describe how the proposal helps to meet the Public Sector Duty outlined above

An Equality Analysis has been carried out and shows that the project will act as a front ended intense sector specific scheme to enable those most marginalised from the labour market position themselves advantageously against the positions to be created.

The project will focus significantly on improving the employability of BAME females, Migrant communities, and people with physical or mental disabilities prior to progressing onto employment linked sector specific skills programmes.

Impacts

Proposal has an impact on

| | |
|---|--|
| <input checked="" type="radio"/> Health | <input type="radio"/> Transgender |
| <input type="radio"/> Age | <input type="radio"/> Carers |
| <input checked="" type="radio"/> Disability | <input type="radio"/> Voluntary/Community & Faith Sectors |
| <input type="radio"/> Pregnancy/Maternity | <input type="radio"/> Cohesion |
| <input checked="" type="radio"/> Race | <input checked="" type="radio"/> Partners |
| <input type="radio"/> Religion/Belief | <input checked="" type="radio"/> Poverty & Financial Inclusion |
| <input checked="" type="radio"/> Sex | <input type="radio"/> Armed Forces |
| <input type="radio"/> Sexual Orientation | <input type="radio"/> Other |

Give details in sections below.

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Entry into employment can help to mitigate against some of the wider determinants of poor health, eg- increased self-esteem and better mental health through being in employment and improved financial inclusion which contributes towards improved health outcomes.

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Health Lead

Age

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Disability

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The project will focus significantly on improving the employability of people with physical or mental disabilities prior to progressing onto employment linked sector specific skills programmes.

'Key Workers' will be responsible for having participants recruited onto the scheme and offer a 'one point of contact' dedicated, personalised support service to the participants through every aspect of their journey towards employment. Beginning with interventions such as targeted ESOL, basic IT skills and qualification conversions prior to progressing onto the sector specific, employer designed, training and work trials.

[Empty box]

Pregnancy/Maternity

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Empty box]

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Empty box]

Race

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Empty box]

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

'Key Workers' will be responsible for having participants recruited onto the scheme and offer a 'one point of contact' dedicated, personalised support service to the participants through every aspect of their journey towards employment. Beginning with interventions such as targeted ESOL, basic IT skills and qualification conversions prior to progressing onto the sector specific, employer designed, training and work trials.

The project will focus significantly on improving the employability of BAME females and Migrant communities prior to progressing onto employment linked sector specific skills programmes.

Religion/Belief

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Sex

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

- None Low Medium High

Details of impact

The project will focus significantly on improving the employability of BAME females prior to progressing onto employment linked sector specific skills programmes. 'Key Workers' will be responsible for having participants recruited onto the scheme and offer a 'one point of contact' dedicated, personalised support service to the participants through every aspect of their journey towards employment. Beginning with interventions such as targeted ESOL, basic IT skills and qualification conversions prior to progressing onto the sector specific, employer designed, training and work trials.

Sexual Orientation

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Transgender

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

Carers

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

Voluntary/Community & Faith Sectors

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Cohesion

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Partners

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

Sheffield City Council Employment and Skills Service (Opportunity Sheffield) and BMBC operates and co-ordinates a series of projects locally which will feed participants into this scheme. Our services co-ordinate the community-based employment support projects in collaboration with all key community providers across Sheffield and Barnsley.

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Poverty & Financial Inclusion

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Customers

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

'Key Workers' will be responsible for having participants recruited onto the scheme and offer a 'one point of contact' dedicated, personalised support service to the participants through every aspect of their journey towards employment. Beginning with interventions such as targeted ESOL, basic IT skills and qualification conversions prior to progressing onto the sector specific, employer designed, training and work trials. Subsequent entry into the labour market and employment is a key driver in tackling poverty and improved financial inclusion.

Armed Forces

Staff

- Yes No

Impact

- Positive Neutral Negative

Level

- None Low Medium High

Details of impact

[Empty text box for details of impact]

Yes No Positive Neutral Negative

Level

None Low Medium High

Details of impact

Other

Staff

Yes No

Please specify

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Please specify

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Cumulative Impact

Proposal has a cumulative impact

Yes No

| | |
|---|---|
| <input type="radio"/> Year on Year | <input type="radio"/> Across a Community of Identity/Interest |
| <input type="radio"/> Geographical Area | <input type="radio"/> Other |

If yes, details of impact

Proposal has geographical impact across Sheffield

Yes No

If Yes, details of geographical impact across Sheffield

Local Partnership Area(s) impacted

All Specific

If Specific, name of Local Partnership Area(s) impacted

Barnsley MBC are a delivery partner, Barnsley are consequently a beneficiary too

Action Plan and Supporting Evidence

Action Plan

The project promotes increased active participation through employer designed interventions that prioritises and targets under represented and hard to reach groups in tailored sector specific employability skills, leading to valuable work trials and ultimately employment.

Designed in partnership with those employers facing recruitment difficulties locally who are able and willing to create opportunities for participants coming through the scheme, sector specific skill-based training along with transparent employer involvement has seen increased retention of under-represented groups on similar pilot schemes SCC have operated.

Research at the local level suggests key sectors within our economy require specific sector-based interventions to increase labour pool opportunities for both existing employers and those looking to invest in the region. Simultaneously, under-represented groups to the labour market are statistically least likely to benefit from existing, more generic, employment programmes that already exist.

The current ESF Pathways project is providing specialist support to assist participants with overcoming barriers to employment, with Sector Routeways we would look to expand on this initiative to offer flexible tailored interventions that address individual circumstances prior to moving onto the sector specific training and work experience elements of the programme. Keyworkers will assist participant progression towards the 'Sector Gateway' through diagnosis of barriers and map a journey of interventions toward 'universal skills' that may include tailored ESOL, basic digital skills, employability support etc. This element of the project would not be time sensitive and instead allow each participant all interventions that their personal circumstances required before progressing through the 'Sector Gateway' and onto the sector specific training culminating with work trials and subsequent employment. As seen with the successes of SCC/CITB 'Building Block' scheme we would look to work with existing employment programmes to refer those participants who statistically are not benefitting from existing provision.

'Building Block' has seen 20% of participants come from BAME backgrounds with 68% of these passing the scheme to gain a certificate and undertake on-site work experience with a further 30% of these moving into sustainable construction employment. Likewise, this sector driven pilot has seen 21% of participants enter onto the scheme with learning disabilities or mental ill health issues, and of the 70% from this group completing the programme 55% have moved into sustainable construction work. 4% of people gaining employment through the scheme have an Education Health and Care Plan, 8% are Care Leavers, and 15% are from an economically inactive background. As such, we are confident this sector driven, employer tailored approach to employability for those most under-represented within the labour market will not only retain better engagement from participants but also provide impressive feedthrough to employment starts.

Employers involved in the research for this bid state that employability or 'universal skills' are key to their requirements in terms of being able to offer jobs, but having sector specific training running in tandem with 'universal skills' would be the ideal. With underemployment a significant issue in our region employers, particularly within digital and engineering sectors, feel that being able to recruit to 'lower level' positions would free up the potential of, often graduates, who they currently utilise to perform lower level operational functions.

Supporting Evidence (Please detail all your evidence used to support the EIA)

All beneficiary support will be recorded, original copies of paperwork will be held by SCC and the CRM database will be updated to produce regular reports. This data will be used to evaluate the level/cost of support for all beneficiaries.

Original documents will be checked at the quarterly monitoring visit with each partner. Copies will be held by the Team and originals will be available for audits. SCC's document retention policy, will be updated, circulated to all partners and be compliant with funding guidelines. Partners will be responsible for storing original copies of all documents and retaining for the period set by DWP. Partners will be required to detail their archive process and location of all documents with a reference list at the end of the project.

Consultation

Consultation required

Yes No

If consultation is not required please state why

Consultation is not a requirement as Sector Routeways is an existing model.

Are Staff who may be affected by these proposals aware of them

Yes No

Are Customers who may be affected by these proposals aware of them

Yes No

If you have said no to either please say why

Summary of overall impact

Summary of overall impact

At the most basic level 'Sector Routeways' can be seen as a widening of JCP 'Sector Based Skills Academies' which reduced the time JSA claimants spent on benefit and increased the time they spend in employment. The impact of this scheme over the medium to long term will be an upturn in the base employability levels of those most marginalised within the labour market. This will be achieved through access the dedicated and tailored keyworker support specified:

- Targeted ESOL training, operated in smaller/one-to-one groups, focussed on same native language learners to speed up process and efficiencies around becoming competent with English.
- NARIC qualification conversions to support access to key sector employment, particularly within Health and Social Care fields.
- Develop understanding of cultural barriers to employment along with education around labour market structures locally.
- Supporting with basic digital skills and use of key IT packages required for the workplace alongside understanding of digital access routes to employment (i.e. internet based recruitment channels).
- One-to-one debt support and financial management training.
- Increased levels of Math and English.
- Improved confidence in accessing employment and skills programmes.

Participants numbers accessing the Project:

607 Economically Inactive

151 Ethnic Minority

284 Participants with Disabilities.

Summary of evidence

Supporting groups under-represented in the labour market with intensive one-to-one keyworker prescribed tailored interventions moving towards greater level of Employability. Followed up with employer designed sector specific training is supported through a myriad of recent empirical evidence.

Changes made as a result of the EIA

None

Escalation plan

Is there a high impact in any area?

Yes No

Overall risk rating after any mitigations have been put in place

High Medium Low None

Review Date

01/06/2022

Page 130

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Author/Lead Officer of Report:
 Tammy Whittaker Head of Regeneration and Property
 Service
 Tel: 27 34700

Report of: Laraine Manley
 Executive Director of Place

Report to: **Cabinet (acting as the Trustees of Hillsborough Park)**

Date of Decision: **23rd September 2020**

Subject: **Leases of Former Coach House and Bowling Pavilion, Hillsborough Park, Sheffield**

| | | |
|--|---|--|
| 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? Finance and Resources | | |
| Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing Scrutiny and Policy Development Committee | | |
| Has an Equality Impact Assessment (EIA) been undertaken? | | |
| | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If YES, what EIA reference number has it been given? | | |
| Does the report contain confidential or exempt information? | | |
| | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:- | | |
| <p><i>“Appendix 1 & Appendix 2 to this report are not for publication because they contain exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p> | | |

Purpose of Report:

1. This report seeks the approval of Cabinet acting as the Charity Trustee of Hillsborough Park (Registered Charity Number 510841) (“the Charity”) to grant two leases to Age UK Sheffield being:
 - a) lease for the derelict former Coach House building, together with the adjacent Potting Shed, in order to undertake a restoration and conversion to a café, associated facilities and services;
 - b) lease for parts of the Pavilion to deliver a dementia day centre and community activity services including exercise classes, choir and theatre performances.

Recommendations:

The following decisions are recommended to Cabinet acting as Charity Trustee:

- R1.** Approve the leases of the subject properties to Age UK Sheffield based on the terms set out in Appendix 1 of this report
- R2.** agree that the Trustees are satisfied that the proposed terms are the best that can be reasonably obtained in the circumstances based upon consideration of the commercial details in Appendix 1 and the Qualified Surveyor’s Report in Appendix 2
- R3.** Approve the grant of a charge over the legal title of the Trust in relation to grant funding as set out in the report.
- R3.** Authorise the Chief Property Officer in consultation with the Director of Legal and Governance to negotiate the terms of the lease with the proposed lessee and the Director of Legal and Governance to prepare and complete all the necessary legal documentation in accordance with the agreed terms and in respect of a charge over title.

Background Papers:

Appendix 1: Confidential – Commercial Details

Appendix 2: Confidential - Qualified Surveyor’s Report dated 31 Oct 2019

Appendix 3: Hillsborough Park Title Plan

Appendix 4: Plans showing Lease Demises for Coach House and Pavilion

| 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: Paul Schofield |
| | | Legal: David Williams |
| | <i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i> | |
| 2 | EMT member who approved submission: | Laraine Manley |
| 3 | Cabinet Member consulted: | Cllr Terry Fox, Cabinet Member for Finance and Resources Cllr Mary Lea, Cabinet Member for Culture, Parks and Leisure |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. | |
| | Lead Officer Name: Tammy Whitaker | Head of Regeneration and Property Service |
| | Date: 14/09/2020 | |

1. BACKGROUND

- 1.1 Hillsborough Park is held as a charitable trust, (further details of which are set out later in this report) with Cabinet acting as sole corporate Charity Trustee. The Park is managed by the Parks & Countryside Service. Annual revenue expenditure for the running of the park is generally greater than revenue income and the City Council funds a significant annual deficit.
- 1.2 Hillsborough Park historic buildings complex is made up of a number of important, historical and architectural buildings including, Hillsborough Hall, a residential lodge, derelict former lodge, Potting Shed, walled garden, Pavilion and a Grade II listed former Coach House
- 1.3 The grade II listed Coach House was declared surplus to requirements and has been advertised on the open market for commercial use since 1990s. Similar to the Hillsborough Lodge there have been various expressions of interest but due to the number of restrictions (Conservation Area, Planning, Listed Building, Charitable Status and the substantial level of investment required for renovation works involving major structural repairs), all previous proposals have fallen through.

- 1.4 Age UK Sheffield has secured grant-funding for a project to renovate and improve the Coach House and in return it is proposed to lease the Coach House and Potting Shed properties to the Charity. It is also proposed that parts of the Pavilion are leased separately to Age UK Sheffield to provide a bookable venue for activities to complement the café.

The locations of both properties are shown on the plans attached at Appendices 3 and 4.

Age UK Sheffield is an independent Sheffield charity providing services to people aged 50 and over in the city. Its vision is 'for a city in which no older person lives in poverty or loneliness'.

The objects of the Charity are to promote the following purposes for the benefit of the public and/or older people within the Area of Benefit:

- preventing or relieving the poverty of older people;
- advancing education;
- preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
- promoting equality and diversity;
- promoting the human rights of older people in accordance with the Universal Declaration of Human Rights;
- assisting older people in need by reason of ill-health, social exclusion or other disadvantage; and
- such other charitable purposes for the benefit of older people as the Charity Trustees from time to time decide;

Age UK Sheffield has been working with the Friends of Hillsborough Park and with SCC officers on this project.

An initial investment of £85,583 was committed to a detailed design, project plan and planning application. This was made up of funding from:

- Lottery £49,700
- Architectural Heritage Fund £10,000
- Age UK Sheffield reserves £25,883

The subsequent delivery phase cost is £967,000 with funding agreed as follows:

- Lottery £581,500
- Partner funding £215,000 (Clothworkers, Garfield Weston, Bernard Sunley, Wolfson)

- Age UK Sheffield reserves £75,000
- Further fundraising to do £95,500

The total project cost (including fitting out and equipping the space and professional fees) is £1,052,583 inclusive of VAT.

Age The proposed renovation will provide activity and community spaces for local residents and Age UK Sheffield service users. The refurbished Coach House building will include a cafe, activity spaces, meeting rooms, consultation rooms and will give opportunities for collaboration and training. Age UK Sheffield have, from the outset, sought a long term interest in order to render their business plan viable and advise that whilst the Lottery's general guidance is that a 10 year lease is acceptable, LHF approved the funding on this project on the basis that it will involve a long lease of 125 years. Accordingly, provisional terms for a 125 year, full repairing lease have been agreed as set out under Appendix 1 of this report.

Hillsborough Park Pavilion is a modern purpose built facility that provides accommodation, changing rooms, community and parks maintenance spaces. It is home to the local bowling and Croquet clubs however the majority of the building is largely under-utilised. Age UK Sheffield wish to take a lease of part of the facility in order to offer a fuller programme of local community activities, classes, services, events and functions, such as, but not limited to: corporate events, birthday parties, fund raising events and weddings. Provisional terms for a 25 year lease have been agreed as set out under Appendix 1 of this report.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The charitable objects of the Charity are *“the provision and maintenance of a park and recreation ground for use by the public with the object of improving their conditions of life”*.
- 2.2 The proposed leases contribute to the provision and maintenance of the park as follows:
- (a) Renovation of a derelict Grade II Listed Building
 - (b) Provision of the café, public toilets and associated facilities within the park.
 - (c) Provision of new managed community and activity spaces.
 - (d) Remove the liability and costs from the Charity to maintain and insure the Coach House and Potting Shed.
 - (e) Reduce the costs of maintenance, insurance and managing the Pavilion
 - (f) Generate rental income which will be retained by the Charity and used for the purposes of the objects of the Charity, as set out at

paragraph 2.1 above.

- (g) Create a quality attractive community space whilst providing much needed facilities for a major city park

2.3 The provision of a café, community space, facilities and public toilets in the Park, aligns with the objectives of the Council's 5-year Better Parks Initiative and the agreed partnership principles.

Better Parks is Sheffield's five year initiative, which was approved by Cabinet in 2018, that seeks to sustain and improve our parks and green spaces by increasing commercial interest and income. It's vision is to deliver better services for Sheffield's parks and green spaces by growing economically viable ventures. For example, more and better catering opportunities, increased social value initiatives through complementary sponsorship and new franchises. The overall approach of the Age UK Sheffield's proposal meets this criteria allowing investment and regeneration:

- Affordable public access
- Addressing inequalities and promoting activity and participation in our most deprived communities
- The Council maintaining policy and asset control
- Improving quality across all our facilities in all areas of the city
- Seeking and supporting partnerships that are aligned with the Council's priorities and values
- Ensuring potential partners are viable and sustainable.

Hillsborough Park is also included within a further project called "Active Parks". Active Parks are high quality, well designed and managed green spaces which have refreshments and toilets, provide a range of sport, leisure and recreational facilities that attract a wide range of users, and have the active involvement of a variety of community and sport groups. Age UK Sheffield's proposals will add key facilities that will make a significant contribution to Hillsborough Park's role as an active city park. The provision of café and toilets are important to making green spaces more widely accessible, and consequently will encourage social interaction, visitors to stay longer in the outdoors, bring new users to the park and increase opportunities for the community connections needed to get people more active hence promoting Health & Wellbeing.

Further to Hillsborough Park having activities that attract people of all ages and abilities there, are a number of developments in progress, which will help contribute, including:

- playground improvements – the first phase of which is to be delivered in autumn 2020
- Hillsborough All-Wheeled Bike Park and its associated activation programme and infrastructure improvements. This represents a

significant investment which includes over £200k of external funding and will provide activities targeted at young people.

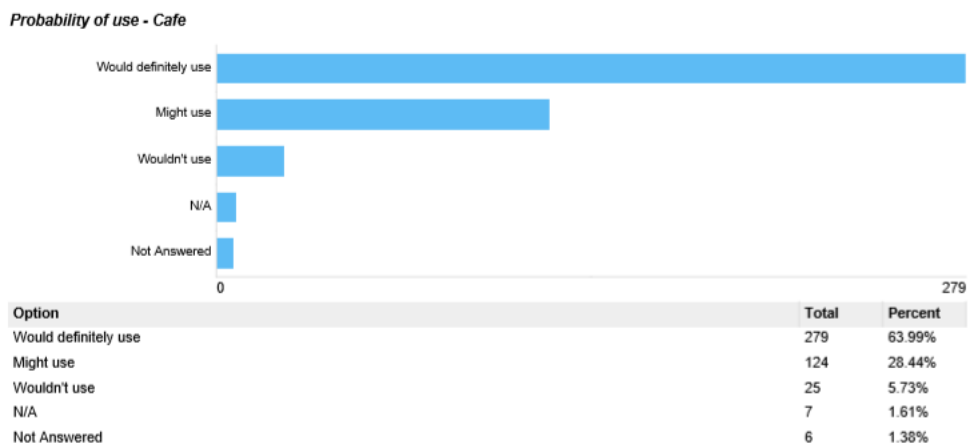
- Hillsborough Park Tennis Hub. The Parks and Countryside Service is working with a number of partners, including Together Active, Sport England and the Lawn Tennis Association to draw up proposals for significant improvement in the tennis provision in the park – this will also link to supporting tennis improvements and services at key sites across Sheffield.
- Hillsborough Park infrastructure improvements. P&C Service are planning a range of path network and drainage improvements to improve the park’s function as an events space and to accommodate its use for multi-model exercise. This work will be undertaken in partnership with key stakeholders, including Cycling 4 All and Tramlines Festival Ltd.

The combination of all of these improvements will support the ambition for Hillsborough Park to seek Green Flag award status. This award is the hallmark for quality parks and open spaces, both nationally and internationally.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 All surveys undertaken for projects relating to Hillsborough Park, which have been undertaken via Parks & Countryside, have evidenced supportive findings, for example, a significant number of respondents to the recent “Skate Park” consultation were extremely keen to see a café and associated facilities.

The Better Parks Initiative’s consultation asked respondents directly whether they would want to see a café facility within their local park and there was an overwhelming response within Sheffield:



The proposed transaction supports The Better Parks Initiative. Local

members, Friends of Group, Legal Services, Property Services and Parks & Countryside Officers have had representation on the Project Board throughout the process. All members of the board have attended site visits with Planning Officers and Local Press.

Existing partners and stakeholders of the park, such as, Park Run, Cycling 4 All, LTA, HASA, Croquet Club and the Bowling Club have been notified of developments and have also been encouraged to view and comment on the Planning Application.

As the project began linking in to the wider use of the buildings and management of the Pavilion, the Chair of the Bowling Club was consulted and the Chair continued to attend the Friends of Hillsborough Park's regular meetings to ensure the flow of communication.

Age UK Sheffield attended The Better Parks' Promotional and advertising event in 2019 at the Crucible Theatre to showcase their proposals. This received positive responses on the day and led to further interests for catering at other sites.

A further two public surveys were carried out in 2019, by third parties on behalf of Age UK Sheffield. The first survey primarily informed and supported the planning application but it additionally highlighted the local demand for the facilities that were being proposed. The survey was available online, with paper copies available at Hillsborough Leisure Centre, Fairlawns Medical Centre, Hillsborough Park Library and at two public consultation events.

Survey one:

In total 568 people completed the survey with the following headline findings:

- 99.2% in favour of the project overall
- 99.7% in favour of a community café
- 99.7% in favour of public toilets
- 72.5% in favour of parking restrictions
- 74.5% in favour of an alcohol licence

In relation to the activities to be provided on site, support was as follows:

- 98.5% in favour of inclusive physical activities such as yoga and chair-based exercise
- 98.5% in favour of community group activity bookings
- 98% in favour of walking tours of the park

- 98% in favour of local history tours, photos and memories
- 98% in favour of nature-based activities such as gardening and flower-arranging
- 90% in favour of one-off events such as fashion shows and bistro evenings
- 75% in favour of commercial bookings including weddings

Importantly of the respondents who gave their residential post code, 71% lived in the S6 area.

Survey two:

The second survey was undertaken in the summer of 2019, specifically to inform of the business plan. This survey formed part of a wider piece of work carried out by the University of Sheffield, who carried out research into other cafes and similar conference/event facilities in the area.

In total 465 people responded to this second survey and again a high proportion of the respondents, 69%, were from the Hillsborough area. Headline findings were:

- 99.6% thought the proposals for the Old Coach House were a good idea
- 87% thought the proposals would benefit the community
- 77% said they would be “likely” or “very likely” to use the café
- 83% of respondents said they would visit the park more frequently if it had a café
- The most popular times to visit the café would be weekday mornings and weekend lunchtimes
- Respondents reported their average spend is most likely to range from £2.51 to £5 per visit

This survey explored a number of issues in more detail:

Visiting the park:

- 26% of respondents visited the park several times a week, with another 24% visiting once or twice a week. 28% visited mostly at weekends whilst 32% visited equally through the week.
- 67% visited the park to go for a walk; 39% to sit and relax; 44% to visit the children’s play area; 20% to walk the dog; 22% to do the Saturday morning Parkrun.
- Most people (45%) used the park in the morning before 11.30am, with

34% around lunchtime and 22% in the afternoon.

- **In answer to the question “If there was a good quality café in Hillsborough, would this change how often you would visit the park?”, over 83% reported they would visit the park more often.**

Feedback from minority groups:

- Widespread support for the project and all its aspects have been received from throughout the age demographic. There is no statistical difference in the responses across different age groups.
- Older people have been particularly consulted on the development of the activity plan. Letters of support from Sheffield 50+, Burton Street Project, which supports people with physical and learning disabilities, Disability Sheffield and Friends of Hillsborough Park. All respondents “really loved” the idea of having a café in the park.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 The objects of the Charity are to provide the park and its facilities to all members of the public without restriction to or distinction between any person’s characteristics including, but not limited to the protected characteristics identified and defined in the Equalities Act 2010. The property will be brought back into beneficial use for the whole of the community and there are no equality implications to be considered in the decision requested by this report on the proposed disposal.

4.2 Financial Implications

The third party financial investment into this project through the LHF and associated grant funding and contribution in management time by Age UK Sheffield is significant and realistically represents the only route to renovating this historic building.

- 4.2.1 The proposed leases will generate new rental income for the Trust over time. All rental income will continue to be retained by the Charity and used for the purpose of the Charity in accordance with its charitable objects. Whilst the Coach House/Potting Shed lease will not generate rental income until year 26 of the lease, the financial and associated benefits will be as outlined in section 2.2 of this report.
- 4.2.2 The proposals will also transfer significant property liabilities from the Charity relating to the listed status, current condition and future repair and maintenance requirements.
- 4.2.3 The tenant will have the right to take a charge over the Trust’s title

4.2.4 Each party is responsible for its own professional and legal costs in connection with this transaction.

4.3 Legal Implications

4.3.1 Hillsborough Park (“the Park”) is freehold land, registered to The Sheffield City Council at HM Land Registry under title number SYK614112.

4.3.2 The Park was acquired by Conveyance dated 30 September 1890 made between (1) James Willis Dixon, Samuel Shepperson Dixon and George Dixon, and (2) The Mayor Aldermen and Citizens of the City of Sheffield, under the powers of the Public Health Act 1875, for the purpose of public recreation.

4.3.3 The Park is held as a charitable trust registered with the Charity Commission (Charity Registration Number 510841). The objects of the charity are “the provision and maintenance of a public park and recreation ground in Sheffield for the use of members of the public resorting thereto with the object of improving their conditions of life”.

4.3.4 The Council is the sole corporate trustee (“Trustee”) and all decisions concerning matters related to property or assets held by the Council on trust are made by the Cabinet.

4.3.5 The Old Coach House, Potting Shed and Pavilion (“the Properties”), form part of the Park and the law sets out clear requirements to ensure that the lease of the Properties is properly managed in the charity’s interests and that the Trustees obtain the best price reasonable in the circumstances.

4.3.6 By virtue of the Trusts of Land and Appointment of Trustees Act 1996, the Trustees have the power to dispose of the Properties without approaching the Charity Commission for approval.

4.3.7 Use of this power is dependent on the Trustees:

- exercising the power in a way which is compatible with the objects of the charity
- complying with the requirements of s117-121 of the Charities Act 2011
- complying with the standard of care set out in the Trustee Act 2000

4.3.8 In this case the lease of designated land will not alter the purposes of the charity and the terms of the lease will ensure ongoing compatibility with the objects of the charity.

4.3.9 The restrictions of s117-121 of the Charities Act 2011 are complied with as follows:

- by the consideration of the written report on the proposed lease from a qualified surveyor instructed by the Trustees and acting exclusively for the charity. A qualified surveyor's report ('QSR'), for each lease, compliant with the requirements of section 119 has been obtained and is attached to this report;
- the QSRs advise that it would not be in the best interests of the charity to advertise the proposed dispositions. This complies with the requirement to advertise for such period and in such manner as is advised in the surveyor's report; and
- by the Trustees deciding that they are satisfied, having considered the surveyor's report, that the terms on which the disposition is proposed to be made are the best that can reasonably be obtained for the charity.

4.3.10 As the land is held on trust for a specific purpose (i.e., designated land), the Trustees must follow the additional procedural steps of s.121. The Trustees must:

- give public notice of the proposed disposal, inviting representations to be made to them within a time specified in the notice, being not less than one month from the date of the notice; and
- take into consideration any representations about the proposed disposal made to them within that time.

This notice is additional to the requirement to the requirements of s.119 referred to above and has been published in the Sheffield Telegraph.

4.3.11 Other relevant powers governing the disposal of open space land include:

- section 123 of the Local Government Act 1972, which provides that the council may dispose of land held by it in any manner it wishes subject to certain conditions, and
- section 10 of the Open Spaces Act 1906, which provides that the Council holds and administers the open space in trust to allow the enjoyment of it by the public as an open space and for no other purpose.

The conditions for disposal will be met and the terms of the leases will ensure the ongoing enjoyment of the Properties by the public.

4.3.12 The leases will be excluded from the provisions of part 2 of the Landlord and Tenant Act 1954. As a result, once the leases come to an end the

tenant will have no rights to request a renewal or compensation should they come out of possession.

4.4 Other Implications

- 4.4.1 The grant of the proposed new leases to Age UK Sheffield will align with the Council's strategic aims under The Better Parks Initiative.

5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The former Coach House has been in a dilapidated condition for many years and has generated little interest when offered to the market, The P&C Service has previously explored the possibility of a Heritage Lottery bid to restore the Coach House, however this did not prove to be viable at that time. The costs of restoration can realistically only be met through grant funding via a third party such as the proposed lessee.
- 5.2 The Pavilion offers modern facilities but comprises community space and changing facilities so has limited alternative potential. The building originally had a Parks & Countryside Ranger managing the bookings, but this was very costly and not very effective. Eventually this role was combined into managing a number of other Park buildings but this did not improve the use of the building as the Pavilion was not promoted and used to its full potential.

Age UK Sheffield see that there is synergy with the Coach House proposals and an opportunity for better services/benefits by using both buildings. There is no better option in our opinion.

6. **REASONS FOR RECOMMENDATIONS**

- 6.1 The proposal to grant 2 leases to Age UK Sheffield will achieve:
- full restoration of a derelict Grade II Listed Building via third party finance/funding
 - provision of a new café, public toilets and activity/function space at Hillsborough Park which will support the site become more inclusive for the benefit of new and existing users of the park
 - Increased community use of the pavilion
 - Increased presence in the park which may reduce anti social behaviour
 - increased income stream for the Trust which can be reinvested in the Park

- transfer of significant property liabilities
- regeneration of an under-utilised part of the Park
- enhancement of the quality and attractiveness of the park as a valuable asset for visitors
- occupation for the purposes of the charitable objects of the Trust
- compliance with the provisos contained within the power granted to the Trustee by the Scheme and with the statutory provisions contained within the Act and further with the requirements of the Charity Commission.

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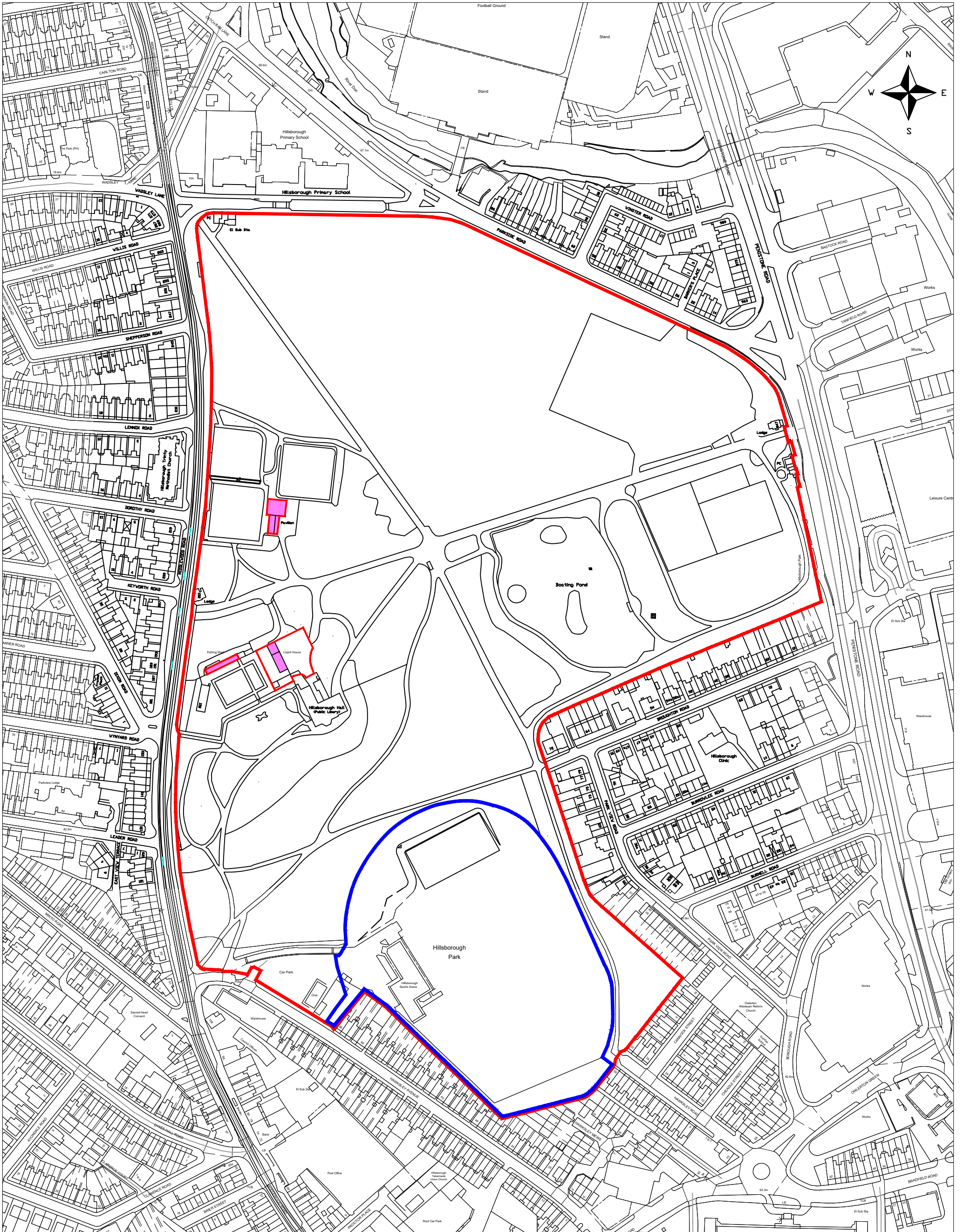
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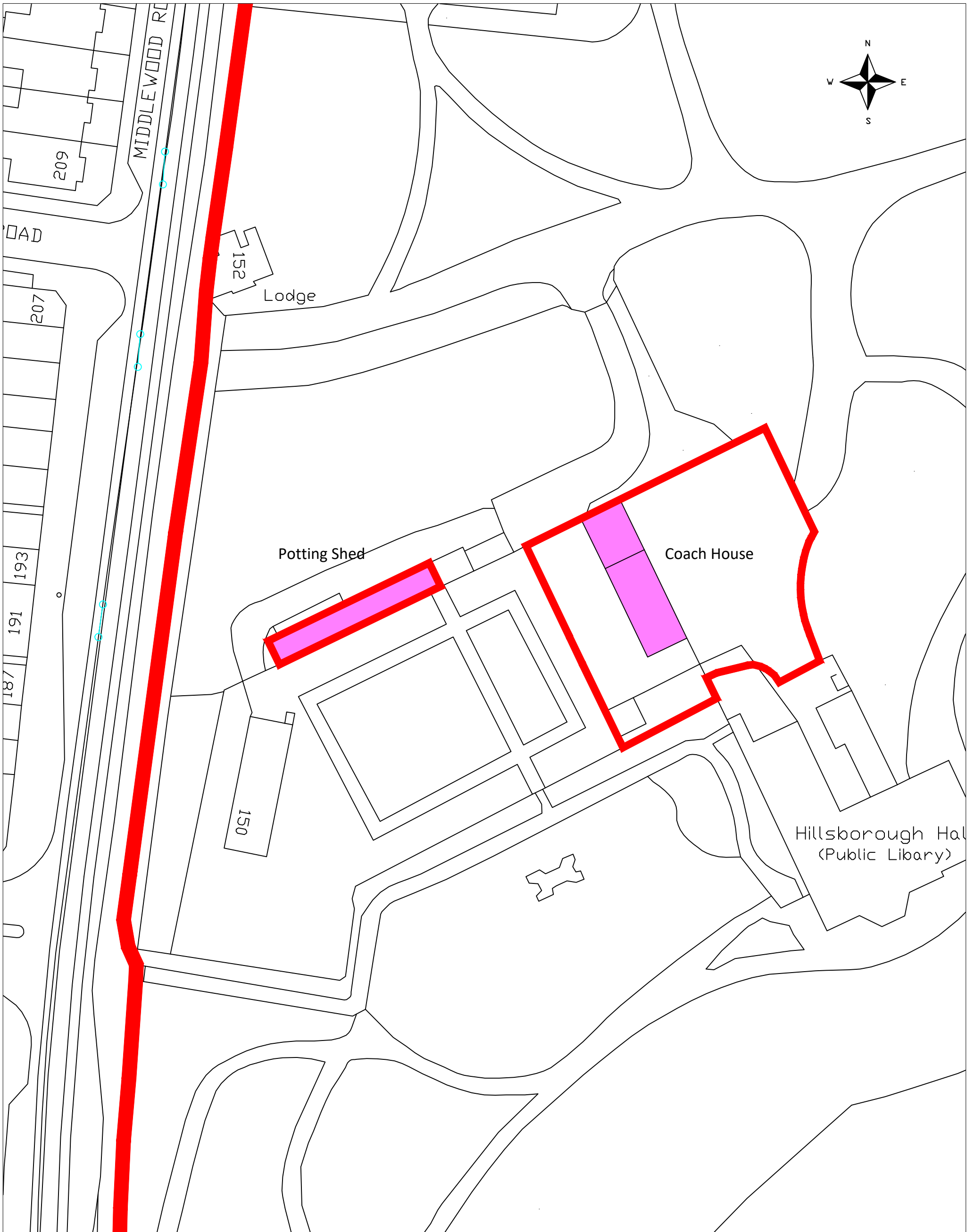
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| Name AD | Ref | | |

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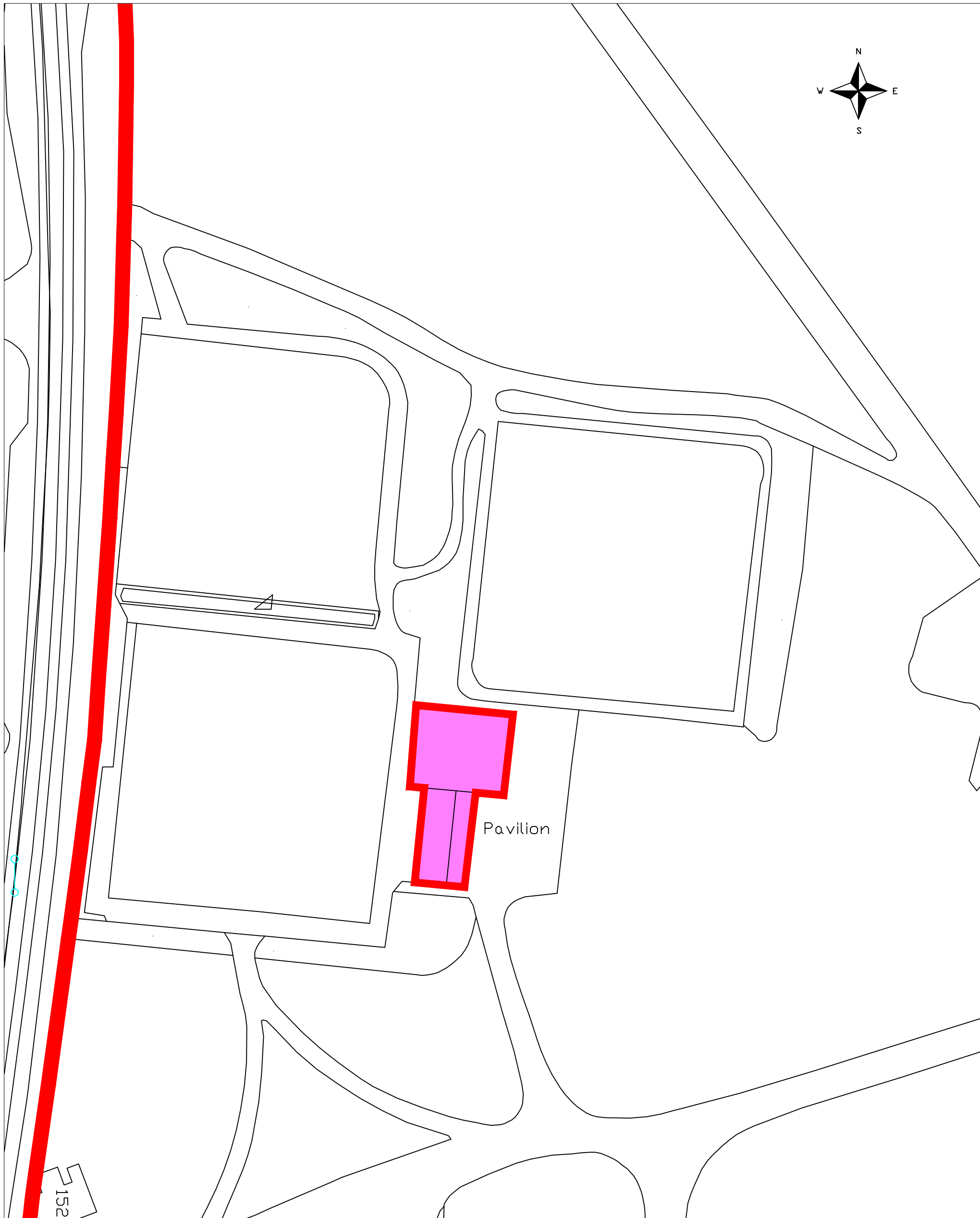
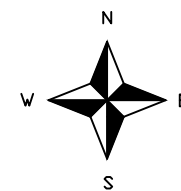
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| Building Coach House and Potting Shed lease boundaries | Drawing Title HILLSBOROUGH PARK SHEFFIELD S6 | Scale 1:500 |  |
| | | Date 08/09/2020 | |
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Author/Lead Officer of Report: David Oliver: City Connectivity Strategy Lead; and, Test, Track & Isolate Programme Manager

Tel: 07792 846021

Report of: Greg Fell, Director of Public Health
Eugene Walker, Executive Director, Resources

Report to: Cabinet

Date of Decision: 23rd September 2020

Subject: COVID-19 Test, Track & Isolate Programme Funding

| | | |
|--|---|-----------------------------|
| 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? Cabinet Member for Children and Families and Cabinet Member for Finance, Resources and Governance and Deputy Leader | | |
| Which Scrutiny and Policy Development Committee does this relate to? Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee | | |
| 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? EIA Attached at Annex B. | | |
| Does the report contain confidential or exempt information? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Annex A: Investment Plan is not for publication because it contains exempt information under Paragraph (3) of Schedule 12A of the Local Government Act 1972 (as amended). | | |

Purpose of Report:

This report:

- advises Cabinet of the current position regarding COVID-19 in Sheffield;
- describes the Programme established to implement the Outbreak Control Plan and the estimated costs of implementing that programme;
- informs Cabinet of Government funding received to assist with the costs of preventing, mitigating against and managing local outbreaks of COVID-19; and,
- seeks approvals and delegations to continue this work.

Recommendations:

It is recommended that Cabinet:-

- a) Recognises the hard work and the achievements of council employees, partner organisations and the VCFS in preventing, mitigating and managing local outbreaks of COVID-19 to date, an enormous effort that began in March 2020.
- b) Notes that in June 2020, Sheffield City Council (SCC) was allocated a ring fenced grant of £3,101,989 from DHSC towards expenditure incurred in relation to the mitigation against and management of local outbreaks of COVID-19.
- c) Notes that Sheffield City Council, along with 6 other Local Authorities, has written to the Secretary of State for Health and Social Care to request further funding of approximately £2m to implement Integrated Local Arrangements for Test, Trace and Support.
- d) Notes that in July 2020, SCC was allocated a grant of £774,649 from DEFRA to support those struggling to afford food and other essentials due to COVID-19. This grant is not ring fenced but is expected to be used in accordance with DEFRA guidance.
- e) Notes and approves the Investment Plan described in Annex A of this report, including noting the expenditure already approved through the Category 1 IMG Decision making process, as set out in this report.
- f) Establish a fund as described in Annex A: Investment Plan of this report, sourced from Department for Health and Social Care (DHSC) funding received, for the purposes of providing grants to and purchasing services, as appropriate, from the VCFS.
- g) To the extent not covered by existing delegations, delegates authority to the Executive Director Resources, in consultation with the Director of Public Health, to:
 - i. Award grants; and
 - ii. Approve procurement strategies and award contracts

funded from the fund established in accordance with recommendation (f) above.. Cabinet is also asked to note that a Steering Group will be established to provide advice and guidance as to the broad criteria for funding. The Steering Group will include the Executive Director Resources, the Director of Public Health, the Executive Director of People Services and appropriate Cabinet Members.

- h) Notes that the DEFRA grant for Food and Essential Supplies will be administered through the Local Assistance Scheme.
- i) To the extent not covered by existing delegations or the specific delegations

outlined above, delegates authority to the Executive Director, Resources, in consultation with the Director of Public Health to take such other decisions as may be necessary to achieve the outcomes set out in this report.

Background Papers:

The Sheffield Local Outbreak Control Plan

https://www.sheffield.gov.uk/content/dam/sheffield/docs/your-city-council/coronavirus/Sheffield%20Local%20Outbreak%20Control%20Plan_V1_30June2020.pdf

| 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: Liz Gough |
| | | Legal: Sarah Bennett |
| | | 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 | EMT member who approved submission: | Greg Fell, Director of Public Health Eugene Walker, Executive Director Resources |
| 3 | Cabinet Member consulted: | Councillor Jackie Drayton, Cabinet Portfolio: Cabinet Member for Children and Families Councillor Terry Fox, Cabinet Member for Finance, Resources and Governance and Deputy Leader |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. | |
| | Lead Officer Name: David Oliver | Job Title: City Connectivity Strategy Lead and Test, Track & Isolate Programme Manager |
| Date: 14 th September 2020 | | |

1. Introduction

- 1.1 Sheffield City Council, alongside our partners in the statutory, business, education and VCFS, has been working since the outset of the COVID-19 pandemic to keep people safe, protect the vulnerable, re-open Sheffield when possible, and to follow Government guidance.
- 1.2 At the end of May 2020, every upper tier local authority was asked by central government to develop an Outbreak Control Board and an Outbreak Control Plan. The purpose of the Sheffield Board and Plan is to:
- Prevent COVID-19 from spreading;
 - Know what is happening in our communities;
 - Respond to outbreaks if and when they do occur; and,
 - Create confidence in partners and residents in the city that a plan is in place for the city to prevent, know and respond to COVID-19.
- 1.3 The Outbreak Control Plan (OCP) is being implemented through the Prevention, Test, Trace and Isolate programme of work. This is discussed in more detail in Section 7 of this report.
- 1.4 The work we are doing and the support we are providing to people continues to evolve through different stages of the pandemic. After the peak wave of hospitalisations passed in May, we now view the pandemic as a smaller number of local outbreaks - these are increasing to become more widespread, with positive cases rising both in Sheffield and across the country.

2. Current COVID-19 Epidemiology in Sheffield

- 2.1 At the time of finalising the paper, the 7 day incidence was approaching 50 / 100,000. This is increasing continually, in line with the trend being observed nationally. It should be noted that currently most of the transmission is within the working age people and there is very little hospitalisation. Again, this is in line with the national trend. It is very unlikely that we will be able to contain this spread only to working age people and there is a strong possibility we will start to see spread again amongst older groups. The epidemiology is changing continually.
- 2.2 We are now seeing the majority of infections in people of working age (the average age of infection is now around 40, compared to 60 in March/April). This is mainly because working age people are more likely to be exposed to the virus (particularly people who cannot do their job from home), and also because older people are still being more cautious (which brings its own risks to physical and mental health). This means we are not seeing any increase in hospital admissions, because younger people are less likely to be seriously ill and in need of hospital treatment.
- 2.3 People from Black, Asian, and Minority Ethnic (BAME) communities in Sheffield remain disproportionately affected by COVID-19 infections.

However, in the last four to six weeks we have seen a rising proportion of infections in the White British population and also in younger working age people. All neighbourhoods in Sheffield are affected by COVID. We are seeing household clusters across the city, but a higher proportion associated with areas of deprivation.

- 2.4 The majority of infections are community and household transmission. This means we are not seeing workplaces as being significant drivers of transmission. It also means that what people do in their own time, at home and in their community, is the main driver for infection, so it remains crucial to keep reminding people to follow guidance on social distancing and gatherings of people, particularly indoors. We are also seeing cases in schools. However, currently this reflects people who have caught the infection in the community rather than in school. Many people of all ages are behaving in line with social distancing guidance, but some are not.

3. COVID-19 What We Should Expect in the Coming Months

- 3.1 Our strategy is still the right one – keep people safe, protect the most vulnerable, re-open Sheffield, and follow Government advice. In implementing our strategy we are seeking to avoid direct harm from COVID-19 in individuals and seeking to avoid an externally imposed lockdown that does further social and economic harm.

- 3.2 We will be reviewing our OCP in September/October 2020, but it is unlikely the basics will change. We are continually seeking to shift our interventions across each of the domains of the outbreak management plan. This is continually moving as the situation develops. The key parts of our plan are:

- Push our prevention interventions (including the basics: wash your hands, stay 2m apart, stay at home if you have symptoms);
- Making testing more accessible in our communities e.g. through Local Testing Sites;
- Managing cases and clusters;
- Implementing contact tracing in line with any national ask; and,
- Re-starting shielding of the vulnerable, if this is needed.

- 3.3 We also need to heavily promote flu vaccinations, so we don't have a double whammy of high levels of flu as well as COVID-19.

- 3.4 Communications and engagement remains a key pillar of our programme. We are aware of the need to stop hoaxes, as well as avoid 'communication fatigue'.

4. The Test, Trace and Isolate Programme

- 4.1 We are delivering the Outbreak Control Plan ambitions through six Workstreams which are described in Table 1 below.

- 4.2 The first four Workstreams collectively make up our 'Test, Trace and Isolate' (TTI) programme. The remaining two workstreams make up the cross-cutting

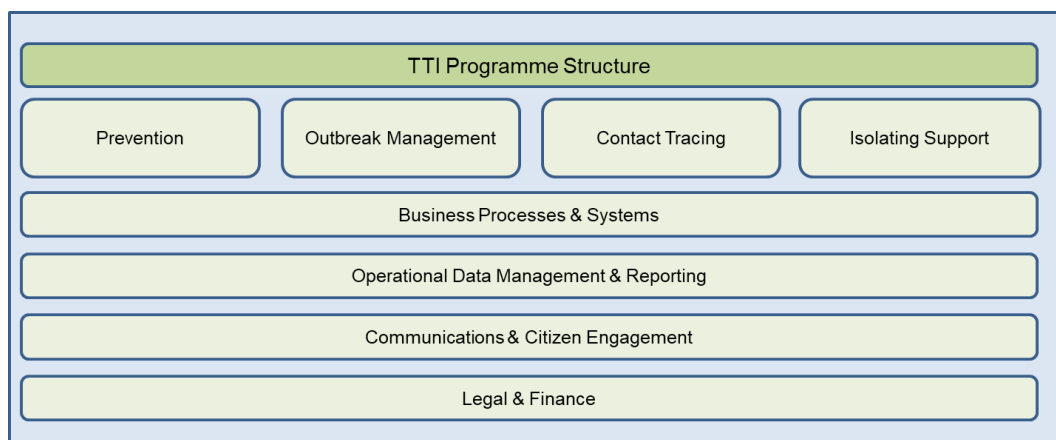
programme of Surveillance & Intelligence; and Governance, Programme Coordination & Resourcing. The success of this programme relies on the combined partnership efforts of all the city's organisations.

4.3 Table 1: Sheffield OCP Workstreams

| | Work stream | Government theme and additional priorities |
|-----------------------------------|---|---|
| Test, Trace and Isolate Programme | 1. Preventing COVID-19 from spreading | <ul style="list-style-type: none"> • Coronavirus Prevention and Management Board • Comms and engagement |
| | 2. Outbreak management including testing | <ul style="list-style-type: none"> • Care homes • Schools • Vulnerable people • High risk settings • Local testing capacity |
| | 3. Contact tracing | <ul style="list-style-type: none"> • Contact tracing |
| | 4. Support to isolate | <ul style="list-style-type: none"> • Vulnerable people |
| Cross-cutting programmes | 5. Surveillance, intelligence and data | <ul style="list-style-type: none"> • Data and intelligence |
| | 6. Governance, Programme Co-ordination & Resourcing | <ul style="list-style-type: none"> • Coronavirus Prevention and Management Board • OCP Strategy Board • Programme Management Arrangements • Effective Delivery • Assurance and Evaluation • Links to LRF • Co-ordination of Capabilities |

4.4 The Test, Trace and Isolate' (TTI) programme is summarised in the following table and explained further below.

4.5 Table 2: The TTI Programme



4.6 **Prevention:** Define preventative measures across high risk places, locations and communities of interest. Ensure appropriate preventative measures are in

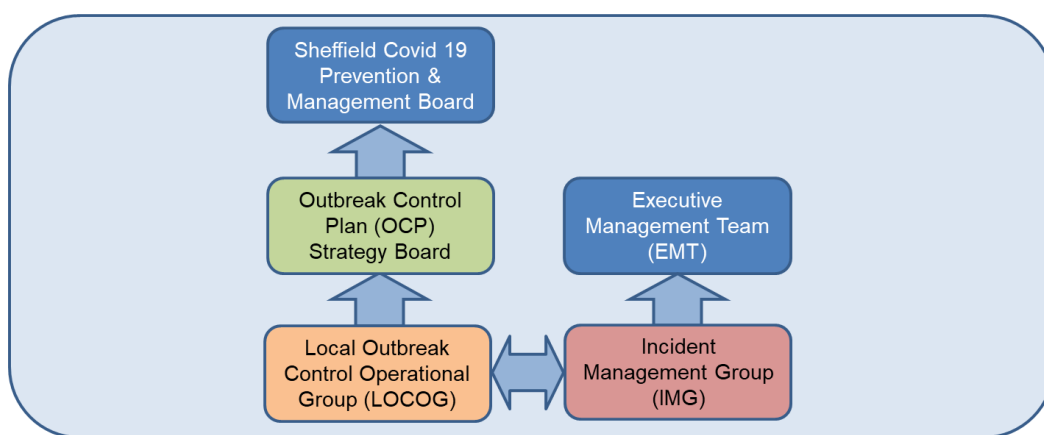
place to prevent spread of infection (e.g. social distancing, hygiene, across all settings, including 'hard to reach' groups).

- 4.7 **Outbreak Management:** Receive notification of a local outbreak, mobilise a coordinated multi-agency response (including enforcement action where necessary), own and manage that outbreak to a conclusion.
- 4.8 **Contact Tracing:** Outbound telephone calls to individuals that need to be traced, provide advice and guidance, commission further support for those individuals where necessary. Includes in-person visits to settings such as factories to prevent, mitigate and manage local outbreaks. Potentially includes 'reverse contact tracing' to identify the locations where outbreaks may have occurred, and in-person visits to households to support improved health and well-being within communities.
- 4.9 **Isolating and Shielding Support:** Provide humanitarian support to isolating and shielded people who are in need of assistance with food, medication and/or social contact. Provide other forms of support such as accommodation and potentially financial support where appropriate.
- 4.10 **Business Processes and Systems:** Work across the whole of the programme and with operational services to develop and maintain end to end business processes to ensure that all local COVID-19 outbreak management functions, and the support provided to shielded and isolating people, are discharged efficiently and effectively.
- 4.11 **Operational Data Management & Reporting:** Manage the flow of data that is essential to the day to day operation of the outbreak management functions and the support provided to shielded and isolating people.
- 4.12 **Programme and Project Management (including support to the South Yorkshire Local Resilience Forum):** Establish the programme described, deliver the agreed outputs, transition to a sustainable 'business as usual' service capable of preventing, mitigating and managing local outbreaks in the long term.
- 4.13 The Programme maintains strong links with Finance (to manage budgets and procurement activity in line with SCC processes and procedures), Communications (to develop communications strategy and commission work) and with Legal Services (regarding the use of enforcement powers as a preventative and reactive control).

5. **Test, Track and Isolate Programme Governance**

5.1 The governance of the TTI Programme is summarised in the following diagram and explained further below.

5.2 [Table 3: TTI Programme Governance Arrangements](#)



5.3 Sheffield COVID-19 Prevention & Management Board

5.3.1 This is a member-led Board that aims to develop reach and understanding across the whole city. The Board gives a view and it sets the overall tone and strategy for the city, which the OCP Strategy Board then puts into place. It is cross party and covers a very wide range of stakeholders and constituencies.

5.3.2 Reflecting this, its membership includes: cross-party elected members; key response services, including Public Health, South Yorkshire Police and South Yorkshire Fire & Rescue; voluntary and community organisations; faith, BAMER, disability, carer and business groups; and, specific groups of interest or concern, such older people or student groups.

5.3.3 In line with the Outbreak Control Plan, the Board's role is to: prevent the disease from spreading; know what is happening in our communities; respond to outbreaks if and when they do occur; and, create confidence in partners and residents in the city that a plan is in place for the city to prevent, know and respond to COVID-19.

5.3.4 To achieve this, the Board will need to undertake the following:

- Strategic oversight and coordination of the city's work around COVID-19 control including both the prevention and management of COVID-19 outbreaks, as set out in the plan;
- Scenario planning for the approach the city might take in different sets of circumstances (e.g. if we have a greater number of cases than might otherwise be expected);
- Communication with residents, businesses and stakeholders in the city generally in relation to outbreak prevention and management, including an understanding of the interventions that might be required for different types/scales of outbreak;
- Engagement with communities and groups where outbreaks may be more likely or where they have occurred, with a particular focus on strategies to effect shifts in behaviour to limit the spread of the disease;
- To build confidence within the community that the city has a clear path and means of keeping COVID-19 transmission low and can safely reopen our economy; and
- Assuring progress towards the delivery of the Outbreak Control Plan.

- 5.4 Local Outbreak Control Operational Group (LOCOG)
- 5.4.1 Conceptually, LOCOG provides a 'Programme View' of Outbreak Management. Its scope is the operational arrangements that need to be established by SCC to create a functioning test, track and isolate service. Its purpose is to consult and keep informed all operational leads and to ensure the smooth running of the TTI programme by identifying and removing barriers to progress and by identifying risks at an early stage.
- 5.5 Incident Management Group (IMG)
- 5.5.1 Conceptually, IMG provides a 'Council View'. Its scope is a 360 degree view of all operational activity relating to Outbreak Management. It has a particular focus on SCC's contribution and performance. Its purpose is assurance, challenge, escalation, and resolution on behalf of the Council's Executive Management Team (EMT). Its members provide: accountability for SCC's operational contribution towards Outbreak Management; Decision making authority for SCC; Ensures that Outbreak Management is managed and resourced effectively, that performance meets expectations, that barriers are removed.
- 5.6 Outbreak Control Plan (OCP) Strategy Board
- 5.6.1 Conceptually, the OCP Strategy Board provides a 'City Wide View' of Outbreak Management. It consists of representatives from SCC, Health and the VCFS. Its purpose is to provide city wide leadership and direction to: Keep cases of COVID-19 low; Spot trends early and identify clusters of cases quickly to reduce transmission; Ensure robust contact tracing as part of outbreak management processes; Ensure those who are isolating are provided with the support that they need; Help the city return to a degree of normality until a vaccine is found.
- 5.7 Executive Management Team (EMT)
- 5.7.1 The Executive Management Team (EMT) comprises the Chief Executive, Executive Directors and the Directors of Public Health and Policy, Performance and Communications, and provides strategic direction.
- 5.7.2 It deals with key corporate issues and strategic service issues. It makes decisions, formulates recommendations for the political leadership, and gives a steer on policy issues where this is necessary.
- 5.7.3 EMT can make managerial decisions on how we operate or on the application of policy that has already been politically agreed, but not set new policy which is the role of elected members.
- 5.7.4 Please note that the TTI Programme Governance arrangements are currently being reviewed to ensure that they remain fit for purpose for the longer term and some changes may be made to the arrangements described above.

6. Decision Making

- 6.1 The Leader of the Council and the Cabinet are responsible for leading Sheffield City Council and its response to COVID-19. However, as the COVID-19 crisis is classified as a Public Health Emergency, it has been necessary to establish revised decision making arrangements in order to comply with the Civil Contingencies Act 2004 and the Leader's Scheme of Delegation - this is a Leader of Council led response with the Chief Executive and Director of Public Health acting as key officers.
- 6.2 The Leader of the Council together with the Chief Executive and the Director of Public Health have been forced to respond to the pandemic in ways that are unprecedented – rapid decision making, ever changing circumstances, outbreaks and interventions that develop in hours and days.
- 6.3 Consequently, the way the Council takes decisions relating to the COVID-19 major incident is different to how it normally takes them. We have four types of decision ranging from those that have minimal implications to those that are highly critical.
- 6.4 Category 1 decisions are for the most significant issues. They are likely to be decisions to terminate or significantly curtail the delivery of critical services (usually those services that had been identified as business critical). They are likely to have an impact on the welfare of vulnerable people or on the economic wellbeing of the city. They may have human rights or other legal implications. There may also be substantial financial implications.
- 6.5 These decisions are referred from the IMG and will be made by either the Leader or the Chief Executive and published online.
- 6.6 The Leader and relevant Cabinet Member(s) will have been briefed by the Chief Executive and Executive Director in advance of making the decision and Cabinet Members are also briefed on these decisions which will often require extensive and sensitive communication with the public, staff and stakeholders.
- 6.7 To date, it has been necessary to take the following Category 1 Decisions:
- Approval to recruit additional Environmental Health Officers;
 - Approval to fund a city wide mail out from the Director of Public Health communicating key outbreak prevention messages; and,
 - Approval to procure local testing services.
- 6.8 This expenditure will be contained within the Investment Plan described in Annex A of this report.
- 6.9 This report sets out as far as possible how the council plans to prevent, mitigate and manage future local outbreaks together with the costs associated. However, it is not possible to rule out the need to follow the Category 1 IMG Decision making process route again in the future. For example, a major city wide outbreak resulting in a re-imposition of restrictions

or a national outbreak resulting in a second lock down could have a major impact on costs incurred.

- 6.10 The COVID-19 Pandemic is unprecedented and unpredictable. The City's response must be agile and flexible in order to deal with changes in infection and in government policy. This has been illustrated perfectly during the drafting of this Cabinet report. In a matter of days, and with little or no warning: the UK's reproduction, or R, number escalated to between 1 and 1.2 for the first time since March 2020; a further 3,330 positive cases were recorded in the UK on Sunday 13th September (the third consecutive day with more than 3,000); five more deaths were reported; the government introduced 'the rule of 6' imposing restrictions of indoor and outdoor gatherings; the government announced that COVID-secure marshals will be introduced in towns and city centres in England to help ensure social distancing rules are followed (the implications of this for Sheffield are being considered); and, the reintroduction of Shielding is a distinct possibility. This demonstrates why we need to be responsive, agile and flexible - and why it's very difficult to plan and budget in detail or with certainty.

7. Test, Track and Isolate Programme Costs

7.1 The TTI Programme Investment Plan

- 7.1.1 The estimated costs of the TTI Programme to 31st March 2021 are summarised in Annex A: Investment Plan and explained further below. The Investment Plan has been developed in consultation with Public Health, Environmental Health, and Communities. Business Change and Information Solutions, HR, Finance and Commercial Services have also been consulted.

7.2 Programme Management

- 7.2.1 The purpose of Programme Management is to develop the new processes and systems that are needed to prevent, mitigate and manage outbreaks of COVID-19. This translates the outbreak control plan into a series of related projects that collectively deliver a coherent, consistent and joined up solution across the council and its partner organisations. This includes for example, establishing the local track and trace service, establishing local testing facilities and providing humanitarian support for those who are isolating. The Programme is a temporary organisation that will exist only until it has delivered its agreed outputs and handed those over to sustainable 'business as usual' operational services.
- 7.2.2 Programme Management costs cover the traded resources from Business Change and Information Solutions (BCIS) and Capital Delivery Services (CDS) deployed on the TTI Programme. These resources include: Programme Management; Project Management; Support for South Yorkshire LRF; and Workstream Leads and Workstream Support for Prevention, Outbreak Management, Contact Tracing, Isolating Support, Business Processes & Systems, Operational Data Management and Reporting and Local Testing.

7.2.3 This cost heading includes third party ICT costs associated with configuration of the Contact Centre System and the Customer Relationship Management System.

7.2.4 The TTI Programme has been designed to establish new capabilities, processes and systems, and to bolster the resources of existing council services, in order to enable the council to implement its Outbreak Control Plan. When the TTI Programme has completed this work, it will hand over to a sustainable 'business as usual' operational function that is able to prevent, mitigate and manage outbreaks in the longer term. This will enable project managers, business analysts and other BCIS professionals to be redeployed to help deliver the councils other priority programmes and projects. It will also enable the Council to establish a new operational service responsible for managing the councils COVID-19 response for as long as necessary. The transition from programme to operational service will be carefully managed so that we don't accidentally create gaps in our capability and capacity.

7.3 Staff Resources

7.3.1 Additional staff are required to deliver services or to provide backfill to enable others to deliver services.

7.3.2 These costs cover Contact Tracing (Team Managers and Call Handlers), Outbreak Management (Public Health Consultants, Health Improvement Workers and Business Support Officers), Outbreak Management and Contact Tracing (Environmental Health Protection Officers), Public Health Resilience (Public Health Officers) and Community Response Work (Community Interpreters and Community Support Workers).

7.3.3 The Investment Plan is short term and covers the period to 31st March 2021. This does not therefore cover the costs of longer term operational support for any council service.

7.3.4 DHSC has not yet announced whether or not there will be any further funding for Local Authorities towards expenditure incurred in relation to the mitigation against and management of local outbreaks of COVID-19 beyond this financial year.

7.4 Communications

7.4.1 Sheffield has an overarching communications plan for COVID-19. This plan balances the need to keep people safe and reduce transmission of COVID-19 with the need to also ensure that businesses can reopen. A detailed communications plan for the Test, Trace and Isolate programme has also been developed. This includes the use of Public Health England communications assets as well as locally tailored messages particularly in relation to support for people to enable them to self-isolate. Partners across the city are willing and able to share communications messages to amplify the messages. A key message is 'don't be a contact' as we recognise that being asked to self-isolate for 14 days is a very difficult thing for many people and that preventing being a contact, by for example maintaining social distance, is

a key part of avoiding that.

7.4.2 Communications costs cover the communication of key programme messages and include: behavioural change research/insights; design, print and distribution; outdoor advertising and signs; social media & digital advertising; and, local radio adverts.

7.5 Local Testing Services

7.5.1 As part of the city's response to the COVID-19 pandemic, Primary Care Sheffield (PCS) provided a testing and swabbing service to help manage localised outbreaks in the city in complex situations. This was put in place as an emergency measure with no formal agreement in place.

7.5.2 The city continues to experience localised outbreaks and there is an urgent need to continue the local testing team when there are small localised outbreaks, in a homeless hostel or care home for example, in order to fulfil our duties to protect public health and manage and prevent COVID-19 outbreaks.

7.5.3 Predicting the size, frequency and number of outbreaks is difficult and the time it would take to work up a formal specification, conduct a full tender process and mobilise a service would be measured in months and is prohibitive.

7.5.4 For example, there is an increased risk of an outbreak when face-to-face teaching in universities restarts. It is necessary to formally establish local testing services now - to help prevent, mitigate and manage local outbreaks. Waiting until after a procurement process lasting several months has been completed could have dire consequences for the city.

7.5.5 Therefore, in August 2020 a Category 1 IMG Decision (i.e. an Urgent COVID-19 Decision) was sought and provided as an Emergency Decision by the Leader, for the Council to work with PCS to develop a scalable solution which can be sized based on demand and to procure this solution for an interim period of 12 months as an emergency measure before considering whether a wider tender is needed for the longer term.

7.5.6 PCS are a 'not for profit' company led and owned by 75 GP practices across Sheffield. PCS currently deliver a number of contracted services for Sheffield City Council and Sheffield Clinical Commissioning Group (CCG) including the community Sexual Health Service and the NHS Health checks service.

7.6 Voluntary, Community and Faith Sector Services

7.6.1 The Invaluable Support From The VCFS To Date

7.6.1.1 Since the outbreak of COVID-19, the Voluntary, Community and Faith Sector has provided tremendous support and resilience to communities in Sheffield. The connections, knowledge and understanding that these organisations have of their local areas has helped us to be more effective in communicating messages that in turn have allowed us to help to prevent the spread of

COVID-19 and respond to outbreaks.

7.6.2 The Value That VCFS Can Continue To Add

7.6.2.1 The VCFS is potentially well placed to provide further support to the City in the following ways:

7.6.2.2 **Intelligence:** The VCFS has well established, long lasting, trusted relationships in communities. It is in contact with many people who are vulnerable – economically, socially or in other regards. It hears and sees patterns and trends which may not otherwise be visible. Harnessing that intelligence, so that communication and support can be targeted, could make a vital addition to the system.

7.6.2.3 **Communications:** The first phase of the pandemic demonstrated the ability of VCFS organisations to connect and communicate with communities who were not otherwise accessing information. It was distilled into messages which could be readily shared and understood, increasing reach in a wider range of communities. The need in this next phase is around enabling people to understand the different categories of risk with simplicity and clarity; being very clear about what the restrictions allow and don't allow; and helping people to manage the risk for them and their household.

7.6.2.4 **Tracing:** The VCFS can recruit, train and deploy community volunteers to support the TTI Programme for neighbourhood and 'seldom heard' communities. Local VCFS organisations could compliment public health and environmental health professionals to help with various aspects of prevention, outbreak management, testing, tracing and isolation support. SCC or PHE staff will be responsible for the content and quality assurance of any training provided and will be responsible for the delivery of most of it.

7.6.2.5 **Support:** Many vulnerable people in Sheffield will require support to isolate for 14 days. That will include persuading people of the ongoing need to isolate, as well as reassurance, emotional, practical and financial help. Community organisations are well placed, to use the relationships and trust already in place to work with communities. They have the infrastructure and skills to use volunteers to work with people locally and the flexibility to adapt and provide what is needed. This support could cover the practical, emotional and financial aspects of isolating. This support would need collating with the DEFRA funded humanitarian support being implemented by Council Officers.

7.6.2.6 Critically this VCFS support will need to be funded, and provision has been made within the estimated costs of the TTI Programme to 31st March 2021.

7.6.2.7 The procurement process will ensure that VCFS organisations are appropriately qualified to provide support.

7.6.3 Funding Support For Contact Tracing

7.6.3.1 The estimated costs for VCFS support include the provision of support with contact tracing. At this stage we believe that contact tracing could potentially

require personalised welfare visits; that is the ability to visit people in person in communities and in settings where there are cases of infections. The purpose of the personalised welfare visits would be: to check on people's wellbeing; to encourage those infected to self-isolate; to encourage their friends, family members, colleagues and other contacts to take a test at a local test site and to then self-isolate should they also test positive.

7.6.3.2 We think that VCFS organisations could potentially support this contact tracing function in some way.

7.6.3.3 For example: VCFS organisations may be able to better communicate our advice and guidance, and encourage people to test and self-isolate, where they are embedded within their communities/demographics/settings – such as specific faith, language or age groups. There is more to be done on engaging the views and voices of young people. There will be other groups of stakeholders we will need to engage with as this develops.

7.6.3.4 Contact Tracing requirements are kept under regular review. The need for VCFS support for personalised welfare visits may change in the future.

7.6.4 Funding Other COVID 19 Support from VCFS

7.6.4.1 From discussions with representatives of the VCFS, we are aware that VCFS organisations have an immediate, urgent need for investment to support current ongoing work around COVID-19; and, they require more sustainable, longer term support.

7.6.4.2 It is therefore proposed that as part of the COVID-19 Test, Track and Isolate Programme the Council also provides VCFS organisations with immediate, short term funding, to help them continue to assist with the prevention and management of outbreaks.

7.6.4.3 However, we were conscious that we didn't know the extent of the support that might be needed and were also mindful that we may not be aware of all of the groups that are active in this area as many are new and do not have an existing relationship with the Council. These gaps in knowledge would therefore make it difficult to make any concrete recommendations.

7.6.4.4 We have therefore estimated an amount of funding that could be required to help VCFS in the next 3 to 6 months, and included that within the total cost estimate for VCFS Support as described in the Investment Plan.

7.6.5 Process for Allocating Short Term Funding

7.6.5.1 VCFS organisations have been-asked to complete and return an expression of interest form as part of a purely information gathering exercise to provide us with information about the work that the sector is doing (or could be doing with support) around 3 specific outcomes.

7.6.5.2 Our intention is that the information gathered through this exercise will allow us to make recommendations about how short term funding could be

allocated to VCFS organisations that can demonstrate that they are supporting the TTI Programme to support the delivery of one or more of the following outcomes:

- **Preventing the spread of COVID-19.** For example: educating, encouraging and supporting people to adopt and maintain COVID safe practice to reduce the spread.
- **Testing and outbreak management.** For example: working in the community to encourage people to be tested, to understand what is happening, and to promote communication.
- **Supporting people to isolate.** For example: using good relationships and trust to support people with the practical, emotional and financial support they need. In making decisions we will ensure the right mix of activity and focus on the outcomes we need to achieve. In the process we will also try to engage very local groups.

- 7.6.5.3 It is proposed that the application process for funding is developed in consultation with a Steering Group that includes appropriate Cabinet Members, The Director of Public Health, The Executive Director for Resources, The Executive Director for People Services, Voluntary Action Sheffield and representatives of the faith sector.
- 7.6.5.4 Subject to the information gathered through the EOI process, we anticipate that a light-touch application process will be used for smaller awards and a more in-depth process will be used for larger awards. This ensures that different types and sizes of organisation are able to access funding whilst still ensuring effective use of public money. We envisage that the process will focus on distributing funds quickly while still ensuring fairness and transparency. It is possible that a combination of grants and contracts for services will be used, as appropriate.
- 7.6.5.5 It is proposed that the Steering Group will provide advice and guidance as to the broad criteria for funding. The Steering Group will not have decision making authority regarding the procurement of support from the VCFS. It is also proposed that the final decision on distribution of funding should be made by the Executive Director of Resources, in consultation with the Director of Public Health, and a delegation of decision making is sought to facilitate this. All usual processes and approvals will be followed for the allocation of the VCFS funds under the delegation given to the Executive Director of Resources.
- 7.6.5.6 The aim is to work with and through local community organisations that have the links, knowledge and understanding to support communities most effectively in helping to prevent and respond to COVID-19 – some of these are small organisations with little bidding capacity/capability – but these organisations could be the ones that we need to get the money to the most as they may potentially have greatest influence and impact with the communities that are most affected. The aim is also to make sure that we can quickly channel funding towards organisations working in different parts of the city and with different communities as new outbreaks emerge.

7.6.5.7 If VCFS representatives who sit on the Steering Group are interested in bidding for funding, once the expression of interest have been received their intent to bid will be factored into the design of the proposed application process to ensure there is no conflict of interest.

7.6.6 Longer Term Funding of the VCFS

7.6.6.1 The Investment Plan described in Annex A includes an estimate of the funding required for both the cost of VCFS support for contact tracing and also the cost of VCFS support for Prevention, Testing and outbreak management and Supporting people to isolate. The estimate will be reviewed following the conclusion of a consultation exercise with the VCFS administered through an Expression of Interest (EOI) process as described above.

7.6.6.2 In addition, we intend to develop proposals for longer term funding of VCFS support for the broader city wide response to COVID-19. These proposals will be developed by the Steering Group, with a paper to be presented to Cabinet for consideration in due course.

8. Sources of Funding

8.1 Department for Health and Social Care (DHSC)

8.1.1 In June 2020, Sheffield City Council was allocated a ring fenced grant of £3,101,989 from DHSC towards expenditure incurred in relation to the mitigation against and management of local outbreaks of COVID-19.

8.1.2 Sheffield City Council, along with 6 other Local Authorities, has written to the Secretary of State for Health and Social Care to request further funding of approximately £2m to implement Integrated Local Arrangements for Test, Trace and Support.

8.1.3 The DHSC Grant will contribute £3,101,989 towards these costs, leaving a deficit of £2,003,213.

8.1.4 If successful, the additional request for funding of £2m from DHSC will broadly cover the deficit if received in cash rather than in kind. Officers are optimistic that the funding will be provided because the approach proposed by the 7 Local Authorities to DHSC is believed to be consistent with current government thinking.

8.1.5 However, if unsuccessful, it will be necessary to seek alternative sources of funding or to scale back the Test, Trace and Support services planned. A further report will be produced to present the options available and the implications of those options should this situation arise.

8.1.6 Please note that the costs are estimates to 31st March 2021, are based on a series of assumptions, and have a margin of error.

8.1.7 Furthermore, a significant change in circumstances, such as a major city wide outbreak resulting in a re-imposition of restrictions or a national outbreak resulting in a second lock down could have a major impact on costs incurred.

8.2 DEFRA Grant

8.2.1 The Local Authority Emergency Assistance Grant for Food and Essential Supplies is for local authorities to use to support people who are struggling to afford food and other essentials due to COVID-19. In August 2020, Sheffield City Council received a Grant of £774,649 through this scheme.

8.2.2 DEFRA has set the following objectives and principles for the grant.

- Local Authorities should: use discretion on how to identify and support those most in need; use the funding from July onwards to meet immediate need and help those who are struggling to afford food and essentials due to COVID-19; use the funding for existing schemes and other support which deliver the same outcomes and where the need is greatest; and, work together with other local authorities to provide support and ensure the funding meets its objectives.
- When deciding how to help people, Local Authorities should consider: using cash or vouchers where practical; advising and providing information to people to help them access longer term support they might need, such as benefits.

8.2.3 Further guidance regarding the use of the grant can be found on the DEFRA website at the following address:
<https://www.gov.uk/government/publications/coronavirus-COVID-19-local-authority-emergency-assistance-grant-for-food-and-essential-supplies/coronavirus-COVID-19-local-authority-emergency-assistance-grant-for-food-and-essential-supplies>

8.2.4 It is proposed that this grant will be administered through the Council's Local Assistance Scheme (LAS) - recognising that the LAS may need to be adapted to meet the specific objectives and principles defined by DEFRA.

8.2.5 The LAS is an existing scheme specifically designed to support people in extreme hardship through for example providing food vouchers. It is a ready-made way of allocating the funding to those in need, though some changes may be necessary.

8.2.6 It is further proposed that decision making regarding this grant will be by the Executive Director of Resources, in consultation with the Executive Directors of People and Place, and governed through the Outbreak Control Programme Strategy Board.

8.2.7 The rationale for this being that providing support for food and essential supplies to those affected by COVID-19 fits logically within the Isolating and Shielding Support Workstream of the TTI Programme.

- 8.2.8 This Workstream is responsible for establishing ways of providing humanitarian support to isolating and shielded people who are in need of assistance with food, medication and/or social contact. It is also responsible for establishing ways of providing other forms of support such as accommodation and potentially financial support where appropriate. Furthermore, the Outbreak Control Programme Strategy Board includes members representing Sheffield City Council, the Health Sector and the VCFS. It is ideally placed to oversee decision making regarding the use of this short term grant funding.
- 8.2.9 For the purpose of clarity, the DEFRA Grant will not be used to fund the TTI Programme Investment Plan. The DEFRA grant will be used for the purpose for which it is intended – to support people who are struggling to afford food and other essentials due to COVID-19.

9. Consultations

- 9.1 This report has been written in consultation with the key stakeholders of the Test, Track & Isolate Programme's Outbreak Control Programme Strategy Board.
- 9.2 The Strategy Board includes representatives from Sheffield City Council, including the Director of Public Health and the Executive Directors for Resources, Place and People Portfolios. The Board also includes several representatives from the Health Sector and a representative from the Voluntary, Community and Faith Sector.

10. Risk Analysis and Implications of the Decisions

10.1 Equality of Opportunity Implications

- 10.1.1 The overall proposal is supportive of the aims of the Public Sector Equality Duty, established through the Equality Act 2010, which requires the Council, in the exercise of its functions to have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 10.1.2 It will be particularly effective in reducing discrimination against and victimisation of people who are experiencing more than one disadvantage.
- 10.1.3 The Public Sector Equality Duty (S149 of the Equality Act 2010) requires us to pay due regard when making decisions. An Equality Impact Assessment has been carried out and highlights the impacts of COVID-19 on people with a protected characteristic and how the Test Trace Isolate Programme will have a positive impact in mitigating the impacts of health inequality, poverty and multiple levels of deprivation.

10.1.4 Covid-19 has been shown to have a disproportionate impact on BAMER people, older people and men. The measures in this report will ensure that resources are used to help reduce and control the spread of the virus, and will be targeted to help ensure that the disproportionate impact suffered by those most at risk (including people who share these protected characteristics) are mitigated.

10.2 Financial and Commercial Implications

10.2.1 Financial Implications

10.2.1.1 As highlighted in Section 8, Sheffield City Council has been allocated a ring fenced grant of £3.1m from the Department of Health and Social Care (DHSC) towards the mitigation against and management of local outbreaks of COVID-19 and a grant allocated of £775k from the Department for Environment and Rural Affairs (DEFRA) to support those struggling to afford food and other essentials due to COVID-19.

10.2.1.2 Annex A: Investment Plan of this report sets out the estimated costs of delivering an effective TTI process but may be subject to change as the situation in Sheffield develops. The current forecast exceeds the grant allocation by £2.003m and a bid for further funding has been submitted and confirmation is awaited.

10.2.1.3 The Council's latest financial forecast does not reflect this potential overspend and should the bid for additional funding be unsuccessful then the programme will need to be reviewed in light of this and will be subject to a further report. It should be noted at this stage the proposals are not committing the Council to ongoing costs but depending on changes in circumstances, as a result of COVID-19, may result in financial pressures into 2021/22 if the Council still has a level of responsibility for TTI. This would be an additional financial pressure if Government funding is not secured.

10.2.1.4 The DHSC grant of £3.1m is subject to clawback if terms and conditions are not complied with. The DEFRA grant is not ring fenced but is expected to be used in accordance with DEFRA guidance.

10.2.2 Commercial Implications

10.2.2.1 Primary Care Sheffield Direct Award

The Contract will be awarded in line with the Public Contract Regulations under Regulation 32.2.c which allows authorities to award without competition in the case of extreme urgency and where the time-limits around a competitive process cannot be followed.

Due diligence has taken place both on the financial proposals and the proposed staffing model to ensure that PCS's offer is both reasonable and represents value for money.

If this service is still required after 12 months and there are no further restrictions on the market place (e.g. there is not another lockdown in effect that makes a competitive process prohibitive) the contract will be tendered competitively in line with normal procurement processes. Should a further lockdown occur during the period the service would be tendered a further option to extend for 6 months has been included.

10.2.2.2 VCFS Funding

All usual processes and approvals will be followed for the allocation of the VCFS funds under the delegation given to the Executive Director of Resources.

10.3 Public Health Implications

10.3.1 The purpose of the Test, Track and Isolate Programme is to protect the health of people in Sheffield. It will do this by delivering the city's Outbreak Control Plan, the purpose of which is to prevent the spread of COVID-19 and respond promptly and efficiently to any incidents, clusters of cases and outbreaks. The Investment Plan outlined in this report will enable the successful delivery of the TTI Programme.

10.4 Legal Implications

10.4.1 The Council has a number of powers and duties relevant to the matters outlined in this report. To the extent that anything that the Council proposes to do is not covered by these specific powers and duties, and to the extent not restricted by them, the Council has a general power of competence to do anything that an individual may do under the Localism Act 2011. The specific legal implications of individual elements of implementation will be considered as further delegated decisions are made.

10.4.2 All grants will need to be made in accordance with applicable state aid law and contracts will need to comply with Contract Standing Orders and, to the extent applicable, the Public Contracts Regulations.

11. **Alternative Options Considered**

11.1 The Test, Track and Isolate Programme has been established to implement the Outbreak Control Plan and to prevent, mitigate against and manage local outbreaks of COVID-19.

11.2 The Programme is organisationally complex (it involves multiple council services and partner organisations), it is technically complex (requiring new processes and systems to be established and incorporated into new and existing council services), it provides a new and complex range of services (prevention, testing, track and trace, isolation support), and it exists in a complex environment that changes from week to week - based on the spread of the virus and changes in government policy.

11.3 This report describes what officers believe to be the best way of preventing,

mitigating and controlling the virus in Sheffield. However, this will be kept under review and the approach described may need to change. The TTI Programme is agile and responsive, and is capable of adapting to changes in epidemiology and policy, in order to protect the health of the people of Sheffield.

- 11.4 There are also constraints over what the grants can be used for. The DHSC grant of £3,101,989 is ring fenced towards expenditure incurred in relation to the mitigation against and management of local outbreaks of COVID-19.
- 11.5 The DEFRA grant of £774,649 is not ring fenced but has been provided to support those struggling to afford food and other essentials due to COVID-19, and is expected to be used in accordance with the associated guidance and within 12 weeks of receipt.
- 11.6 Alternative options that have been considered and rejected include:
- 11.7 Implement Without Programme Management
 - 11.7.1 This option was rejected because without the capability and capacity of the BCIS business change resources deployed on the project, it would not have been possible to translate the outbreak control plan into a consistent and coherent programme of activity, capable of delivering the additional processes and systems needed to prevent, mitigate and manage outbreaks of COVID-19 in Sheffield.
- 11.8 Implement Without Additional Staff Resources
 - 11.8.1 This option was rejected because without additional resources to backfill existing staff or to provide additional knowledge, skills and capacity, then it is not possible to deliver the on the ground prevention, mitigation and outbreak management services needed to manage COVID-19 in Sheffield.
- 11.9 Implement Without Communications
 - 11.9.1 This option was rejected because without regular communications to people and businesses, providing advice and guidance about how to prevent infections, how to behave if there is an infection, and the support available, all of which is designed and delivered in ways that will achieve maximum impact, including translations into foreign languages, then we believe the virus will spread quickly across the city resulting in damage to public health and economic prosperity.
- 11.10 Implement Without Local Testing
 - 11.10.1 This option was rejected because without a local testing service we would not be able to manage small localised outbreaks, in a homeless hostel or care home for example, and fulfil our duties to protect public health and manage and prevent COVID-19 outbreaks. A scalable solution has been designed so that we only pay for what we need (recognising there are some structural/set up costs), and that testers will be asked to help with other response related

work when not engaged in testing activity. This could be prevention work or communications activity for example.

11.11 Implement Without VCFS Assistance

11.11.1 This option was rejected because since the outbreak of COVID-19, the Voluntary, Community and Faith Sector has provided tremendous support and resilience to communities in Sheffield. The connections, knowledge and understanding that these organisations have of their local areas will help us to be more effective in future prevention, outbreak management, testing, tracing and isolation support.

12. Reasons for Recommendations

12.1 The recommendations described in this report will enable Sheffield City Council to implement a Test, Track & Isolate Programme that will help to deliver the Sheffield Local Outbreak Control Plan and to prevent, mitigate against and manage local outbreaks of COVID-19.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Annex B: Equality Impact Assessment (EIA)

Please note that the EIA will be amended from time to time to ensure that it remains consistent with the TTI Programme and any changes to it.

Equality Impact Assessment

Introductory Information

Budget/Project name

COVID-19 Test, Track & Isolate Programme
Funding

Proposal type

- Budget
 Project

Decision Type

- Cabinet
 Cabinet Committee (e.g. Cabinet Highways Committee)
 Leader
 Individual Cabinet Member
 Executive Director/Director
 Officer Decisions (Non-Key)
 Council (e.g. Budget and Housing Revenue Account)
 Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Julie Dore

Entered on Q Tier

- Yes No

Year(s)

| | | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|
| <input type="checkbox"/> 14/15 | <input type="checkbox"/> 15/16 | <input type="checkbox"/> 16/17 | <input type="checkbox"/> 17/18 | <input type="checkbox"/> 18/19 | <input type="checkbox"/> 19/20 | <input checked="" type="checkbox"/> 20/21 | <input type="checkbox"/> 21/22 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|

EIA date

01/09/2020

EIA Lead

- | | |
|--|---|
| <input checked="" type="checkbox"/> Adele Robinson | <input type="checkbox"/> Ed Sexton |
| <input type="checkbox"/> Annemarie Johnston | <input type="checkbox"/> Louise Nunn |
| <input type="checkbox"/> Bashir Khan | <input checked="" type="checkbox"/> Michelle Hawley |
| <input type="checkbox"/> Beth Storm | <input type="checkbox"/> James Henderson |
| <input type="checkbox"/> Diane Owens | |

Person filling in this EIA form

Keith Leyland

Lead officer

Michelle Hawley/ Adele Robinson

Lead Corporate Plan priority

| | | | | |
|--|--------------------------------------|---|--|---|
| <input type="radio"/> An In-Touch Organisation | <input type="radio"/> Strong Economy | <input type="radio"/> Thriving Neighbourhoods and Communities | <input checked="" type="radio"/> Better Health and Wellbeing | <input type="radio"/> Tackling Inequalities |
|--|--------------------------------------|---|--|---|

Portfolio, Service and Team

Cross-Portfolio

Yes No

Portfolio

Resources

Is the EIA joint with another organisation (eg NHS)?

Yes No

Brief aim(s) of the proposal and the outcome(s) you want to achieve

To inform the Leader and Cabinet of funding received from DHSC towards expenditure incurred in relation to the mitigation against and management of local outbreaks of COVID-19 and from DEFRA to support those struggling to afford food and other essentials as a result of COVID-19.

To seek authorisation for the Executive Director Resources to expend the DHSC funding in line with the investment plan described in this report.

To commit to the ongoing assessment of the impact that COVID-19 has on people with a protected characteristic

Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these – positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Briefly describe how the proposal helps to meet the Public Sector Duty outlined above

The nature of the Covid-19 virus has not been felt evenly across all communities and what we have seen is there is a strong relationship between socio-economic disadvantage and health inequality.

We don't yet fully understand the scale of the impact of the crisis on different groups but our understanding from the response phase supporting communities in Sheffield is that the people who were already classed as vulnerable before this crisis are growing more vulnerable, and that more people will be falling into vulnerability due to losing their jobs or other changes in their lives.

Supporting people to isolate, particularly vulnerable people, is a key component in reducing the spread of COVID-19. Testing and tracing will not reduce the transmission of the virus unless people also isolate when they have symptoms, have tested positive or have been identified as a contact of a confirmed case. We recognise that groups in our communities who are already more affected by inequalities or those who have poorer underlying health are more likely to need support to self-isolate and we will work to ensure that our support is directed towards those who need it most.

The COVID-19 pandemic can be viewed as a number of smaller outbreaks in local areas or groups of people. Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

Impacts

Proposal has an impact on

| | |
|---|---|
| <input checked="" type="checkbox"/> Health | <input type="checkbox"/> Transgender |
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Carers |
| <input checked="" type="checkbox"/> Disability | <input checked="" type="checkbox"/> Voluntary/Community & Faith Sectors |
| <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Cohesion |
| <input checked="" type="checkbox"/> Race | <input checked="" type="checkbox"/> Partners |
| <input type="checkbox"/> Religion/Belief | <input checked="" type="checkbox"/> Poverty & Financial Inclusion |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Armed Forces |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Other |

Give details in sections below.

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

There is evidence that the impact of covid-19 and the lockdown has deterred people from seeking medical support for non-covid-19 health concerns and that demand that will have consequences for people's health and service provision in the medium to long term. Further there are wider mental wellbeing impacts of isolation, social distancing and the socioeconomic effects of the Coronavirus "lockdown" on people and communities that are not yet fully known.

The proposal will have a positive impact on people's health and wellbeing. Outbreak management and contact tracing helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on people with underlying health issues who are adversely impacted. Those who have poorer underlying health are also more likely to need support to self-isolate and the proposal set out how the Council will use the DEFRA grant to support households suffering with food and other essentials, the Council has spent £156k to date supporting households to date.

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Health Lead

Susan Hird

Age

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Generally the risk of severe illness increases with age. As people get older, the risk of severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

Evidence shows that nationally and locally people in care homes have been at the greatest risk of death from Covid-19. Further to this there are 29,650 people in the shielded group with people over the age of 70 making up a large proportion of that group.

As lockdown measures have been lifted we are now seeing the majority of infections in people of working age (the average age of infection is now around 40, compared to 60 in March/April). This is mainly because working age people are more likely to be exposed to the virus (particularly people who cannot do their job from home), and also because older people are still being more cautious (which brings its own risks to physical and mental health). This means we are not seeing any increase in hospital admissions, because younger people are less likely to be seriously ill and in need of hospital treatment.

During lockdown the Government implemented measures including closing schools(exceptforchildren of key workersand the most vulnerable children who have social workers) and enforcing social distancing, including working from home where possible. These measures are understandable and necessary in the given context. However, it is important to recognise the impact they are likely to have on children and young people, particularly those in low-income families or living in poverty.

School closures meant that children can no longer receive. Free School Meals, which are worth around £400 per year per child.

Supporting people to isolate is a key component in reducing the spread of COVID-19. Communication of key programme message to the population of Sheffield will support this. Testing and tracing will not reduce the transmission of

the virus unless people also isolate when they have symptoms, have tested positive or have been identified as a contact of a confirmed case. We recognise that groups in our communities who are already more affected by inequalities or those who have poorer underlying health are more likely to need support to self-isolate and we will work to ensure that our support is directed towards those who need it most.

The COVID-19 pandemic can be viewed as a number of smaller outbreaks in local areas or groups of people. Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

Disability

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Vulnerable people also refer to those who are more likely to be disadvantaged by lockdown and other aspects of Covid-19. A significant number of people will fall into both medical and wider categories of vulnerability, particularly as there is a strong relationship between socio-economic disadvantage and health inequality. We don't yet fully understand the scale of the impact of the crisis on different groups but our understanding from working with and supporting communities in Sheffield so far is that the people who were already classed as vulnerable before this crisis are growing more vulnerable, and that more people will be falling into vulnerability due to losing their jobs or other changes in their lives.

Supporting people to isolate is a key component in reducing the spread of COVID-19. Communication of key programme message to the population of Sheffield will support this. Testing and tracing will not reduce the transmission of the virus unless people also isolate when they have symptoms, have tested positive or have been identified as a contact of a confirmed case. We recognise that people with disabilities in our communities who are already more affected by inequalities or those who have poorer underlying health are more likely to need support to self isolate and we will work to ensure that our support is directed towards those who need it most.

The COVID-19 pandemic can be viewed as a number of smaller outbreaks in local areas or groups of people. Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

Pregnancy/Maternity

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The proposal should benefit people who are pregnant or who are on maternity,

Supporting people to isolate is a key component in reducing the spread of COVID-19. Communication of key programme message to the population of Sheffield will support this. Testing and tracing will not reduce the transmission of the virus unless people also isolate when they have symptoms, have tested positive or have been identified as a contact of a confirmed case. We recognise that pregnancy in our communities who are already more affected by

inequalities or those who have poorer underlying health are more likely to need support to self isolate and we will work to ensure that our support is directed towards those who need it most.

Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

Race

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

BAME communities are more likely to need support to self isolate and we will work to ensure that our support is directed towards those who need it most.

People from BAME communities in Sheffield remain disproportionately affected by COVID-19 infections. However in the last four to six weeks we have seen a rising proportion of infections in the White British population, and also in younger working age people. All neighbourhoods in Sheffield are affected by COVID. We are seeing household clusters across the city, but a higher proportion associated with areas of deprivation.

The majority of infections are community and household transmission. This means we are not seeing workplaces as being significant drivers of transmission. It also means that what people do in their own time, at home and in their community, is the main driver for infection, so it remains crucial to keep reminding people to follow guidance on social distancing and gatherings of people, particularly indoors. Many people of all ages are behaving in line with social distancing guidance, but some are not.

Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

The Coronavirus Community Resources page hosts key public safety information to help support people during the pandemic.

The materials are available in multiple languages, formats and sizes for print and digital, alongside links to films, BSL materials and advice from trusted sources. There's a mixture of National PHE materials (SCC branded and non) and SCC materials. All are free to use.

Religion/Belief

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Restrictions on gatherings have impacted on people of faith as lockdown measure meant people could not attend places of worship.

Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

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Sex

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Evidence shows that men with COVID-19 are more at risk for worse outcomes and death, independent of age.

There is more that needs to be done to understand why this is. In Sheffield at present the highest concentration of cases is males aged between 20-45. As part of the TTI Prevention work stream there are plans to hold focus groups with this group to understand more about this issue in Sheffield.

Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

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Sexual Orientation

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Transgender

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact**Carers****Staff**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact**Customers**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Research by the Sheffield universities has shown that during Covid-19 unpaid carers are twice as likely as the general public to turn to food banks.

The proposal will have a positive impact on Carers. Outbreak management and contact tracing helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on people with underlying health issues who are adversely impacted. The Council will use the DEFRA grant to support households suffering with food and other essentials to help mitigate against the socioeconomic effects of this group.

Voluntary/Community & Faith Sectors**Staff**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact**Customers**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Since the outbreak of Covid-19, the Voluntary, Community and Faith Sector (VCFS) in Sheffield has provided tremendous support and resilience to communities in Sheffield.

However, it is doing this in the context of significant organisational need: VCFS organisations have an immediate, urgent need for investment to support current ongoing work around Covid-19; and, they require more sustainable, longer term support to combat the impact of austerity.

EOI from the VCFS have asked for organisations to say which community of interest and geographical location they will support.

Cohesion**Staff**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact**Customers**

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Analysis for PHE show there is clear evidence that COVID-19 does not affect all population groups equally. Many analyses have shown that older age, ethnicity, male sex and geographical area, for example, are associated with the risk of getting the infection, experiencing more severe symptoms and higher rates of death.

Outbreak control or outbreak management is the approach to both identifying where there are cases of disease and then putting in place control measures to reduce the spread of the disease. Control measures can include contact tracing to enable speedy isolation of people who are potentially infected to reduce spread. Outbreak management helps prevent the spread of the disease which will benefit the whole population which in turn will mitigate against the effect Covid-19 has on groups who are adversely impacted.

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Partners

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Empty text box for details of impact]

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

The OCP Strategy Board reports into the Outbreak Control Board. The scope of this strategic meeting covers the Outbreak Control Plan. Membership is drawn from Sheffield City Council, NHS, Community and VCF Sectors. The purpose of the meeting is to provide city wide leadership and direction, in order to assure the Outbreak Control Board that the Outbreak Control Plan is delivered.

The TTI programme is built on a strong partnership approach that takes a city wide approach to mitigating the effects of Covid-19 and support a Citywide Recovery.

Poverty & Financial Inclusion

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

COVID-19 Is amplifying existing inequalities and disadvantage. Evidence indicates that people on low incomes are disproportionately affected and research with families in West Yorkshire suggests that high proportions are struggling financially and experiencing anxiety about job security. Many recent outbreaks have occurred in workplaces with high numbers of low paid workers. Analysis of Bradford and Sheffield at regional level, when both authorities were placed on a government watch list showed that each have over 67,000 employees in the lowest skilled occupational groups (Sales & Customer Services, Process Plan and Machine Operatives and elementary occupations). Furthermore, national research published by the ONS in May 2020 indicates that around 41% of all Pakistani and Bangladeshi employees work in low skill occupations, by far the highest proportion of any ethnic group; the towns and cities of West and South Yorkshire have large populations from these ethnic groups. There is a significant risk that low wage employees may feel that they cannot support their families through self-isolation, especially if they are not entitled to an appropriate level of sick pay due to their contractual conditions. Failure to comply with self-isolation guidance as a result of economic insecurity will of course present an increased risk of the spread of infection, particularly among our poorest communities and BAME populations, there by increasing the inequalities associated with the impact of COVID-19 on these groups.

The proposal will have a positive impact as it will establish measures of support for people on low income.

[Redacted]

Armed Forces

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Redacted]

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Redacted]

Other

Staff

Yes No

Please specify

[Redacted]

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Greyed out text area]

Customers

Yes No

Please specify

[Greyed out text area]

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

[Greyed out text area]

Cumulative Impact

Proposal has a cumulative impact

Yes No

| | |
|---|---|
| <input checked="" type="checkbox"/> Year on Year | <input checked="" type="checkbox"/> Across a Community of Identity/Interest |
| <input checked="" type="checkbox"/> Geographical Area | <input type="checkbox"/> Other |

If yes, details of impact

Analysis for PHE show there is clear evidence that COVID-19 does not affect all population groups equally. Many analyses have shown that older age, BAMER, male sex and geographical area, for example, are associated with the risk of getting the infection, experiencing more severe symptoms and higher rates of death.

Proposal has geographical impact across Sheffield

Yes No

If Yes, details of geographical impact across Sheffield

Sheffield has had some outbreaks in workplaces but the majority of COVID-19 activity in the city remains indicative of within household transmission leading to household clusters in areas that are more deprived, although there are pockets in other parts of the city. Strategies (including comms, testing and outreach) are being developed as part of the TTI programme in order to have positive impact.

Local Partnership Area(s) impacted

All Specific

If Specific, name of Local Partnership Area(s) impacted

[Greyed-out text box for specific area names]

Action Plan and Supporting Evidence

Action Plan

[Greyed-out text box for action plan]

Supporting Evidence (Please detail all your evidence used to support the EIA)

[Greyed-out text box for supporting evidence]

Consultation

Consultation required

Yes No

If consultation is not required please state why

[Greyed-out text box for reasons if consultation is not required]

Are Staff who may be affected by these proposals aware of them

- Yes No

Are Customers who may be affected by these proposals aware of them

- Yes No

If you have said no to either please say why

Summary of overall impact

Summary of overall impact

Summary of evidence

Changes made as a result of the EIA

Escalation plan

Is there a high impact in any area?

- Yes No

Overall risk rating after any mitigations have been put in place

- High Medium Low None

Sign Off

EIAs must be agreed and signed off by the equality lead in your Portfolio or corporately. Has this been signed off?

- Yes No

Date agreed

DD/MM/YYYY

Review Date

DD/MM/YYYY

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Author/Lead Officer of Report: *Lisa Firth – Director of Culture*

Tel: 07867 158407

Report of: *Eugene Walker – Executive Director of Resources*

Report to: *Cabinet*

Date of Decision: *23rd September 2020*

Subject: *Provision of Grant Funding for Sheffield City Trust, to allow Ponds Forge to Re-Open.*

| | |
|--|---|
| <p>Is this a Key Decision? If Yes, reason Key Decision:-</p> <ul style="list-style-type: none"> - Expenditure and/or savings over £500,000 - Affects 2 or more Wards | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Which Cabinet Member Portfolio does this relate to? Finance, Resources and Governance and Culture Parks & Leisure</p> <p>Which Scrutiny and Policy Development Committee does this relate to? Environmental Wellbeing Scrutiny and Policy Development Committee</p> | |
| <p>Has an Equality Impact Assessment (EIA) been undertaken?</p> <p>If YES, what EIA reference number has it been given? <i>(Insert reference number)</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Does the report contain confidential or exempt information?</p> <p>If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:</p> <p><i>“The appendix is not for publication because it contains exempt information under Paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972 (as amended), being information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |

Purpose of Report:

To review the decision taken on the 11th August regarding the re-opening of leisure facilities and agree an additional package of funding support to Sheffield City Trust in order to enable the Trust to reopen Ponds Forge.

The Covid-19 pandemic has had a significant impact on SCT ability to generate income from events at Ponds Forge and without additional funding from SCC it will not be possible for re-open Ponds Forge.

Recommendations:

That Cabinet considers the detail in this report and approves;

- additional funding to SCT of up to £1.6m for the remainder of 2020-21, this will need to be funded from reserves.
- the payment to Sheffield City Trust by way of grant or loan an additional sum of up to £1.6m to enable the reopening of Ponds Forge.
- The Council entering into revised security arrangements with SCT and SIV
- further consideration of the opening of Ponds Forge and other venues to be dealt with as part of two future reports to Cabinet on the Leisure and Entertainment Strategy and the Council's Medium Term Financial Plan and Budget for 2020/21

Background Papers:

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

| 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: Ryan Keyworth/ <i>Chris Nicholson</i> |
| | Legal: David Hollis |
| | Equalities: Annemarie Johnston |
| <i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i> | |
| 2 | EMT member who approved submission: |
| | <i>Eugene Walker</i> |

| | | |
|---|--|---|
| 3 | Cabinet Member consulted: | <i>Cllr Terry Fox</i> <i>Cllr Mary Lea</i> |
| 4 | I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1. | |
| | Lead Officer Name: <i>Lisa Firth</i> | Job Title: <i>Director of Culture</i> |
| | Date: 9th September 2020 | |

1. PROPOSAL

1.1 The Council took a decision on 11th August to increase the grant to Sheffield City Trust up to £15m (exclusive of exceptional pension costs related to redundancy) in 2020/21 to cover the costs of lockdown and allow for a phased re-opening of certain aspects of the following facilities:

- English Institute of Sport Sheffield (EISS)
- Ice Sheffield
- Hillsborough Leisure Centre
- Concord Sports Centre
- Springs Leisure Centre
- Heeley Pool
- Golf Courses (already re-opened)

In addition, make contract payment to Places Leisure of up to £1.6m in 2020/21 to cover the costs of lockdown and allow for a phased re-opening of the following facilities:

- Graves Health and Leisure Centre
- Thorncliffe Health and Leisure Centre
- Wisewood Sports Centre

Following a further consideration, including feedback from residents, community organisations and users of the centre it is further recommended that additional grant support of up to £960k (excluding lifecycle maintenance costs) is provided to SCT to enable Ponds Forge to be included in the list of venues to receive funding to re-open during 2020/21.

It is anticipated that Ponds Forge will re-open to the public during the 2nd week in October, although further detailed work needs to be completed on re-opening plans before a final date can be confirmed.

Heeley Pool was originally re-opened to help to accommodate clubs and swimming lessons displaced from Ponds Forge. When Ponds Forge re-opens Heeley Pool will remain open and operate as a community facility

2. HOW DOES THIS DECISION CONTRIBUTE?

2.1 The re-opening of Ponds Forge will increase the number of leisure facilities available in Sheffield and provide increased access to physical activity for all the residents, community groups, students and clubs, including the use of the international 50m pool and diving facility.

3. HAS THERE BEEN ANY CONSULTATION?

Following the decision to re-open the majority of venues in the city further work has been undertaken to understand the views of residents, community organisations, underrepresented groups, users of Ponds Forge and local businesses.

Feedback has been supportive of the re-opening of Ponds Forge.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 The funding provided will allow the reopening of Ponds Forge and will improve the quality of provision across the city. Leisure centres provide valuable swimming lesson provision, lane swimming, gym and fitness classes for physical exercise, ice skating and athletics activities for key demographic areas and deliver positive physical and mental health and wellbeing impacts.

It should be noted that with social distancing measures in place it will simply not be possible to re-instate all activity that was available pre Covid-19. The priority must be to ensure the safety of both customer and staff and ensure that activities delivered comply with social distancing requirements.

4.2 Financial and Commercial Implications

- 4.2.1 This proposal is to provide the estimated additional funding required in 2020-21 to cover the costs of re-opening Ponds Forge.

The estimated funding required in 20-21 is £1.6m.

The additional cost will increase the current overspend of £17million to £18.6 million this year so it is proposed to be funded through the authority's financial strategy for the management of the costs of Covid-19 which will use a combination of central Government grants and the authority's reserves i.e. the overspend will be funded by a further draw of £1million on reserves.

As part of finalising the overall subsidy for SCT for the current financial year, the City Council will make it clear that it expects SCT to end all its loss making contracts with other local authorities as soon as possible and at minimum cost. The Council will not make a provision to cover any costs relating to such contacts in next year's budget.

As Members have been advised, this draw on reserves can be covered as a short term measure, but is not sustainable in to next year. This decision therefore covers the opening of Ponds and other venues up until 31 March 2021. Any decisions about leisure venues post 1 April will have

to be based on:

- the forthcoming Leisure and Entertainment Strategy, which will seek to bring capital investment into our venues to upgrade them, making them fit for the future and more efficient
- the Medium Term Financial Strategy and 2020/21 budget

Reports on both of the above are scheduled for Cabinet before Christmas, in good time for decisions to be made before the start of next financial year.

It should be noted that the above cost estimates assume there will be no change to current social distancing restrictions and that venues remain open (no local lock-down /2nd wave) and that no new Government support becomes available

Clearly there is a risk that the income projections (therefore subsidy required) could differ significantly (up or down) from those estimated in this report should there be changes in any of the key external factors around social distancing restrictions, such as a further local or national lock-down and new government support.

Given the above risks it is vital that the position is subject to rigorous monthly monitoring of both the actual and forecast position for the remainder of the financial year.

4.3 Legal Implications

4.3.1 The Council does not have a legal duty to provide leisure services, however there are a number of statutory duties related to leisure facilities, which includes the statutory youth provision and the need to ensure children in primary schools can learn to swim.

4.3.2 The Council has the power to provide recreational facilities under s19 Local Government Miscellaneous Provisions Act 1976. That section specifically empowers the Council to contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing any recreational facilities. For these purposes SCT is a voluntary organisation. The Council may enter into a contract for the provision of recreational facilities and services under that s19 together with s1 Local Government (Contracts) Act 1997.

4.3.3 The Council can pay the grant or loans to SCT via the existing funding agreements therefore no new agreements are required, however as a consequence of the increased funding and potential for additional loans the Council has reviewed the security it holds against SCT assets and will require SCT and SIV to enter into a revised debenture.

4.4. Public Health Implication

SCT have liaised with Public Health colleagues to finalise their re-opening plans, risk assessments and operating procedures to ensure that plans comply with Government Guidelines on safe re-opening and Covid-19 track and trace requirements.

4.5 Property Implications

Moving beyond lockdown and with opening restrictions easing the Council has adopted a clear approach to its differing opening and operational responsibilities as property occupier, tenant and landlord.

Ponds Forge is leased by SCC to SCT and is subject to agreements which pass operational liability and maintenance directly to the SCT. As such the Council has no direct liability for making the facilities COVID secure from both a building and operational perspective.

In reopening Ponds Forge SCT will therefore be responsible for ensuring that government guidance and best practice is adhered to in reopening the buildings, making them COVID secure and in operation and management of the facilities. All measures such as signage, new layouts and one way systems, enhanced cleaning and all operational requirements will be the responsibility of SCT.

4.6 HR Implications

Sheffield City Trust is currently in redundancy consultation with staff across the organisation, including Ponds Forge. This decision will mean that redundancy proposals will need to be revised as some staff will be required to work at Ponds Forge to enable the facility to re-open.

Support and guidance through any redundancy process will be managed by SCT in accordance with agreed policies. SCT will provide as much information and support as possible to employees experiencing this change, including use of the Westfield Healthy Extra's scheme. SCT are working in partnership with Sheffield Credit Union, Job Centre Plus and other organisations in order to support staff. SCT's in house People Team is also providing support to employees with CV writing skills and interview techniques, should they need it.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The alternative options considered included keeping Ponds Forge closed. In conjunction with SCT, SCC is currently developing the future strategy for leisure and entertainment in the city and as part of that work is looking at areas for potential investment. There was an option to assess the potential to accelerate improvement works at Ponds Forge whilst the venue remained closed as this would avoid disruption in the future. However following consideration this option was ruled out because it was felt that re-opening Ponds Forge during 2020/21 would

potentially help to restart the city centre economy, support students returning to the city, provide access for disability groups and other community users (226k visits per year) as well as a number of clubs and groups. Considering the wider implications of keeping this facility closed, particularly the impact on community groups that rely on this facility, along with the need to get our city centre moving again, means that we are making a recommendation to provide funding for the remainder of the financial year 2020-2021 to re-open the facility to all users.

A further option to open Ponds Forge for only club use was also considered. This option was ruled out as it did not provide equality of access for a wide range of users of Ponds Forge. The cost of this option was estimated at £90k per month (excluding lifecycle costs), with the clubs contributing c£30k and the Council needing to contribute the remaining £60k. This option was not supported due to the relatively small number of users it would support.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The financial support to SCT to re-open Ponds Forge will allow an increased range of facilities to re-open and will contribute the health and wellbeing of residents.

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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