

# **Overview and Scrutiny Management Committee**

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**Thursday 28 January 2021 at 10.00 am**

**To be held as an online video  
conference. To access the meeting,  
click on View the webcast**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillors Mick Rooney (Chair), Ian Auckland, Steve Ayris, Ben Curran, Denise Fox, Tim Huggan, Douglas Johnson, Mike Levery, Cate McDonald, Sioned-Mair Richards and Jim Steinke

## **Education Non-Council Members**

**Healthwatch Sheffield**  
(Observer)

## **Substitute Members**

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

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## **PUBLIC ACCESS TO THE MEETING**

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The Children, Young People and Family Support Scrutiny Committee exercises an overview and scrutiny function in respect of the planning, policy development and monitoring of service performance and other general issues relating to learning and attainment and the care of children and young people within the Children's Services area of Council activity. It also scrutinises as appropriate the various local Health Services functions, with particular reference to those relating to the care of children.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

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

Scrutiny Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

If you require any further information about this Scrutiny Committee, please contact Alice Nicholson, Policy and Improvement Officer on 0114 27 35065 or [email alice.nicholson@sheffield.gov.uk](mailto:alice.nicholson@sheffield.gov.uk)

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## **FACILITIES**

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

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

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**OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AGENDA  
28 JANUARY 2021**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
  - 2. Apologies for Absence**
  - 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
  - 4. Declarations of Interest** (Pages 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 - 24)  
To approve the minutes of the meetings of the Committee held on 26<sup>th</sup> November and 17<sup>th</sup> December, 2020
  - 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
  - 7. Census 2021 - Update on Arrangements in Sheffield** (Pages 25 - 30)  
Report of the Sheffield Census Engagement Team
  - 8. Draft Work Programme 2020/21** (Pages 31 - 36)  
Report of the Policy and Improvement Officer
  - 9. Scrutiny Overview - Issues to Raise from the Scrutiny Committees**  
The Chairs of the Scrutiny Committees to report
- For Information Only**
- 10. Follow Up to the Committee's Consideration on 17th December, 2020 of the Sheffield City Council Update on the End of the EU Transition Period** (Pages 37 - 42)  
Report of the Policy and Improvement Officer
  - 11. Date of Next Meeting**  
The next meeting of the Committee will be held on Thursday, 11<sup>th</sup> February, 2021, at 10.00 am

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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

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

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

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

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

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

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### Overview and Scrutiny Management Committee

#### Meeting held 26 November 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 Mick Rooney (Chair), Ian Auckland, Steve Ayris, Ben Curran, Denise Fox, Julie Grocutt, Tim Huggan, Mike Levery, Cate McDonald, Sioned-Mair Richards, Jim Steinke and Alison Teal (Substitute Member)

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#### **1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Douglas Johnson, with Councillor Alison Teal attending as his substitute.

#### **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 In relation to Agenda Item 7 (Adjusting the Climate Emergency - An Update on Progress), Councillors Tim Huggan and Alison Teal declared personal interests as members of the Sheffield City Partnership Board.

#### **4. MINUTES OF PREVIOUS MEETING**

4.1 The minutes of the meeting of the Committee held on 3rd September 2020, were approved as a correct record and, arising therefrom, the Policy and Improvement Officer (Alice Nicholson) reported that , although there was now a full schedule of meetings and items for consideration in respect of this and the four Scrutiny and Policy Development Committees, the Chairs and Deputy Chairs of all the Committees were still yet to meet to discuss issues with regard to meetings during the 2020/21 Municipal Year.

#### **5. PUBLIC QUESTIONS AND PETITIONS**

Members of the public raised questions as follows:-

5.1 Rebecca Atkinson

(1) To successfully introduce decarbonisation policies, “buy-in” from communities is very important. Therefore, what wider evidence and consultation

was gathered to support the decision to cancel Sheffield's Climate Citizens' Assembly, given the availability of sophisticated video communication software?

5.1.1 In response, it was reported by Councillor Mark Jones (Cabinet Member for Environment, Streetscene and Climate Change) that the Sheffield Climate Citizens' Assembly had not been cancelled, but arrangements regarding the establishment of the Assembly had been delayed due to the Covid-19 pandemic. Funding had been agreed by the Council, at its meeting in March 2020, towards hosting a Citizens' Assembly to drive forward the net-zero carbon ambitions of the Council. Prior to March 2020, the City Council had approached the Green City Partnership Board to ask members of that Board to act as a steering committee to drive forward the process. Given all the issues presented by the pandemic, it had been decided not to progress with the Citizens' Assemblies, mainly in light of the timing and potential lack of inclusivity if it was switched to being held online/virtually. Some preliminary work had been undertaken, and the Government had reported back on its National Climate Assembly. The Council fully accepted that climate change was happening, and urgently needed addressing, and that having a Citizens' Assembly would provide the Council with an opportunity to engage and promote the awareness of climate change. Despite the lack of a Citizens' Assembly, the Council had continued to undertake work to assess the issues regarding climate change, which had included commissioning reports and undertaking baseline and gap analysis. A Citizens' Assembly had to represent the views of everyone, and not simply the experts or those with a vested interest, and it had been considered that holding the Assembly remotely would present difficulties for all interested parties to participate.

(2) Methane emissions make up a small, but significant portion of Sheffield's greenhouse gas emissions. Are methane emissions increasing in Sheffield? What are the key sources of methane emissions across the City, and how challenging are they to reduce from current levels? Given the potency of methane emissions as a greenhouse gas, compared to carbon emissions, will there be no attempt to reduce them across the City?

5.1.2 In response, it was reported by Councillor Mark Jones that when the Commission was undertaken and taken forward by Arup and Ricardo (independent environmental consultants), methane emissions had to be included in the Baseline and Inventory Report. Mark Jones (Sustainability and Climate Change Service Manager) added that it was accepted that methane was a potent greenhouse gas, which had a multiplying effect above and beyond carbon dioxide, and this was taken into account in the calculations. The subsequent work had focussed on carbon emissions, as methane emissions account for less than 8% of the city's greenhouse gasses emissions. The wider engagement would explore how other action could help to reduce the emissions of these other gases, such as methane.

(3) Is Sheffield on track to reduce emissions by 14% for 2020, in line with the Tyndall Report which states "a rapid programme of decarbonisation is required, commencing in 2020 and averaging 14% year on year reduction"? What proportion of any reduction in emissions has come from reduced economic activity versus decarbonization in 2020 so far? By the end of 2021, will Sheffield be on track to decarbonize to levels recommended by the Tyndall Centres report, given current progress and accounting for any temporary reduction in carbon emissions due to

the Covid-19 pandemic?

- 5.1.3 In response, it was reported by Councillor Mark Jones that the figures which had been used in both the Tyndall Report, as well as the more recent Zero Carbon Commission had used data from the Department for Business, Energy and Industrial Strategy national Local Authority emissions inventory (a Government database used for calculating the City's carbon emissions). This data was produced over 12 months in arrears, so the data for 2020 would not be received until next year. Mark Whitworth added that it should be noted that this was similar for all cities in the United Kingdom. It should also be noted that, whilst there had been some reductions in carbon use during the pandemic, energy consumption had recently started to rise back up to pre-pandemic levels. However, the City was still some way off achieving the rate of decarbonization required. The Council would be looking to use better tools and adopt better modelling in order to address some of the actions required to tackle climate change. It had been acknowledged that the Council needed to be clear and honest with the public on these important issues, and it was believed that the report now submitted made this clear, mainly in terms of indicating that, whilst progress had been made, it was clearly not enough, and much more work was required.

5.2 Rachel Hand

Will the Overview and Scrutiny Management Committee commit to adopting the recommendations of the report? In particular, will they support the establishment of a cross-party climate change and sustainability committee, and the creation of a properly resourced team of sustainability officers, to both ensure and demonstrate that the Council is responding to the climate crisis in a sufficient and timely manner?

- 5.2.1 In response, it was hoped that the Committee would agree the recommendations in the report. In the light of the seriousness of the situation, and the need to move quickly on the issues regarding climate change, the discussions regarding the necessary resources required will be at the forefront of the discussions on the Council's budget for 2021/22. It was hoped that a committee comprising cross-party membership could be established to look at all aspects as to how the Council could work in a more sustainable and environmentally-friendly manner.

5.3 Jenny Carpenter (Read out by John Turner (Democratic Services))

Does the Committee recognise the need for both Members and officers to be trained in carbon literacy if the climate emergency is to be tackled in a timely and thorough-going manner?

- 5.3.1 In response, whilst Members of the Committee did not necessarily have a detailed knowledge of all the issues regarding climate change, they had a reasonable level of understanding. Members were fully aware of the serious nature of the damage being caused.

5.4 Lindy Stone (Read out by John Turner (Democratic Services))

How can the Overview and Scrutiny Management Committee be assured that a

properly resourced team of sustainability officers will be created to take forward the necessary work?

- 5.4.1 In response, the Council will be giving serious thought to tackling the issues of climate change when setting its 2021/22 budget. There is appetite and will on the part of all Councillors to tackle climate change. Although there were likely to be issues in terms of a budget deficit, all options in terms of resourcing the work required would be considered, including the possibility of some existing officers devoting a set amount of time each week to work specifically on sustainability projects. There were a number of large businesses and organisations in the City, which could be approached in terms of either providing resources for the Council or undertaking their own initiatives to combat climate change.

## **6. ADDRESSING THE CLIMATE EMERGENCY - AN UPDATE ON PROGRESS**

- 6.1 The Committee received a report of the Executive Director, Place, on the progress made by the Council and its partners in connection with addressing the climate emergency and the Council's stated ambition of becoming net-zero carbon by 2030. The report set out details of the work undertaken, with the support of the Green City Partnership Board and other stakeholders in the City, in developing a comprehensive evidence base to underpin the City's approach to achieving net-zero carbon. The report provided a summary of the work, together with details of some of the initial findings, as well as setting out the proposed next steps.
- 6.2 The report attached a number of related appendices, including (a) The Sheffield Greenhouse Gas Emissions Baseline Inventory Infographic and Report, (b) Sheffield Net-Zero Carbon Gap Analysis Infographic and Report, (c) Setting Climate Commitments for the City of Sheffield – Quantifying the Implications of the United Nations Paris Agreement for Sheffield – The Tyndall Centre for Climate Change Research and (d) membership of the Green City Partnership Board.
- 6.3 In attendance for this item were Councillor Mark Jones (Cabinet Member for Environment, Streetscene and Climate Change), Mark Whitworth (Sustainability and Climate Change Service Manager) and Victoria Penman (Economic Policy Officer).
- 6.4 In addition to the report, the Committee received a presentation from Mark Whitworth. Mr Whitworth reported that Sheffield had a strong record of accomplishment on sustainability, and referred to the excellent work undertaken by former Councillor Alf Meade, who had been instrumental in establishing Sheffield Heat and Power, with Sheffield being one of the first cities in the UK to develop an energy recovery facility. More recently, the Council and its partner, Veolia, had been trialling electric refuse-collection vehicles. Mr Whitworth made reference to the numerous active and engaged businesses/organisations and individuals, who were already working to help the city towards achieving net-zero carbon. He referred to the Paris Climate Agreement in 2015, the Green City Strategy adopted by the Council in 2018, and the report of the Intergovernmental Panel on Climate Change (IPCC) 2018 - Global Warming of 1.5°C and the declarations of a climate change emergency by Full Council in 2019. He reported on the impact already caused by global warming, the impacts of Covid-19, as well as the potential

positive changes, responses to the targets both nationally and globally, Sheffield's response, Sheffield's carbon budget, and the membership, aims and objectives of the Green City Partnership Board. Mr Whitworth reported on the actions taken by Sheffield in response to climate change, the Zero Carbon Commission, baseline emissions in the City and details of the challenge ahead and what the City was likely to see in Sheffield in terms of action to reduce carbon emissions. He concluded by referring to the wider opportunities and benefits of reducing carbon emissions, such as new jobs, warmer homes and healthier communities, and the next steps.

6.5 Members of the Committee raised questions, and the following responses were provided:-

- It was acknowledged that climate change represented a major issue for all, and that some people would find it daunting. Every effort would be made to help and guide people equally in terms of options they could take to do their own bit towards combatting climate change. Community wealth building and the uplifting of every citizen in Sheffield was paramount. One simple step people could take could be to support marketplaces in the City, with the aim of supporting local traders.
- The Council was seeking funding from the European Regional Development Fund (ERDF) to enable grants to be allocated to small and medium enterprises (SMEs) to take up energy-efficient measures, such as installing energy-efficient lighting and/or heating. In the longer term, the Council would explore what support could be provided through partner organisations, such as the Sheffield Chamber of Commerce and Industry and the Universities, and from the Government and the Sheffield City region (SCR). Also, there was a need to build on the discussions held with local organisations, such as the Manor Castle Development Trust, in connection with providing the necessary help and advice to individuals, communities and businesses in terms of actions people could take to reduce their impact on the climate. The Council and others in the city needed to start planning for future changes, such as the move from gas boilers to heat pumps, and to look at how this could be done in a fair, equitable and cost-effective manner.
- The work to look at the City's greenhouse gas emissions has focused on Scopes one and two, which comprised energy that has been consumed in Sheffield, but generated elsewhere in the country and/or resulting in emissions, such as the burning of gas (as well as direct emissions produced here, such as vehicle emissions). This had been agreed as it was in line with the work undertaken on the carbon budget. Where products had been made in other countries, and transported to Sheffield, the carbon budget would be attributed to either those countries or to shipping or aviation. Shipping and aviation had a very large carbon budget apportioned to them. The Council and the city needed to consider those consumption and product emissions from products produced elsewhere, but consumed or used in Sheffield.
- It was acknowledged that a better public transport system was required in the City.

- Climate change and carbon impacts ran through many of the Council's considerations, and had been highlighted at all levels within the Council. The more the Council could highlight the issues of carbon literacy, the better.
- The Council was very supportive of local energy, and had replied to the National Policy Review. Councillor Mark Jones and Mark Whitworth had held discussions with the Northern Power Grid in connection with the move to more sustainable uses of power, such as the move to electric cars.
- Low traffic neighbourhoods represented a major initiative towards reducing carbon emissions, and further work was required to make roads safer, and to develop more, and better, cycle lanes.
- More work was required in connection with urban food growth and biodiversity, specifically looking at shortening our supply chains and having low carbon pastures on our upland farms. There was a need to re-intensify our food production in some sectors, whereas, in other sectors, we could follow the Dutch model looking to establish polytunnels and hydroponic culturing of food within the urban environment. At the UK Climate Assembly, discussions had been held in terms of promoting the health benefits of a plant-based diet and providing people with the opportunity of growing their own food.
- Whilst the City's heat and power system was efficient, the incinerator may not always power the district heat network, and the Council would need to look to introduce alternative sources of heating, such as heat pumps, and anaerobic digesters. There was also a need to speak to local communities on such issues in terms of where the infrastructure for such alternative power sources could be located.
- It was acknowledged that the Council needed an improved, more public-facing website as a method of increasing engagement with the public on issues regarding climate change.
- Climate View, a system recently developed in Sweden, and being piloted in Newcastle, enabled cities to develop a plan based around their existing baseline work, then break it down into smaller parts, which enabled cities to see how their actions would contribute towards carbon reduction. It was deemed a very powerful tool, and one which Sheffield wished to look to using, as well as look at how it was working in other cities.
- The electric refuse collection vehicles would be kept by the City Council and rolled out once the trial had been completed, and had been successful.
- The Council was constantly in discussion with Viola in connection with how the waste incinerator could be repurposed going forward. As part of this work, the Council would take Government advice in terms of waste streams into account.

- Work was ongoing to increase the number of rapid electric vehicle charging points in the City. It was acknowledged that, given the expected demand, the Council needed to ensure that there were more charging points available across the City. As part of the Connecting Cities work, the Council would not only be increasing the number of charging points, but also maintaining those existing points it was responsible for.
- Climate change was key as part of the consultation on the Local Plan, particularly with regard to sustainability and ecological diversity regarding future housing developments. More work was required on the concept of developing the 15 minute city, which aimed to ensure all residents were able to reach all key services and facilities within 15 minutes of their home, as well as ensuring that there were sufficient public transport options for people who needed, or chose, to travel longer distances.
- The final report aimed to cover the compelling reasons and some of the wider benefits that these zero carbon approaches would bring, whether it be across housing, transport or how we worked with industry. The report would also set out the actions needed, both as a Council and working with other organisations in the City. There were two parts to the report - the City decarbonization, which related to the Council and other organisations in the City, and a specific report on what the Council needed to do in order to reach net-zero carbon in all its operations. It was believed that one of the first actions required would be the retro-fitting of the Council's housing stock, together with energy production. It was likely that the final report would be ready for inspection by Members by early 2021.
- Climate change would have an impact on people with disabilities, such as those with respiratory problems therefore, there was a role for the health providers to take the necessary steps to decarbonise their operations and supply chain. It was understood that the Sheffield Clinical Commissioning Group (CCG) had recently made a statement to this effect. The CCG was represented on the Green City Partnership Board.
- The Council already operated in line with its Ethical Procurement Policy which required, amongst other things, the invitation of tenders for significant projects from local businesses, which would help in terms of re-investing in the City's local communities, as well as helping to shorten supply chains. The suggestions made in terms of having a better connection to our food were fully supported.
- Engagement with, and how we communicate the issues regarding climate change to, the public, was critical. Rather than simply putting the evidence-base at the forefront, people needed to be asked what they wanted their city to look like going forward, as well as exploring how we can achieve carbon reductions together and the critical roles different groups, organisations and individuals could play. The evidence base could help to underpin those conversations. The city already had a Youth Cabinet, and it may be possible to establish a further Youth Cabinet with the intention of discussing issues regarding climate change. This would provide an opportunity for young people

to instruct and inform their elders in terms of what they wanted to see in the future.

- Climate change was a golden thread which ran through all Council portfolios. With regard to housing in the city, the vast majority was not Council owned, therefore there was a need for the Council, and its partners, to look at better initiatives going forward to ensure that such housing was retro-fitted and made future proof.
- In terms of the works going forward, the methods of engagement and communication needed to be very different. There was a need to find out how private homeowners could be influenced to undertake any relevant future proofing works to their properties, as well as the need to discuss the issues with registered landlords and other such organisations in an attempt to get them all involved. The public needed to be provided with assurances that there was a clear plan for the City, whilst being mindful that people would be asked to do things and make changes, that they may not necessarily agree with.

6.6 RESOLVED: That the Committee:-

- (a) notes the contents of the report now submitted, together with the information now reported and the responses to the questions raised;
- (b) agrees that the Scrutiny Chairs support and challenge their wider Committees on climate change;
- (c) supports the roll-out of carbon and climate awareness programmes for members and officers to attend awareness sessions; and
- (d) requests (i) the Executive Director, Place, to submit the Final Report addressing the climate emergency, as now mentioned to its meeting to be held on 28th January 2021, with responses to the issues raised at this meeting, setting out proposals in terms of future action and urgent response to the climate emergency in Sheffield, and the roles and responsibilities of the proposed cross-party Climate Change and Sustainability Committee and (ii) the Policy and Improvement Officer, in consultation with the Sustainability and Climate Change Service Manager to consider the governance option of this Committee taking on the role of the proposed cross-party Climate Change and Sustainability Committee, and report back thereon to this Committee at its meeting on 28<sup>th</sup> January, 2021.

## **7. DRAFT WORK PROGRAMME 2020/21**

7.1 The Committee received a report of the Policy and Improvement Officer (Alice Nicholson) containing the draft Work Programme for 2020/21.

7.2 Members made a number of suggestions in terms of issues the Committee could scrutinise, including Brexit, Sheffield City Region and food poverty.

7.3 RESOLVED: That the Committee:-

- (a) notes the contents of the report now submitted, together with the comments now made;
- (b) agrees the main item at the meeting on 28th January 2021, as Addressing the Climate Emergency; and
- (c) requests the Policy and Improvement Officer to make investigations into the suggestions now raised regarding Sheffield City Region and food poverty.

**8. ISSUES TO REPORT FROM THE SCRUTINY COMMITTEES**

- 8.1 Councillor Denise Fox reported that the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee had considered issues regarding the Sheffield City Trust, specifically the reopening of sports venues in the City, and a call-in regarding the Sheffield Covid Business Recovery Plan.
- 8.2 Councillor Cate MacDonald reported that the Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee had met on a monthly basis since September 2020, and, had considered three issues relating to Covid-19, including track and trace, general practice and mental health.
- 8.3 The Chair (Councillor Mick Rooney) reported that the Children, Young People and Family Support Scrutiny and Policy Development Committee had discussed the effects of Covid-19 on education at its last two meetings, one from the perspective of schools and one from the perspective of pupils, represented by the Sheffield Youth Cabinet.
- 8.4 The Committee noted the information now reported.

**9. DATE OF NEXT MEETING**

- 9.1 It was noted that the next meeting of the Committee would be held on Thursday, 17<sup>th</sup> December 2020, at 10.00 am.

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# SHEFFIELD CITY COUNCIL

## Overview and Scrutiny Management Committee

### Meeting held 17 December 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 Mick Rooney (Chair), Ian Auckland, Steve Ayris, Denise Fox, Julie Grocutt, Tim Huggan, Douglas Johnson, Mike Levery, Cate McDonald, Sioned-Mair Richards and Jim Steinke

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#### **1. APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Ben Curran.

#### **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. PUBLIC QUESTIONS AND PETITIONS**

4.1 There were no questions raised or petitions submitted by members of the public.

#### **5. SHEFFIELD CITY COUNCIL - UPDATE ON THE END OF THE EU TRANSITION**

5.1 The Committee received a report of the Director of Policy, Performance and Communications providing an update on the latest assessment of Brexit and the impending end of the EU transition period on Sheffield and the City Council.

5.2 Present for this item were James Henderson (Director of Policy, Performance and Communications) and Catherine Pritchard (Policy and Improvement Officer).

5.3 James Henderson presented the report, stressing initially that it would be difficult to provide any clarity on the impact of the transition on Sheffield and the City Council on the basis that a trade deal had not yet been agreed. He stated that with the impending end of EU transition, the Council had reformed its internal Brexit Working Group to respond to, and mitigate, as far as possible, any identified risks. Such risks and impacts were detailed in the Impact Assessment appended to the report.

- 5.4 Mr Henderson made reference to the impact of the ongoing Covid-19 pandemic, due mainly to the pressures the pandemic had placed on services, people and the economy during 2020. He reported on the work being undertaken at a South Yorkshire level, through the Local Resilience Forum, and a separate Local Resilience Forum EU transition cell, which met weekly to ensure all the Council's partners throughout the region were working together, and co-ordinating mitigations and preparations.
- 5.5 Mr Henderson referred to the work undertaken to date in connection with the two highest impact areas - business and communities. He highlighted the particular difficulties which had been faced by businesses, due to Covid-19, during 2020, which had already stretched the resilience of many of them, and resulted in the fact that the EU transition arrangements had not represented their main focus, resulting in many businesses not being adequately prepared. In terms of community impact, he referred to the potential for short-term disruption to food and fuel supplies, particularly more so if a trade deal was not agreed. Mr Henderson also highlighted the need for European citizens to apply for settled status by the deadline of June 2021, and referred to the work being undertaken by the Council in helping and supporting EU nationals in Sheffield to apply for such status.
- 5.6 Members of the Committee raised questions, and the following responses were provided:-
- Government funding had been provided for the Council and the Sheffield City Region (SCR) for the appointment of two posts of International Trade Advisor, whose role it was to provide support and advice to key manufacturing companies. It was accepted that such companies would require more support with regard to customs declarations, and it was hoped that more specialist support could be provided to such companies after 1st January 2021.
  - Every effort would be made to ensure that Town and Parish Councils would be provided with as much information and advice as possible, although this would mainly comprise signposting to the current Government information/advice.
  - The issue of relevant support being provided to businesses after 1<sup>st</sup> January 2021, had been discussed in detail at meetings of the Internal Brexit Working Group, and there was relevant funding available to enable support to be provided after this date.
  - The Council was supporting all staff who were EU citizens to ensure they applied for EU settled status prior to the June 2021 deadline.
  - The issue of conformity of teaching qualifications was not something the Council had much control over, therefore was dependent on Government rules on this. Checks would be made of the Council's Director of Education and Skills to see if schools were aware of these requirements.
  - There had been a considerable level of Government publicity and

communications regarding the need for those EU nationals resident in the UK, who had not already done so, to apply for EU settled status. Whilst the Council had undertaken some work in this regard, it was acknowledged that there was a need for further work. Any assistance from Councillors in terms of highlighting these requirements in their Wards would be helpful and welcome.

- The Council had received £315,000 EU transition funding from the Government, and the SCR had received around £65,000 for the work required in preparation for Brexit. The Council had been cautious in terms of the spending of its allocation, mainly due to the lack of clarity in terms of a possible No Deal. The majority of the funding had been earmarked for providing support and advice for businesses after 1<sup>st</sup> January 2021, or for providing assistance to food banks, if required.
- There were not just concerns for those businesses who will be directly importing and exporting, but also those businesses in broader supply chains. Those businesses directly importing and exporting would initially be at the forefront of the discussions, to ensure they have got their customs declarations and other necessary regulatory approvals in place, even in the event that a trade deal was not agreed as there would still be non-tariff barriers associated with this.
- Officers had been working closely with colleagues in the Community Services Team on the issue of EU settled status, although it was acknowledged that further work was required on this issue between now and the deadline of June 2021. As this was a Government scheme, it was difficult to know how many people either hadn't applied under the scheme, or had applied, and had been rejected. Those who do not apply by the deadline would no longer have the right of residency in the UK and, although the Government's intentions remain unclear in this matter, there was a possibility that they could be removed from the UK. It was similarly unclear what the Government's stance would be in the case of families where the child was born in the UK, thereby having British citizenship, but their parents were EU nationals and had not made a successful application for EU settled status.
- It was not believed that there would be any adverse implications for Veolia or Amey in terms of the EU transition arrangements as their operations in the city were run through UK companies.
- There were no statistics regarding the impact of the uncertainty of the arrangements on businesses, although there was evidence of this following conversations held by Council officers with the businesses. It was acknowledged that businesses had a very short time period to prepare for any changes prior to 1<sup>st</sup> January 2021, a problem exacerbated due to the Christmas Holidays and the impact of Covid-19. This meant that businesses' capacity to react and deal with the issues was very limited, therefore the expected preparedness of businesses was not as high as the Council would have wanted.

- Whilst there hadn't been any work undertaken regarding tenant farmers or with regard to possible issues at Graves Park Animal Farm, it was not anticipated that there would be any early adverse impact on tenant farmers. The Council would give consideration to providing support and advice for such farmers in the city.
- SCR had undertaken considerable work on business surveillance, and had an effective economic surveillance function. It had undertaken work around Brexit, which the Council had access to as part of its decision-making processes.
- Trading Standards was very much part of the Council's internal EU transition works arrangements. Discussions had been held with the Environmental and Regulatory Services Manager with regard to Trading Standards, and his staff had been undertaking a considerable level of liaison across the Trading Standards Officer network to ensure they were as prepared as they could be. Consideration was being given to putting additional funding resources into this area to support additional workload for Trading Standards caused by the end of the transition period.
- Officers would be planning to consider the issue of careers advice in schools, and this issue would be raised with the Director of Education and Skills in order to get an understanding of what needed to change in terms of such advice.
- Work had been undertaken by the Council's Commercial Services Team to ensure that Council supplies were prepared for changes brought about as a result of EU transition. The Council's Contracts Standing Orders would remain in place, regardless of the UK's status in relation to the EU, therefore the Council's approach to tendering would continue to be as rigorous as it always has been. Therefore, it was not expected that there would be any significant changes regarding the Council's tendering and procurement management arrangements.
- Specific issues for local e-commerce businesses would be picked up through the business support that was being provided to businesses.
- As part of the Government's threat and risk assessment, local capacity and capability is significantly lower than at the same time last year due to the concurrence of Covid-19. Some of the Council's capacity, which would be used to deal with the EU transition arrangements, had been lost as officers were dealing with Covid. However, there were arrangements in place, and staff were continuing to work through the risks and mitigations. The Council would continue to ensure, as far as possible, that there was sufficient capacity to work on both the response to Covid-19 and the EU transition arrangements.
- The Council was working closely with the food banks in the city to understand how the use of such banks may change after 1st January 2021, and to ensure that the banks were able to respond to any increased demand for

their services.

- The Government's view was that there would not be overall problems in terms of food supply, but there could be issues in terms of choice and availability of particular foodstuffs, such as fresh fruit and vegetables. The Council was giving consideration to the steps it could take to reduce the likelihood of stockpiling/panic buying behaviour from consumers.
- The city's universities were concerned at the potential adverse effects of a reduction in students, both from their own financial position, but also due to the potential likely adverse effects on the city's economy as a whole.
- It was understood that the UK would no longer be part of Erasmus (the EU programme to support education, training, youth and sport in Europe). Officers would look into this and inform Members of the present position.
- In the short-term, there was a requirement on the Local Resilience Forum to report any changes to its Impact Assessment to the Government on a weekly basis. Arrangements were in place for the Council to monitor and understand any changes, and take any action required. Following this, work would commence on the Council's medium and longer-term response.
- It was acknowledged that a large proportion of the general public may not be fully aware of the potential adverse effects following EU transition, in particular in the event of a no trade deal being agreed. It was also acknowledged that Brexit was not an event in isolation, as the public and the city were having to deal with continuing issues regarding Covid-19, and there was also the possibility, given the time of year, of potential adverse weather events. The issue as to what message the Council should give to the public, in terms of both informing them of the current position, and to offer some form of reassurance, had been considered. Steps would be taken to ensure that the public were informed that the Council would be taking all possible steps to ensure that any potential adverse effects of the transition were mitigated.

5.7 RESOLVED: That the Committee:-

- (a) notes the information contained in the report now submitted, together with the information now reported and the responses to the questions raised;
- (b) thanks James Henderson and Catherine Prichard for attending the meeting, and responding to the questions raised; and
- (c) requests the Director of Policy, Performance and Communications to investigate the issues now raised, regarding (i) EU settled status, (ii) the level of Government funding allocated to the Sheffield City Region, (iii) tenant farmers and Graves Park Animal Farm, (iv) careers advice in schools, (v) support for small and medium-sized businesses, (vi) the impact of the transition arrangements on the universities, (vii) Erasmus and (viii) the communication of the impacts of the EU transition to the public of

Sheffield, and to report back to Members on these issues.

## **6. DRAFT WORK PROGRAMME 2020/21**

- 6.1 The Policy and Improvement Officer (Alice Nicholson) submitted a report containing the draft Work Programme for 2020/21.
- 6.2 Ms Nicholson made reference to the proposed establishment of a Food Poverty Task and Finish Group, an issue which had been raised at the last meeting. She made a brief presentation on the proposals, reporting on the rise in food poverty, the proposed scope for the Task and Finish Group to consider the Council's response to food poverty, and the membership of the Group.
- 6.3 Members commented on the proposals set out in the presentation, specifically regarding the aims, size and membership, and timeframe for the work, of the Group.
- 6.4 Members raised comments/suggestions regarding other issues the Committee could consider as part of its Work Programme, relating specifically to the Census to be held in March 2021.
- 6.5 **RESOLVED:** That the Committee:-
- (a) notes the contents of the report now submitted, together with the comments now made;
  - (b) approves the proposals now reported regarding the establishment of a cross-party Task and Finish Group on Food Poverty, initially comprising Councillors Douglas Johnson, Cate McDonald, Mick Rooney and Jim Steinke, and requests the Policy and Improvement Officer to make arrangements for the Group to meet mid-January 2021, to discuss the aims and membership, and timeframe for the work of the Group, with further invites being extended to (i) two Members from the Scrutiny and Policy Development Committees and (ii) an appropriate local partner group/organisation; and
  - (c) in the light of the concerns now raised relating to the 2021 Census, particularly regarding the fact that it was to be predominantly online, requests (i) an update on Local Census Liaison plans, support and engagement in completion of the Census and (ii) that an invite be sent for appropriate officers of the City Council and the Office for National Statistics (ONS), to include Richard Crowther (ONS Community Engagement Officer), to attend a future meeting to report on such work.

## **7. DATE OF NEXT MEETING**

- 7.1 It was noted that the next meeting of the Committee would be held on Thursday, 28<sup>th</sup> January 2021, at 10.00 a.m.

## Report to Overview and Scrutiny Management Committee

### 28th January 2021

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**Report of:** Sheffield Census Engagement Team

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**Subject:** Census 2021 in Sheffield

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**Author of Report:** Richard Crowther, Census Engagement Manager for North East Sheffield  
Mandy Holden, Census Engagement Manager for West Sheffield  
Richard Foster, Census Engagement Manager for South East Sheffield

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**Summary:**

The census is important to all of us. The data collected by the census helps central government and Sheffield City Council shape policy and better plan services and allocate resources. It also provides an important evidence base for equality monitoring.

Everyone takes part in the census, but it is recognised that different people face different barriers to census completion. For this reason, the Office for National Statistics has appointed a network of engagement professionals across the country to ensure that anyone who faces a barrier to census participation gets the support they need to complete their questionnaire, thereby raising participation rates. This results in better, more accurate data, which in turn provides a better evidence base on which decision-makers can establish policy.

The Overview and Scrutiny Management Committee has requested further information on the engagement carried out within Sheffield, and this report seeks to fulfil that request.

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

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

**The Scrutiny Committee is being asked to:**

The Committee is asked to consider the report and provide views, comments and recommendations.

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**Background Papers:**

The Census White Paper: <https://www.gov.uk/government/publications/the-2021-census-of-population-and-housing-in-england-and-wales>

Census Frequently Asked Questions: <https://census.gov.uk/help/frequently-asked-questions/>

**Category of Report:** OPEN/CLOSED (please specify)

Most reports to Scrutiny Committees should be openly available to the public. If a report is deemed to be 'closed', please add: **'Not for publication because it contains exempt information under Paragraph xx of Schedule 12A of the Local Government Act 1972 (as amended).'**

# **Report of the Sheffield Census Engagement Managers**

## **Census 2021 in Sheffield**

### **1. Introduction/Context**

- 1.1 The census is important to all of us and is happening on 21st March 2021.
- 1.2 The data collected by the census helps central government and Sheffield City Council shape policy and better plan services and allocate resources. The detailed snapshot taken by the census enables local organisations and charities to use the data arising from the census as part of funding bids, as well as enabling businesses to plan strategically and providing opportunities for academic research.
- 1.3 It also provides an important evidence base for equality monitoring.
- 1.4 Everyone takes part in the census, but it is recognised that different people face different barriers to census completion. For this reason, the Office for National Statistics has appointed a network of engagement professionals across the country to ensure that anyone who faces a barrier to census participation gets the support they need to complete their questionnaire, thereby raising participation rates. This results in better, more accurate data, which in turn provides a better evidence base on which decision-makers can establish policy.

### **2. National Context**

- 2.1 The census is important because it gives the most detailed information we have about our society. It is a survey that happens every 10 years, and the Office for National Statistics (ONS) is responsible for the census in England and Wales. The ONS are a non-ministerial department and the UK's largest independent producer of official statistics, as well as being the UK's recognised national statistical institute.
- 2.2 The next Census will happen on Sunday 21st March 2021.
- 2.3 Confidentiality is paramount. Whilst census data is used to plan services, all personal data is kept secure by the ONS for 100 years, before being released for future generations researching their family history. This personal data is not shared with other government departments, agencies or local authorities.
- 2.4 The census is an important tool in equality monitoring, as reflected in our new questions on sexuality and gender identity. These questions are optional, and will only be asked of respondents over the age of 16. The new question asking whether a respondent has ever served in the Armed Forces is an important tool in the monitoring of the Armed Forces Covenant.
- 2.5 The census is easier than ever to complete. For the first time, the census will be digital-first. This is more environmentally friendly and enables faster processing of responses. Search-as-you-type functionality will

make it easier than ever for a respondent to identify as they wish to be identified on the census.

- 2.6 Support will be available for those who need or want assistance to respond online. Paper questionnaires will be available on request to those who wish to respond in that way. These will be posted directly in some areas where we anticipate a high number of requests for a paper questionnaire, but it will still be possible to complete these online.
- 2.7 Everyone takes part in the census and participation is mandatory. It is recognised however that some people may face barriers to census completion. This may be a literal barrier, such as language, or a perceived barrier, such as a respondent not knowing what happens to personal data once it has been supplied to the ONS.
- 2.8 There will be a media and social media campaign to raise awareness of the census and encourage participation.
- 2.9 The ONS has appointed a network of engagement professionals to help address any concerns raised in advance of census Day. These consist of Census Engagement Managers (CEMs), who have a wide-ranging brief for engagement within a geographic area, and Community Advisors (CAs), who have responsibility for engagement with a specific community and often have language skills relevant to their role.

### **3 What does this mean for the people of Sheffield?**

- 3.1 The Office for National Statistics has appointed 3 Census Engagement Managers for Sheffield: Richard Foster in South East Sheffield; Mandy Holden in West Sheffield; and Richard Crowther in North East Sheffield and who has been the lead contact for Sheffield City Council.
- 3.2 The ONS has also appointed Community Advisors for the Arab, Black African, Black Caribbean, Chinese and Somali communities. Further CAs are being recruited for the Pakistani and Roma communities.
- 3.3 Whilst the members of the Engagement Team in Sheffield have their own responsibilities, they have collaborated closely.
- 3.4 Sheffield City Council is a key strategic partner for ONS in delivering a successful census. Officers from the Policy, Performance and Communications Directorate have been designated to liaise with the Census Engagement Team to develop a Local Authority Partnership Plan (LAPP).
- 3.5 The LAPP is a living document used to plan and record census engagement activity in Sheffield. It takes into account the local knowledge and expertise provided both at weekly meetings between ONS and SCC, and via correspondence between meetings.
- 3.6 Engagement has focused on the community groups and channels already embedded within our communities. Where possible this has been achieved through participation in pre-existing meetings.
- 3.7 The census is a positive thing, enabling people to be counted, have their voice heard and identify as they wish, whilst protecting their privacy. The

messaging has very much focused on these positive aspects, and has encouraged organisations and community groups to raise awareness of the census through their communications with their members and other community groups.

- 3.8 The ONS will be hiring many more people in Sheffield to help with data collection. These include the Household Team, who will follow up households who have not yet responded to the Census and provide information, advice and support, and the Communal Establishment team, who will enumerate care homes, hostels, hospitals and similar shared establishments.

#### **4. Considerations related to the Covid-19 Pandemic**

4.1 The ONS has planned and built a flexible operation which can adapt to the changing circumstances of the pandemic. They have continued to review and adapt their plans to ensure both staff and the public can be kept safe, and everyone can be safely counted. They are currently ensuring that the right plans and resources are in place to deliver a successful census safely and securely.

4.2 The ONS aims to provide in-person support to complete the census online through Census Support Centres, where it is safe to do so. They will continue to monitor the situation across England and Wales to assess whether and where Census Support Centres can open to provide this service.

4.3 The ONS are committed to the safety of both the public and staff.

4.4 The ONS are encouraging respondents to submit their questionnaire online if they can. Responding online is simple, straightforward and safe.

4.5 The field operation, which follows up those who have not responded and may need help to complete their questionnaires, will be carried out without ever needing to enter anyone's home. All contacts will be socially-distanced and field staff will be equipped with appropriate Personal Protective Equipment as per government guidance.

#### **5. Recommendation**

- 5.1 The Committee is asked to consider the report and provide views, comments and recommendations.
- 5.2 For further information, please do not hesitate to contact the Census Engagement Managers for Sheffield on [amanda.holden04@field.census.gov.uk](mailto:amanda.holden04@field.census.gov.uk), [richard.foster85@field.census.gov.uk](mailto:richard.foster85@field.census.gov.uk) or [richard.crowther36@field.census.gov.uk](mailto:richard.crowther36@field.census.gov.uk)

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## Overview and Scrutiny Management Committee Thursday 28<sup>th</sup> January 2021

**Report of:** Policy and Improvement Officer

**Subject:** Draft Work Programme 2020/21

**Author of Report:** Alice Nicholson, Policy and Improvement Officer  
[alice.nicholson@sheffield.gov.uk](mailto:alice.nicholson@sheffield.gov.uk)

This report aims to assist the Committee in determining a programme of work for the remainder of municipal year 2020/21. Covid-19 has disrupted usual pattern of meetings, and meetings are being held virtually. This Committee met in June to consider a Call-In and in September and December 2020. The February 2021 meeting is earmarked for consideration of budget 2021-22.

It is for the Committee to consider and agree a work programme, including identify further suggestions and to prioritise items. Scrutiny work programmes are live documents, so are subject to change, and on occasion other appropriate items may have to be swapped into the schedule. Section 2.0 is a guide to assist in determining a work programme.

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

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

**The Scrutiny Committee is being asked to:**

- Consider and agree draft work programme 2020/21, amend or reprioritise if necessary, for remaining meetings

**Background Papers:** [Sheffield Council Constitution](#)

**Category of Report:** OPEN

## **Draft Work Programme 2020/21: Overview and Scrutiny Management Committee - Thursday 28<sup>th</sup> January 2021**

### **1.0 What is the role of Scrutiny?**

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

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

1.2 The Centre for Governance and Scrutiny has updated its activity with several blogs and handy advice for scrutiny in Covid-19, and the Coronavirus Act. These can be found on their web pages - <https://www.cfgs.org.uk/> .

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

### **2.0 Determining the work programme**

2.1 It is important the work programme reflects the principles of effective scrutiny, outlined above at 1.1, and so the Committee has a vital role in ensuring that the work programme is looking at issues that concern local people, and looking at issues where scrutiny can influence decision makers. The work programme remains a live document, and there will be an opportunity for the Committee to discuss it at every Committee meeting, this might include:

- Prioritising issues for inclusion on a meeting agenda
- Identifying new issues for scrutiny
- Determining the appropriate approach for an issue – e.g. select committee style single item agenda vs task and finish group
- Identifying appropriate witnesses and sources of evidence to inform scrutiny discussions
- Identifying key lines of enquiry and specific issues that should be addressed through scrutiny of any given issue.

2.2 Members of the Committee can also raise any issues for the work programme via the Chair or Policy and Improvement Officer at any time.

### **3.0 Meeting Dates 2020/21**

3.1 Remaining meetings are scheduled for Thursdays 10am-12pm on the following dates:

- 11<sup>th</sup> February 2021
- 25<sup>th</sup> March 2021

### **4.0 Recommendations**

4.1 The Scrutiny Committee is being asked to:

- Consider and agree draft work programme 2020/21, amend or reprioritise if necessary, for remaining meetings

## Overview and Scrutiny Management Committee

### CURRENT WORK PROGRAMME 2020/21

**Last updated:** 20<sup>th</sup> January 2021

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

<b>OSMC</b>		<b>Thursday 10am-12pm</b>	
<b>Topic</b>	<b>Reasons for selecting topic</b>	<b>Lead Officer/s</b>	<b>Agenda Item/ Briefing paper</b>
<b>Thursday 28th January 2021</b>			
Page 34 Census 2021 – update on Census arrangements in Sheffield	Consider an update on census arrangements and engagement in Sheffield - hear from Office for National Statistics (responsible for Census 2021) and Sheffield City Council Census Liaison Manager	Richard Crowther, Census Engagement Manager for Office for National Statistics (ONS); Cabinet Lead - Terry Fox, Finance, Resources & Governance (& Deputy leader), James Henderson, Sheffield CC Census Liaison Manager; and Dan Chedgzoy, Sheffield CC Assistant Census Liaison Manager	Agenda Item
OSMC Work Programme 2020-21			Agenda Item
Scrutiny Overview - Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs -	Scrutiny and Policy Development Committee Chairs	
FOR INFORMATION: Follow up to Overview and Scrutiny Management Committee consideration 17 <sup>th</sup> December 2020 of Sheffield City Council update on the end of the EU		FOR INFORMATION - NO ATTENDANCE	Briefing Paper

Transition Period			
<b>Thursday 11th February 2021</b>			
Revenue Budget 2021/22 and Capital Programme 2021/22	To consider the Council's budget proposal in advance of Cabinet.	Cllr Terry Fox, Deputy Leader and Cabinet Member for Finance Eugene Walker, Executive Director of Resources	
OSMC Work Programme 2020-2		Policy & Improvement Officer	
Scrutiny Overview - Issues to raise from other Scrutiny Committees	To receive any updates from scrutiny chairs -	Scrutiny and Policy Development Committee Chairs	
<b>Scheduling to be confirmed</b>			
POSTPONED FROM 28TH JANUARY DATE TBC: Climate Change - going forward	Consider role of scrutiny in climate emergency, sustainability governance, including proposal for OSMC to be Sustainability and Climate Change Committee; and actual delivery plans for change and responding to the Climate emergency in Sheffield, update on Citizens Assembly in pandemic	Cllr Mark Jones, Cabinet Member for Environment, Streetscene & Climate, Mark Whitworth, Sustainability and Climate Change service Manager	
<b>Thursday 25th March 2021</b>			
<i>Equalities Annual Report; Equalities Partnership and scrutiny engagement</i>	<i>TBC</i>		
Report of Scrutiny in 2020-21 and Work Planning for 2021-22	To consider overview messages and discuss this committee's section in Report of Scrutiny 2020-21	Policy & Improvement Officer	

<b>Possible Items to be Scheduled</b>			
Sheffield City Region Scrutiny	Scope what should Sheffield CC scrutiny of SCR look like? SCR Overview & Scrutiny Committee report of work - Chair of the Committee: Cllr Colin Ross (Sheffield); Sheffield members on the Committee: Cllrs Penny Baker, Dawn Dale, Peter Rippon (reserves - Ian Auckland, Julie Grocutt, Adam Hurst)		
<b>Work Group</b>			
Food Poverty	Membership and initial programme agreed 17th December 2020		
Digital Poverty	TBC - Scope to be determined, for future work programme - schedule 2021/2022		

# Agenda Item 10

FOR INFORMATION: Follow up to Overview and Scrutiny Management Committee consideration 17th December 2020 of Sheffield City Council update on the end of the EU Transition Period

<b>Themes of concern raised by Overview and Scrutiny Management Committee for response/action</b>	<b>1. Settled Status</b> <b>2. Communications / messaging</b>
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Since attending OSMC on the 17 December 2020 it is important to note that the EU and the UK agreed a trade deal on 24 December that defines their future relationship. The UK completed its formal separation from the EU at 23:00(GMT) on 31 December 2020, and new arrangements for travel, trade, immigration and security co-operation came into force.

The deal contains new rules for how the UK and EU will live, work and trade together. The deal covered some key areas such as trade and further discussions will be held on data and financial cooperation.

Freedom of movement between the UK and EU has come to an end, and from 2021, UK nationals will need a visa if they want to stay in the EU more than 90 days in a 180-day period.

The deal means trade is tariff free and quotas have not been imposed but there are significant changes to the paperwork (and other non-tariff arrangements) which must accompany imports and export processes.

There are still some decisions to be made such as on data sharing and on financial services, and the agreement on fishing lasts five years. The deal therefore will mean that the EU and UK will be negotiating during their new relationship and if there are any changes from current rules which are identical then tariffs could be imposed in the future.

The table below responds to the questions raised by OSMC at their last meeting.

<b>Matter</b>	<b>Issue</b>	<b>Action/progress</b>
Town and Parish Councils	Information for, are they briefed, involved	As a deal was achieved since the meeting of OSMC, an email update will be circulated to Town and Parish Councils.
Settled Status	How do people know they need to apply for settled status? Need a push across the city to let people know they need to apply – is there something for local Councillors to push the message out into their communities?	For most EU citizens they will be aware of the EU Settlement Scheme through the media, government adverts which have been put out or information provided from embassies. However, the concern is that people do not realise they need to apply and that is why the Home Office has provided funding for organisations across the country to reach out to more people. Sheffield City Council is one of these organisations.  Any messaging which Councillors can circulate in their local areas would be valuable in terms of encouraging EU citizens to register and ensure everyone in their

		<p>family is also registered if they need to be. There is a concern that those citizens who have been in the UK for a long period will assume they don't need to register or a child born in the UK doesn't need to register. We would also reassure anyone who is concerned that they don't have the right paperwork or documentation that there are trained staff to help them with their application if they feel that would be useful.</p> <p>The Brexit working group is considering what additional support SCC could put in place, working with partners, to ensure EU citizens living in the city apply for settled status before the June deadline.</p>
<p>Settled Status</p>	<p>What outreach have we done? Can we find out who hasn't applied that needs to? Bureaucracy and online are cultural and accessibility barriers to engage and apply</p>	<p>Our community teams have been working with Darnall Well-being, Firvale Community Hub and Citizens Advice Sheffield for 18 months on outreach and helping people to apply to the settlement scheme. Before the Covid pandemic we held sessions most days in local communities which individuals or families could attend to have help with their application. We also held some larger group meetings, presented to schools, and circulated information to a wider audience using social media. The face-to-face work aimed to overcome accessibility barriers. Over the last 9 months the pandemic has meant our work has been restricted to mainly social media promotion of the scheme. We have also sent messages to all schools and care homes to ask them to make sure all their residents and families are aware of the need to apply and we will ensure this message is repeated as we know it has been a busy time, with the changing situation taking up the majority of resources.</p> <p>Unfortunately, we cannot know who has not applied to the scheme, primarily as we do not know how many EU citizens reside in Sheffield, as there is no requirement to register here. As a result we are basing our efforts on Home Office estimates of EU citizen resident numbers, however, we know these may not be accurate as some cities have already registered significantly</p>

		more people than were believed to live there according to the estimates. We can only know for certain how many people have registered, making the work to encourage all EU residents, no matter how long they have resided in the UK, even more important.
Settled Status	What is position for children born here but parents are EU?	It is important to note that being born in the UK does not necessarily mean a child is a British citizen. British citizenship at birth is only available to children with a parent who holds British Citizenship or settled status. If a child was born in the UK but is not a British citizen, they will still need to apply for settled status. When a parent applies for a child they can 'link' their applications. This means that if the parent's application is successful, their child will get the same status. The government website takes you through the options and it is important for EU citizens to apply for children as well as themselves if they meet the criteria.
Government fund	What is the SCR amount of this fund?	There has been a BEIS grant allocation of £136,050 for EU Transition Business Readiness Funding for Growth Hubs.
Tenant Farmers	Impact for them	<p>We have checked with the agency that manages our tenancies and have not had any issues raised specifically from our tenants. Neither has anyone pulled out of a tenancy as a result of Brexit.</p> <p>We are about to commission work on a rural strategy which will pick up on how we manage our farms and will move away from traditional farm tenancy approach to tenancies based on outcomes which we want to see achieved on our land. This is an approach which has been adopted by others such as Yorkshire Water and the National Trust and will develop a more sustainable approach to land management.</p>
Careers Advice	Does this need to be altered in light of the transition?	Our Youth Services Team are working to ensure that accurate guidance is maintained, updated and disseminated. To date this is still in development but now has an increased priority.
SME/Economic Support	Are we providing enough support through	Brexit contingency funding has been used by the Sheffield Chamber of Commerce to

	<p>the advisors, how long into 2021 will this be available?</p>	<p>fund two junior members of staff in the International Trade Team who have worked in the International Trade Team of Sheffield Chamber, and giving majority of support to businesses via a workshop programme over the last 12 months.</p> <p>More support is going to be provided in 2021 as we are increasing the advice available from the existing two trade advisors discussed in December's scrutiny meeting and detailed above.</p> <p>More of the EU transition funding will be used to provide more specific international trade expertise. This will mean Sheffield will have a service available for businesses to fully understand what they need to implement immediately to allow them to continue to trade or trade for the first time in Europe.</p> <p>This service will be provided through the Chamber of Commerce using Brexit contingency funding and additional contributions from the SCR. The money will provide a package of support allowing businesses to receive one to one support, from initial an professional customer service representative who will be able to triage requirements and point in the direction of the right Specialist Advisor, through to that specialist support.</p> <p>It is important that business owners know advice is available to all businesses, not just those who are members of the Chamber of Commerce. The late nature of the trade deal means many businesses are experiencing changes as they encounter them and therefore advice on how to deal with these changes seems to be a sensible use of these finances. This service is financed until the end of June 2021 and will be reviewed quarterly.</p>
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Universities	Write to universities for their view on impact	<p>We wrote to both universities and can give an updated picture for each of them. At Sheffield Hallam EU students are only a small proportion of the students enrolled at Sheffield Hallam, and the University has a much lower reliance on EU students than many other universities. Hallam are expecting these students numbers to drop significantly as changes to access to student funding are implemented. This is a sector wide issue and the evidence of the impact of this can already been seen in this year's UCAS application figures.</p> <p>The University of Sheffield used a data snapshot from 15th Jan, and they had 627 applications from the EU (overseas fee payers). At the same point last year, they had 1930 applications from the EU (home fee payers). They are therefore -68% down on applications. Whilst they can't attribute this directly to Brexit, and Covid will no doubt have had an effect, the decline is nevertheless concerning for the university.</p>
Erasmus	Will this scheme still be available?	<p>The UK will no longer participate in the Erasmus exchange programme - an EU scheme that helps students study in other countries. Replacing this will be a new scheme named after the mathematician Alan Turing.</p> <p>Students at universities in Northern Ireland will continue to participate in Erasmus, as part of an arrangement with the Irish government.</p> <p>The Turing scheme will be backed by over £100M, providing funding for approximately 35,000 students to go on placements and exchanges overseas beginning in September 2021. More information on the scheme is available here: <a href="https://www.gov.uk/government/news/new-turing-scheme-to-support-thousands-of-students-to-study-and-work-abroad">https://www.gov.uk/government/news/new-turing-scheme-to-support-thousands-of-students-to-study-and-work-abroad</a></p> <p>The University of Sheffield has also highlighted that the new Turing scheme will only support outward mobility, as funding has not been made available to support incoming mobility. Losing the</p>

		reciprocity of the Erasmus programme may have implications for agreements with partner institutions which will need to provide their own funding to send students to the UK. This may impact the makeup of the student body at Sheffield University, with likely fewer EU exchange students at least in the short term, and the local economy.
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